	Standard Operating Procedure
	SOP-310 – Production – Remote ESD Wells & Facilities

<h2 style="text-align: center;">Production – Remote ESD Wells & Facilities</h2> <h3 style="text-align: center;">-24 Hour Procedure-</h3>
--

Scope

This procedure outlines the Control Room's ability to remotely shut-in (ESD) a Facility or Well. Remote shutdowns can be requested by anyone at any time. The Control Room will assist in making sure this is done properly.

Purpose

The Control Room assists all EOG Midland Division groups with shutting in wells or facilities in the event of an emergency or day to day activity.

Identification

N/A

Process

Controller action is the same for normal working hours and afterhours.

Advisory

It is important to follow the steps laid out below in the 'Action' section. If discrepancies or changes in process are identified, contact the Control Room Supervisor to discuss an update to the procedure.

Action

1. Receive request to remotely ESD well or facility.
2. Controller will send an email to the proper groups, as listed below, detailing the Remote ESD request:
 - i. Production Route
 - ii. SWD
 - iii. Automation
 - iv. Measurement
 - v. Oil Measurement (If on Pipeline)
 - vi. Compression

To remotely ESD a **FACILITY**:

SOP-310 – Production – Remote ESD Wells & Facilities

- a. Controller will navigate to Cygnet/Facility Wellhead Summary Page/Facility View.
- b. Controller will select the appropriate facility to shut-in and click 'ESD Facility'.
- c. For example, to shut-in the Atlas CTB Facility, select '*Atlas CTB Facility*' > '*ESD Facility*'.

<div><All></div>		<div>Conan</div>		<div><All></div>		<div>Poll</div>	<div>Wellhead View</div>	<div>Export Data</div>	<div>ESD Facility</div>	<div>Reset Facility</div>
Selected: Atlas CTB Facility						Click a row to view wellheads				
Facility Summary	Close Code	ESD Testing	Fac Gross Vol	Air System PSI	Gen Fail to Start	Fac Power Status	480 Power Fail	Last Comm Time		
Apollo CTB	Cleared	0-NOT TESTING	107,638	130	OK	Utility power on	CLEAR	03/11 14:47:40		
Atlas CTB Facility	Cleared	0-NOT TESTING	117	125	0 - OK	Utility power on	CLEAR	03/11 14:45:04		
Brunson 47 CTB Facility	Cleared	0-NOT TESTING	2,880	147	0 - OK	Utility power on	CLEAR	03/11 14:45:13		

- d. Controller will confirm the facility and associated wells are shut-in:
 - vii. Facility Close code (alarm) is received in Cygnet Alarm Banner
 - viii. All production has stopped to facility (zero flow on gas, oil and water meters).
- e. Once the facility and associated wells have been verified to be shut-in, the Controller will click the 'Reset Facility' Button (*This does not restart the facility and wells. This only 'enables' the facility/wells to be restarted on site.*).

To remotely ESD a WELL:


- a. Controller will navigate to Cygnet/Facility Wellhead Summary Page/Facility View.
- b. Controller will select the appropriate facility/well and click 'ESD Well'.
- c. For example, to shut-in the Atlas 1H, select '*Atlas CTB Facility*' > '*Atlas 1H*' > '*ESD Well*'.

<div><div><All></div><div>Conan</div><div><All></div></div>		<div>Poll</div>	<div>Wellhead View</div>	<div>Export Data</div>	<div>ESD Facility</div>	<div>Reset Facility</div>	<div>ESD Well</div>	<div>Reset Well</div>						
Selected: Atlas 1H		Click a row to view wellheads												
Facility Summary	Close Code	ESD Testing	Fac Gross Vol	Air System PSI	Gen Fail to Start	Fac Power Status	480 Power Fail	Last Comm Time	Well Summary	Close Code	Tubing PSI	Casing PSI	Rate	Last Comm Time
Apollo CTB	Cleared	0-NOT TESTING	107,638	121	OK	Utility power on	CLEAR	03/11 15:17:41	Atlas 1H	Cleared	172	745	1,735	03/11 15:15:22
Atlas CTB Facility	Cleared	0-NOT TESTING	117	125	0 - OK	Utility power on	CLEAR	03/11 15:15:21	Atlas 2H	Cleared	156	678	1,618	03/11 15:15:22
Brunson 47 CTB Facility	Cleared	0-NOT TESTING	2,880	141	0 - OK	Utility power on	CLEAR	03/11 15:15:34						

- d. Controller will confirm the well is shut-in:
 - ix. Well Close code (alarm) is received in Cygnet Alarm Banner
 - x. Production has stopped (zero flow on gas, oil and water meters)
 - e. Once the well has been verified to be shut-in, the Controller will click the 'Reset Well' Button (*This does not restart the well. This only 'enables' the well to be restarted on site.*).
3. The Controller will reply to previous email letting everyone know that the ESD was successful.
 4. Once email has been sent, Controller will call the On-Call Lease Operator insuring that he has been made aware of the situation.
 5. Document Remote ESD operations in Shift Change Briefing and Event Log.

References

N/A

	Standard Operating Procedure
	SOP-310 – Production – Remote ESD Wells & Facilities

Definitions

- ESD – Emergency Shut Down

Revision Log – SOP-310

Revision	Date	Description of Change	Change/Approved by
1	2/13/2019	Created	Brandon Rogers
2	5/2/2019	Revised Controller Action's	Brandon Rogers
3	2/14/2020	Added new email groups to notify	Brandon Rogers

Training Log – SOP-310

Revision	Training Date	Method of Training	Issued By
1	2/13/2019	Email/Shift Change	Brandon Rogers
2	5/2/2019	Email/Shift Change	Brandon Rogers
3	2/14/2020	Email/Text/Shift Change	Brandon Rogers

SOP's must be revised or reviewed at least once each calendar year, not to exceed 15 months.

Review Log – SOP-310

Reviewed By	Date
Brandon Rogers	3/11/2019
Brandon Rogers	5/2/2019
Brandon Rogers	2/14/2020