

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NMOCD
Artesia

FORM APPROVED
OMB NO. 1004-0137
Expires: January 31, 2018

SUNDRY NOTICES AND REPORTS ON WELLS
Do not use this form for proposals to drill or to re-enter an abandoned well. Use form 3160-3 (APD) for such proposals.

SUBMIT IN TRIPLICATE - Other instructions on page 2

1. Type of Well <input checked="" type="checkbox"/> Oil Well <input type="checkbox"/> Gas Well <input type="checkbox"/> Other		5. Lease Serial No. NMNM113944
2. Name of Operator CHISHOLM ENERGY OPERATING, LLC Contact: JENNIFER ELROD Email: jelrod@chisholmenergy.com		6. If Indian, Allottee or Tribe Name
3a. Address 801 CHERRY ST., SUITE 1200 UNIT-20 FORT WORTH, TX 76102	3b. Phone No. (include area code) Ph: 817-953-3728	7. If Unit or CA/Agreement, Name and/or No.
4. Location of Well (Footage, Sec., T., R., M., or Survey Description) Sec 21 T26S R26E Mer NMP SESE 200FSL 1030FEL 32.021029 N Lat, 104.292597 W Lon		8. Well Name and No. COTTONWOOD 28-33 FED WCA 3H
		9. API Well No. 30-015-43687
		10. Field and Pool or Exploratory Area PURPLE SAGE; WOLFCAMP
		11. County or Parish, State EDDY COUNTY, NM

12. CHECK THE APPROPRIATE BOX(ES) TO INDICATE NATURE OF NOTICE, REPORT, OR OTHER DATA

TYPE OF SUBMISSION	TYPE OF ACTION			
<input checked="" type="checkbox"/> Notice of Intent	<input type="checkbox"/> Acidize	<input type="checkbox"/> Deepen	<input type="checkbox"/> Production (Start/Resume)	<input type="checkbox"/> Water Shut-Off
<input type="checkbox"/> Subsequent Report	<input type="checkbox"/> Alter Casing	<input type="checkbox"/> Hydraulic Fracturing	<input type="checkbox"/> Reclamation	<input type="checkbox"/> Well Integrity
<input type="checkbox"/> Final Abandonment Notice	<input type="checkbox"/> Casing Repair	<input type="checkbox"/> New Construction	<input type="checkbox"/> Recomplete	<input checked="" type="checkbox"/> Other
	<input type="checkbox"/> Change Plans	<input type="checkbox"/> Plug and Abandon	<input type="checkbox"/> Temporarily Abandon	
	<input type="checkbox"/> Convert to Injection	<input type="checkbox"/> Plug Back	<input type="checkbox"/> Water Disposal	

13. Describe Proposed or Completed Operation: Clearly state all pertinent details, including estimated starting date of any proposed work and approximate duration thereof. If the proposal is to deepen directionally or recompleat horizontally, give subsurface locations and measured and true vertical depths of all pertinent markers and zones. Attach the Bond under which the work will be performed or provide the Bond No. on file with BLM/BIA. Required subsequent reports must be filed within 30 days following completion of the involved operations. If the operation results in a multiple completion or recompleat in a new interval, a Form 3160-4 must be filed once testing has been completed. Final Abandonment Notices must be filed only after all requirements, including reclamation, have been completed and the operator has determined that the site is ready for final inspection.

09/25/2017- CHANGING WELLHEAD SETUP FROM CONVENTIONAL WELLHEAD SETUP TO MULTI-BOWL WELLHEAD SETUP.

DIAGRAMS ATTACHED

NM OIL CONSERVATION
ARTESIA DISTRICT

NOV 06 2017

RECEIVED

SC 11-6-17
Accepted for record - NMOCD

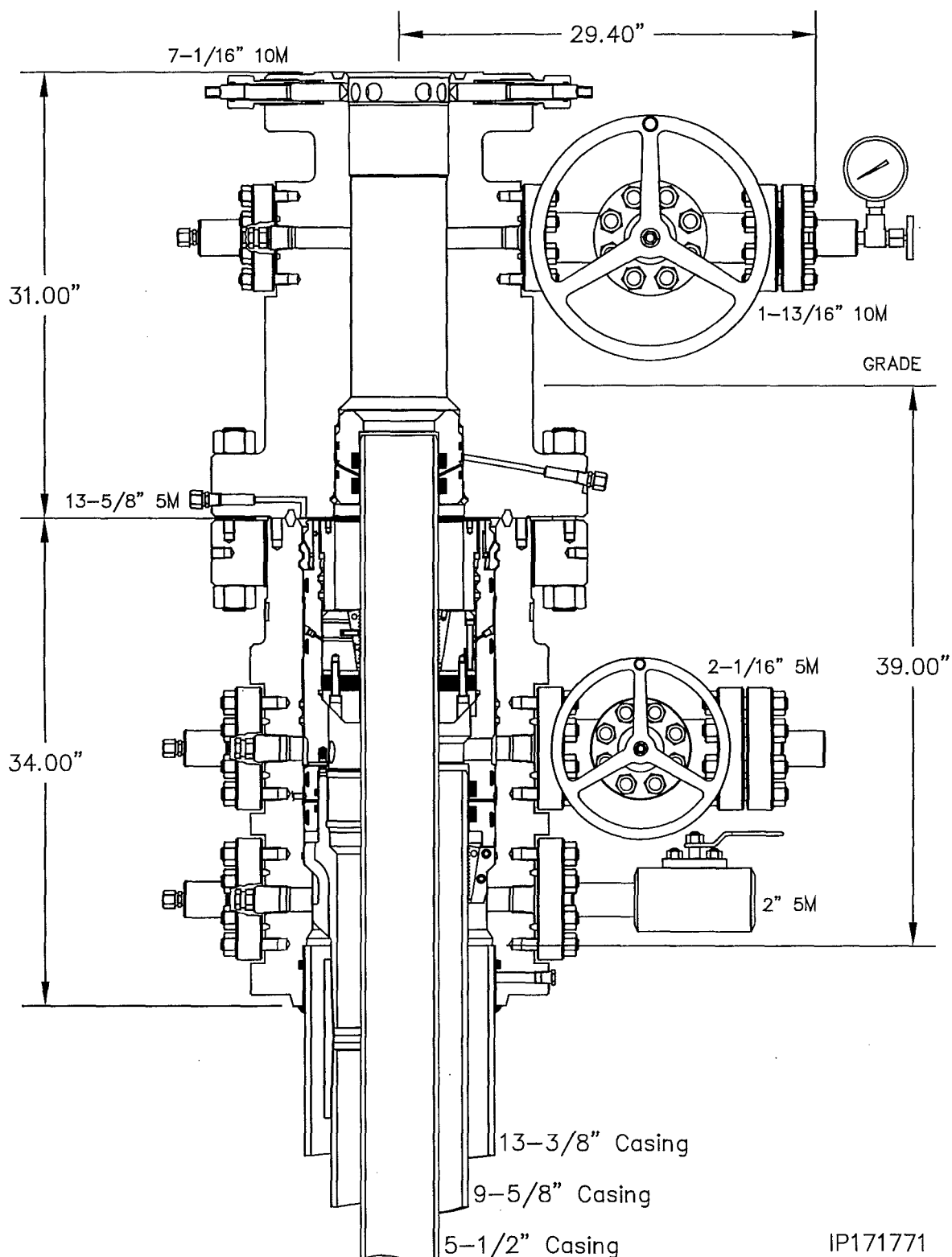
Well already drilled.

14. I hereby certify that the foregoing is true and correct. Electronic Submission #389599 verified by the BLM Well Information System For CHISHOLM ENERGY OPERATING, LLC, sent to the Carlsbad Committed to AFMSS for processing by JENNIFER SANCHEZ on 10/26/2017 ()	
Name (Printed/Typed) JENNIFER ELROD	Title SENIOR REGULATORY TECH
Signature (Electronic Submission)	Date 09/25/2017
THIS SPACE FOR FEDERAL OR STATE OFFICE USE	
Approved By	Title
Conditions of approval, if any, are attached. Approval of this notice does not warrant or certify that the applicant holds legal or equitable title to those rights in the subject lease which would entitle the applicant to conduct operations thereon.	
Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212, make it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statements or representations as to any matter within its jurisdiction.	

(Instructions on page 2)

**** OPERATOR-SUBMITTED ** OPERATOR-SUBMITTED ** OPERATOR-SUBMITTED ****

System Drawing



Cactus Speed Head Pressure Testing Statement

Our procedure is to nipple up BOP's to the surface casing, pressure test the BOP's to 5000 psi high and 250 psi low. We do not anticipate breaking any seals on the BOP from that point until rig release, however if we do break any seal, the entire BOP will be retested to 5000 psi high and 250 psi low.



Installation Procedure Prepared For:

Chisholm Energy
13-3/8" x 9-5/8" x 5-1/2" 5/10M
MBU-3T Wellhead System With
CTH-HPS-F MOD Tubing Head

Publication # IP0571

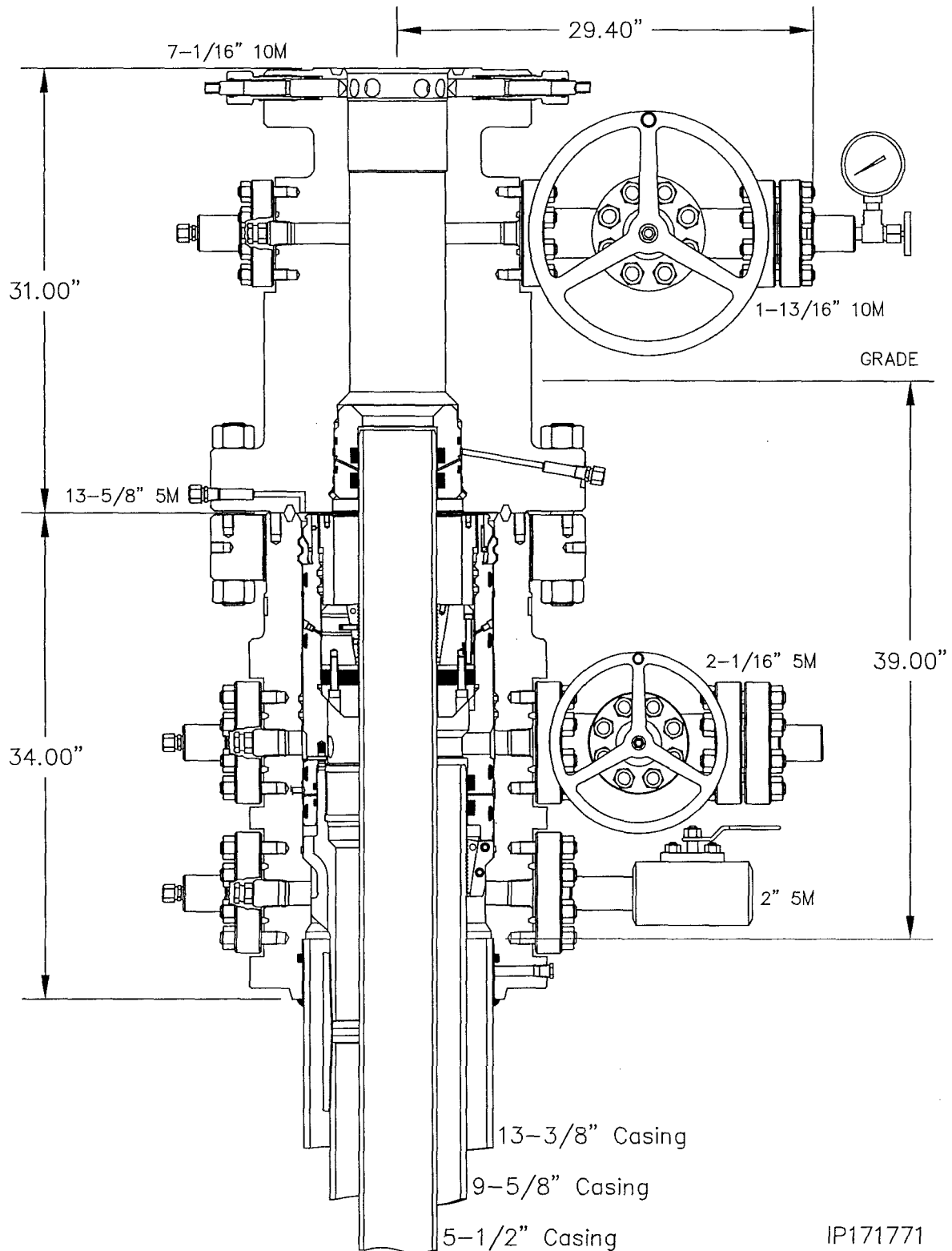
May, 2017

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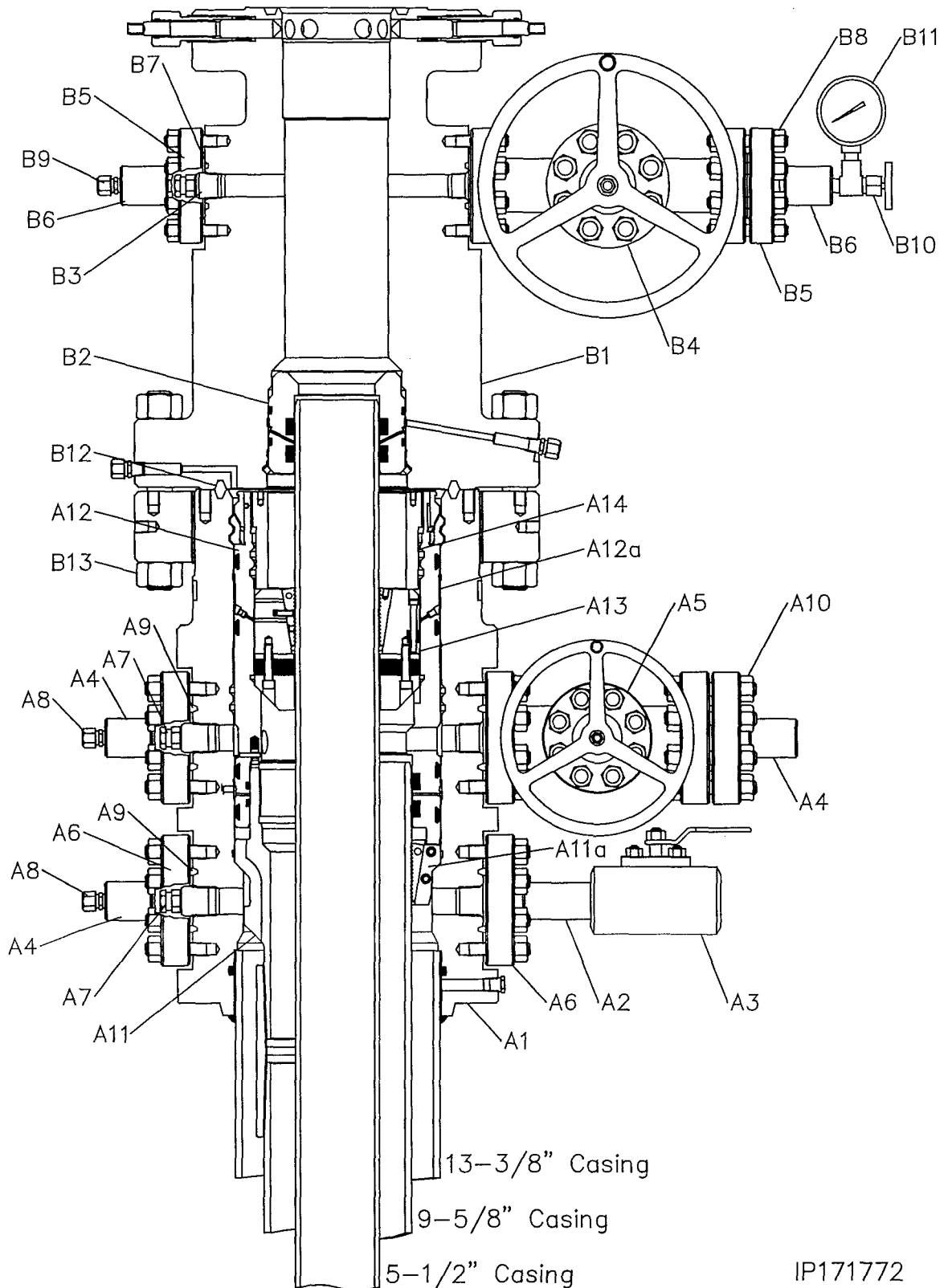
Table of Contents

	System Drawing -----	1
	Bill of Materials -----	2
Stage 1 —	Install the MBU-3T Housing -----	5
Stage 2 —	Nipple Up The BOP Stack -----	6
Stage 3 —	Test the BOP Stack -----	7
Stage 4 —	Run the Lower Wear Bushing -----	8
	Run the Wear Bushing Before Drilling-----	8
	Retrieve the Wear Bushing After Drilling-----	8
Stage 5 —	Hang Off the 9-5/8" Casing -----	9
	Running the 13-5/8" Wash Tool -----	15
Stage 5A —	Hang Off the 9-5/8" Casing (Emergency) -----	16
Stage 6 —	Install the MBU-3T Mandrel Hanger Packoff -----	18
	Landing the Packoff-----	20
	Seal Test-----	21
	Engaging the Lockring-----	21
	Retrieving the Packoff-----	22
Stage 6A —	Install the MBU-3T Emergency Packoff -----	23
	Landing the Packoff-----	25
	Seal Test-----	26
	Engaging the Lockring-----	26
Stage 7 —	Test the BOP Stack -----	27
Stage 8 —	Run the Upper Wear Bushing -----	28
	Run the Wear Bushing Before Drilling-----	28
	Retrieve the Wear Bushing After Drilling-----	28
Stage 9 —	Hang Off the 5-1/2" Casing -----	29
Stage 10 —	Install the 'Quick Connect' TA Cap Assembly -----	31
	Connection Test-----	32
Stage 11 —	Remove the TA Cap Assembly -----	33
Stage 12 —	Install the Tubing Head -----	35
	Seal Test-----	36
	Flange Test-----	37
	Recommended Procedure for Field Welding Pipe to	
	Wellhead Parts for Pressure Seal -----	38

System Drawing



Bill of Materials



MBU-3T HOUSING ASSEMBLY		
Item	Qty	Description
A1	1	Housing, CW, MBU-3T, 13-5/8" 5M x 13-3/8" SOW, with two 2-1/16" 5M studded upper and lower outlets with o-ring, 6A-PU-AA-1-2 Part # 117620
A2	1	Nipple, 2" line pipe x 6" long Part # NP6A
A3	1	Ball Valve, TV, 2" RP, 5M x 2" LP, WCB body SS trim, Delrin seats, HNBR seals, nace with locking handle Part # 115184
A4	3	Bull Plug, 2" line pipe x 1/2" line pipe, 4130 60K Part # BP2T
A5	1	Gate valve, CW1, 2-1/16" 3/5M, flanged end, handwheel operated, AA/DD-NL trim, (6A-LU-AA/DD-NL-1-2) Part # 610003
A6	4	Companion Flange, 2-1/16" 5M x 2" line pipe, 4130 CMS-102, CMS-002 Part # 200002
A7	2	VR Plug, 1-1/2" Sharp Vee x 1-1/4" hex Part # VR2
A8	2	Fitting, grease, vented cap, 1/2" NPT alloy non-nace Part # FTG1
A9	5	Ring Gasket, R-24, 2-1/16" 3/5M Part # R24
A10	8	Studs, all thread with two nuts, black, 7/8" x 6-1/2" long, B7/2H Part # 780067

MBU-3T HOUSING ASSEMBLY		
Item	Qty	Description
A11	1	Casing Hanger, CW, MBU--3T-LWR-TP, fluted, 13-5/8" x 9-5/8" (40#) LC bottom x 10.250" 4 Stub Acme 2G RH box top, with 11-1/2" OD neck, 6A-U-AA-1-2 Part # 120251
A12	1	Packoff, CW, MBU-3T, Mandrel, 13-5/8" nested x 11" with 11.250" 4 Stub Acme 2G LH box top, 1/8" NPT test ports, 6A-U-AA-1-1 Part # 117152
A13	1	Casing Hanger, C2, 11" x 5-1/2" Part # 108067
A14	1	Hold Down Ring, for C2 hanger, 11" x 7 through 4-1/2", arranged for packoff MBU-3T, 13-5/8" with 11.250" 4 Stub Acme 2G LH pin x 9.06" ID x 6.25" long, with 2.12" thread length, 4140 110K Part # 117418

TUBING HEAD ASSEMBLY		
Item	Qty	Description
B1	1	Tubing Head, CW, CTH-HPS-F, 9" (MOD), 13-5/8" 5M x 7-1/16" 10M, with two 1-13/16" 10M studded outlets, round bar, 17-4PH lockscrews, 6A-PU-EE-0,5-2-1 Part #
B2	1	Secondary Seal, CW, HPS-F, 9 MOD x 5-1/2", 6A-PU-DD-NL-1-2 Part # 110503
B3	1	VR Plug, 1-1/4" Sharp Vee x 1-1/4" hex Part # VR1
B4	1	Gate valve, AOZE, 1-13/16" 10M, flanged end, handwheel operated, EE-0,5 trim, (6A-LU-EE-0,5-3-1) Part # 103188
B5	2	Companion Flange, 1-13/16" 10M x 2" LP, 5000 psi max WP, 6A-KU-EE-NL-1 Part # 200010
B6	2	Bull Plug, 2" line pipe x 1/2" line pipe, 4130 60K Part # BP2T
B7	3	Ring Gasket, BX151, 1-13/16" 10M Part # BX-151
B8	8	Studs, all thread with two nuts, black, 3/4" x 5-1/2" long, B7/2H Part # 780080
B9	1	Fitting, grease, vented cap, 1/2" NPT alloy non-nace Part # FTG1
B10	1	Needle Valve, MFA, 1/2" NPT 10M service Part # NVA
B11	1	Pressure Gauge, 5M, 4-1/2" face, liquid filled, 1/2" NPT PG5M
B12	1	Ring Gasket, BX-160, 13-5/8" 15M Part # BX-160
B13	16	Studs, all thread with two nuts, black, 1-5/8" x 12-3/4" long, B7/2H Part # 780087

RECOMMENDED SERVICE TOOLS		
Item	Qty	Description
ST1	1	Test Plug/Retrieving Tool, CW, 13-5/8" x 4-1/2" IF (NC-50), 1-1/4" LP bypass and spring loaded lift dogs Part # 104467
ST2	1	Wear Bushing, CW, MBU-3T-LWR, 13-5/8" x 12.31" ID x 27.0" long with 3/8" o-ring Part # 116974
ST3	1	Casing Hanger Running Tool, CW, MBU-3T-LR-TP, 13-5/8" x 9-5/8" LC box top x 10.250" 4 Stub Acme 2G RH pin bottom, max load capacity 1000K, max torque 18000 ft-lbs. spec for rotating casing Part # 105845
ST4	1	Torque Collar, CW, for use with running tool, TP, 10.250 4 stub Acme 2G RH pin bottom and arranged for 11.50" OD x 5.00" long box hanger neck, maximum torque 18,000 ft-lbs Part # 118906
ST5	1	Wash Tool, CW, Casing Hanger, MBU-LR/MBS2, fluted, 13-5/8" x 4-1/2" IF (NC-50) box top threads, with brushes Part # 106277
ST6	1	Packoff Running Tool, CW, MBU-3T UPR, 13-5/8" nested, with 11.250" 4 Stub Acme 2G LH pin bottom x 4-1/2" IF (NC-50) box top with seal sleeve Part # 117310
ST7	1	Test Plug, CW, MBU-2LR Inner, 11" x 4-1/2" IF, 1-1/4" LP bypass Part # 108848
ST8	1	Wear Bushing, MBU-3T-UPR, nested, 13-5/8" x 11" x 9.00" I.D. x 20.0" long, arranged for 13-5/8" tool Part # 117158

RENTAL EQUIPMENT		
Item	Qty	Description
R1	1	Threaded Hub, CW, MBU-3T, 13-5/8" 5M With 19.000" 2 Stub Acme-2G Left Hand Box Thread Part # 117268
R2	1	Drilling Adapter, CW, MBU-3T, 13-5/8" 5M Quick Connect Bottom x 13-5/8" 5M Studded Top, Temp Rating PU Part # 117278
R3	1	TA Cap, CW, MBU-3T-HPS, 13-5/8" 5M quick connect, with one 2" LPO & 1/2" NPT port, with 1/2" NPT needle valve and 2" LP nipple and valve, 6A-U-AA-1-1 Part # 117317
	1	Secondary Seal Bushing, CW, HPS, 9" x 5-1/2 Part # 109026
R4	4	Lift Eyes, 3/4", side pull hoist ring Part # 115542

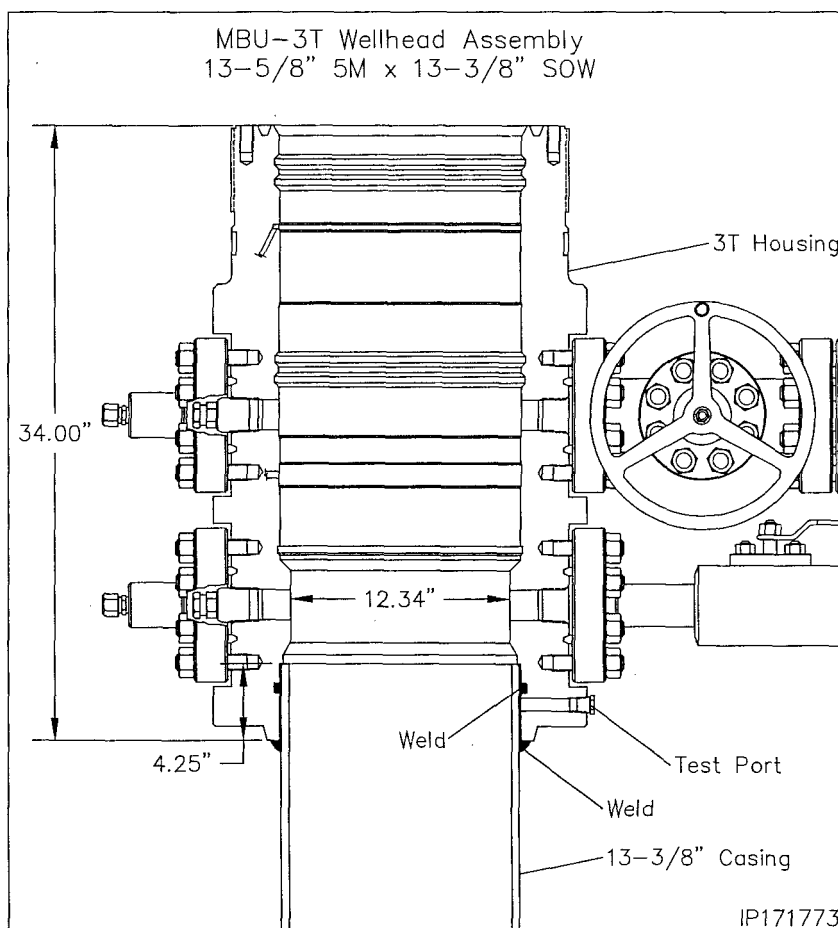
EMERGENCY EQUIPMENT		
Item	Qty	Description
A11a	1	Casing Hanger, CW, MBU-3T, 13-5/8" x 9-5/8" 6A-PU-DD-3-1 Part # 116998
A12a	1	Packoff, CW, MBU-3T, Emergency, 13-5/8" nested x 11" with 11.250" 4 Stub Acme 2G LH box top, 1/8" NPT test ports, 6A-U-AA-1-1 Part # 117184

Stage 1 — Install the MBU-3T Housing

1. Run the conductor and 13-3/8" surface casing to the required depth and cement as required.
2. Cut the conductor pipe off level with the cellar floor.
3. Final cut the 13-3/8" surface casing at 39.00" below ground level (grade). Ensure the cut is level and square with the horizon.
4. Place an 3/16" x 3/8" bevel on the OD of the stub.

Note: The slip on and weld preparation is 4.25" in depth.

5. Examine the **13-5/8" 5M x 13-3/8" SOW x 19.00" 2 Stub Acme LH (Left Hand Thread) MBU-3T Wellhead Housing (Item A1)**. Verify the following:
 - internal bore is clean and in good condition
 - external Acme thread is clean and in good condition
 - thread flange is in place and rotates freely
 - valves are intact and in good condition
 - weld socket is clean and free of grease and debris and o-ring is in place and in good condition



6. Align and level the Wellhead Assembly over the casing stub, orienting the outlets so they will be compatible with the drilling equipment.
7. Remove the pipe plug from the port on the bottom of the Head.
8. Slowly and carefully lower the assembly over the casing stub, weld and test the MBU-3T wellhead to the surface casing.
9. Replace the pipe plug in the port on the bottom of the wellhead.

Note: The weld should be a fillet-type weld with legs no less than the wall thickness of the casing. Legs of 1/2" to 5/8" are adequate for most jobs.

Refer to the back of this publication for the **Recommended Procedure for Field Welding Pipe to Wellhead Parts for Pressure Seal** and for field testing of the weld connection.

Stage 2 — Nipple Up The BOP Stack

1. Examine the **13-5/8" 5M x 19.00" 4 Stub Acme Threaded Hub (Item R1)**. Verify the following:

- Acme thread are clean and in good condition
- remove the (4) retainer set screws and place them in a safe place

2. Thoroughly clean and lightly lubricate the mating threads of the housing and the Thread Hub with Copper Coat or Never Seize.

3. Pick up the Hub and carefully thread it onto the top of the housing with counter clockwise rotation until the top of the ring is approximately a 1/4" below the top of the housing.

4. Position the hub gage ring on top of the housing with the counter bore down as indicated. Ensure the gage ring is level and straight.

5. Rotate the Hub clockwise (UP) until it contacts the gage ring.

WARNING: Do not off seat the gage ring.

6. Locate the retainer screw holes in the threaded hub.

7. Rotate the Hub up or down to align the holes in the hub with the notches in the housing.

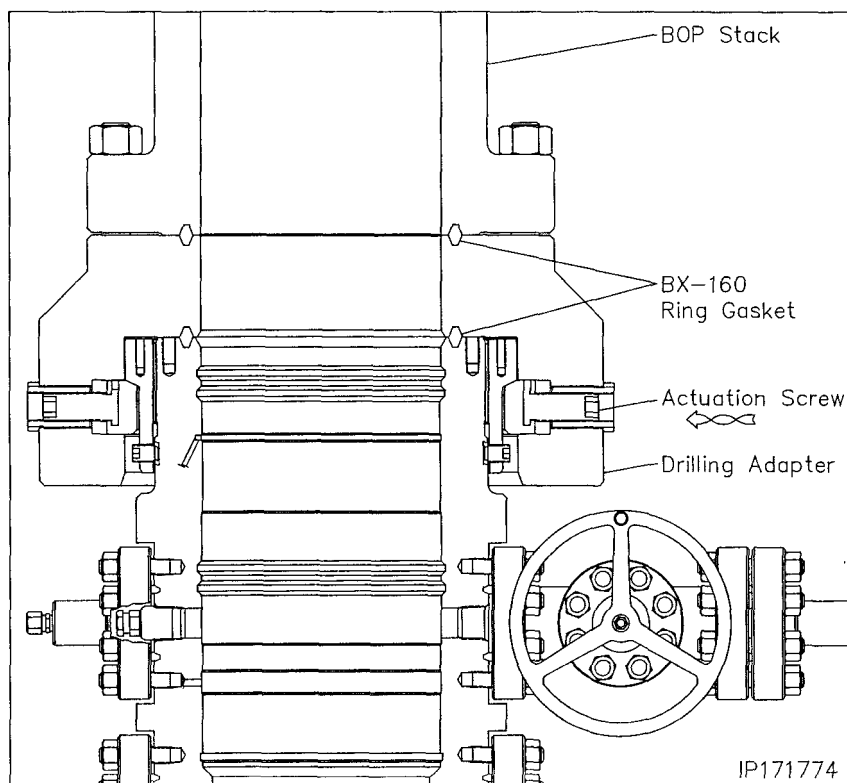
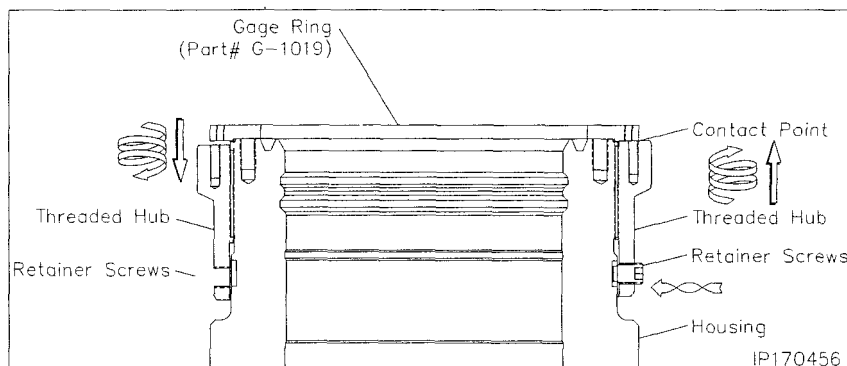
8. Install the set screws and tighten securely. Remove gage ring.

9. Make up the **13-5/8" 5M Quick Connect x 13-5/8" 5M Studded Adapter (Item R2)** to the bottom of the BOP stack using a new **BX-160 Ring Gasket**.

10. Thoroughly clean the MBU-3T hub, ring groove and the mating clamp segments and ring groove of the Adapter attached to the BOP stack.

11. Install a new **BX-160 Ring Gasket** into the ring groove of the housing.

12. Pick up the BOP stack and carefully lower it over the top of the housing and land it on the ring gasket.



13. Ensure the BOP is level and then carefully run in all of the drive screws of the upper adapter to contact point.

14. Ensure the assembly remains level, run in one actuation and torque to 100 ft lbs.

15. Locate the screw 180° from the first and torque it to 100 ft lbs.

16. Locate the screws 90° to the right and left and torque them to 100 ft lbs.

17. Position the second 4 point sequence 90° from the first and torque each screw to 200 ft lbs.

18. Run in all remaining screws to contact and then torque each screw to 400 ft lbs.

19. Make one additional round until a stable torque of 400 ft lbs on all (16) screws is achieved.

Stage 3 — Test the BOP Stack

Immediately after making up the BOP stack and periodically during the drilling of the well for the next casing string the BOP stack (connections and rams) must be tested.

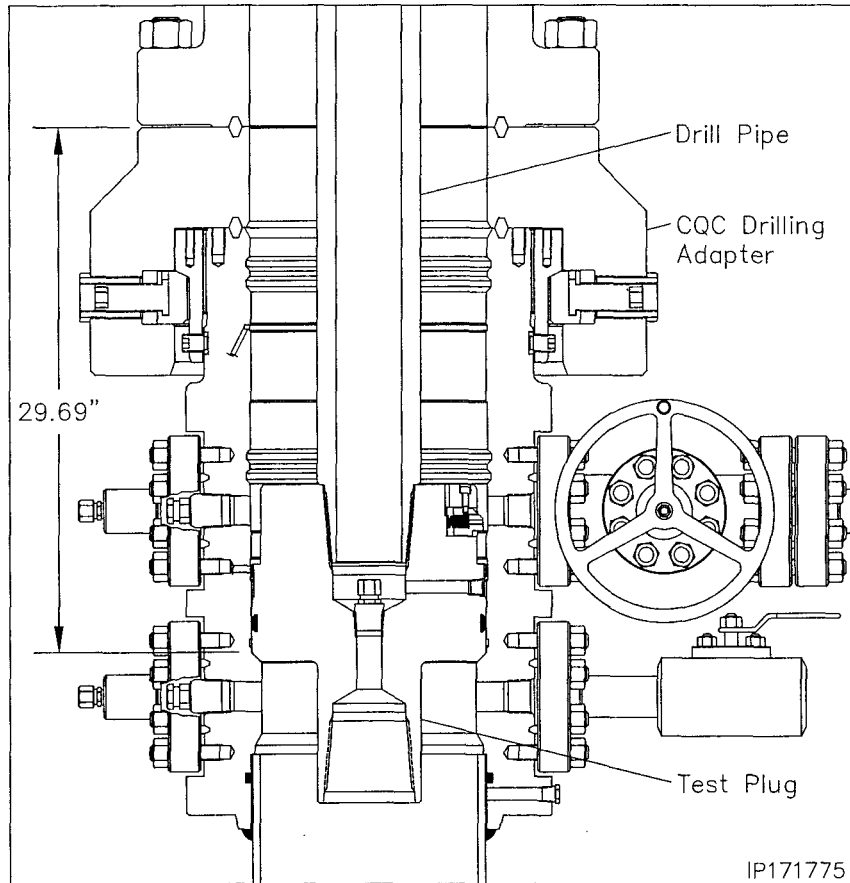
1. Examine the **13-5/8" Nominal x 4-1/2" IF (NC-50) CW Test Plug/Retrieving Tool (Item ST1)**. Verify the following:
 - 1-1/4" VR plug and weep hole plug are in place and tightened securely
 - elastomer seal is in place and in good condition
 - retractable lift lugs are in place, clean, and free to move
 - drill pipe threads are clean and in good condition
2. Position the test plug with the elastomer seal down and the lift lugs up and make up the tool to a joint of drill pipe.

WARNING: Ensure that the lift lugs are up and the elastomer seal is down

3. Remove the 1/2" NPT pipe plug from the weep hole if pressure is to be supplied through the drill pipe.
4. Open the housing lower side outlet valve.
5. Lightly lubricate the test plug seal with oil or light grease.
6. Carefully lower the test plug through the BOP and land it on the load shoulder in the housing, 29.69" below the top of the drilling adapter.
7. Close the BOP rams on the pipe and test the BOP to 5000 psi or as required by site supervisor.

Note: Any leakage past the test plug will be clearly visible at the open side outlet valve.

8. After a satisfactory test is achieved, release the pressure and open the rams.



9. Remove as much fluid as possible from the BOP stack and the retrieve the test plug with a straight vertical lift.

Note: When performing the BOP blind ram test it is highly recommended to suspend a stand of drill pipe below the test plug to ensure the plug stays in place while disconnecting it from the drill pipe.

10. Repeat this procedure as required during the drilling of the hole section.

Stage 4 — Run the Lower Wear Bushing

Note: Always use a Wear Bushing while drilling to protect the load shoulders from damage by the drill bit or rotating drill pipe. The Wear Bushing must be retrieved prior to running the casing.

1. Examine the **13-5/8" Nominal MBU-3T-LWR Wear Bushing (Item ST2)**. Verify the following
 - internal bore is clean and in good condition
 - upper trash o-ring is in place and in good condition
 - shear o-ring cord is in place and in good condition
 - paint anti-rotation lugs white and allow paint to dry

Run the Wear Bushing Before Drilling

2. Orient the **13-5/8" Nominal x 4-1/2" IF (NC-50) CW Test Plug/Retrieving Tool (Item ST1)** with drill pipe connection up.
3. Attach the Retrieving Tool to a joint of drill pipe.

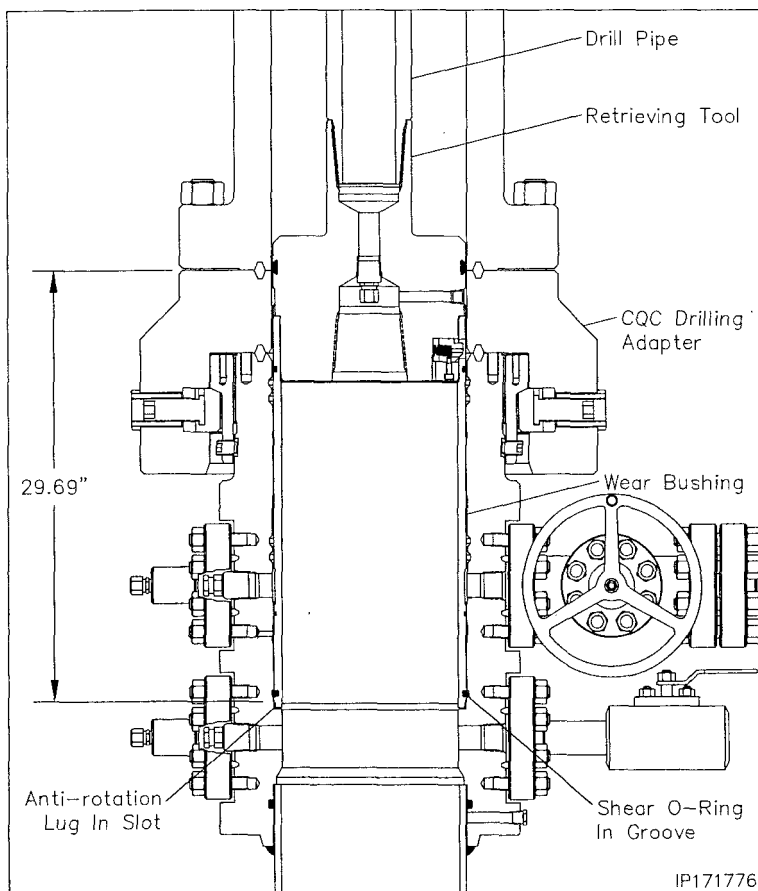
WARNING: Ensure that the lift lugs are down and the elastomer seal is up

4. Align the retractable lift lugs of the tool with the retrieval holes of the bushing and carefully lower the tool into the Wear Bushing until the lugs snap into place.

Note: If the lugs did not align with the holes, rotate the tool in either direction until they snap into place.

5. Apply a heavy coat of grease, not dope, to the OD of the bushing.
6. Ensure the BOP stack is drained and free of any debris from previous test.
7. Slowly lower the Tool/Bushing Assembly through the BOP stack and land it on the load shoulder in the housing, 29.69" below the top of the drilling adapter.
8. Rotate the drill pipe clockwise (right) to locate the stop lugs in their mating notches in the head. When properly aligned the bushing will drop an additional 1/2".

Note: The Shear O-Ring on bottom of the bushing will locate in a groove above the load shoulder in the head to act as a retaining device for the bushing.



9. Remove the tool from the Wear Bushing by rotating the drill pipe counter clockwise (left) 1/4 turn and lifting straight up.
10. Drill as required.

Note: It is highly recommended to retrieve, clean, inspect, grease, and reset the wear bushing each time the hole is tripped during the drilling of the hole section.

Retrieve the Wear Bushing After Drilling

11. Make up the Retrieving Tool to the drill pipe.
12. Drain BOP stack and wash out if necessary.
13. Slowly lower the tool into the Wear Bushing.
14. Rotate the Retrieving Tool clockwise until a positive stop is felt. This indicates the lugs have snapped into the holes in the bushing.
15. Using the top drive, slowly pick up on the landing joint in 1000 lbs increments until the bushing starts to rise. This action should take a minimum of 3000 lbs pull. Do Not Exceed 60,000 lbs.
16. Retrieve the Wear Bushing, and remove it and the Retrieving Tool from the drill string.

Stage 5 — Hang Off the 9-5/8" Casing

1. Examine the **13-5/8" x 9-5/8" CW-MBU-3T-TP4 Casing Hanger Running Tool (Item ST3)**. Verify the following:

- internal bore and threads are clean and in good condition
- o-ring seal is clean and in good condition
- torque dogs are in place, in upper most position and retainer set screws are tightened securely

2. Make up a landing joint to the top of the Running Tool and torque connection to thread manufacturer's maximum make up torque.

3. Lay down the landing joint on the pipe rack.

4. On the pipe rack, examine the **13-5/8" x 9-5/8" CW-MBU-3T-TP4 Mandrel Casing Hanger (Item A11)**. Verify the following:

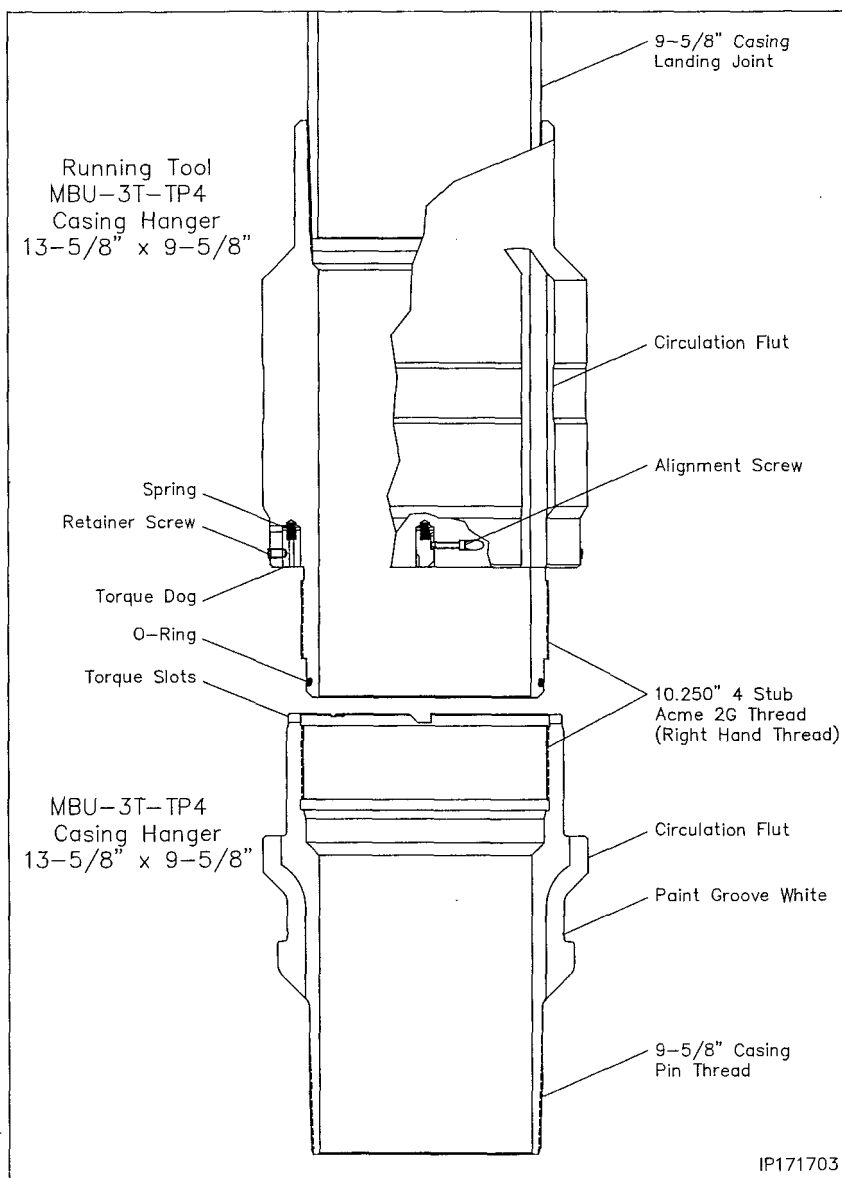
- internal bore and threads are clean and in good condition
- neck seal area is clean and undamaged
- torque slots are clean and in good condition
- pin threads are clean and in good condition. **Install thread protector**
- paint indicator groove white as indicated and allow paint to dry

5. Liberally lubricate the mating threads, seal areas and o-ring of the hanger and running tool with a oil or light grease.

6. Using chain tongs only, thread the Running Tool into the hanger, with right hand rotation, until it shoulders out on the Hanger body.

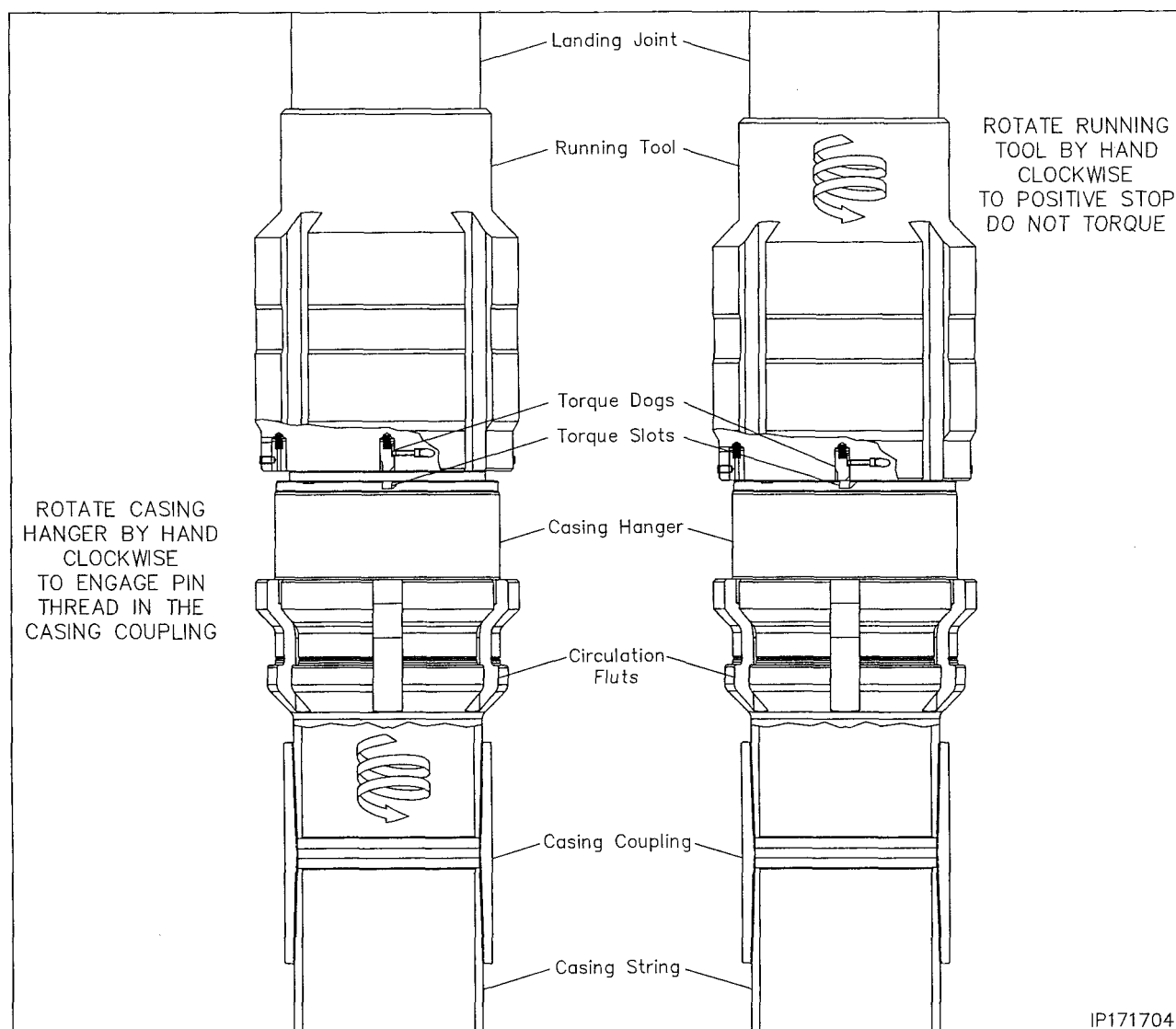
WARNING: Do Not apply torque to the Hanger/Tool connection.

Note: If steps 1 through 6 were done prior to being shipped to location, the running tool should be backed off 1 turn and made back up to ensure it will back off freely.



7. Calculate the total landing dimension by adding the previously determined RKB dimension and 29.69", the depth of the wellhead.
8. Starting at the top of the 45° angle load shoulder of the casing hanger measure up the landing joint and place a paint mark on the joint. Mark **HANGER LANDED**.
9. Place a second mark 30" below the first and mark **STOP ROTATING**.
10. Run the 9-5/8" casing as required and space out appropriately for the mandrel casing hanger.

Stage 5 — Hang Off the 9-5/8" Casing



Note: If the 9-5/8" casing becomes stuck and the mandrel casing hanger cannot be landed, Refer to **Stage 5A** for the emergency slip casing hanger procedure.

11. Pick up the casing hanger/running tool joint assembly.
12. Remove the casing hanger thread protector and carefully thread the hanger into the last joint of casing ran. Rotate the hanger clockwise, by hand, to a positive stop.
13. Rotate the running tool clockwise by hand to a positive stop.

Stage 5 — Hang Off the 9-5/8" Casing

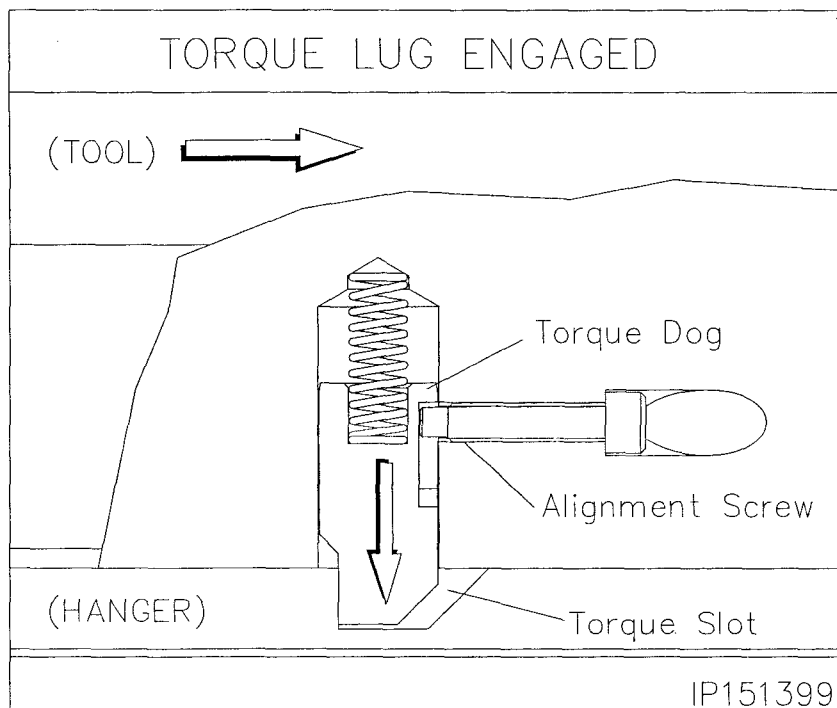
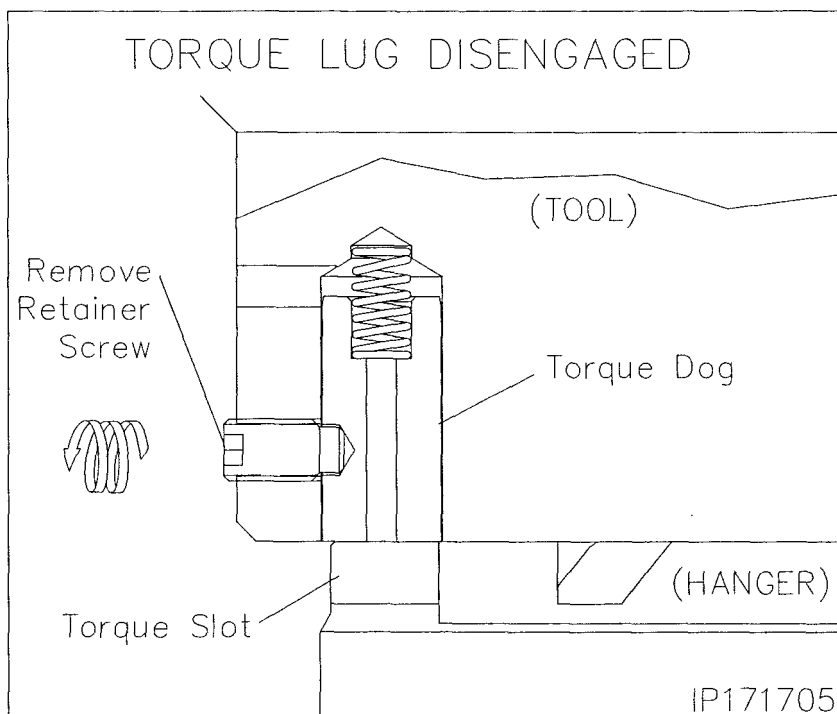
14. Locate the (4) 3/8" socket head set screws in the side of the hanger running tool and remove the screws.

WARNING: Place the screws in a safe place to reinstall in the tool when the job is completed.

Note: This will release the running tool torque dogs allowing them to move downward.

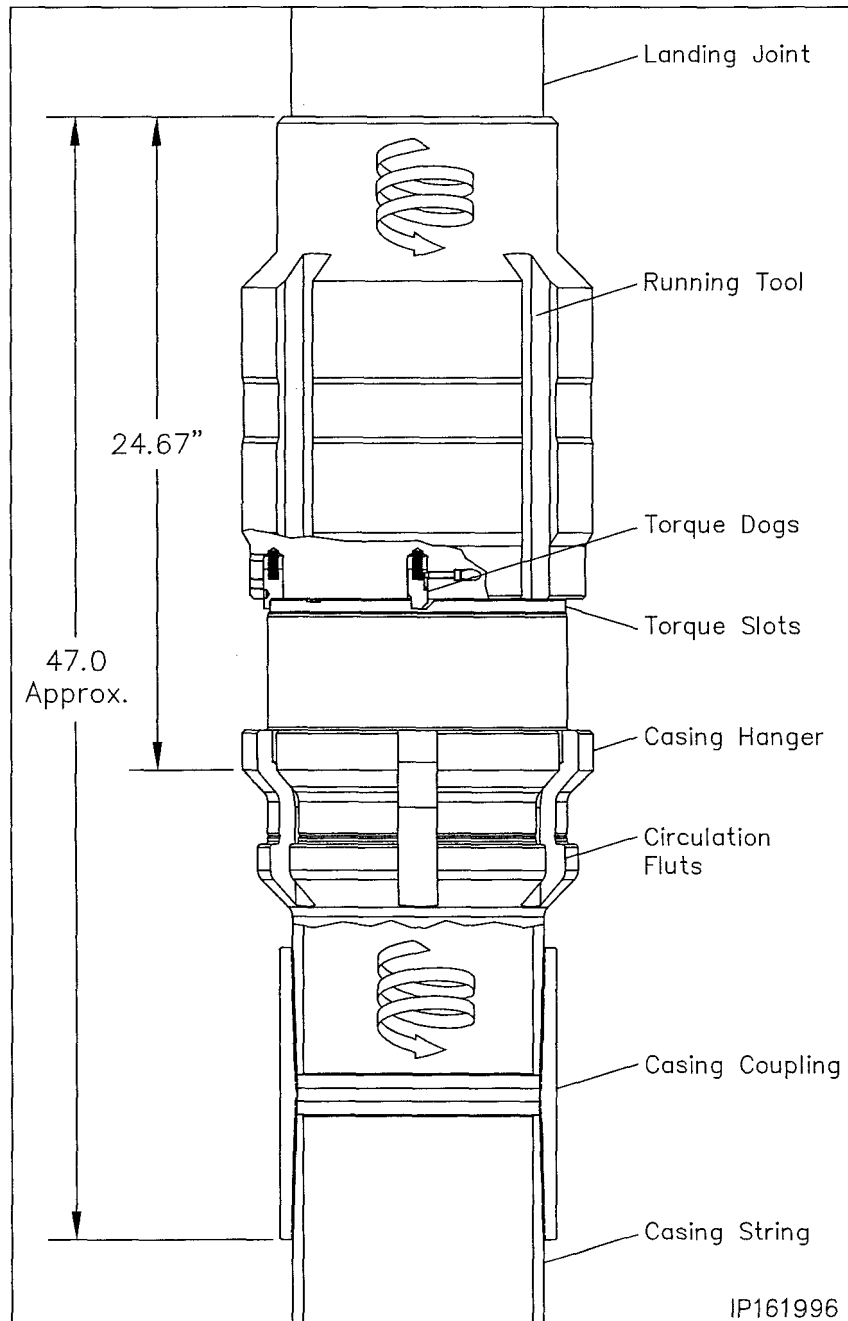
15. Using only chain tongs, rotate the running tool to the left to allow the torque dogs to engage the torque slots in the top of the hanger.

WARNING: Do not rotate the running tool more than 1/4 turn to the left. Doing so will decrease the torque dog engagement



Stage 5 — Hang Off the 9-5/8" Casing

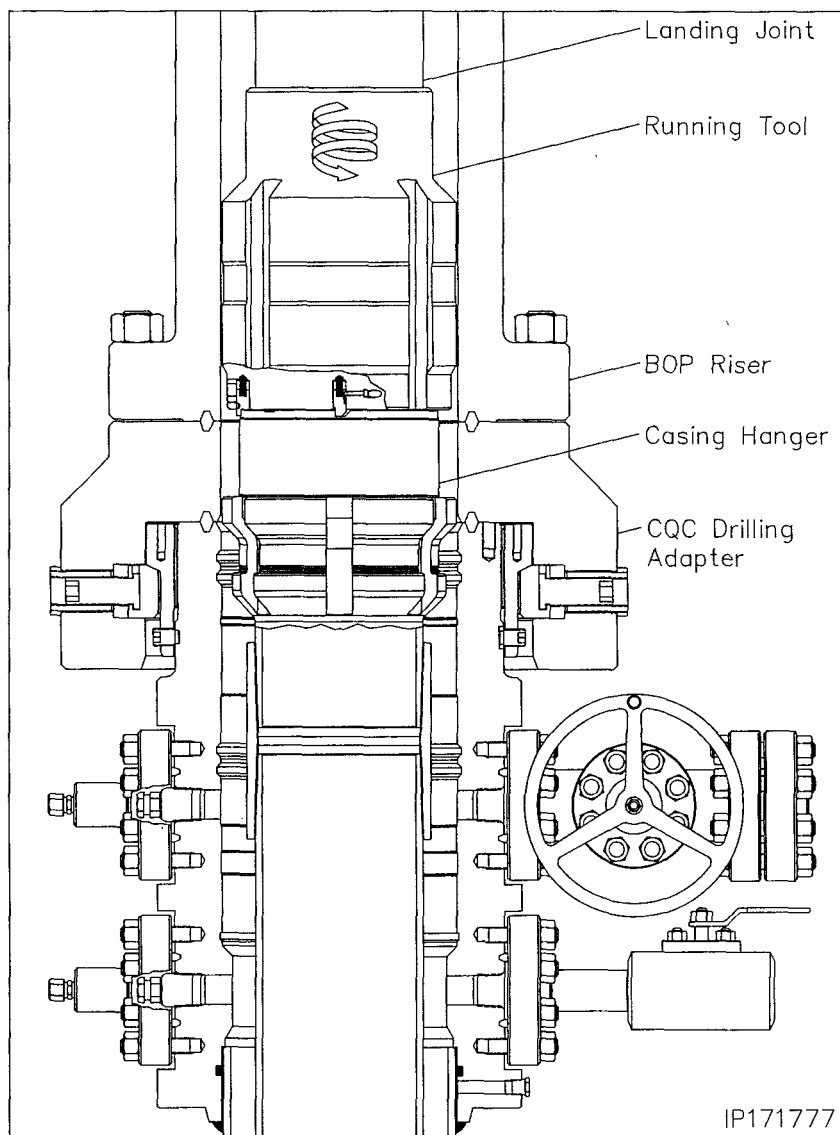
16. Engage the CRT tool on the landing joint and torque the casing hanger in the casing string to thread manufacturer's maximum make up torque.



Stage 5 — Hang Off the 9-5/8" Casing

17. Pick up the casing string and remove the floor slips and rotary bushings.
18. Carefully lower the hanger completely through the BOP annular and then engage the top drive to allow the casing to be rotated clockwise.
19. While rotating the casing clockwise, carefully lower the casing string until the **STOP ROTATING** mark on the landing joint is level with the rig floor.

Note: The torque dogs have a maximum rated capacity of 18,000 ft lbs.



Stage 5 — Hang Off the 9-5/8" Casing

WARNING: Torque wrap can build in the casing string as it is rotated. Ensure the string comes to a neutral position, by allowing it to back off slowly counter clockwise, before the casing hanger is fully landed.

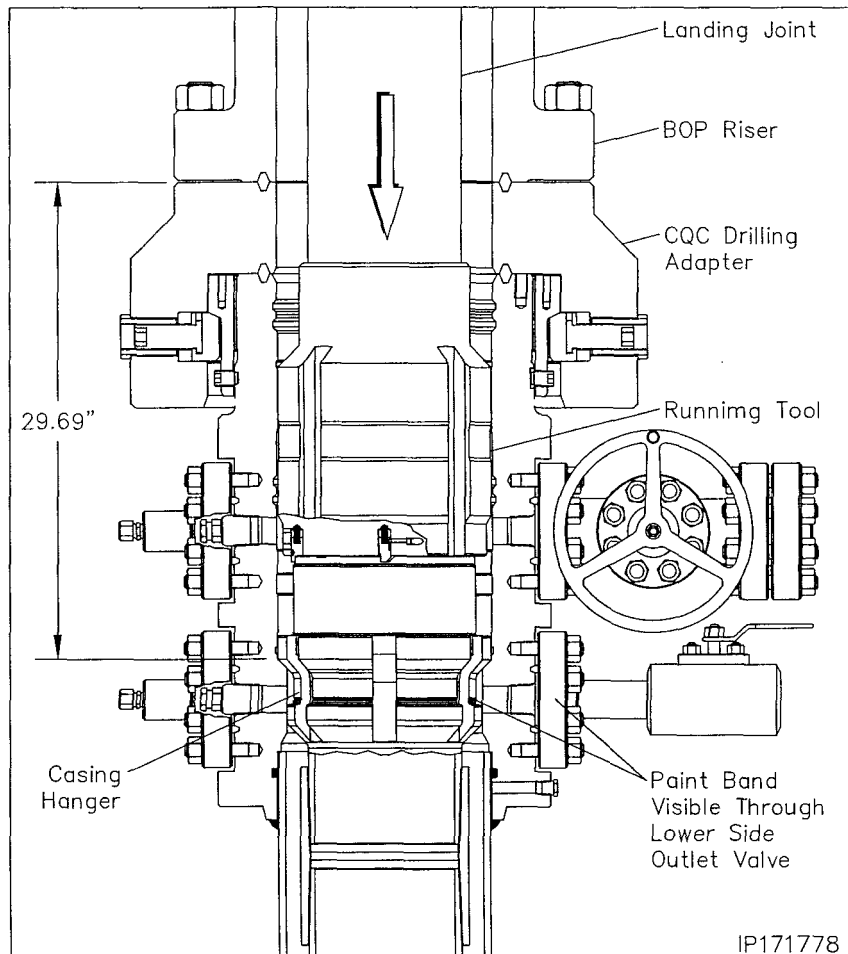
20. Cease rotation and continue carefully lowering the hanger through the wellhead and land it on the load shoulder in the MBU-3T housing, 29.69" below the top of the drilling adapter.
21. Slack off all weight on the casing and verify that the **HANGER LANDED** paint mark has aligned with the rig floor.
22. Open the MBU-3T housing lower outlet valve and drain the BOP stack.
23. Sight through the valve bore to confirm the hanger is properly landed. The white painted indicator groove will be clearly visible in the center of the open outlet valve.
24. Close the open valve and place a vertical paint mark on the landing joint to verify if the casing string rotates during the cementing process.
25. Cement the casing as required.

Note: Returns may be taken through the circulation slots and out the BOP or out the side outlets on the housing.

26. With cement in place, bleed off all pressure and remove the cementing head.

27. Using Chain Tongs Only located 180° apart, retrieve the Running Tool and landing joint by rotating the landing joint counter clockwise (left) approximately 13 turns or until the tool comes free of the hanger.

WARNING: The rig floor tong may be used to break the connection but **under no circumstances** is the top drive to be used to rotate or remove the casing hanger running tool.



Stage 5 — Hang Off the 9-5/8" Casing

Running the 13-5/8" Wash Tool

1. Examine the **13-5/8" x 4-1/2" IF Wash Tool (Item ST5)**. Verify the following:
 - drill pipe threads and bore are clean and in good condition
 - all ports are open and free of debris

2. Orient the Wash Tool with drill pipe box up. Make up a joint of drill pipe to the tool.

3. Carefully lower the Wash Tool through the BOP and land it on top of the 9-5/8" casing hanger, 28.20" below the top flange of the wellhead housing.

4. Place a paint mark on the drill pipe level with the rig floor.

5. Open the housing lower side outlet valve and drain the BOP stack.

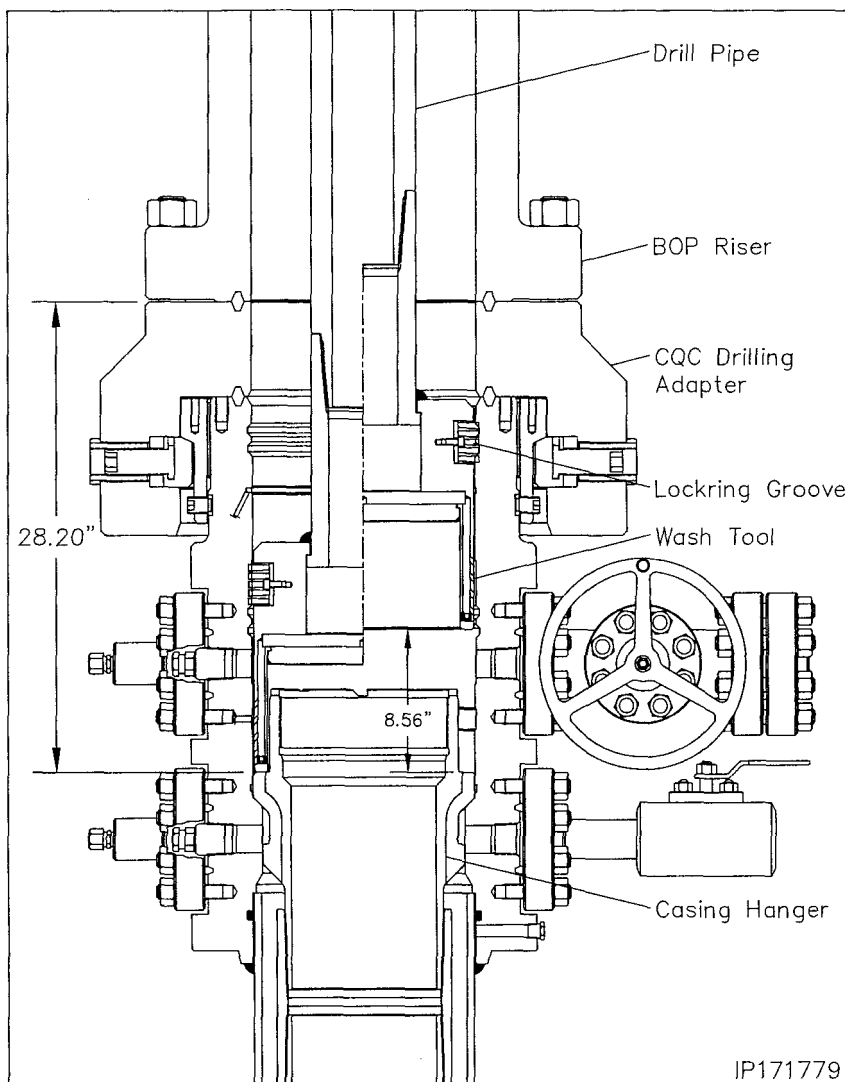
6. Using chain tongs, rotate the tool clockwise approximately 6 turns to loosen any debris that may be on top of the hanger flutes.

7. Pick up on the tool approximately 1" and attach a high pressure water line or the top drive to the end of the drill pipe and pump water (at approximately 200 to 300 PSI on the rig pump) through the tool and up the BOP stack.

8. While flushing, raise and lower the tool the full length of the wellhead and BOP stack. The drill pipe should be slowly rotated (approximately 20 RPM) while raising and lowering to wash the inside of the housing and BOP stack to remove all caked on debris.

9. Once washing is complete, land the wash tool on the hanger flutes.

10. Shut down pumps and allow the BOP stack to drain.



11. Reengage the pump and fully wash the inside of the wellhead and the entire BOP one additional cycle ensuring the stopping point is with the wash tool resting on top of the hanger flutes.

13. Using a bright light, sight through the bore of the BOP stack and observe the top of the hanger neck and flutes. Ensure that there are no dark areas on top of the flutes of the hanger.

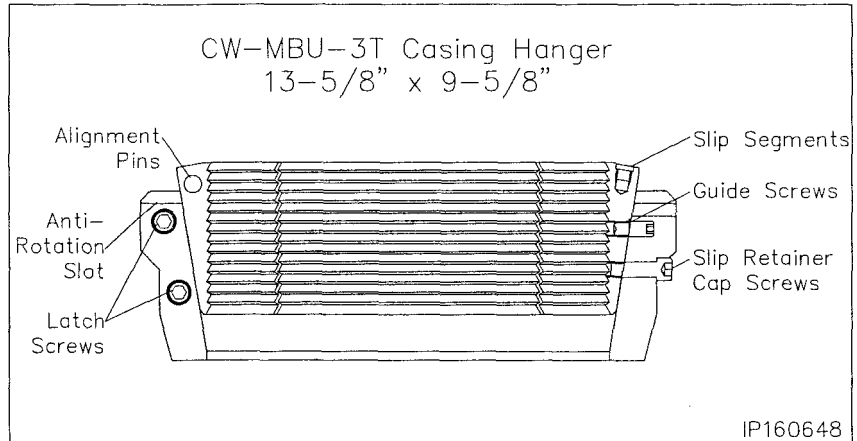
Note: Observe the returns at the open outlet valve. If returns are not clean, continue flushing until they are.

WARNING: Continue washing until all debris is removed.

12. Once the returns are clean and free of debris, retrieve the tool to the rig floor.

Stage 5A — Hang Off the 9-5/8" Casing (Emergency)

1. Cement the hole as required.
2. Drain the BOP stack through the housing side outlet valve.
3. Locate the actuation screw on the OD of the drilling adapter.
4. Using a hex drive, fully retract the actuation screws until they are slightly over flush with the glandnuts.
5. Pick up on the BOP stack a minimum of 12" above the housing hub and secure with safety slings.
6. Washout as required.



7. Examine the **13-5/8" x 9-5/8" MBU-3T Slip Casing Hanger (Item A11a)**. Verify the following:
 - slips and internal bore are clean and in good condition
 - all screws are in place

8. There are two latch screws located in the top of the casing hanger. Using a 5/16" Allen wrench, remove the two latch screws located 180° apart and separate the hanger into two halves.

9. Place two boards on the lower adapter against the casing to support the Hanger.

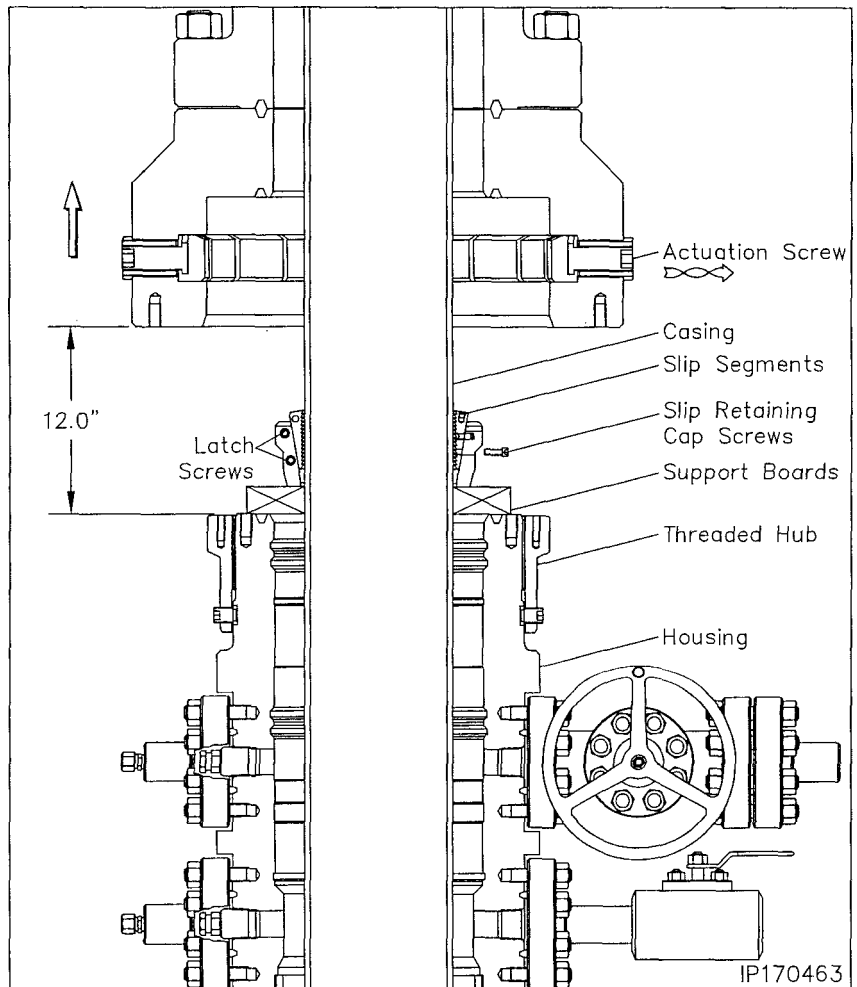
10. Pick up one half of the hanger and place it around the casing and on top of the boards.

11. Pick up the second hanger half and place it around the casing adjacent the first half.

12. Slide the two hanger halves together ensuring the slip alignment pins properly engage the opposing hanger half.

13. Reinstall the latch screws and tighten securely.

14. Prepare to lower the hanger into the housing bowl.



Stage 5A — Hang Off the 9-5/8" Casing (Emergency)

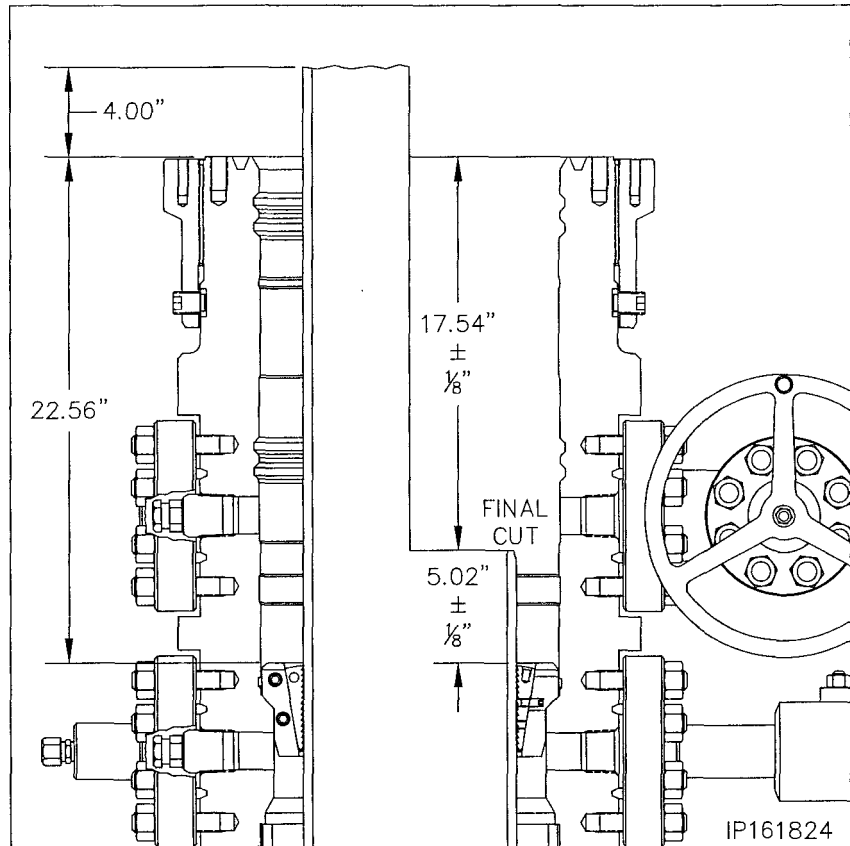
WARNING: Do Not Drop the Casing Hanger!

15. Grease the Casing Hanger's body and remove the slip retaining screws.
16. Remove the boards and allow the hanger to slide into the housing bowl. When properly positioned the top of the hanger will be approximately 22.56" below the top of the housing.
17. Pull tension on the casing to the desired hanging weight and then slack off.

Note: A sharp decrease on the weight indicator will signify that the hanger has taken weight and at what point, If this does not occur, pull tension again and slack off once more.

WARNING: Because of the potential fire hazard and the risk of loss of life and property, It is highly recommended to check the casing annulus and pipe bore for gas with an approved sensing device prior to cutting off the casing. If gas is present, do not use an open flame torch to cut the casing. It will be necessary to use a air driven mechanical cutter which is spark free.

18. Rough cut the casing approximately 4" above the top of the housing and move the excess casing out of the way.
19. Using the Wach's internal casing cutter, final cut the casing at 17.54" $\pm 1/8$ " below the top of the lower adapter or 5.02" $\pm 1/8$ " above the hanger body.
20. Remove the internal casing cutter assembly and reconfigure the assembly to bevel the casing. Reinstall the cutter assembly and then place a 3/16" x 3/8" bevel on the O.D. and a I.D. chamfer to match the minimum bore of the packoff to be installed.



Note: There must not be any rough edges on the casing or the seals of the Packoff will be damaged.

21. Thoroughly clean the housing bowl, removing all **CEMENT AND CUTTING DEBRIS**.
22. Locate the two anti-rotation notches in the top of the slip bowl.
23. Place a straight edge on top of the slip bowl and in line with the center of one of the notches.
24. Ensure the straight edge is vertical and then place a paint mark on top of the housing in line with the notch in the slip bowl.

Stage 6 — Install the MBU-3T Mandrel Hanger Packoff

The following steps detail the installation of the MBU-3T Nested Packoff Assembly for the mandrel hanger. If the casing was landed using the emergency slip hanger, skip this step and proceed with Stage 6A for installing the emergency MBU-3T Nested packoff.

1. Examine the **13-5/8" x 11.250" 4 Stub Acme 2G LH box top MBU-3T Mandrel Hanger Packoff Assembly (Item A12)**. Verify the following:

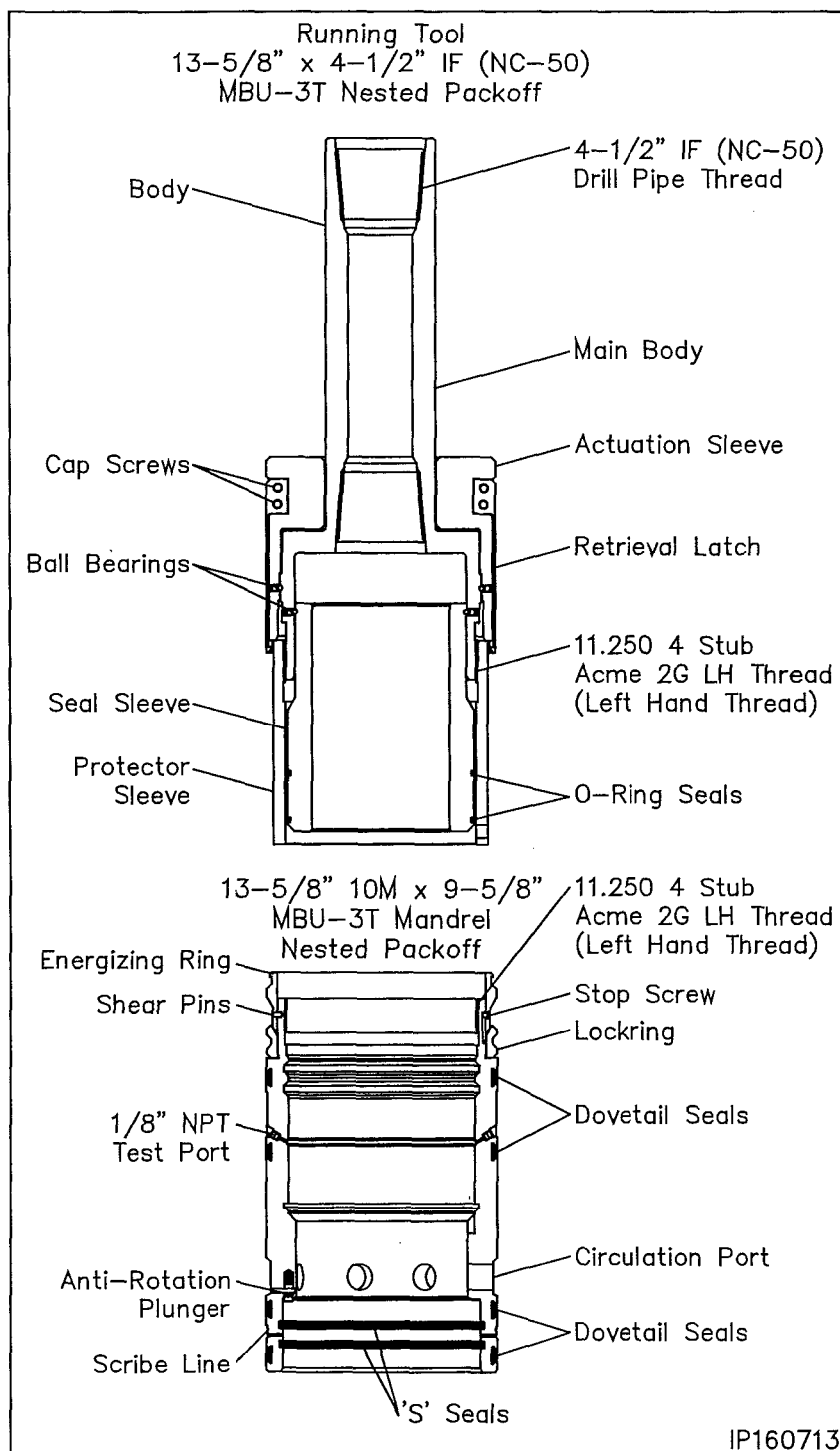
- all elastomer seals are in place and undamaged
- internal bore, and ports, are clean and in good condition
- locking is fully retracted
- energizer ring is in its upper most position and retained with shear pins and stop screws are loose
- anti-rotation plungers are in place, free to move

2. Inspect the ID and OD seals for any damage and replace as necessary.

3. Examine the **13-5/8" Nominal x 11.250" 4 Stub Acme 2G LH, MBU-3T Nested Packoff Running Tool (Item ST6)**. Verify the following:

- Acme threads are clean and in good condition
- retrieval latch is in position and retained with cap screws
- Remove seal sleeve protector sleeve
- seal sleeve is in position and rotates freely
- seal sleeve o-rings are in place and in good condition
- reinstall seal sleeve protector

4. Remove the retrieval latch and set aside.



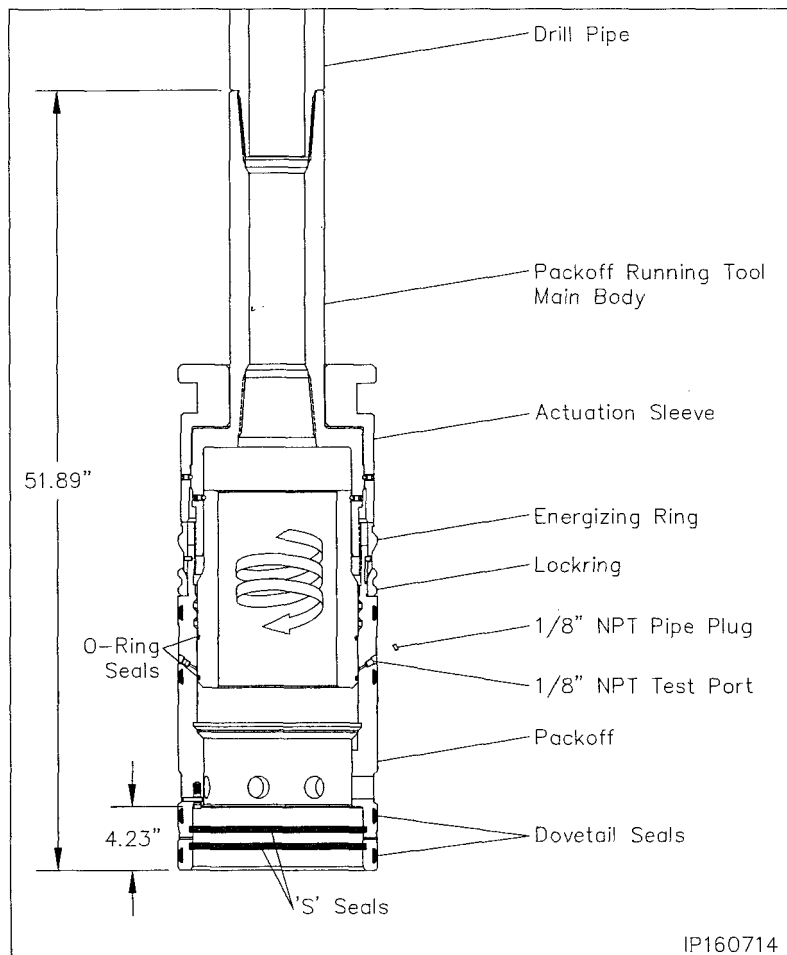
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Stage 6 — Install the MBU-3T Mandrel Hanger Packoff

5. Make up the running tool to 4-1/2" IF (NC-50) drill pipe and torque the connection to optimum make up torque.
6. Pick up the Running Tool with landing joint and suspend it above the packoff.
7. Remove the tool protector sleeve with counter clockwise rotation and set the sleeve aside.
8. Thoroughly clean and lightly lubricate the mating Acme threads of the running tool and packoff with oil or light grease.
9. Lightly lubricate the seal sleeve o-rings with oil or a light grease.
10. Carefully lower the tool into the packoff and thread them together by first rotating the tool clockwise (RIGHT) to locate the thread start and then counter clockwise (LEFT) until the tool upper body makes contact with the packoff Energizing Ring. Approximately 4 turns.
11. Install (1) 1/8" NPT pipe plug in the OD test port of the packoff and tighten securely.
12. Attach a test pump to the remaining open port and inject test fluid between the seal sleeve o-rings until a stable test pressure of 5000 psi is achieved.
13. If the test fails, remove the tool and replace the leaking o-rings.
14. After a satisfactory test is achieved remove the test pump and the 1/8" pipe plug from the opposite test port.

WARNING: All 1/8" pipe plugs must be removed prior to installing the packoff

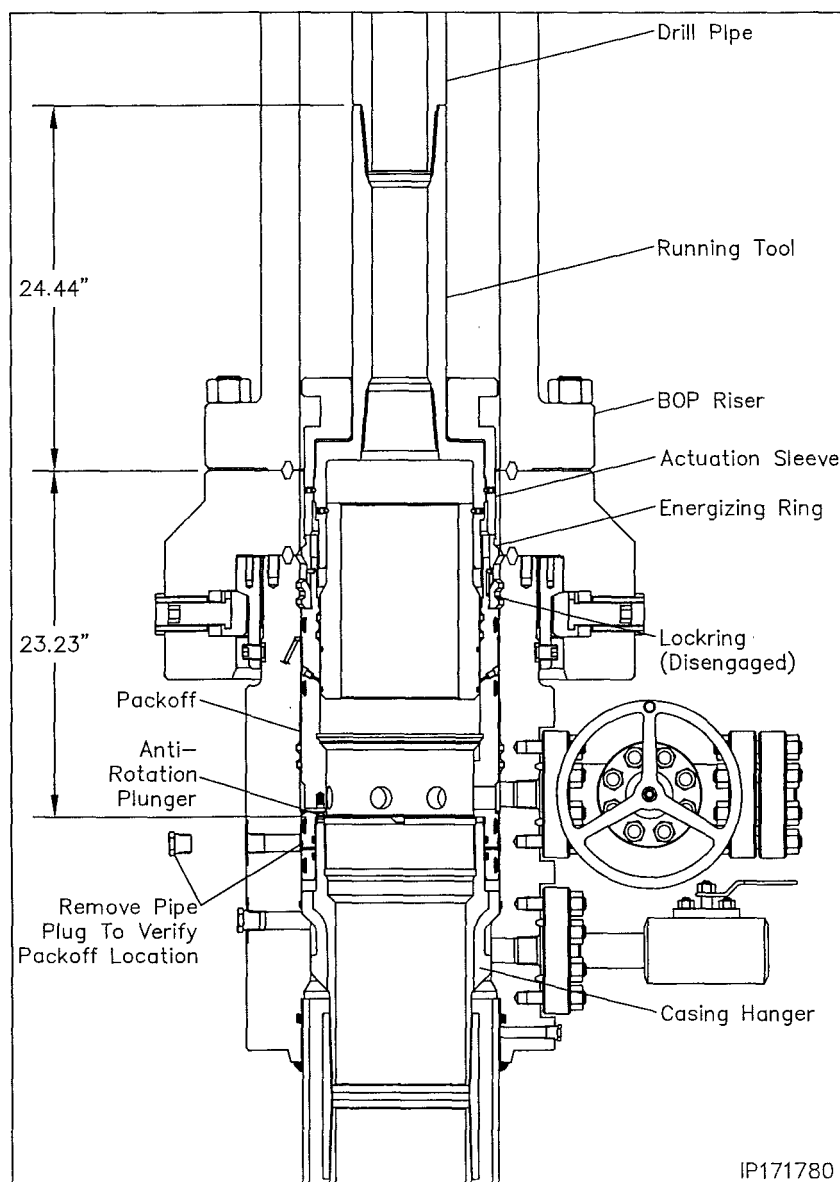
15. Pick up the assembly and thoroughly clean and lightly lubricate the packoff ID 'S' seals and the OD dovetail seals with oil or light grease.



Stage 6 — Install the MBU-3T Mandrel Hanger Packoff

Landing the Packoff

16. Remove the hole cover.
17. Measure up 5 foot from the paint mark on the OD of the packoff and place a paint mark on the drill pipe.
18. Pick up the packoff/running tool assembly and carefully lower the assembly through the BOP marking the landing joint every five feet until the calculated dimension is reached.
19. Place a paint mark on the landing joint at that dimension and mark land off. Place an additional mark 1-1/2" above the first one and mark engaged.
20. Continue lowering the packoff until it passes over the neck of the hanger and lands on the casing hanger neck, 23.23" below the top of the drilling adapter.
21. Locate the upper 1" sight port pipe plug and remove the plug
22. Look through the port to verify that the packoff is properly landed. The white paint scribe line will be clearly visible in the center of the open port.
23. Reinstall the pipe plug and tighten securely.

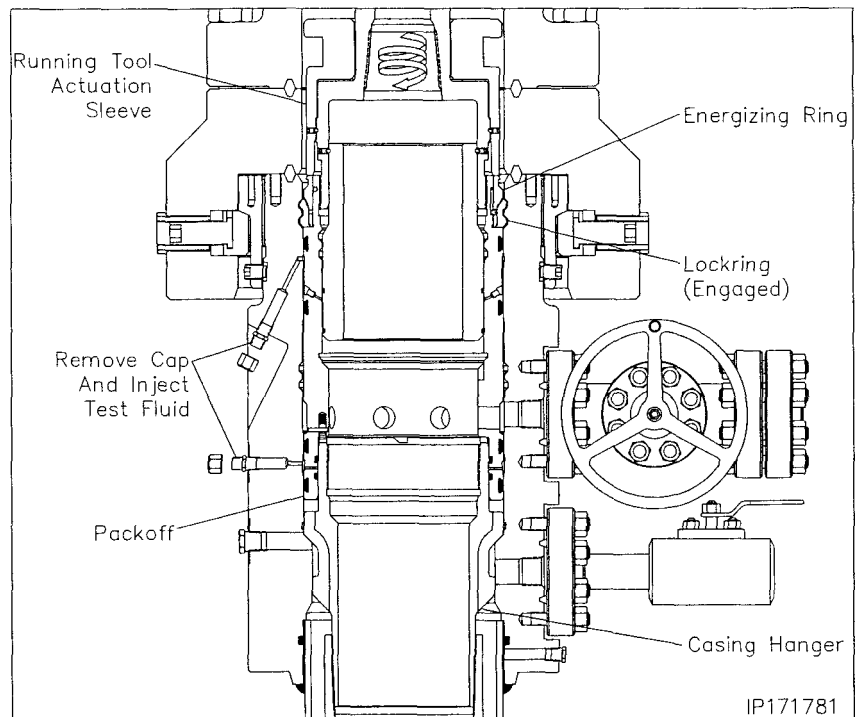


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Stage 6 — Install the MBU-3T Mandrel Hanger Packoff

Seal Test

24. Locate the upper and lower seal test fittings on the O.D. of the housing and remove the dust cap from the fittings.
25. Attach a test pump to the open lower fitting and pump clean test fluid between the seals until a stable test pressure of 5,000 psi is achieved.
26. Hold test pressure for 5 minutes.
27. If a leak develops, bleed off test pressure, remove the packoff from the wellhead and replace the leaking seals.
28. Repeat steps 24 through 27 for the remaining seal test.
29. After satisfactory tests are achieved, bleed off the test pressure but leave the test manifolds in place.



Engaging the Lockring

30. Using chain tongs only located 180° apart, slowly rotate the drill pipe counter clockwise until the anti-rotation plungers align with the slots in the top of the hanger. Expect torque of approximately 400 ft lbs. to rotate the packoff.
31. Using only chain tongs, rotate the landing joint approximately 6 to 6-1/2 turns counter clockwise to engage the packoff locking in its mating groove in the bore of the MBU-LR housing.

Note: Approximately 800 to 900 ft. lbs. of torque will be required to break over the shear pins in the packoff. The torque will drop off and then increase slightly when the energizing ring pushes the locking out. A positive stop will be encountered when the locking is fully engaged.

Note: When properly engaged the second paint mark on the landing joint will align with the rig floor. VERIFY PAINT MARKS.

WARNING: It is imperative that the landing joint remain concentric with the well bore when rotating to engage the locking. This can be accomplished with the use of the air hoist.

WARNING: If the required turns to engage the locking are not achieved or excessive torque is encountered, remove the packoff and first call local branch and then Houston Engineering.

32. Back off the landing joint/running tool approximately three turns. Using the top drive, exert a 40,000 lbs. pull on the landing joint.
33. Reattach the test pump to the open test manifolds and retest the packoff seals to 5,000 psi for 15 minutes. This will also verify that the packoff is in place.
34. After satisfactory test is achieved, bleed off all test pressure, remove test pump and reinstall the dust cap on the open fittings.
35. Using only chain tongs, rotate the landing joint clockwise until the tool comes free of the packoff (approximately 9 to 9-1/2 turns) and then retrieve the tool with a straight vertical lift.

Stage 6 — Install the MBU-3T Mandrel Hanger Packoff

In the event the packoff is required to be removed after the locking is engaged the following procedure is to be followed.

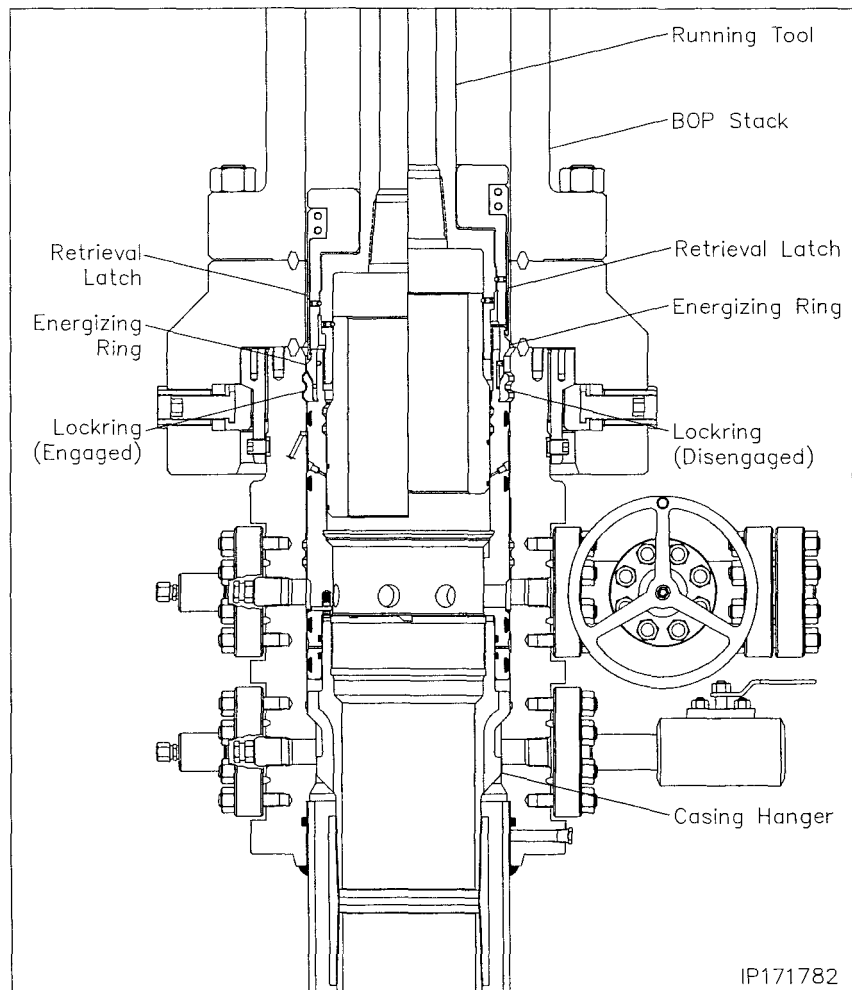
Retrieving the Packoff

1. Position the retrieval latch so the latch finger extend from the bottom of the running tool body.
2. Reinstall the cap screws and tighten them securely.
3. Ensure the retrieval latch freely rotates on the running tool body.
4. Carefully lower the running tool through the BOP stack and into the packoff.
5. Rotate the drill pipe clockwise (Right) to locate the thread start and then counter clockwise (Left) (approximately 9 to 9-1/2 turns) to a positive stop.

Note: At this point the retrieval latches will have passed over the energizing ring and snapped into place.

6. Rotate the drill pipe clockwise (right) approximately 6 turns to a positive stop. The drill pipe should rise approximately 1-1/2".

Warning: Do not exceed the 6 turns or the packoff may be seriously damaged.



7. Carefully pick up on the drill pipe and remove the packoff from the MBU-3T wellhead with a straight vertical lift.
8. Rotate the packoff 1 turn clockwise to relax the retrieval latch.
9. Remove the (4) 1/2" cap screws and remove the latch assembly.
10. Redress the Packoff and reset as previously outlined.
11. Once the packoff is properly set, reinstall the retrieval latch on the tool.

Stage 6A — Install the MBU-3T Emergency Packoff

1. Examine the **13-5/8" 10M x 9-5/8" x 11.250" 4 Stub Acme 2G LH box top MBU-3T Emergency Nested Packoff Assembly (Item A12a)**. Verify the following:

- all elastomer seals are in place and undamaged
- internal bore, and ports, are clean and in good condition
- lockring is fully retracted
- energizer ring is in its upper most position and retained with shear pins

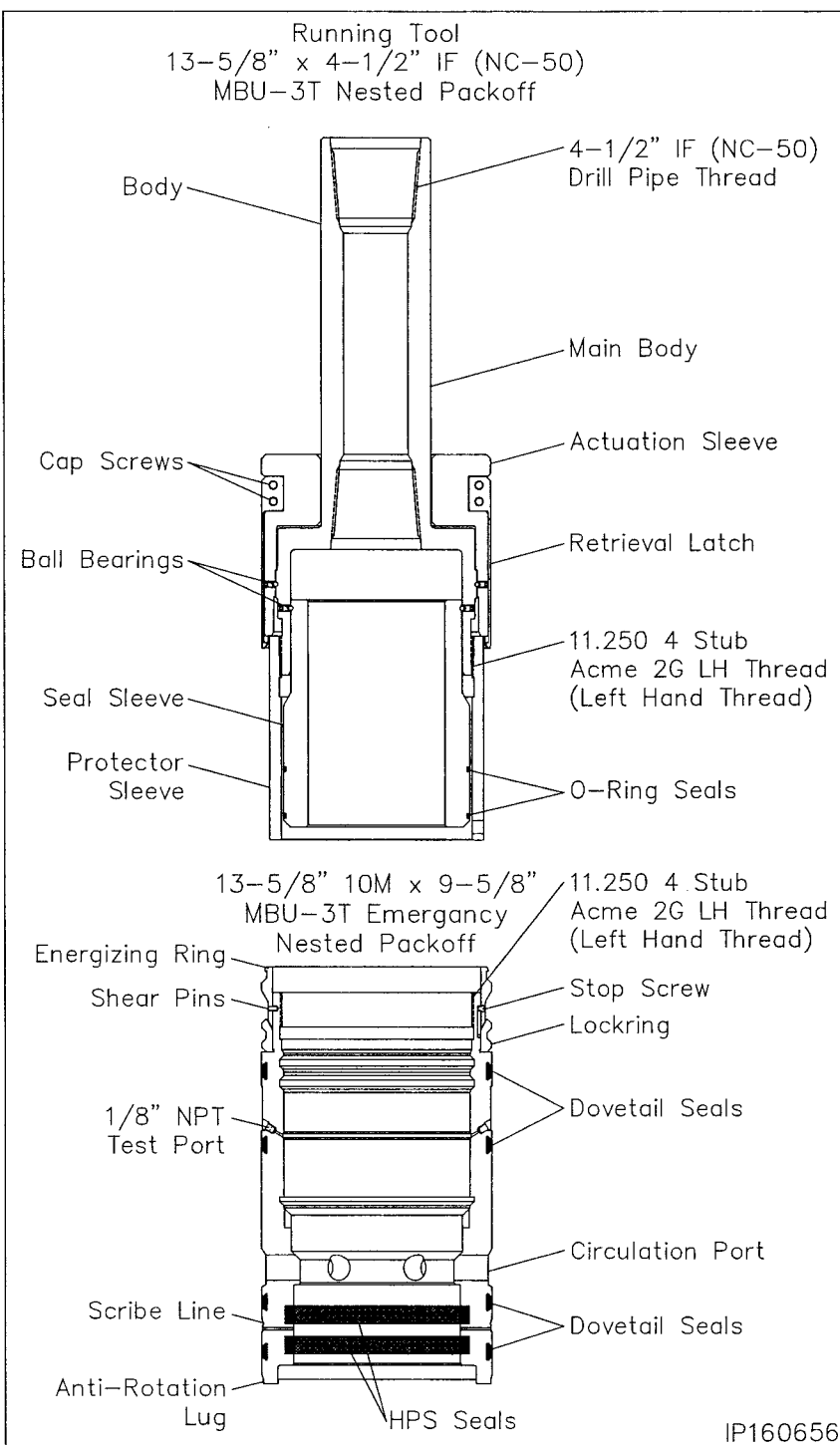
2. Inspect the ID and OD seals for any damage and replace as necessary.

3. Examine the **13-5/8" Nominal x 11.250" 4 Stub Acme 2G LH, MBU-3T Nested Packoff Running Tool (Item ST6)**. Verify the following:

- Acme threads are clean and in good condition
- retrieval latch is in position and retained with cap screws
- seal sleeve is in position and rotates freely
- seal sleeve o-rings are in place and in good condition
- reinstall seal sleeve protector

4. Make up a joint 4-1/2" IF (NC-50) drill pipe to the top of the Running Tool and tighten connection to thread manufacturer's maximum make up torque.

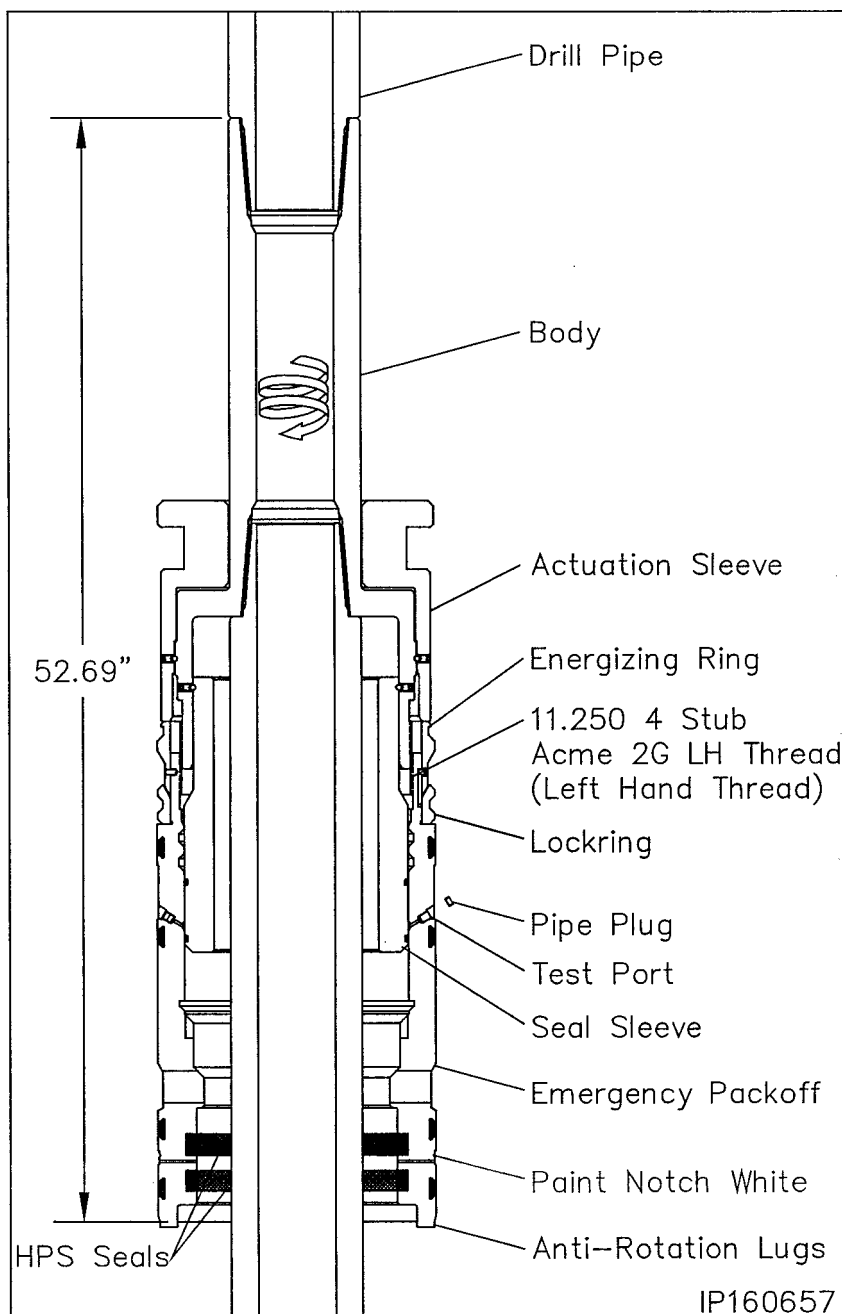
5. Run in the hole with two stands of drill pipe and set in floor slips.



Stage 6A — Install the MBU-2LR Emergency Packoff

6. Pick up the packoff and carefully pass it over the drill pipe and set it on top of the floor slips.
7. Pick up the running tool with landing joint and remove the tool protector sleeve with counter clockwise rotation and set the sleeve aside.
8. Thoroughly clean and lightly lubricate the mating acme threads of the running tool and packoff with oil or light grease.
9. Lightly lubricate the seal sleeve o-rings with oil or a light grease.
10. Make up the running tool to the drill pipe in the floor slips using the appropriate length pip x pin sub.
11. Pick up the packoff and thread it onto the running tool with clockwise (Right) rotation until the Energizing Ring makes contact with the lower body of the tool. (Approximately 4 turns).
12. Install (1) 1/8" NPT pipe plug in the OD test port of the packoff and tighten securely
13. Attach a test pump to the remaining open port and inject test fluid between the seal sleeve o-rings until a stable test pressure of 5,000 psi is achieved.
14. If the test fails, remove the tool and replace the leaking o-rings.
15. After a satisfactory test is achieved remove the test pump and the 1/8" pipe plug from the opposite test port.

WARNING: All 1/8" pipe plugs must be removed prior to installing the packoff



16. Thoroughly clean and lightly lubricate the packoff ID 'HPS' seals and the OD dovetail seals with oil or light grease.

17. Using a straight edge positioned vertically and centered on the anti-rotation lug on the bottom of the packoff, place a white paint mark up the side of the packoff in line with the lug.

Note: The line will be used to guide the packoff anti-rotation lug into its mating notch in the slip bowl.

Stage 6A — Install the MBU-2LR Emergency Packoff

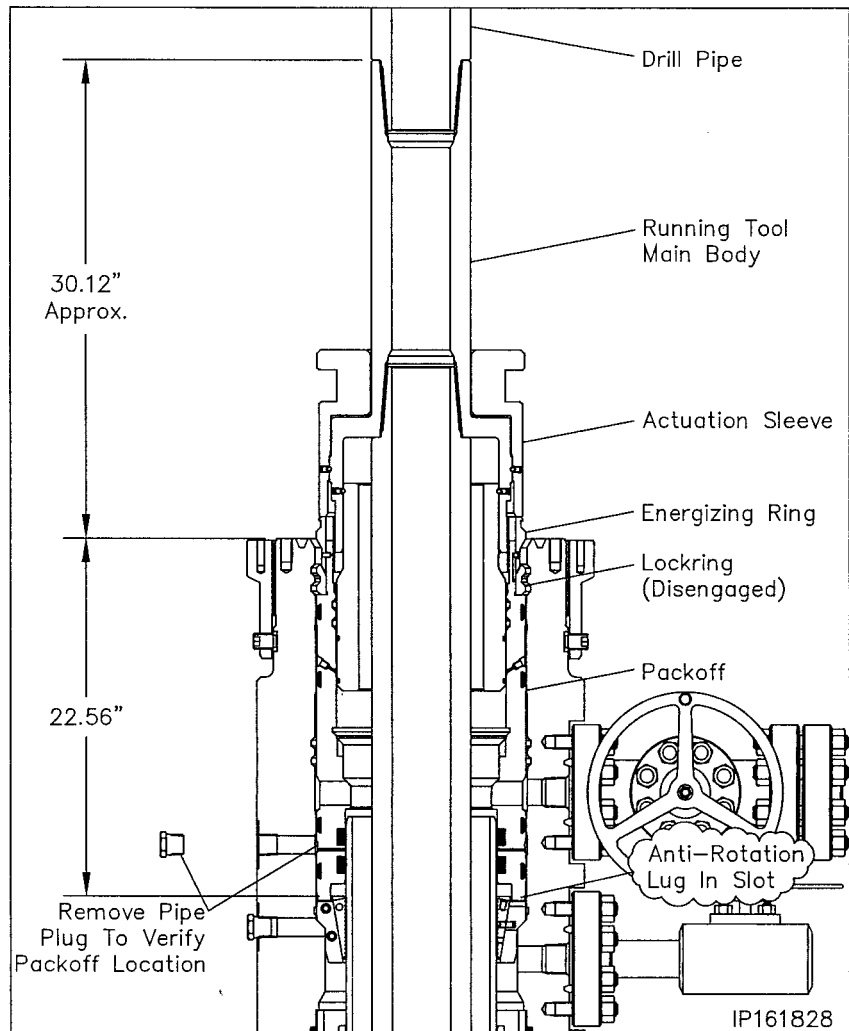
Landing the Packoff

18. Pick up the drill string and remove the floor slips.
19. Carefully lower the packoff through the rig floor and position it just above the housing.
20. Align the white paint line with the existing paint mark on top of the housing.
21. While holding the packoff to maintain alignment, carefully lower the packoff into the housing until it lands on top of the slip hanger.

Note: When properly positioned the top of the running tool will be approximately 30.12" above the top of the MBU-3T Housing.

22. Remove the upper 1" LP pipe plug from the sight port to verify the packoff is properly landed. The 5/16" scribe line should be clearly visible in the center of the port.

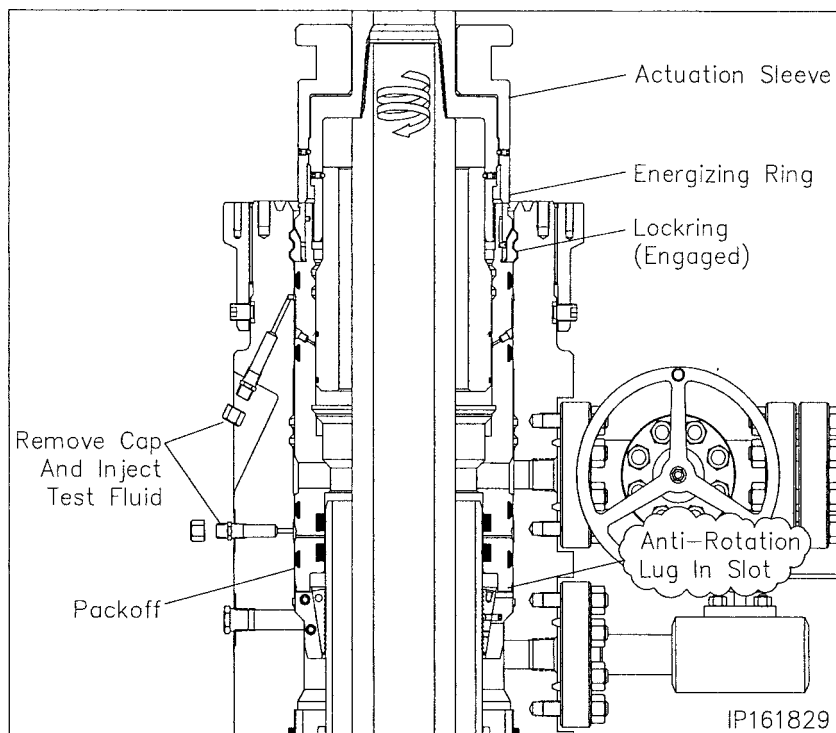
With landing verified, reinstall the pipe plug and tighten securely.



Stage 6A — Install the MBU-2LR Emergency Packoff

Seal Test

1. Locate the upper and lower seal test fittings on the O.D. of the housing and remove the dust cap from the fittings.
2. Attach a test pump to the open lower fitting and pump clean test fluid between the seals until a stable test pressure of 5,000 psi is achieved.
3. Hold test pressure for 5 minutes.
4. If a leak develops, bleed off test pressure, remove the packoff from the wellhead and replace the leaking seals.
5. After satisfactory test is achieved, bleed off the test pressure but leave the test manifold in place.
6. Repeat steps 1 through 5 for the upper seal test port.



Engaging the Lockring

7. Using only chain tongs, rotate the landing joint approximately 6 to 6-1/2 turns counter clockwise (Left) to engage the packoff lockring in its mating groove in the bore of the MBU-3T housing.

Note: Approximately 800 to 900 ft. lbs. of torque will be required to break over the shear pins in the packoff. The torque will drop off and then increase slightly when the energizing ring pushes the lockring out. A positive stop will be encountered when the lockring is fully engaged.

WARNING: It is imperative that the drill pipe landing joint remain concentric with the well bore when rotating to engage the lockring. This can be accomplished with the use of the air hoist.

WARNING: If the required turns to engage the lockring are not achieved or excessive torque is encountered, remove the packoff and first call local branch and then Houston Engineering.

8. Back off the landing joint/running tool approximately three turns. Using the top drive, exert a 40,000 lbs. pull on the landing joint.

9. Reattach the test pump to the open test manifolds and retest the packoff seals to 5,000 psi for 15 minutes. This will also verify that the packoff is in place.
10. After satisfactory test is achieved, bleed off all test pressure, remove test pump and reinstall the dust cap on the open fittings.
11. Using only chain tongs, rotate the landing joint clockwise until the tool comes free of the packoff (approximately 9 to 9-1/2 turns) and then retrieve the tool with a straight vertical lift.
12. Reinstall and nipple up the BOP stack.

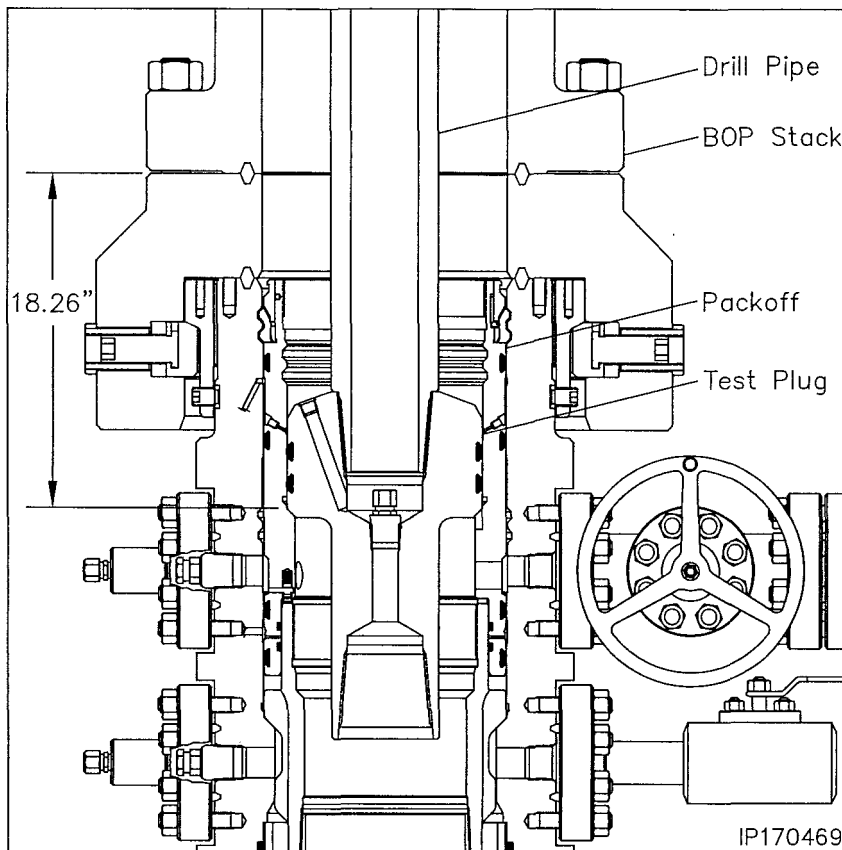
Stage 7 — Test the BOP Stack

Immediately after making up the BOP stack and periodically during the drilling of the well for the next casing string the BOP stack (connections and rams) must be tested.

1. Examine the **11" Nominal x 4-1/2" IF (NC-50) CW Test Plug/Retrieving Tool (Item ST7)**. Verify the following:
 - 1-1/4" VR plug and weep hole plug are in place and tightened securely
 - elastomer seal is in place and in good condition
 - retractable lift lugs are in place, clean, and free to move
 - drill pipe threads are clean and in good condition
2. Position the test plug with the elastomer seal down and the lift lugs up and make up the tool to a joint of drill pipe.

WARNING: Ensure that the lift lugs are up and the elastomer seal is down

3. Remove the 1/2" NPT pipe plug from the weep hole if pressure is to be supplied through the drill pipe.
4. Open the housing upper side outlet valve.
5. Lightly lubricate the test plug seal with oil or light grease.
6. Carefully lower the test plug through the BOP and land it on the load shoulder in the packoff, 18.26" below the top of the drilling adapter.
7. Close the BOP rams on the pipe and test the BOP to 5,000 psi.



Note: Any leakage past the test plug will be clearly visible at the open side outlet valve.

8. After a satisfactory test is achieved, release the pressure and open the rams.
9. Remove as much fluid as possible from the BOP stack and the retrieve the test plug with a straight vertical lift.

Note: When performing the BOP blind ram test it is highly recommended to suspend a stand of drill pipe below the test plug to ensure the plug stays in place while disconnecting from it with the drill pipe.

10. Repeat this procedure as required during the drilling of the hole section.

Stage 8 — Run the Upper Wear Bushing

Note: Always use a Wear Bushing while drilling to protect the load shoulders from damage by the drill bit or rotating drill pipe. The Wear Bushing **must be retrieved** prior to running the casing.

1. Examine the **13-5/8" x 11" x 9.00" ID MBU-3T-UPR Wear Bushing (Item ST8)**. Verify the following
 - internal bore is clean and in good condition
 - o-ring is in place and in good condition
 - shear o-ring cord is in place and in good condition
 - paint anti-rotation lugs white and allow paint to dry

Run the Wear Bushing Before Drilling

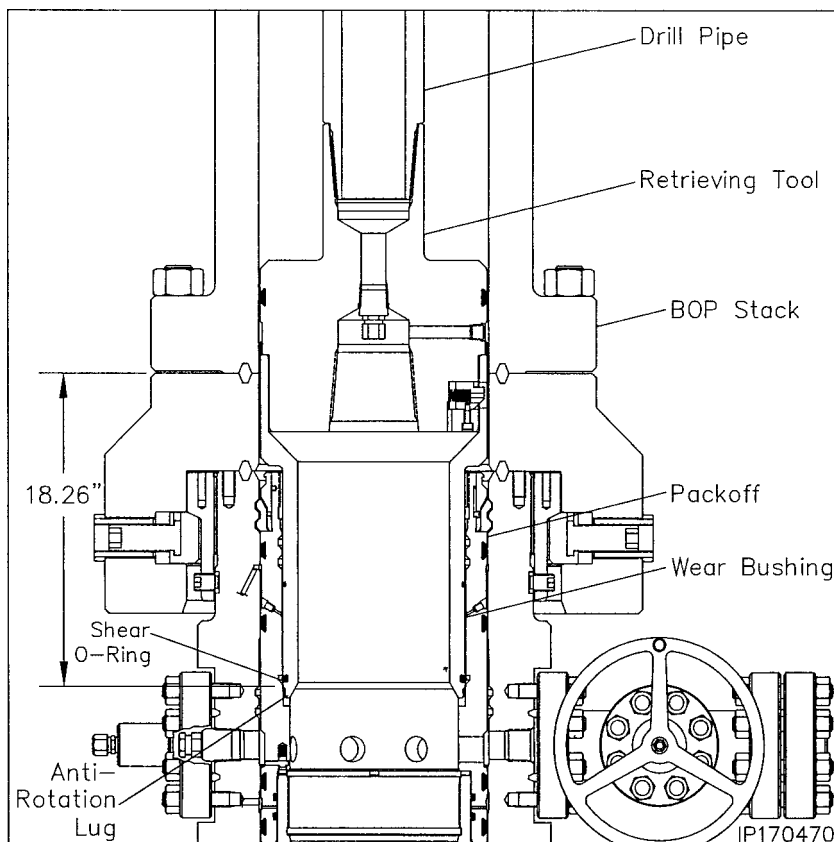
2. Orient the **13-5/8" Nominal x 4-1/2" IF (NC-50) CW Test Plug/Retrieving Tool (Item ST1)** with drill pipe connection up.
3. Attach the Retrieving Tool to a joint of drill pipe.

WARNING: Ensure that the lift lugs are down and the elastomer seal is up

4. Align the retractable lift lugs of the tool with the retrieval holes of the bushing and carefully lower the tool into the Wear Bushing until the lugs snap into place.

Note: If the lugs did not align with the holes, rotate the tool in either direction until they snap into place.

5. Apply a heavy coat of grease, not dope, to the OD of the bushing.
6. Ensure the BOP stack is drained and free of any debris from previous test.
7. Slowly lower the Tool/Bushing Assembly through the BOP stack and land it on the load shoulder in the housing, 18.26" below the top of the drilling adapter.
8. Rotate the drill pipe clockwise (right) to locate the stop lugs in their mating notches in the head. When properly aligned the bushing will drop an additional 1/2".



Note: The Shear O-Ring on bottom of the bushing will locate in a groove above the load shoulder in the head to act as a retaining device for the bushing.

9. Remove the tool from the Wear Bushing by rotating the drill pipe counter clockwise (left) 1/4 turn and lifting straight up.
10. Drill as required.

Note: It is highly recommended to retrieve, clean, inspect, grease, and reset the wear bushing each time the hole is tripped during the drilling of the hole section.

Retrieve the Wear Bushing After Drilling

11. Make up the Retrieving Tool to the drill pipe.
12. Drain BOP stack and wash out if necessary.
13. Slowly lower the tool into the Wear Bushing.
14. Rotate the Retrieving Tool clockwise until a positive stop is felt. This indicates the lugs have snapped into the holes in the bushing.
15. Using the top drive, slowly pick up on the landing joint in 1000 lbs increments until the bushing starts to rise. This action should take a minimum of 3000 lbs pull. Do Not Exceed 60,000 lbs.
16. Retrieve the Wear Bushing, and remove it and the Retrieving Tool from the drill string.

Stage 9 — Hang Off the 5-1/2" Casing

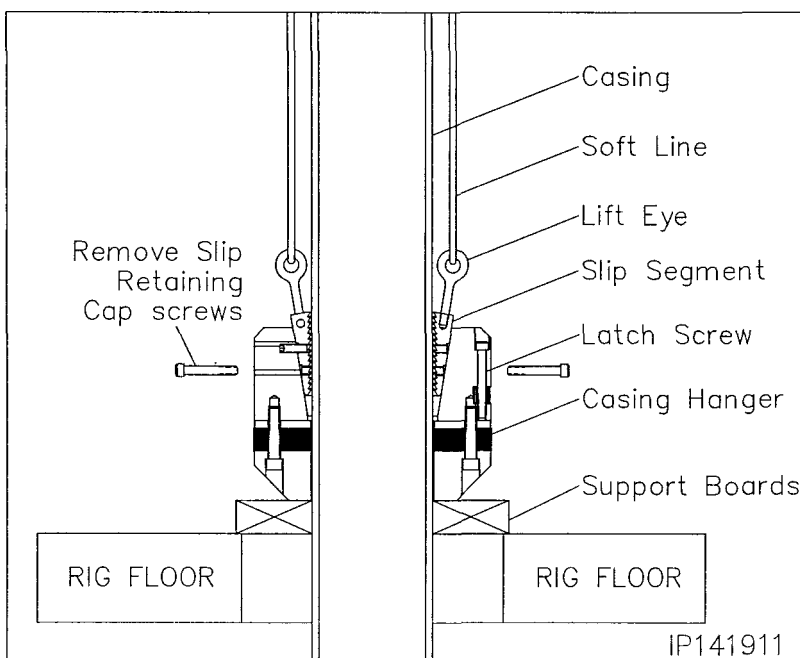
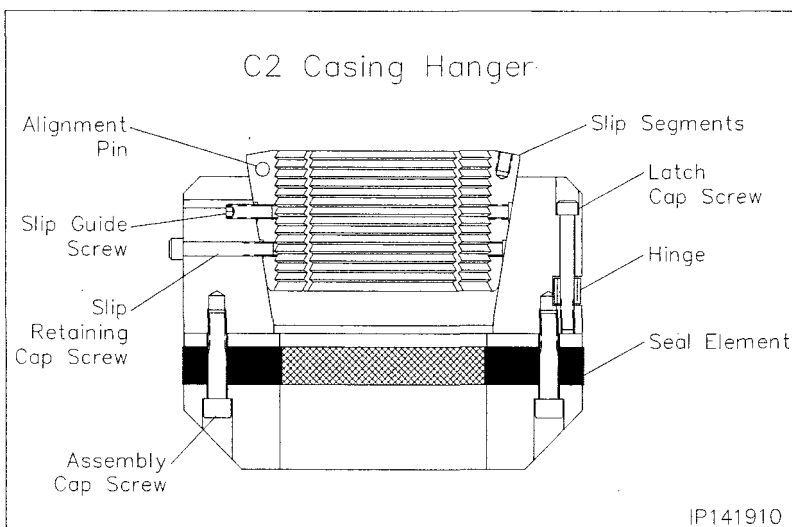
1. Run and cement the 5-1/2" casing string as required.
2. Open the housing upper side outlet valve to drain the BOP stack.
3. Clean the ID of the BOP stack and OD of the casing with a high pressure water hose until returns through the open side outlet valve are clean and free of debris.
4. Thoroughly inspect the BOP stack to ensure all rams are fully retracted into their respective ram bores, the annular rubber is fully relaxed, all drilling adapters/spools are full opening and there are no casing collars between the rig floor and the wellhead.

Note: Side outlet valve to remain open while setting the casing hanger.

5. Examine the **11" x 5-1/2" C2 Slip Casing Hanger (Item A13)**. Verify the following:
 - slips and internal bore are clean and in good condition
 - all screws are in place
 - packoff rubber is in good condition

Note: Ensure that the packoff rubber does not protrude beyond the O.D. of the casing hanger body. If it does, loosen the cap screws in the bottom of the hanger.

6. Measure the distance from the rig floor to the top of the wellhead flange and record this measurement.
7. Pour a light oil through the BOP stack to thoroughly coat the OD of the casing.
8. Using a 5/16" Allen wrench, remove the two latch screws located 180° apart on top of the hanger and separate the hanger into two halves.
9. Place two boards on the housing flange against the casing to support the hanger.
10. Pick up one half of the hanger and place it around the casing and on top of the boards.
11. Pick up the second hanger half and place it around the casing adjacent the first half.



12. Slide the two hanger halves together ensuring the slip guide pins properly engage the opposing hanger half.
13. Reinstall the latch screws and tighten securely.
14. Using a 5/16" allen wrench, remove the slip retainer cap screws and discard them.
15. Lubricate the OD of the Casing Hanger liberally with a light grease or oil.
16. Prepare to lower the hanger through the BOP stack.

Stage 9 — Hang Off the 5-1/2" Casing

WARNING: Do not drop or allow the hanger to fall through the BOP stack.

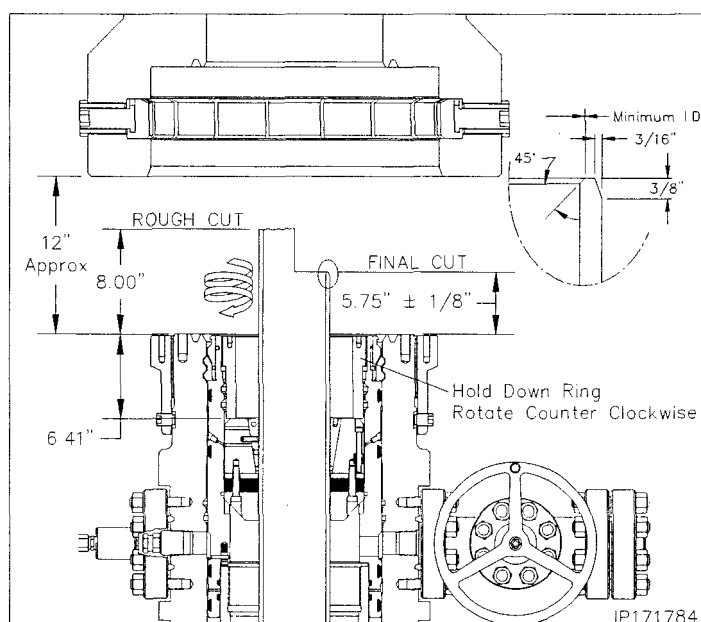
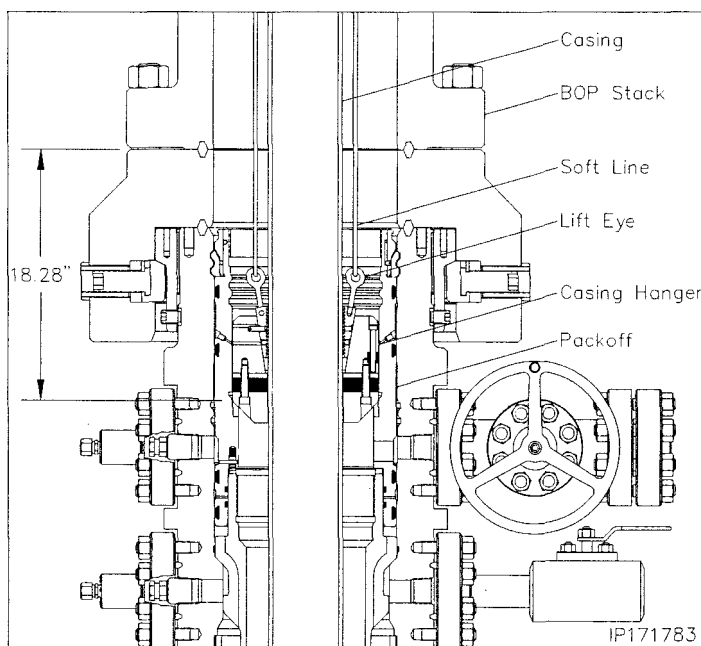
One method commonly used is to loop or tie four lengths of soft line through the hanger eye bolts as shown. Tie a knot in the soft line at the measurement noted in step six (6).

Note: The soft line may stretch and give an imprecise indication of the Casing Hanger's location.

17. Remove the boards and allow the Casing Hanger to slide through the BOP and into the MBU-3T packoff bowl using the cat line to center that casing if necessary.
18. When the Casing Hanger is down as indicated by the knots in the soft line, pull tension to the desired hanging weight and slack off.

Note: A sharp decrease on the weight indicator will signify that the Hanger has taken weight and at what point.

19. Untie the soft lines and pull them back through the lift eyes or drop them inside the BOP stack.
20. Prior to nipping down the BOP the integrity of the slip hanger seal can be verified by closing the BOP annular on the casing string and applying customer specific pressure through the kill line.
21. Once a satisfactory test is achieved, bleed off all test pressure, and drain the BOP stack.
22. Locate the actuation screws on the OD of the lower drilling adapter.
23. Using a hex drive, fully retract the (16) actuation screws until they are slightly over flush with the glandnuts.
24. Pick up on the BOP stack a minimum of 12" above the housing and secure with safety slings.
25. Remove the four lift eyes.
26. Rough cut the casing approximately 8" above the top of the housing and move the excess casing out of the way.
27. Final cut the casing at 5-3/4" ± 1/8" above the top flange of the housing.
28. Grind the casing stub level and then place a 3/16" x 3/8" bevel on the O.D. and a I.D. chamfer to match the minimum bore of the tubing head to be installed.



29. Thoroughly clean the top of the housing and Casing Hanger. Ensure all cutting debris are removed.
30. Thoroughly clean and lightly lubricate the mating acme threads of the MBU-3T packoff and the slip **Hold Down Ring (Item A14)**.
31. Thread the ring into the packoff with counter clockwise rotation to a positive stop on top of the slip hanger.
32. Re-land the BOP stack and prepare to remove the upper adapter with the BOP stack

Stage 10 — Install the 'Quick Connect' TA Cap Assembly

1. Examine the **13-5/8" 5M 'Quick Connect' TA Cap Assembly (Item R3)**. Verify the following:

- bore is clean and free of debris
- ring groove is clean and undamaged
- (16) drive screws and clamp segments are properly installed and fully retracted
- 5-1/2" HPS seal bushing is in place and properly retained with the square snap wire

2. Thoroughly clean the top of the MBU-3T housing, thread hub, and the mating seal surfaces of the TA Cap.

3. Install a new **BX-160 Ring Gasket** into the ring groove of the housing.

4. Using a suitable lifting devise with weight rated slings, pick up the TA Cap assembly and carefully lower it over the casing stub and land it on the ring gasket.

5. Ensure the TA Cap is level and then carefully run in all of the drive screws of the TA Cap to contact point.

6. Ensure the assembly remains level, run in one actuation and torque to 100 ft lbs.

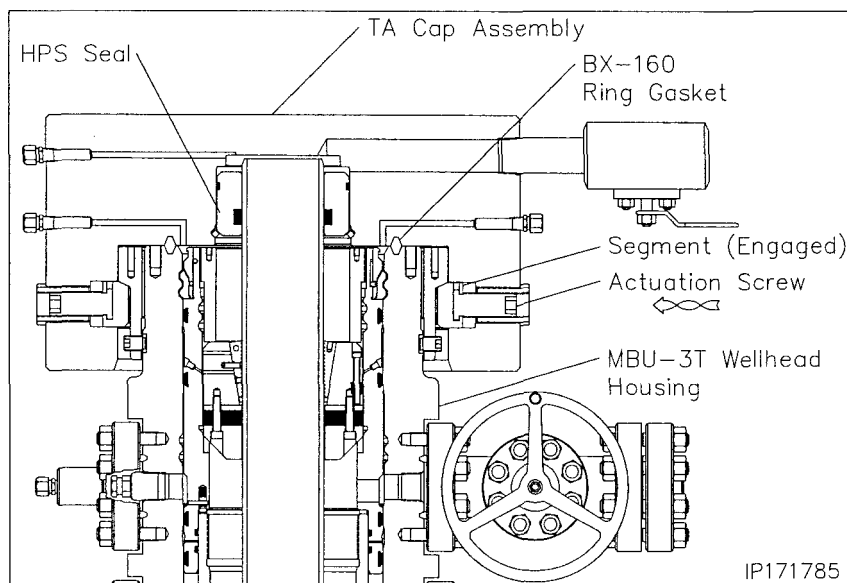
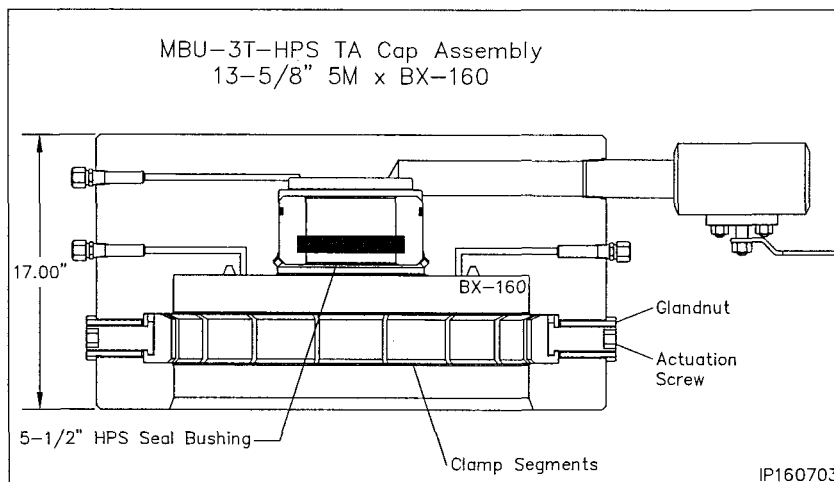
7. Locate the screw 180° from the first and torque to 100 ft lbs.

8. Locate the screws 90° to the right and left and torque to 100 ft lbs.

9. Position the second 4 point sequence 90° from the first and torque each screw to 200 ft lbs

10. Run in all remaining screws to contact and then torque each screw to 400 ft lbs.

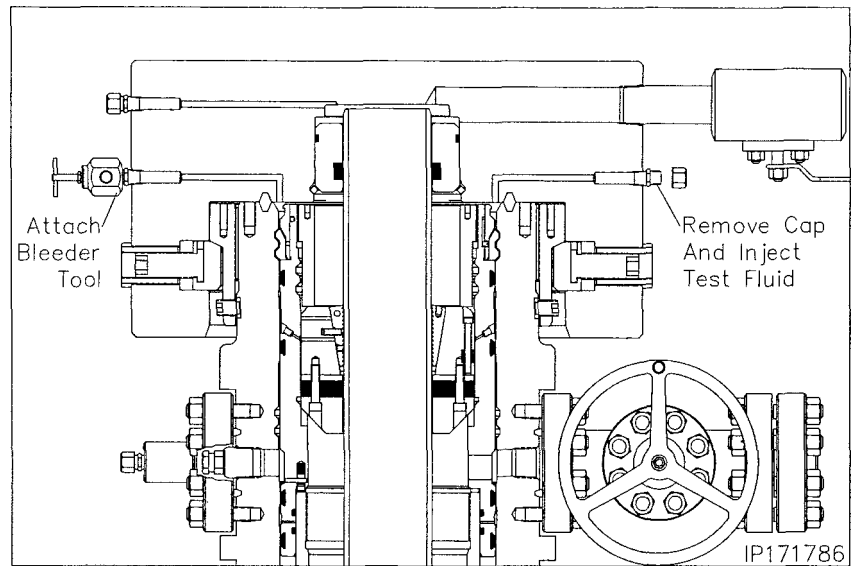
11. Make one additional round until a stable torque of 400 ft lbs on all (16) screws is achieved.



Stage 10 — Install the 'Quick Connect' TA Cap Assembly

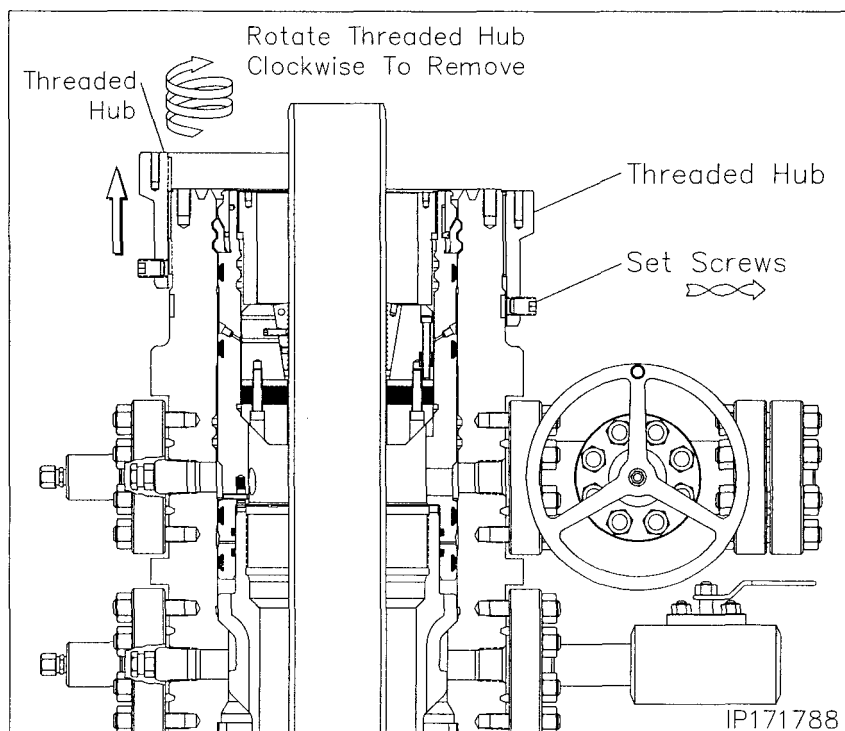
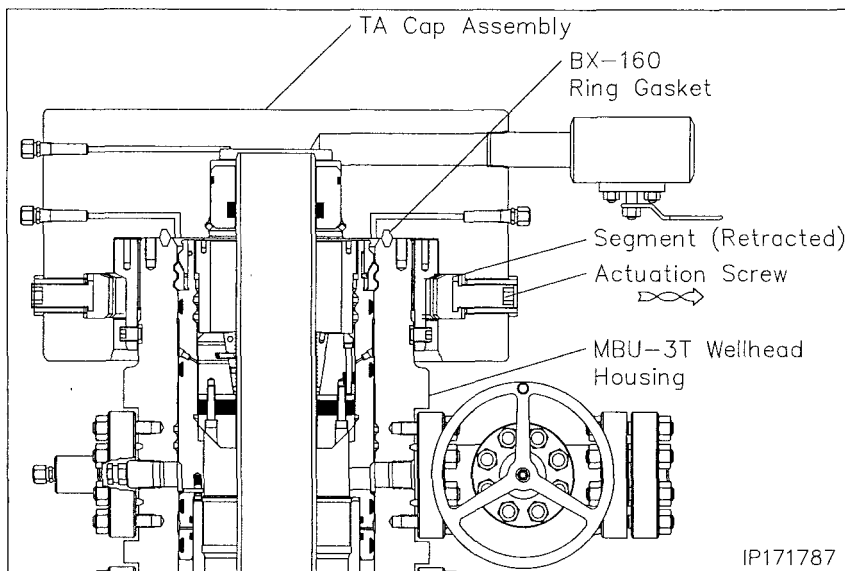
Connection Test

1. Open the TA Cap ball valve and the housing upper side outlet valve to monitor leakage.
2. Locate the two test fittings marked flange test and remove the dust caps from the fittings.
3. Attach a bleeder tool to one of the open fittings and open the tool.
4. Attach a test pump to the remaining open fitting and pump clean test fluid into the void area until a continuous stream flows from the open bleeder tool.
5. Close the tool and continue pumping fluid until a stable test pressure of 5,000 psi or 80% of casing collapse is achieved, whichever is less.
6. Hold test pressure for 15 minutes.
7. After a satisfactory test is achieved, bleed off the test pressure, drain the fluid, remove the bleeder tool and re install the dust cap on the open fittings.
8. Close all open valves.



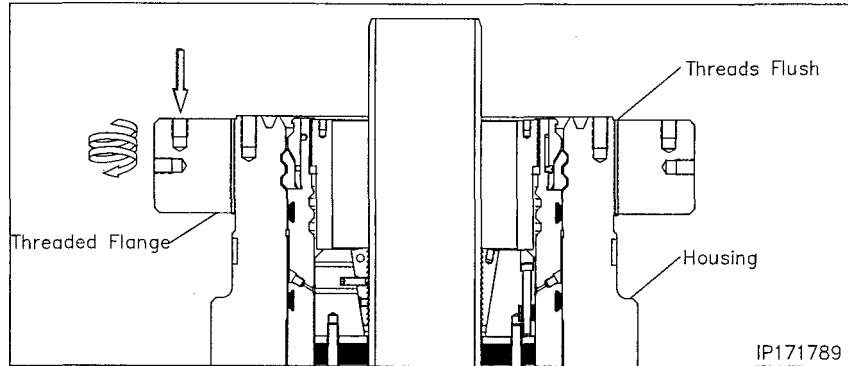
Stage 11 — Remove the TA Cap Assembly

1. Open the ball valve on the TA cap to check for trapped pressure above the casing hanger.
2. Locate the actuation screws on the OD of the TA Cap Assembly.
3. Using a hex drive, fully retract the actuation screws until they are slightly over flush with the glandnuts.
4. Install a lift eye with pick up sling to the top of the TA Cap and lift the cap free of the wellhead.
5. Remove the thread hub set screws.
6. Remove the thread hub from the top of the housing with clockwise rotation.



Stage 11 — Remove the TA Cap Assembly

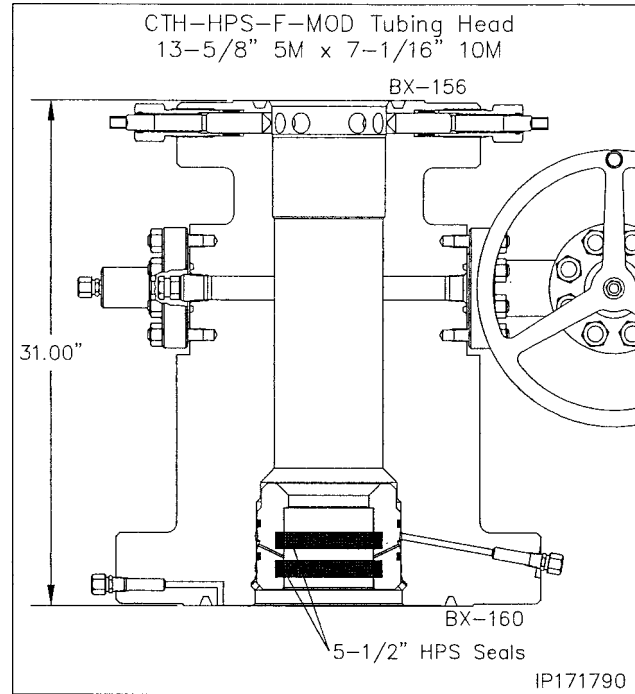
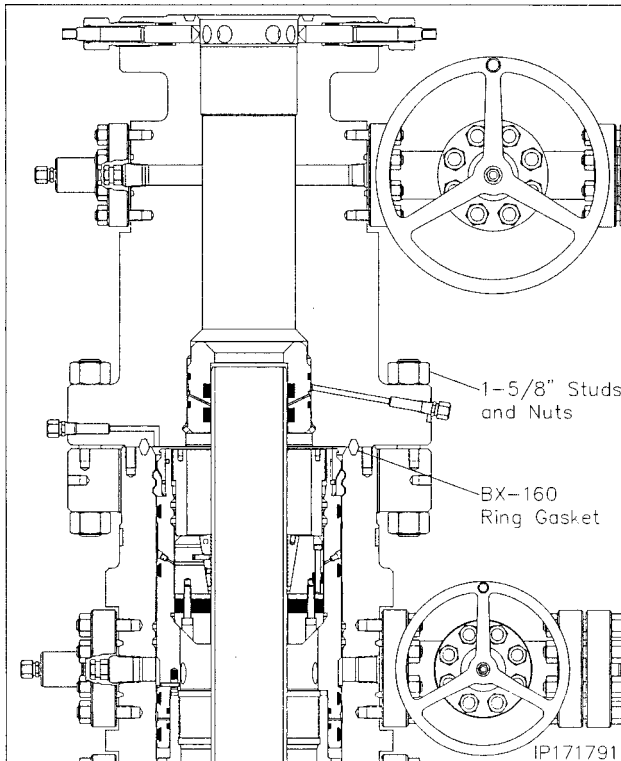
7. Examine the 13-5/8" 5M Thread Flange. Verify the following:
 - Acme thread are clean and in good condition
8. Thoroughly clean and lightly lubricate the mating threads of the housing and the Thread Flange with Copper Coat or Never Seize.
9. Pick up the flange and carefully thread it onto the top of the housing with counter clockwise rotation until the top of the flange is level with the top of the Acme thread of the housing.
10. Rotate the flange in either direction to two hole.
11. Prepare to install the tubing head.



Stage 12 — Install the Tubing Head

Note: The tubing head may be shipped to location with the lower frac valve pre installed and tested.

1. Examine the **13-5/8" 5M x 7-1/16" 10M CW, CTH-HPS-F MOD Tubing Head With 5-1/2" DBLHPS Bottom (Item B1)** Verify the following:
 - seal area and bore are clean and in good condition
 - **HPS-F MOD Secondary Seal Bushing** is in place and properly retained with a square snap wire
 - all peripheral equipment is intact and undamaged
2. Clean the mating ring grooves of the MBU-3T Housing and tubing head.
3. Lightly lubricate the I.D. of the tubing head 'HPS' seals and the casing stub with a light oil or grease.



Note: Excessive oil or grease may prevent a good seal from forming!

4. Install a new **BX-160 Ring Gasket (Item B12)** in the ring groove of the housing.
5. Pick up the tubing head and suspend it above the housing.
6. Orient the head so that the outlets properly align with the housing upper outlets and then carefully lower the head over the casing stub and then land it on the ring gasket.

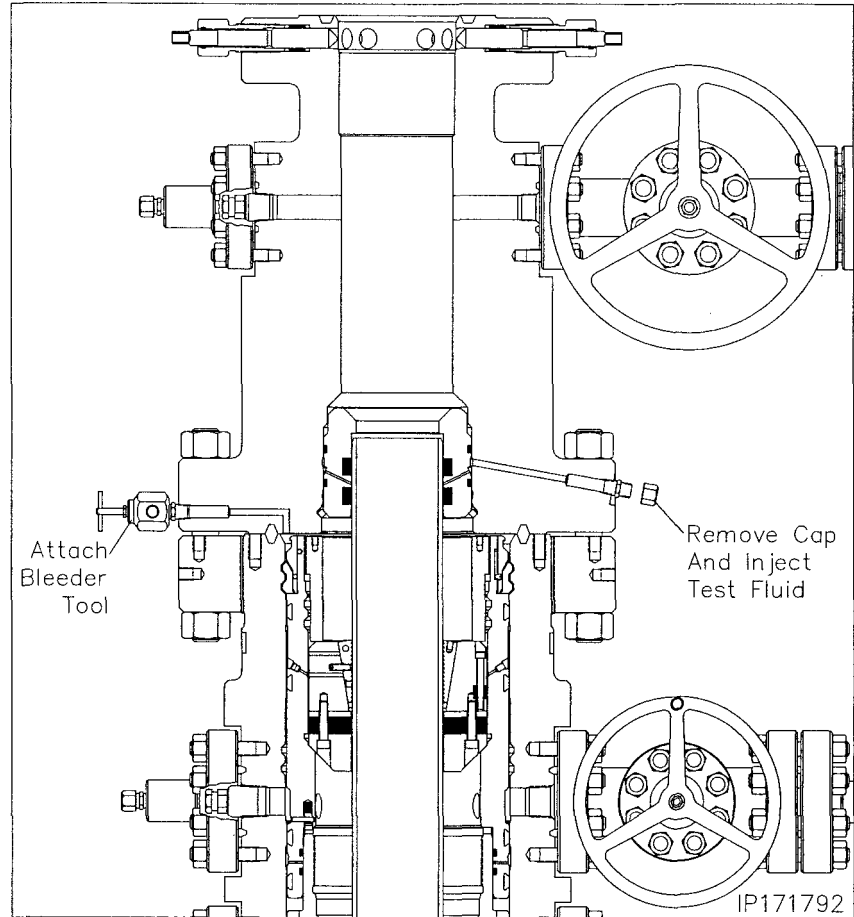
Warning: Do Not damage the 'HPS' seals or their sealing ability will be impaired!

7. Make up the flange connection using the appropriate size **studs and nuts (Item B13)**, tightening them in an alternating cross pattern.

Stage 12 — Install the Tubing Head

Seal Test

1. Locate the seal test fitting and one flange test fitting on the Tubing Head lower flange and remove the dust cap from both fittings.
2. Attach a Bleeder Tool to one of the open flange test fittings and open the Tool.
3. Attach a test pump to the seal test fitting and pump clean test fluid between the HPS Seals until a test pressure of **10,000 psi or 80% of casing collapse - Whichever is less.**
4. Hold test pressure for 15 minutes.
5. If pressure drops, a leak has developed. Bleed off test pressure and take the appropriate action in the adjacent table.
6. After a satisfactory test is achieved, remove the Test Pump, drain test fluid and reinstall the dust cap on the open seal test fitting.

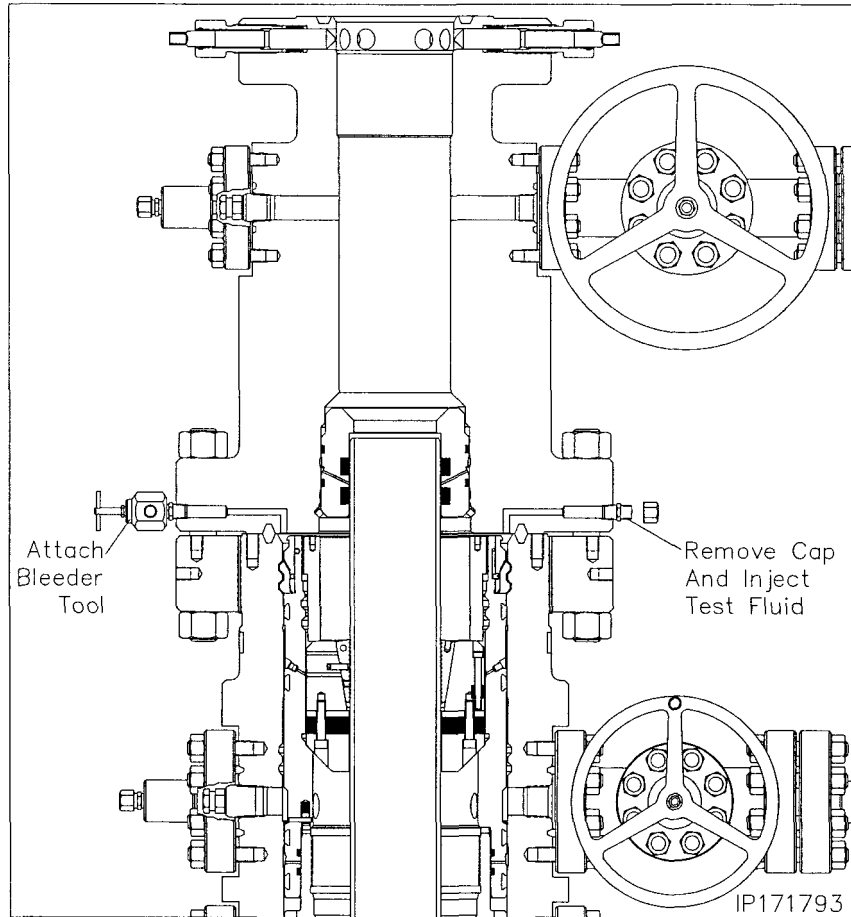


Seal Test	
Leak Location	Appropriate Action
Open bleeder tool - Lower HPS seal is leaking	Remove Tubing Head and replace leaking seals. Re land and retest seals
Into the tubing head bore - Upper HPS seal is leaking	

Stage 12 — Install the Tubing Head

Flange Test

1. Locate the remaining flange test fitting on the Tubing Head lower flange and remove the dust cap from the fitting.
2. Attach a test pump to the open flange test fitting and inject test fluid into the flange connection until a continuous stream flows from the opposite flange test bleeder tool.
3. Close the bleeder tool and continue to pumping test fluid to **5,000 psi or 80% of casing collapse - Whichever is less..**
4. Hold test pressure for 15 minutes.
5. If pressure drops a leak has developed. Take the appropriate action from the adjacent chart.
6. Repeat this procedure until a satisfactory test is achieved.
7. Once a satisfactory test is achieved, remove the test pump and bleeder tool, drain all test fluid, and reinstall the dust caps.



Flange Test	
Leak Location	Appropriate Action
Between flanges - Ring gasket is leaking	Verify flange bolt torque. If correct, remove tubing head to clean, inspect and possibly replace damaged ring gasket.

Recommended Procedure for Field Welding Pipe to Wellhead Parts for Pressure Seal

1. **Introduction and Scope.** The following recommended procedure has been prepared with particular regard to attaining pressure-tight weld when attaching casing heads, flanges, etc., to casing. Although most of the high strength casing used (such as N-80) is not normally considered field weldable, some success may be obtained by using the following or similar procedures.

Caution: In some wellheads, the seal weld is also a structural weld and can be subjected to high tensile stresses. Consideration must therefore be given by competent authority to the mechanical properties of the weld and its heat affected zone.

 - a. The steels used in wellhead parts and in casing are high strength steels that are susceptible to cracking when welded. It is imperative that the finished weld and adjacent metal be free from cracks. The heat from welding also affects the mechanical properties. This is especially serious if the weld is subjected to service tension stresses.
 - b. This procedure is offered only as a recommendation. The responsibility for welding lies with the user and results are largely governed by the welder's skill. Weldability of the several makes and grades of casing varies widely, thus placing added responsibility on the welder. Transporting a qualified welder to the job, rather than using a less-skilled man who may be at hand, will, in most cases, prove economical. The responsible operating representative should ascertain the welder's qualifications and, if necessary, assure himself by instruction or demonstration, that the welder is able to perform the work satisfactorily.
2. **Welding Conditions.** Unfavorable welding conditions must be avoided or minimized in every way possible, as even the most skilled welder cannot successfully weld steels that are susceptible to cracking under adverse working conditions, or when the work is rushed. Work above the welder on the drilling floor should be avoided. The weld should be protected from dripping mud, water, and oil and from wind, rain, or other adverse weather conditions. The drilling mud, water, or other fluids must be lowered in the casing and kept at a low level until the weld has properly cooled. It is the responsibility of the user to provide supervision that will assure favorable working conditions, adequate time, and the necessary cooperation of the rig personnel.
3. **Welding.** The welding should be done by the shielded metal-arc or other approved process.
4. **Filler Metal.** Filler Metals. For root pass, it's recommended to use E6010, E6011 (AC), E6019 or equivalent electrodes. The E7018 or E7018-A1 electrodes may also be used for root pass operations but has the tendency to trap slag in tight grooves. The E6010, E6011 and E6019 offer good penetration and weld deposit ductility with relatively high intrinsic hydrogen content. Since the E7018 and E7018-A1 are less susceptible to hydrogen induced cracking, it is recommended for use as the filler metal for completion of the weld groove after the root pass is completed. The E6010, E6011 (AC), E6019, E7018 and E7018-A1 are classified under one of the following codes AWS A5.1 (latest edition): Mild Steel covered electrodes or the AWS A5.5 (latest edition): Low Alloy Steel Covered Arc-Welding Electrodes. The low hydrogen electrodes, E7018 and E7018-A1, should not be exposed to the atmosphere until ready for use. It's recommended that hydrogen electrodes remain in their sealed containers. When a job arises, the container shall be opened and all unused remaining electrodes to be stored in heat electrode storage ovens. Low hydrogen electrodes exposed to the atmosphere, except water, for more than two hours should be dried 1 to 2 hours at 600°F to 700 °F (316°C to 371 °C) just before use. It's recommended for any low hydrogen electrode containing water on the surface should be scrapped.
5. **Preparation of Base Metal.** The area to be welded should be dry and free of any paint, grease/oil and dirt. All rust and heat-treat surface scale shall be ground to bright metal before welding.

Recommended Procedure for Field Welding Pipe to Wellhead Parts for Pressure Seal

6. **Preheating.** Prior to any heating, the wellhead member shall be inspected for the presence of any o-rings or other polymeric seals. If any o-rings or seals are identified then preheating requires close monitoring as noted in paragraph 6a. Before applying preheat, the fluid should be bailed out of the casing to a point several inches (>6" or 150 mm) below the weld joint/location. Preheat both the casing and wellhead member for a minimum distance of three (3) inches on each side of the weld joint using a suitable preheating torch in accordance with the temperatures shown below in a and b. The preheat temperature should be checked by the use of heat sensitive crayons. Special attention must be given to preheating the thick sections of wellhead parts to be welded, to insure uniform heating and expansion with respect to the relatively thin casing.
 - a. Wellhead members containing o-rings and other polymeric seals have tight limits on the preheat and interpass temperatures. Those temperatures must be controlled at 200°F to 325°F or 93 °C to 160°C and closely monitored to prevent damage to the o-ring or seals.
 - b. Wellhead members not containing o-rings and other polymeric seals should be maintained at a preheat and interpass temperature of 400°F to 600°F or 200°C to 300°C.
7. **Welding Technique.** Use a 1/8 or 5/32-inch (3.2 or 4.0 mm) E6010 or E7018 electrode and step weld the first bead (root pass); that, weld approximately 2 to 4 inches (50 to 100 mm) and then move diametrically opposite this point and weld 2 to 4 inches (50 to 100 mm) halfway between the first two welds, move diametrically opposite this weld, and so on until the first pass is completed. This second pass should be made with a 5/32-inch (4.0 mm) low hydrogen electrode of the proper strength and may be continuous. The balance of the welding groove may then be filled with continuous passes without back stepping or lacing, using a 3/16-inch (4.8 mm) low hydrogen electrode. All beads should be stringer beads with good penetration. There should be no undercutting and weld shall be workmanlike in appearance.
 - a. Test ports should be open when welding is performed to prevent pressure buildup within the test cavity.
 - b. During welding the temperature of the base metal on either side of the weld should be maintained at 200 to 300°F (93 to 149°C).
 - c. Care should be taken to insure that the welding cable is properly grounded to the casing, but ground wire should not be welded to the casing or the wellhead. Ground wire should be firmly clamped to the casing, the wellhead, or fixed in position between pipe slips. Bad contact may cause sparking, with resultant hard spots beneath which incipient cracks may develop. The welding cable should not be grounded to the steel derrick, nor to the rotary-table base.
8. **Cleaning.** All slag or flux remaining on any welding bead should be removed before laying the next bead. This also applies to the completed weld.
9. **Defects.** Any cracks or blow holes that appear on any bead should be removed to sound metal by chipping or grinding before depositing the next bead.
10. **Postheating.** Post-heating should be performed at the temperatures shown below and held at that temperature for no less than one hour followed by a slow cooling. The post-heating temperature should be in accordance with the following paragraphs.
 - a. Wellhead members containing o-rings and other polymeric seals have tight limits on the post-heating temperatures. Those temperatures must be controlled at 250°F to 300°F or 120 °C to 150°C and closely monitored to prevent damage to the o-ring or seals.
 - b. Wellhead members not containing o-rings and other polymeric seals should be post-heated at a temperature of 400°F to 600°F or 200°C to 300°C.
11. **Cooling. *Rapid cooling must be avoided.*** To assure slow cooling, welds should be protected from extreme weather conditions (cold, rain, high winds, etc.) by the use of suitable insulating material. (Specially designed insulating blankets are available at many welding supply stores.) Particular attention should be given to maintaining uniform cooling of the thick sections of the wellhead parts and the relatively thin casing, as the relatively thin casing will pull away from the head or hanger if allowed to cool more rapidly. The welds should cool in air to less than 200°F (93°C) (measured with a heat sensitive crayon) prior to permitting the mud to rise in the casing.
12. **Test the Weld.** After cooling, test the weld. The weld must be cool otherwise the test media will crack the weld. The test pressure should be no more than 80% of the casing collapse pressure.