Instructions for Upgrading Form A (v. 9/26/13) to Accurately Classify Status of Outer Casing Annuli and Correct "Combo (Freshwater Casing Only)" Set-up Parameters (i.e., Surface Casing Set Depth Needed for this Well Design)

1. Navigate to the Mechanical Integrity Assessment webpage and download the Excel file named "Form_A_Fix" and the Visual Basic filed named "Module1."

2. Open "Form_A_Fix" and the Form A workbook you intend to upgrade.

**File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer**

Visual Basic | Macros | Record Macro | Use Relative References | Macro Security | Add-Ins | COM Add-Ins | Insert | Design Mode | Properties | View Code | Run Dialog | Source | Map Properties | Expansion Packs | Refresh Data | Import | Export

Code | Add-Ins | Controls | XML

CV5

Issued 9/26/2013

|	A	B	C	D	E	F
6	23. Have you finished entering all quarterly inspection data?:			25. Create Data Summary Sheet for Annual Report		26. Have you created a da
7	24. Have you checked for and corrected any duplicate API #s?:					the
8	1. Well Operator/Owner	4a. Well Type — Oil / Gas / Combo / Oil (Freshwater Casing Only) / Combo (Freshwater Casing Only) / 4b. Well Construction Information Not Readily Available / Set Up Well for First Inspection	5. Water Level Accessible (Yes/No) — Yes / No	6. Freshwater Casing Only (Yes/No) — Yes / No	7. Annular Production (Yes/No) — Yes / No	8. Annular Production Inside Surface or Coal Casing String (Yes/No) — Yes / No
9						
10	2. Operator Assigned ID					
11						
12	3. Abridged API #					
13						
14	2. Operator Assigned ID					
15						
16	3. Abridged API #					
17						
18	2. Operator Assigned ID					
19						

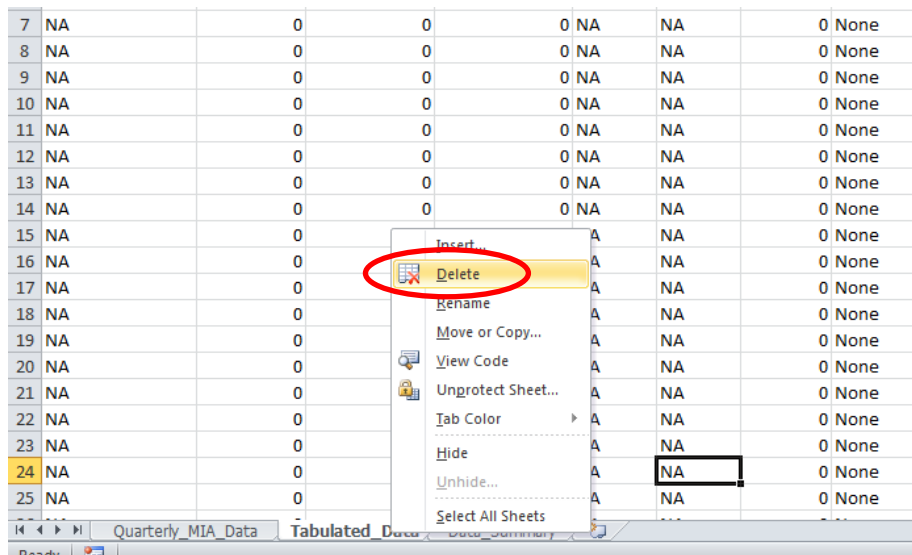**Quarterly_MIA_Data | Data_Summary**

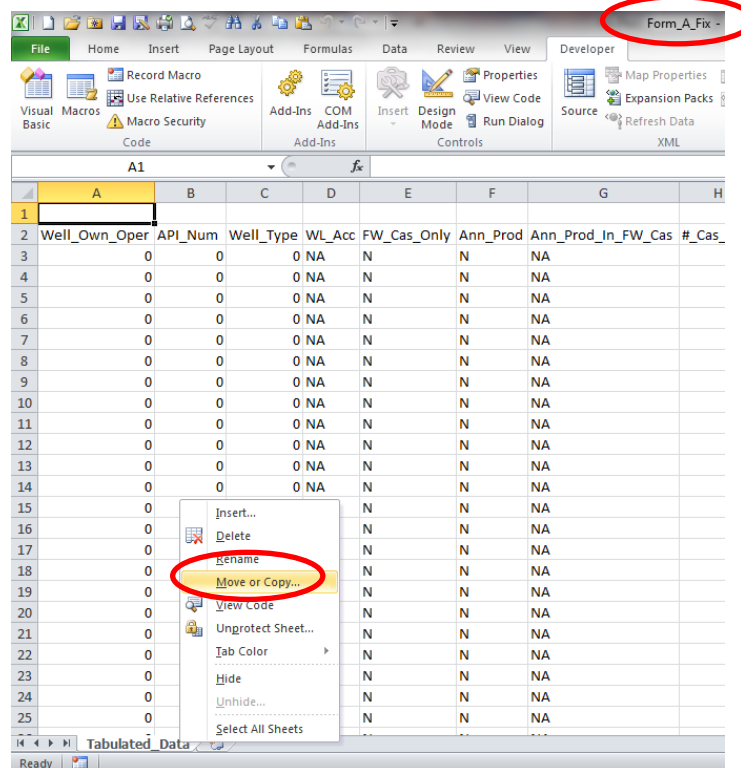**3.** On the Form A workbook you intend to upgrade, right-click the worksheet tab labeled "Data_Summary."
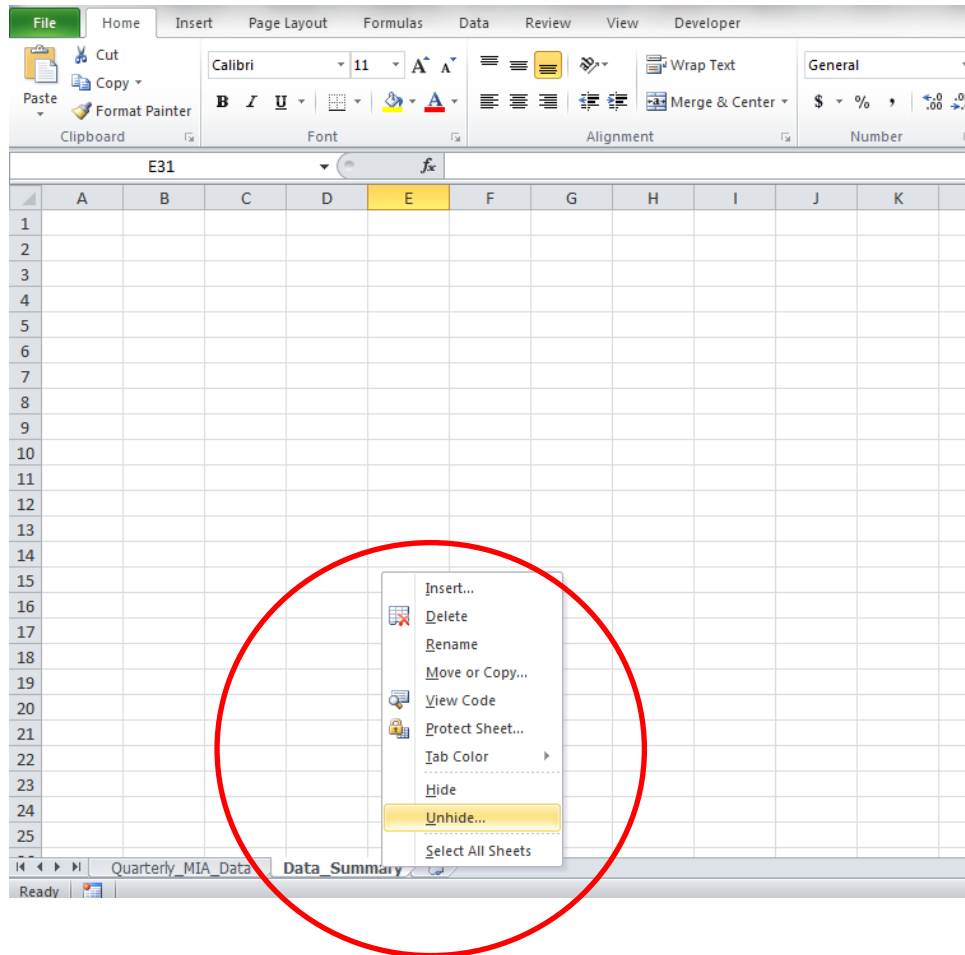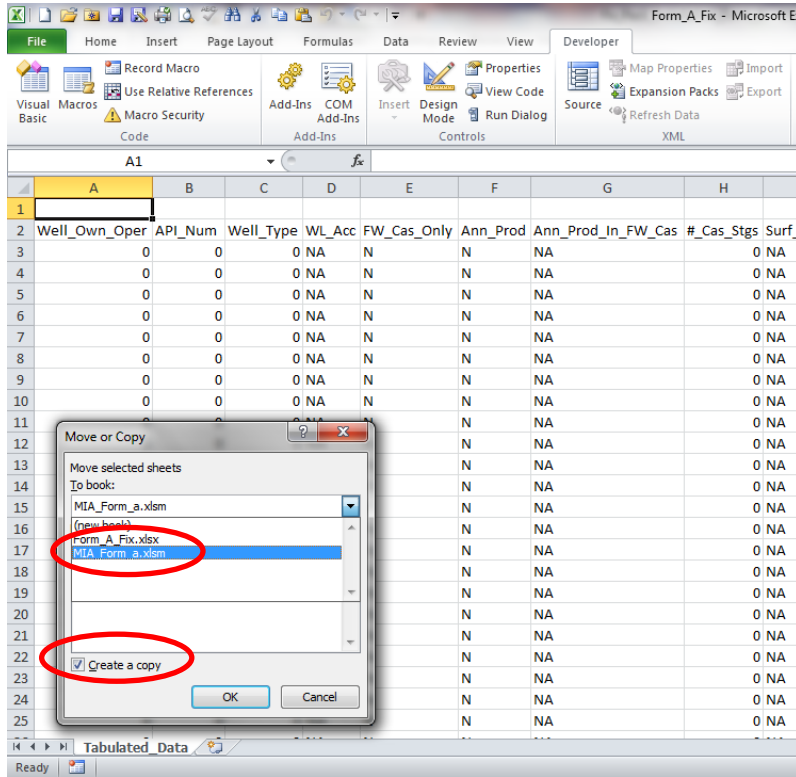

4. Hit "OK."
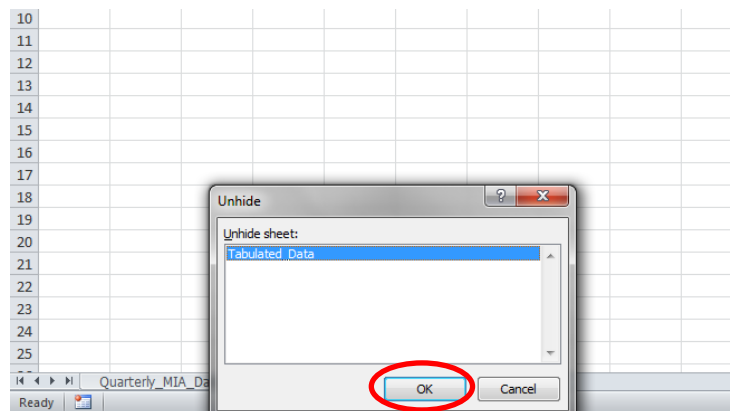
5. Right-click the worksheet titled "Tabulated_Data" and select "Delete."
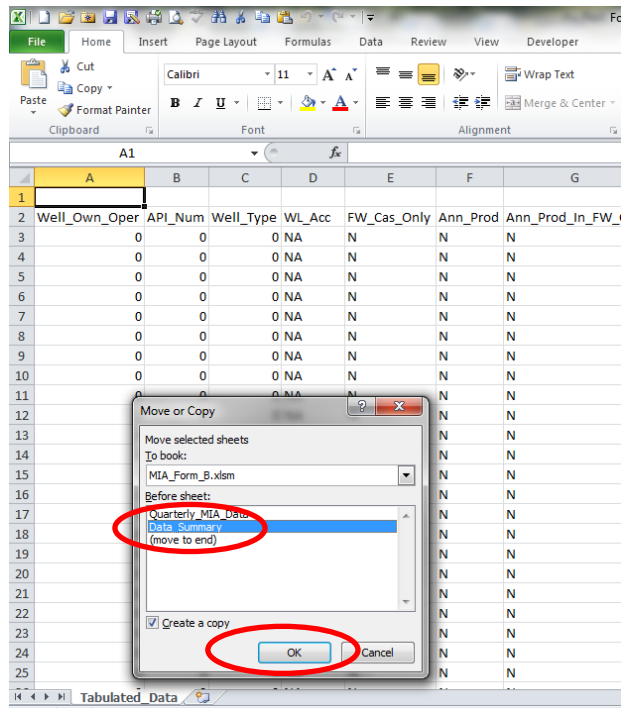

6. Make "Form_A_Fix" the active workbook and right-click the worksheet tab labeled "Tabulated_Data" and select "Move or Copy."
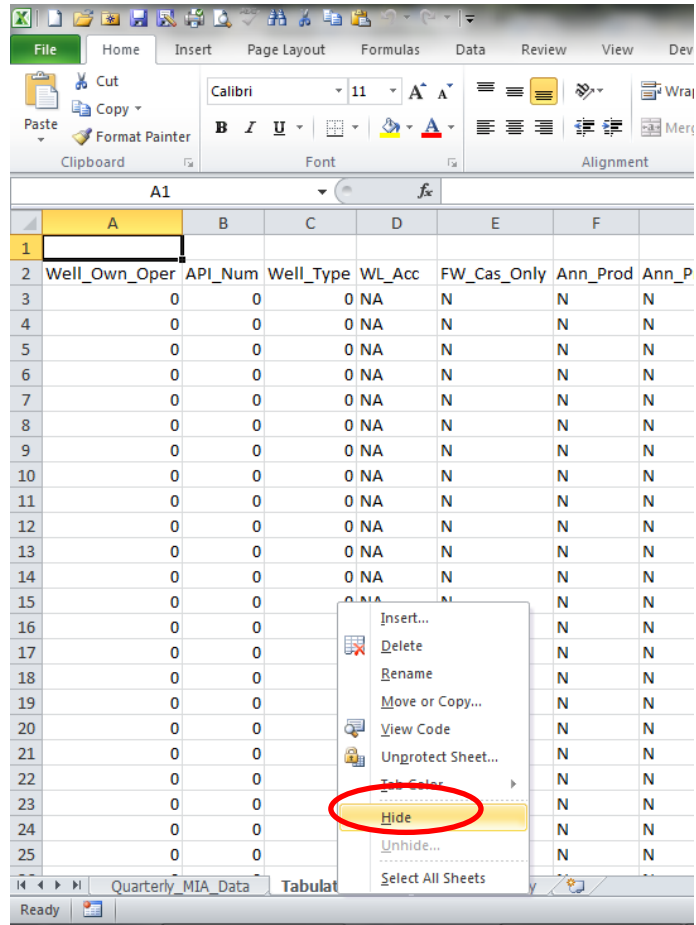
7. Check the box labeled "Create a copy" and highlight the name of the Form B workbook you are upgrading.
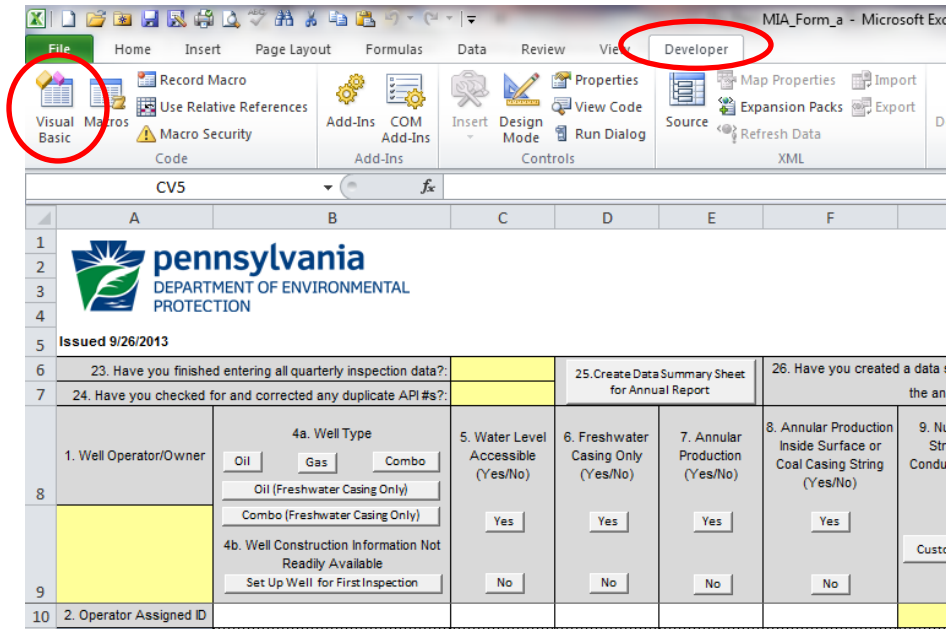
**8.** Highlight the worksheet named "Data_Summary" and select "OK."

**9.** In the Form A you are upgrading, right-click the worksheet tab labeled "Tabulated_Data" and select "Hide."

10. Select the "Developer" tab in the Form A you are upgrading and then select the "Visual Basic" icon in the upper left-hand corner.
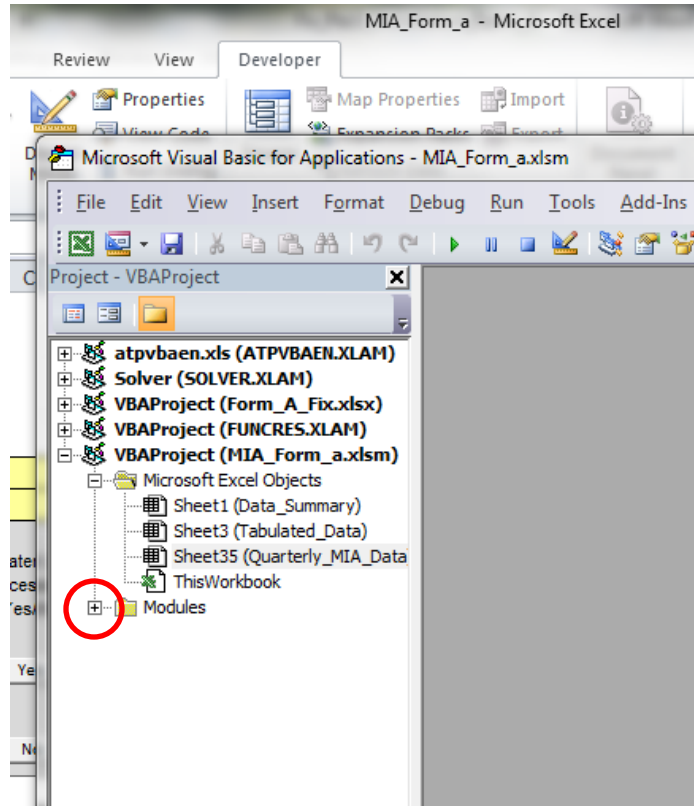

11. Highlight the menu item labeled "VBAProject (MIA_Form_a.xlsm)" (**note that the file name in parentheses may be different if you have renamed Form A**) and select the "+" symbol next to the highlighted menu item.
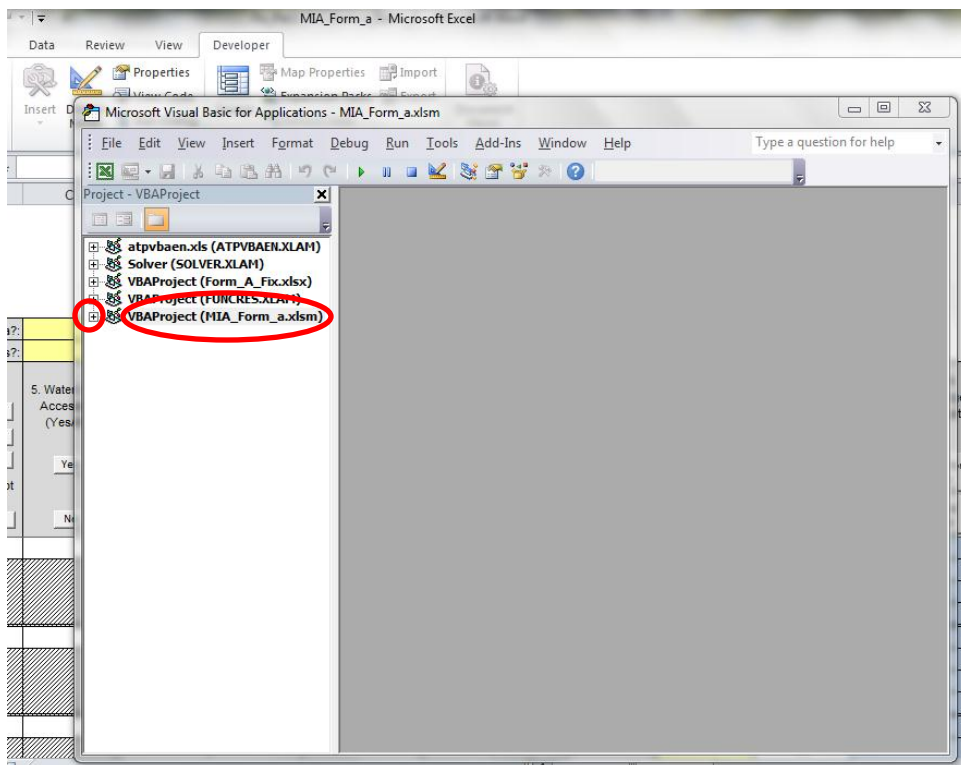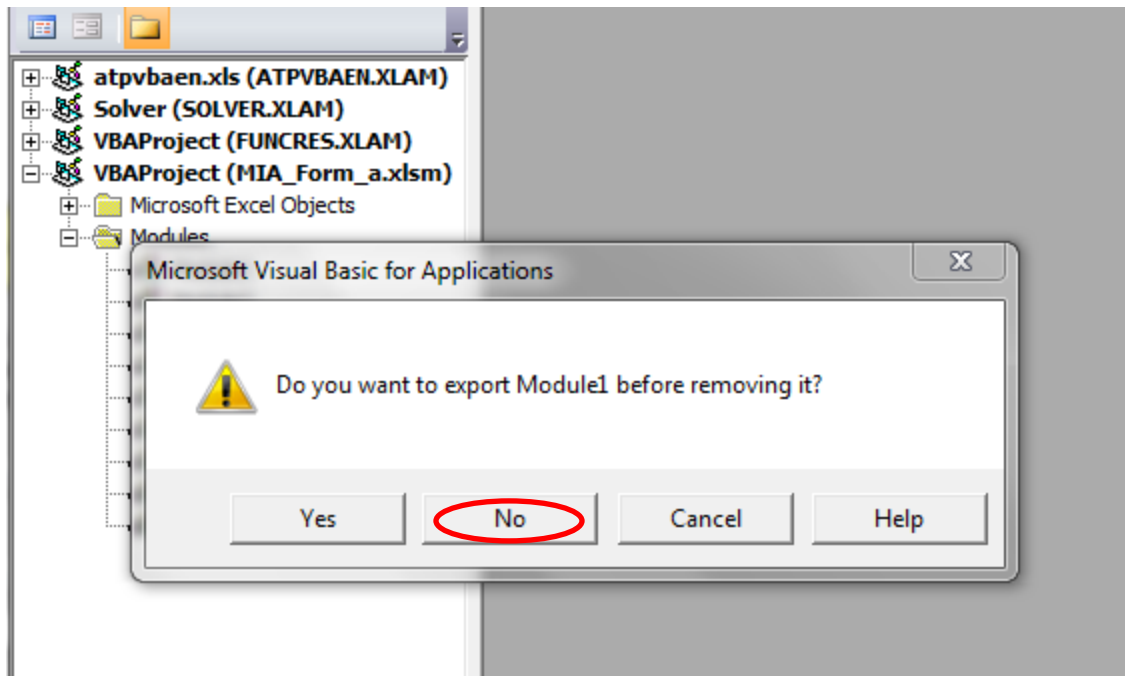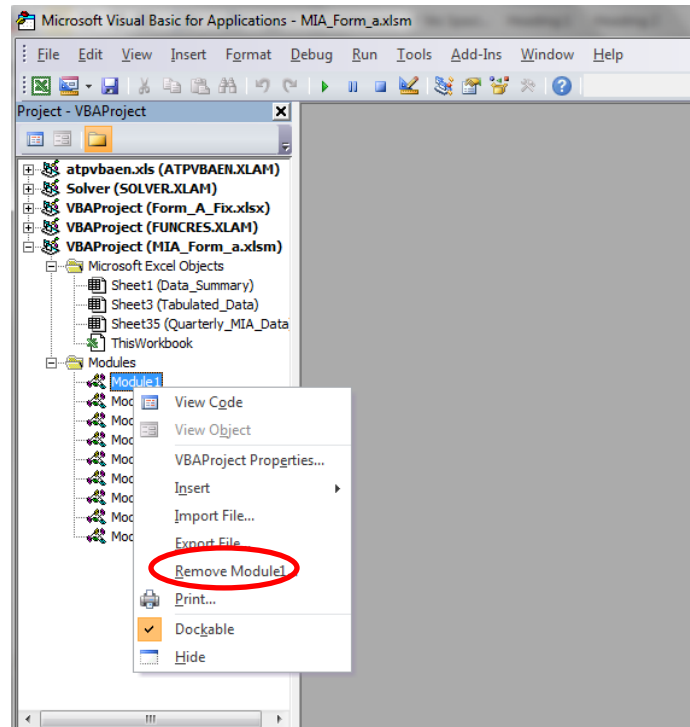
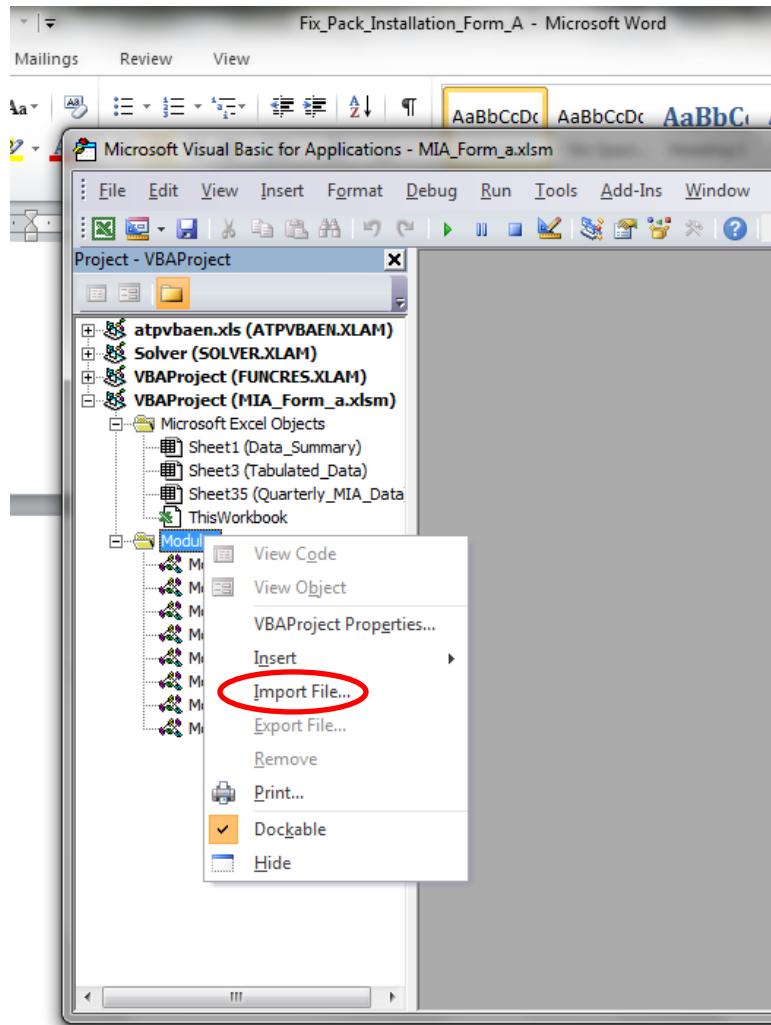**12.** When prompted, enter the password "MIA" and select "OK."
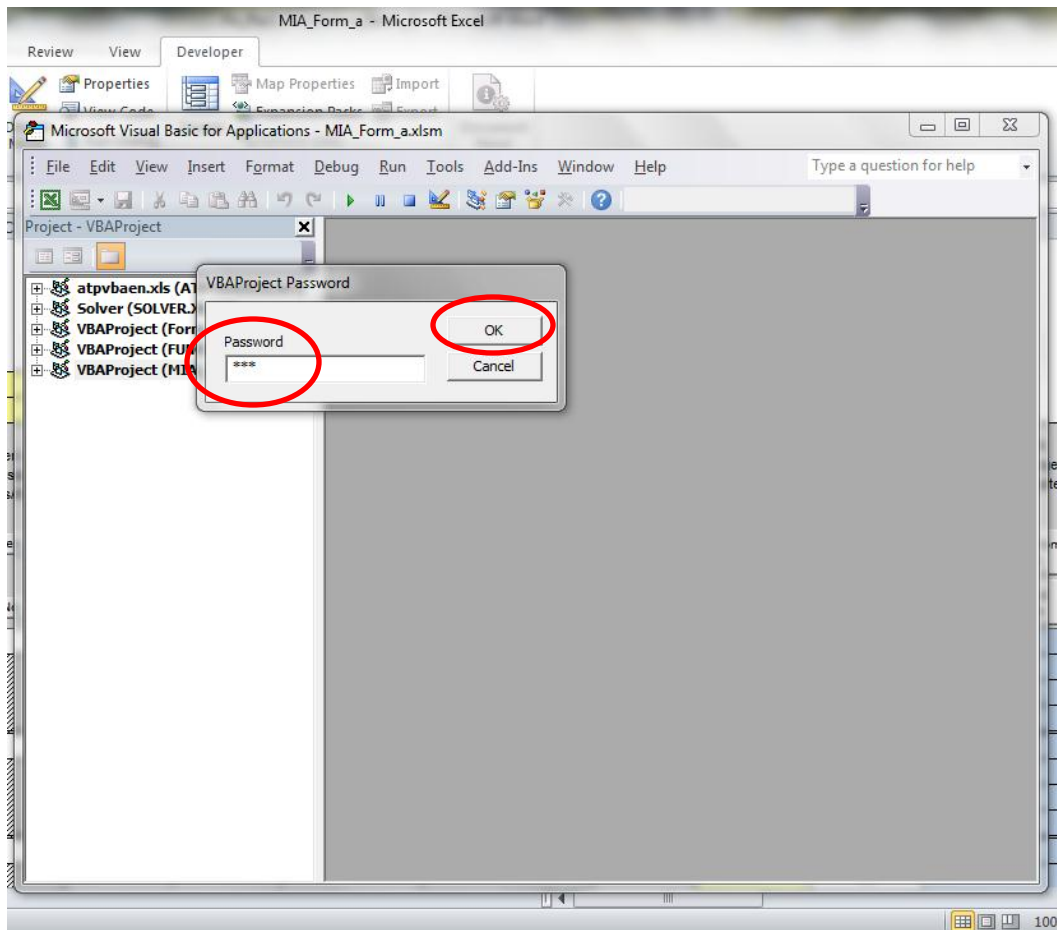
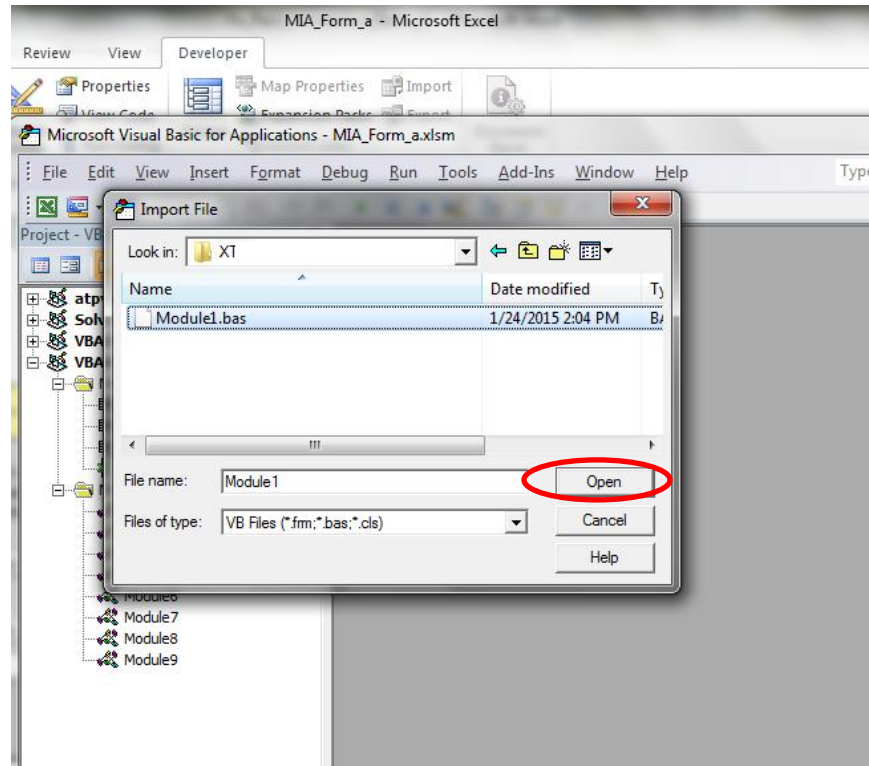**13.** Expand the folder labeled "Modules" by clicking the "+" sign next to it.

14. Right-click "Module1" and select "Remove Module1." When asked if you want to export "Module1", choose "No."

15. Right-click the folder labeled "Modules" and select "Import File."

16. Navigate to where you have the Visual Basic file named "Module1" stored (downloaded in step 1), highlight it, and select "Open."

17. Close the Visual Basic environment and select "Ctrl-a" to execute the fix macro. You will now need to enter surface casing set depths for any wells you have classified as "Combo (Freshwater Casing Only."