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Neo Positive-sealing Elastomeric Plug (NeoPEP) Run-In Procedures

[used with a 2 1/8" NeoHydrostaticSettingTool (NeoHST) & 1 3/4" Electro-Hydraulic Actuator]

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1. Run a gage ring to *xxxxx + 20 ft.* Slow down at all restrictions. POOH. Ensure that there is at least 2000 psi of BHP at the plug setting depth. If there is not enough pressure do not run the NeoPEP; we recommend the use of NeoT-TBP in this scenario.
2. Attach the Collar Locator (CCL) to the wireline cable head. The CCL should be a "Shooting" type.
3. Perform a functional test of the CCL and the 1 3/4" actuator. If test fire is performed, the operator or engineer must ensure that no voltage potential remains on the wire line. **Note:** the actuator on surface takes around 80 volts/ 225 mA.
4. Attach the 2 1/8" NeoHST to the CCL and cable head. At this point you can take the length dimensions and keep it in your records for setting reference.
5. Remove the setting sleeve from the NeoHST, and attach the test sub at the bottom section in the setting tool. Lube the test mandrel and screw the sub all the way. Manually tighten.
6. Lift the setting tool from horizontal to vertical inside the lubricator. If not possible to lift inside the riser, the tool string must be supported along the length of the tool as it is lifted.
7. A test can be performed on the NeoHST inside the riser. However, it is not recommended to test the NeoHST at a pressure exceeding the bottom hole pressure inside the lubricator. The pressure test will prove the seal integrity in the setting tool.
8. Once the test is performed, verify the setting tool integrity by removing the test sub. If the NeoHST is loaded with water, the seal integrity has failed. Make the proper correction by inspecting the setting tool once again during a complete disassembly.
9. Attach the setting sleeve at the bottom of the NeoHST and tighten the socket screw. Once this step is completed, stab the NeoPEP thru the bottom of the setting sleeve and verify that the NeoPEP is latched. **Note:** The NeoPEP has two 1/4" Special shear screws located on top. Align the setting sleeve with both holes over the top of NeoPEP and insert the shear screws at least 1/4" deep. The NeoPEP top section and anchor should be attached to the setting sleeve with a couple inches of slack below the anchors.
10. If you stab the plug horizontally with the lubricator down, make sure that the BHA is latched with the tool catcher inside the lubricator in order to avoid damage to the weak point on the NeoPEP. Pick up the riser.

	NeoPEP Run-in Procedures	Date: 07/01/2013	Page 1 of 3
		File Number: DRI-0500-0000	Rev. A
			Ver.#1

Nonexplosive Oilfield Products

Global Sales & Service



11. Equalize the riser and SITP prior to opening wellhead valves.
12. Run in hole (RIH) with the NeoHST & NeoPEP. Do not exceed 100 ft/min. (33 mts). Slow down at any restriction to 20 ft/min. (6 mts).
13. When the NeoPEP HST sets down over gas lift mandrels, liners restriction, etc., do not attempt passing with increased line speed. The tool can be stuck at any place or the mandrel can be damaged. Also, deployment of anchors from the NeoPEP can occur.
14. At setting depth, correlate plug position with CCL or Gamma Tool and note the tool weight while logging. The top of the plug will remain at the same depth during setting. Position the top of the plug on **depth xxxxx ft**. Note the tool hanging weight prior to firing the actuator.
15. The 1 3/4" Actuator can be activated with **Positive (+)** or **Negative (-)** polarity. Preferably use a digital panel to actuate the tool. Always manage current applied thru the wireline.
16. Once the setting depth is confirmed and NeoPEP positioned, note the tool weight again. Apply **DC current to fire the actuator: 450-500 mA for 3 seconds**. This will allow well fluid into the setting tool until, ultimately, result in the setting tool separating from the plug. Allow **15 minutes** for the fluid to migrate through the actuator to set the plug. ***** You can repeat the shooting process again if it is required. Wait 60 seconds before repeating the firing process.**

NOTE: Having a Gamma tool or Release System Mechanism above the 1 3/4" actuator requires a shooting procedure with **specific polarity**. Ensure which polarity is required to actuate the NeoHST.

17. An indication on the weight indicator may be seen at the surface as the NeoPEP separates from the Hydrostatic Setting Tool. Once the required setting time has elapsed, slack off onto the plug and confirm the setting.

NOTES: Once the NeoPEP Setting Tool has been actuated, closely monitor the line weight to look for stroking motion..

Wait 15 minutes before proceeding. While you wait out your 15 minutes, determine the following distances and write them down;

- a. the approximate distance from the bottom of the plug to the top of the nearest perforations below the plug.
- b. the approximate distance from the CCL on the toolstring to the nearest casing collar below the CCL.
- c. the approximate distance from the bottom of the plug to the next casing collar below the plug.
- d. the approximate distance from the top of the plug to the bottom of the nearest existing perforations above the plug.
- e. the approximate distance from the top of the plug to the bottom of the future nearest perforations above the plug.

Knowing the information from steps a – e you can decide whether or not you choose to perform any of the following operations after the 15 minute waiting period.

- f. Slack-off and descend to see if the hang-off weight goes down.
- g. Stop descending if you are convinced that the plug is set and taking weight. Go to step i.

	NeoPEP Run-in Procedures	Date: 07/01/2013	Page 2 of 3
		File Number:	Rev. A
		DRI-0500-0000	Ver.#1

Nonexplosive Oilfield Products

Global Sales & Service



- h. Continue descending to see if you see the next collar ring. If you do, stop and pull up to the original desired setting depth, stop and wait 5 minutes.
- i. If you choose to do so, pick up to a depth that is 15 feet above the setting depth and then repeat steps f – h or go to the next step.

Call NeoProducts for support if you believe the plug is not set in the casing. If you are unable to talk to the manager on call wait a minimum of 3 hours before pulling out the well.

- j. If you believe the plug is set, pick up to the next collar ring on your CCL and then descend and tag the plug again.

If the plug takes weight POOH per standard safe practice.

- 18. Pull the NeoHST off the plug slowly and log off depth. Get a copy of this log. This will show that the plug was set on depth. Go back and tag the plug. Slack-off onto the plug an additional 5 ft. below slack-off weight determined in step 14. Log off of the plug to the end of the tubing. Get a copy of it and turn in with your Data Report. Pull out of hole (POOH). Speed should be dictated by safe operating guidelines.
- 19. When the NeoHST is returned to the surface, the top half of the multiple stages will have trapped pressure inside. Slowly back off the tandem subs to the point where the bleed off holes are past the o-rings and allow the pressure to bleed off each side.

Tools required for Field Service:

- a) Set of 2 1/8” Parmalee wrenches.
- b) Pipe Wrenches # 18
- c) Allen wrench set. (Medium size)
- d) Flat & Phillips screw driver (small tip).
- e) Needle Nose pliers
- f) Set of Chain Vice grip
- g) Snap ring pliers (small tip)
- h) Measuring tape.
- i) ¼” Deep socket
- j) O ring Pick removers.
- k) Ohmmeter.
- l) Lubri-plate grease.
- m) Personal Protection Equipment.

	NeoPEP Run-in Procedures	Date: 07/01/2013	Page 3 of 3
		File Number: DRI-0500-0000	Rev. A
			Ver.#1