

PRODUCTION AUDIT

AN OVERVIEW

PRODUCTION AUDIT

- ❖ **Processes new and/or renewal of organization reports of operators, transporters, plants, and refineries**
 - **Form OR-1 – Organization Report**
- ❖ **Authorizes movement of liquids**
 - **Form R4 – Operator’s certificate of compliance and authorization to transport oil from production facility**
- ❖ **Audits Operator, Transporter, Plant, and Refinery monthly reports**
 - **Form OGP – Operator’s monthly oil & gas production report**
 - **Form R5D – Operator’s monthly gas disposition report**
 - **Form R2 – Transporter’s and storer’s monthly report**
 - **Form R5T – Natural gas transporter’s monthly report**
 - **Form R6 – Gasoline and/or cycling plant monthly report**
 - **Form R3 – Refiner’s monthly report**
- ❖ **Collects annual production fees**



FORM OR-1 ORGANIZATION REPORT

➤ WHO?

➤ Any entity performing operations within the jurisdiction of the Office of Conservation is required to file the Form OR-1

➤ WHEN?

➤ New Organizations will:

➤ File the Form OR-1 and obtain approval prior to the initial date of operation or permitting a well

➤ Current Organizations:

➤ Re-file annually by January 1st.

➤ File an updated OR-1 for change of address/contact/officer





Welcome to the OR1 Applications

Please enter your username and password to login.

Username:

Password:

[Create an account](#)
[Change password](#)
[Help documentation](#)

Note: The supported browsers for this application are Firefox 2.x and 3.x, and Chrome 1+.. All other browsers may not work for Account application.

Charter Number:

[Look-up Charter Number in Sec. of State database](#)

or

The below name matches the Charter Number. If not correct, fix the entry and check again. Otherwise, please confirm.

ENCANA OIL & GAS (USA) INC.

For a New Company www.sonris.com

Click on Online OR1 Submission

Click on Create an account

It will bring up a box asking for your Charter Number, if you know it, key it in and then click check charter number, it will show you the name for the number you keyed in, if correct click on confirm charter number. If you don't know your Charter Number, click the Look Up Charter Number link, you'll be able to look for it on SOS's website.

If you aren't required to be registered with the LA, Secretary of State, then you would click on 'no charter number'.

Click on i for instructions



Please complete the form to create your user account:

Charter Number: 35855142F

Organization Name: ENCANA OIL & GAS (USA) INC.

* User Type:

* User Id:

* Password:

* Confirm Password:

* Full Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

* Phone Number:

* Email Address:

* Confirm Email Address:

Tax Id #:

Cancel

Next

Your email has been verified. Your account, with User ID: bh_oil has been activated!

To proceed to the login page of the OR1 Application, please click:

Login Page

Once you completed filling out this form, click on Next, it will show you all the information you keyed in. If correct you'll click on 'Confirm' You'll receive an email, asking you to activate your account. Once you have, you'll be able to Login to your account

***** THIS IS AN AUTOMATED MESSAGE *****

If you have any questions:

for PLS-OR1 please call the Office of Conservation - Pipeline Division at (225) 342-5516
for OR1 please call the Office of Conservation - Production Audit Division at (225) 342-5530
for EP-OR1 please call the Office of Conservation - Environmental Division at (225) 342-7286

***** PLEASE DO NOT REPLY BACK TO THIS EMAIL ADDRESS *****

Account User ID: bh_oil
Name: BECKY HENRY
Email Address: BECKY.HENRY@LA.GOV

This is to confirm the creation of an account for entering OR1 filing forms and information in to the Louisiana Department of Natural Resources (DNR) System.

Please logon into the system using your User Id: bh_oil after activating your account.

Please click the link below to activate your account.

[Account Activation Link](#)

Welcome to the OR1 Applications

Please enter your username and password to login.

Username:
Password:

[Create an account](#)
[Change password](#)
[Help documentation](#)

Welcome bh_oil! [Logout](#)

OR1 Account and Filings

The below processes will allow you to create and maintain an account with which you may register your Organization and associated Operators with the Louisiana Department of Natural Resources, as well as perform OR1 Filings such as Initial filing, Annual Filing, and mid-year Information Updates.

Operation Information

Existing Filings

| OOCCode | Type Of Operation | Organization Name | Charter ID |
|---------|-------------------|------------------------------------|------------|
| | | FOR INITIAL FILING - IF APPLICABLE | |

OOCCode:

Type of Operation:

Organization Operation Name:

Charter ID:

* OR1 Form Type: Engineering Division
 Environmental Division
 Pipeline Division

* Filing Type:

(Opens in a new window--be sure to allow pop-up from la.us)

Login to your account

You would click on "Perform OR-1"

From this screen, you choose which OR-1 you will be filing (Production Audit is the Engineering Division) and the filing type:

Initial Filing

Annual Filing

Supplemental Filing

Then click next



Engineering Division OR1 - Initial Filing

ONLY SAVE CHANGES

SUBMIT FOR APPROVAL

✓ Please check all the information before you SUBMIT

Organization

Officers

Addresses

Equipment

Payment

Comments

Organization and Operation's Information

OOO Code Number:

* Organization Type:

* Organization Name:


Corporation - State where Incorporated:

Previous OOO Code Number (if applicable):

Plant/Refinery Code (for Operators, if applicable):

LA Sec.of State Charter No (or DNR Equivalent):

* Operation Type:

Initial Date of LA Operation: 

* EIN / SSN / ITIN:

* Year of Filing (YYYY):

Comments to Reviewer:

Organization Tab

Complete the required information – you'll choose your operation type:
Operator/Producer, Oil Transporter, Gas Transporter, Plant, Refinery

Then go to the next Tab



Engineering Division OR1 - Supplemental Filing

✓ Please check all the information before you SUBMIT

Organization

Officers

Addresses

Equipment

Three Primary Officers: FULL LEGAL NAMES

Officer 1 (required):

| | |
|--------------------------|------------------------------------|
| * (1) Name First: JOSEPH | * Address Line 1: 3640 HIGHWAY 33N |
| Name Middle: G. | Address Line 2: |
| * Name Last: ANDERSON | * City: RUSTON |
| * Title: MANAGER | * State: LOUISIANA |
| | * Zip: 71270 |

Officer 2:

| | |
|-------------------------------------|------------------------------------|
| (2) Name First: JAMES | Address Line 1: 15 EAST 5TH STREET |
| Name Middle: F. | Address Line 2: SUITE 3200 |
| Name Last: ADELSON | City: TULSA |
| Title: MANAGER, NADEL AND GUSSMAN M | State: OKLAHOMA |
| | Zip: 741030000 |

Officer 3:

| | |
|-----------------|---------------------|
| (3) Name First: | Address Line 1: |
| Name Middle: | Address Line 2: |
| Name Last: | City: |
| Title: | State: Select State |
| | Zip: |

You will list your top 3 Officers



Organization Address Emergency Contact

Organization Mailing Address

* Address: 123 Test Street

* City: Baton Rouge

* State: LOUISIANA ▼

* Zip: 70802

* Contact Person: Becky Henry

* Phone Number: 225-342-5530

Fax Number:

* E-Mail Address: becky.henry@la.gov

Organization Address **Emergency Contact** Correspondence

Emergency Contact Address

[Click to copy the Organization Address](#)

* Address: 123 Test Street

* City: Baton Rouge

* State: LOUISIANA ▼

* Contact Person:

Organization Address Emergency Contact **Correspondence Addresses**

Compliance Correspondence

Address to which COMPLIANCE Correspondence should be directed:

[Click to copy the Organization Address](#)

Address: 123 Test Street

City: Baton Rouge

State: LOUISIANA ▼

Zip: 70802

Contact Person: Becky Henry

Phone Number: 225-342-5530

Fax Number:

E-Mail Address: becky.henry@la.gov

> **Injection and Mining Correspondence**

> **Production Audit Correspondence**

You'll enter in the contact information under each TAB Notice that the Injection & Mining and Production Audit contact are listed under the Correspondence Addresses TAB at the bottom, just click on the name and it will bring up the fields that need to be entered.

The screenshot displays two tabs: 'Equipment' and 'Payment'.

Equipment Tab:

- Section: **Attach Documents**
- Section: **File Uploads: For Equipment Lists and Plant Schematics**
- Text: Upload Equipment list or Plant Schematics: No file chosen
- Text: Description:
- Text:
- Buttons:
- Section: **Comments**
- Text: Comments to Reviewer:

Payment Tab:

- Section: **PAYMENT -- Select payment method:**
- Section: **CREDIT CARD:**
- Text: Credit Card Number:
- Text: Expiration Date (MMYY):
- Text: Amount Charged: 105.00
- Text: *You will receive a confirmation email when your credit card payment has been processed.*
- Section: **COMPANY CHECK:**
- Text: Please mail company check with a copy of the invoice to:
- Text: DEPARTMENT OF NATURAL RESOURCES
P.O. BOX 44277
Baton Rouge, LA 70804-4277
- Section: **NOTICE:** Submitting your payment information WILL NOT submit your OR1 application. You must use the "Submit for Approval" button (top right corner of this screen) after all required information has been entered.
- Text:

The Equipment TAB is for Transporters, Plants, Refineries. If your equipment list is a PDF/Word/Excel document, you can upload it.

Payment TAB – you can pay online or choose pay by check

You'll notice the Comments box to the right of the screen, you can use this to let us know anything you think we need know.

Once all information has been completed you'll click on Submit For Approval.

In the review process, we will use the Comments Box to let you know why your application has been rejected, so you can make the necessary changes.

At any time you can click on “only save changes” button, if you haven't finished filling out everything and you get called away or a phone call, it will save everything you have filled out.

***** PLEASE DO NOT REPLY BACK TO THIS EMAIL ADDRESS

Your DNR OR1 Credit Card payment has been successful.

Credit Card: ***5100 exp.: 1215
Amount: \$105.00
Authorization Code: A1106E460E8D

Company: Lisa Oil Company
Address: 123 Main
 Baton Rouge, LA 70802
Filing Type: Engineering--Initial Filing
Filing Year: 2014

You'll receive an email letting you know that your payment was successful.
When we approve your application, you'll receive an email letting you know what your OOC Code Number is, which will be your User ID and it will give you your password.
At this point you will no longer use the User Id and password that you created when you created your account.

***** PLEASE DO NOT REPLY BACK TO THIS EMAIL ADDRESS *****

Account User ID/OOC Code: L252
Account Password: 795E8YLYQF
Name: Lisa Oil Company
Email Address: BECKY.HENRY@LA.GOV

This is to confirm the creation of a MASTER ACCOUNT based on the successful OR1 Initial Filing. Please use the credentials above to log into the Louisiana Department of Natural Resources (DNR) System.

If this INITIAL FILING was performed by a Service Provider, please pass on the credentials to the ORGANIZATION

From hereforth, the MASTER ACCOUNT will be used for Annual Filings, Supplemental Filings, and assigning permissions for the same to Service Providers/ Agents, as well as to create and maintain sub-users



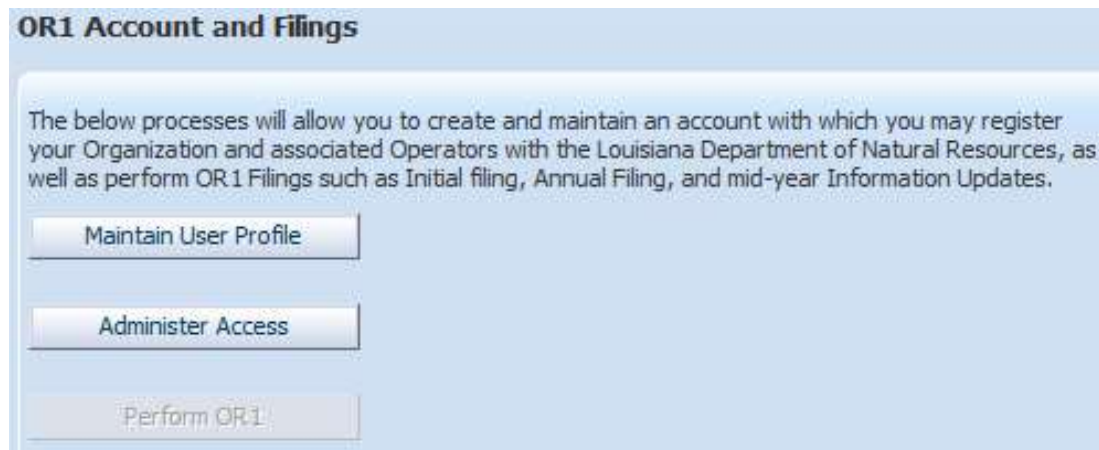
EXISTING COMPANIES

- ❖ When you log into your account, the OR-1 will have the information that is currently on SONRIS.
- ❖ You will be able to key over whatever you need to change for Annual Refiling/Supplemental Filing.
- ❖ Contact our office if you have any problems.
- ❖ We hope that the On-Line OR-1 will make things more convenient for our Oil & Gas Industry.



ADDING A SUB-USER

- When you log into your master account, we are requiring each user to create a “sub-user” account.
- The ‘01’ contact on the OR1 is responsible for making sure the sub-user account is created and permissions granted. To do this, they will need to login using their master account, and click on Administer Access



ADDING A SUB-USER, CONT.

Sub-Users Service Providers / Agents

Addition, De-activation, and Access Assignment for Sub-Users.

Create Sub-User

| Sub User ID | Organization Name | OOB Code | Operation Type |
|-------------|-------------------|----------|----------------|
| Gayle88 | SM ENERGY COMPANY | S400 | PRODUCER/OP |
| S400_user1 | SM ENERGY COMPANY | S400 | PRODUCER/OP |
| S400_user2 | SM ENERGY COMPANY | S400 | PRODUCER/OP |
| smenergy | SM ENERGY COMPANY | S400 | PRODUCER/OP |

Sub User ID: Gayle88
Account Yes
Disabled:

Enable Sub-User Account

Available Form Codes

| Revoked Access | Granted Access |
|---|--------------------------------------|
| ANNUAL DISPOSAL/INJECTION WELL MONITORING REPORT CLASS I WASTE DISPOSAL REPORT CLASS III INJECTION WELL MONITORING ELECTRONIC WELL LOG SUBMISSION FORM R-4 FORM UIC-WH1 FOR INJECTION WELLS OGP - MONTHLY OIL AND GAS | R5D - MONTHLY GAS DISPOSITION REPORT |

Update Access

Next the operator will click on the create sub-user button and create a username and password for the sub-user.

Please complete the form to create the sub user account:

* User Id:

* Password:

* Confirm Password:

* Full Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

* Phone Number:

* Email Address:

* Confirm Email Address:

Submitter Tax Id:

Cancel Save

To Grant Access to certain forms, you will need to scroll down to the particular form, the sub-user will have access to, move that form to the granted access column and click update access.



FORM R-4 - OPERATOR'S CERTIFICATE OF COMPLIANCE AND AUTHORIZATION TO TRANSPORT OIL FROM PRODUCTION FACILITY

- ❖ File one green legal-size original and 2 legal size copies (the copies can be white) covering each lease, unit, or production facility. Add one additional copy for each additional transporter.
- ❖ \$36 Processing Fee per R-4
- ❖ Transporters are not to move without an approved Form R-4 or Emergency Clearance; such movement may be considered illegal



FORM R-4 - OPERATOR'S CERTIFICATE OF COMPLIANCE AND AUTHORIZATION TO TRANSPORT OIL FROM PRODUCTION FACILITY

FORM R-4
REV. 10/11

STATE OF LOUISIANA
OFFICE OF CONSERVATION
OPERATOR'S CERTIFICATE OF COMPLIANCE AND AUTHORIZATION TO TRANSPORT OIL FROM PRODUCTION FACILITY

PAGE ____ OF ____ PAGES

COMPLETE THIS BLOCK ONLY IF THIS FILING IS AN ATTACHMENT OR A CORRECTION AND THE PREVIOUSLY APPROVED FORM R-4 IS TO REMAIN ACTIVE: [CHECK BOX IF APPLICABLE]

THIS FILING IS TO BE ATTACHED TO AND MADE PART OF FORM R-4 ON _____

OPERATOR:

NOTE: Before this certificate can be approved, all operator, well and production facility names must be in exact agreement with that shown on the permit to drill and the applicable orders issued by the Office of Conservation.

DISTRICT - URSI CODE _____ DISTRICT - URSI _____ PARISH _____

FIELD CODE _____ FIELD _____

OPERATOR CODE _____ OPERATOR _____ URSI CODE _____ TELEPHONE NUMBER _____

OPERATOR STREET ADDRESS (P.O. BOX) _____ OPERATOR CITY AND STATE _____ OPERATOR ZIP CODE _____

PRODUCTION FACILITY CODE _____ PRODUCTION FACILITY NAME _____

| TRANSPORTER CODE | FORMER TRANSPORTER | TRANSPORTER CODE | CURRENT TRANSPORTER | % of total |
|------------------|--------------------|------------------|---------------------|------------|
| | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

- The Form R-4 must be filled out completely
- Production Facility Code should be left blank unless it's for a Commingling Facility, Common Battery or Lease Battery
- For Transporter changes, list the 'old' transporter under "Former Transporter"



| LEASE/UNIT NAME | | | | |
|-----------------|---------------|-----------------|-----------------------|---------|
| LUW CODE | OPERATOR CODE | LEASE/UNIT NAME | COMMINGLING ORDER NO. | PRODUCT |
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| REMARKS: | | | | |

Page 1

- List the LUW Code, leave blank if the LUW hasn't been assigned.
- List the Operator Code
- List the Lease/Unit Name, for Units the nomenclature only
- List the Commingling Order No. if necessary
- List the Product code
 - 1 – oil 2 – gas

Remarks: You **MUST** fill this section out; if left blank, it will make the process take longer.
 Drip Points, Scrubbers: you **MUST** list the Section, Township, Range, tanks & sizes, the effective date and a list of wells that the drip services, and a **diagram of the facility that shows the wells, piping and vessels associated with the facility.**



WHEN TO FILE NEW R-4

- A new Form R4 should be filed when there is a change in the following:
 - ❖ Operating Ownership
 - ❖ Lease/Unit Name
 - ❖ Transporter (except with temporary change of transporter)
 - ❖ New Commingling Facility, Common Battery, or Lease Battery
 - ❖ Commingling Facility, Common Battery, or Lease Battery to separate storage or vice versa
 - ❖ Product



TIPS FOR FILING FORM R-4

- The date the R-4 is received determines the effective date of the R-4.
 - Operator change, lease to unit, unit to lease, unit to unit, commingling/common battery/lease battery to separate storage and vice-versa
 - **If you don't already have an approved R-4 for whatever change, be sure to submit your R-4 to the Baton Rouge Office at the same time you submit your paperwork to the District Office.**
- Change of Transporter, the R-4 is effective the date we receive it, unless the effective date is in the future.
- Operator of the Commingling Facility must submit the R-4, not the operator of the wells.
- If unsure whether or not you have an approved R-4, then please call. We will be glad to check for you.



R-4 CANCELLATION

- Forms R-4 are cancelled for the following reasons:
 - ❖ Operating Ownership changes
 - ❖ Transporter changes
 - ❖ If it is cancelled or suspended by the Office of Conservation
 - ❖ Facility dismantled
 - ❖ Operator requests it be cancelled



EMERGENCY CLEARANCES

- Call the District Office
 - Lafayette District – 337-262-5777
 - Shreveport District – 318-676-7585
 - Monroe District – 318-362-3111
- Transporter is notified only after approval is granted by the District Office and the Baton Rouge Office
- \$65 Processing Fee



PRODUCTION AUDIT REPORTING



PRODUCTION AND TRANSPORTATION REPORTS

- Production and Transportation Reports are due within 60 days of the Production Month (ex. July is due by October 1st).
- Delinquent reports are subject to Civil Penalties and/or R4 Suspensions.
- Each organization is responsible for checking SONRIS to make sure their reports have been received.
- Do not use decimals or fractions; use whole numbers only.



PRODUCTION AND TRANSPORTATION REPORTS

- All gas volumes are to be reported in MCF at 15.025 pounds absolute pressure and at 60 degrees Fahrenheit/15.5 degrees Celsius.
- Physical custody is the basis for reporting all movement of oil and/or gas within the state.
- Instructions and group codes can be accessed from your Online Account, you'll see "Form Instructions".




WWW.SONRIS.COM

The screenshot shows the SONRIS website interface. At the top, there is a browser address bar with the URL www.sonris.com and a search icon. Below the address bar, there are several navigation links: Apps, Department of Nat..., Free Hotmail, SONRIS- Strategic..., SOS, BPM, BPM Test, and OR1 TEST. The main content area is titled "Access Data" and contains four service boxes: "SONRIS Data Portal" (Oil, gas, and injection well information, state land leasing, ground water information, and more at your finger tips.), "GIS Access" (Retrieve information using interactive, geographically oriented map capabilities and select from a variety of layers of backgrounds.), "Document Access" (Millions of documents in various formats readily available for view and print.), and "Data Subscription Service" (Get a monthly download of all the data for integration into your databases and applications.). Below this, there is a section titled "Submit Applications/Reports" with eight service boxes: "Online Well Log Submission" (Electronically submit your well log information.), "Online Production Reporting" (Electronically report oil and gas production and transportation related monthly reports.), "Online Royalty Reporting" (Submit mineral royalty reports online.), "Online UIC Reporting" (Submit UIC-10, UIC-24, and UIC-33/34 reports electronically.), "Online Surface Water" (Apply for and track surface water applications online.), "Well Test/Inactive Report Submission" (Submit your Well Test/Inactive Report electronically.), "Online OR1 Submission" (Submit your OR1 application electronically.), and "Invoice Payments" (Pay invoices online using your invoice number and the provided security code.). A final box for "Tract Nominations" (Submit your nominations, attachments, and payment electronically.) is located at the bottom left of the "Submit Applications/Reports" section.

To submit your monthly production reports, go to www.sonris.com and click on the Red Barrel of Oil or Online Production Reporting

FILING PRODUCTION REPORTS

- Key in your User Name and Password –click on Login

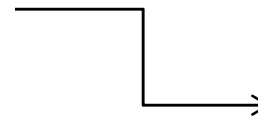


Username

Password

Login

- Select the form you would like to file

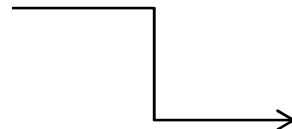


Production Audit Main Menu

OGP

R5D

- Choose the Year, Organization and Field you would like to file.



OGP

Year: 2015

Organization: 5400 SM ENERGY COMPANY

Field: 0111 ARCADIA, WEST

| | | Report Submitted | Report Date | Organization Id | Organization Name |
|--------|-------------------|------------------|-------------|-----------------|-------------------|
| Select | Upload Excel File | N | 3/1/2015 | S400 | SM ENERGY COMPANY |
| Select | Upload Excel File | N | 4/1/2015 | S400 | SM ENERGY COMPANY |
| Select | Upload Excel File | N | 5/1/2015 | S400 | SM ENERGY COMPANY |
| Select | Upload Excel File | N | 6/1/2015 | S400 | SM ENERGY COMPANY |

Main Menu

THREE ONLINE REPORTING OPTIONS

- ❖ **Select** – used to manually enter your data into SONRIS
- ❖ **Upload EDI File** – used to upload your text (.txt) file
- ❖ **Upload Excel File** – used to upload an Excel Template
 - The required templates are not yet available on SONRIS;
 - provided upon request.

OGP

Year: 2015

Organization: S400 SM ENERGY COMPANY

Field: 0111 ARCADIA, WEST

[Upload EDI File](#)

| | | Report Submitted | Report Date | Organization Id | Organization Name |
|------------------------|-------------------|------------------|-------------|-----------------|-------------------|
| Select | Upload Excel File | N | 3/1/2015 | S400 | SM ENERGY COMPANY |
| Select | Upload Excel File | N | 4/1/2015 | S400 | SM ENERGY COMPANY |
| Select | Upload Excel File | N | 5/1/2015 | S400 | SM ENERGY COMPANY |
| Select | Upload Excel File | N | 6/1/2015 | S400 | SM ENERGY COMPANY |

[Main Menu](#)

FORM OGP OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT

- Why – To report oil and gas production, disposition, and stock amounts
- What – Any well that is not plugged and abandoned or temporary inactive due to submitting a Form PA-35



FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT

(MANUAL ENTRY)

- **Information needed on this Report:**
 - **Doc Use (if any)**
- **LUW and Parish code is generated for you**
 - **Facility ID (if any)**
 - **Well Count**
 - **Opening Stock**
 - **Oil Production**
 - **Closing Stock**
 - **Gas Production**
 - **Injection Volume (if any)**
- **Disposition Transporter Code and amount**
- ****Note the change in the way disposition is reported.**

OGP

Organization Id: 5400
 Field Id: 4451
 Report Date: 3/1/2015
 Form Instructions

OGPDW

| OGP Line Id | Doc Use | LUW Code | Facility Id | Well Count | Parish Code | Opening Stock | Oil Production | Closing Stock | Gas Production | Injection Volume | Disposition Total | Report Disposition |
|-------------|---------|----------|-------------|------------|-------------|---------------|----------------|---------------|----------------|------------------|-------------------|--------------------|
| | | 611984 | | | 14 | 333 | | | | | | Report Disposition |
| | | 612217 | | | 14 | 567 | | | | | 0 | Report Disposition |
| | | 612285 | | | 14 | 342 | | | | | 0 | Report Disposition |

REPORTING DISPOSITION ON THE OGP

- Information Needed:
 - Transporter ID
 - Disposition Amount

OGP

Organization Id: 5400 LUW Code: 611984
Field Id: 4451 Parish Code: 14
Report Date: 3/1/2015

Add Disposition Record

| Transporter | Basis | Amount | |
|-------------|-------|--------|--------|
| 8296 | | 50 | Delete |

Done **Cancel**

- Click Done when Finished



FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT TIPS

- **Manual Entry Option:**
 - Maximize your window.
- **Number of Wells:**
 - You should be reporting the number of wells that produced that month. Do not report '0' if you have production. Also, on the Manual Entry option, the number of wells are brought forward from the month before. Make sure you correct it if there was a change.
- **Reporting Zero Production:**
 - If you didn't produce that month, you still need to submit your report/LUW. You'll have to enter 0 in the following columns: Opening Stock, Oil Production, Closing Stock and Gas Production.



FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT

(UPLOAD EXCEL FILE)

| OPERATOR'S MONTHLY GAS PRODUCTION REPORT OFFICE OF CONSERVATION | | | | | | | | | | | | |
|---|--|------------------|---------------|---------------------|-----------------|-------------|------------------|-----------------------|------------|-----------|----------------------------|-----------|
| OGP | | | | | | | | | | | | |
| REPORT DATE _____ | | | | FIELD CODE _____ | | | | | | | | |
| FIELD _____ | | | | OPERATOR CODE _____ | | | | | | | | |
| OPERATOR _____ | | | | | | | | | | | | |
| RECORD TYPE CODE | DOC USE ONLY | LWU CODE | FACILITY CODE | LEASE/UNIT NAME | NUMBER OF WELLS | PARISH CODE | | | | | | |
| <table border="1"> <tr> <td>RECORD TYPE CODE</td> <td>DISPOSITION TYPE CODE</td> </tr> <tr> <td>2 - DETAIL</td> <td>04 - Loss</td> </tr> <tr> <td>5 - ADDITIONAL TRANSPORTER</td> <td>05 - Misc</td> </tr> </table> | | | | | | | RECORD TYPE CODE | DISPOSITION TYPE CODE | 2 - DETAIL | 04 - Loss | 5 - ADDITIONAL TRANSPORTER | 05 - Misc |
| RECORD TYPE CODE | DISPOSITION TYPE CODE | | | | | | | | | | | |
| 2 - DETAIL | 04 - Loss | | | | | | | | | | | |
| 5 - ADDITIONAL TRANSPORTER | 05 - Misc | | | | | | | | | | | |
| CRUDE OIL/CONDENSATE OPENING STOCK (BBLs) | CRUDE OIL/CONDENSATE PRODUCTION (BBLs) | DISPOSITION | | | | | | | | | | |
| | | TRANSPORTER CODE | TYPE CODE | AMOUNT (BBLs) | | | | | | | | |

This is a screen print of a blank OGP Excel Template, the template can be sent to you by request. You'll need the same information you needed on the "paper" forms.

| CRUDE OIL/CONDENSATE CLOSING STOCK (BBLs) | NATURAL GAS/CASINGHEAD GAS PRODUCTION | GAS INJECTED (MCF) |
|---|---------------------------------------|--------------------|
| | | |
| | | |

FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT (UPLOAD EXCEL FILE)

| OGP | | OPERATOR'S MONTHLY GAS PRODUCTION REPORT | | | | | OFFICE OF CONSERVATION | |
|--|---|--|------------------|--------------------|--|----------------|------------------------|--|
| REPORT DATE <u>1/1/2011</u> | | FIELD <u>DRIP POINTS, SCRUBBERS, ETC</u> | | | FIELD CODE <u>3397</u> | | | |
| OPERATOR <u>CROSSTEX LIG, LLC</u> | | | | | OPERATOR CODE <u>C320</u> | | | |
| RECORD TYPE CODE | DOC USE ONLY | LUW CODE | FACILITY CODE | LEASE/UNIT NAME | NUMBER OF WELLS | PARISH CODE | | |
| 2 | | 800800 | | DRIP POINT | 0 | 45 | | |
| 5 | | 800800 | | DRIP POINT | 0 | 45 | | |
| | | RECORD TYPE CODE | | | DISPOSITION TYPE CODE | | | |
| | | 2 - DETAIL | | | 04 - Loss | | | |
| | | 5 - ADDITIONAL TRANSPORTER | | | 05 - Misc | | | |
| CRUDE OIL/CONDENSATE OPENING STOCK (BBLS) | CRUDE OIL/CONDENSATE PRODUCTION (BBLS) | DISPOSITION | | | CRUDE OIL/CONDENSATE CLOSING STOCK (BBLS) | NATUR | | |
| | | TRANSPORTER CODE | TYPE CODE | AMOUNT (BBLS) | | | | |
| 100 | 100 | 8296 | 100 | 0 | 0 | 0 | | |

This is a filled out OGP Template, all lines must have a 'Record Type Code' LUW's with one transporter will be '2' those LUW's that have more than one transporter the second line will be '5' you fill out up to the parish, then you list the transporter code and amount, leaving all other columns blank.

FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT

(UPLOAD EXCEL FILE)

- Information needed on the OGP Excel Template
 - Report Date – Format M/D/YYYY (example 4/1/2011)
 - Field Name and Code
 - Operator Name and Code
 - Record Type Code
 - 2 for LUW's with no disposition or with one disposition
 - 5 for LUW's that have a second disposition
 - Doc Use (if any)
 - LUW Code
 - Facility Code (Commingling Facility, Common Battery, Lease Battery)
 - Lease/Unit Name - no commas
- Number of Wells
- Parish Code
- Opening Stock
- Oil Production
- Disposition
 - Transporter Code
 - Type Code
 - Amount
- Closing Stock
- Gas Production
- Gas Injection

- You have to save each field as one file
- You can only upload one file at a time



FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT (UPLOAD EDI FILE)

RECORD NAME: OIL AND GAS PRODUCTION REPORT

| RECORD DATA LAYOUT | | | | | | | Detail |
|--|----------------------------------|------------------|----------|-------------------|---------------------|----------|-----------------|
| RECORD NAME: OIL AND GAS PRODUCTION REPORT | | | | | | | |
| ITEM NO | DATA NAME | ALPHA OR NUMERIC | SIGNED 2 | RELATIVE LOCATION | NUMBER OF POSITIONS | DECIMALS | COMMENTS |
| 1 | TRANSACTION CODE | AN | | 1 | 3 | | OGP |
| 2 | INPUT TYPE | N | | 4 | 1 | | "2" |
| 3 | FIELD CODE | N | | 5 | 4 | | |
| 4 | OPERATOR CODE | A/N | | 9 | 6 | | Trailing Spaces |
| 5 | REPORT DATE MM | N | | 15 | 2 | | MM |
| 6 | REPORT DATE YYYY | N | | 17 | 4 | | YYYY |
| 7 | LUW CODE | N | | 21 | 6 | | |
| 8 | COMMINGLING FACILITY CODE | N | | 27 | 6 | | Zeros if Blank |
| 9 | NUMBER OF WELLS | N | | 33 | 3 | | Zeros if Blank |
| 10 | PARISH CODE | N | | 36 | 2 | | |
| 11 | OIL-CONDENSATION OPENING STOCK | N | | 38 | 8 | | Zeros if Blank |
| 12 | OIL-CONDENSATION PRODUCTION | N | Y | 46 | 8 | | Zeros if Blank |
| 13 | TRANSPORTER CODE | N | | 54 | 6 | | Spaces if blank |
| 14 | DISPOSITION TYF | | | | | | aces if blank |
| 15 | DISPOSITION AMI | | | | | | ros if Blank |
| 16 | OIL-CONDENSATI | | | | | | ros if Blank |
| 17 | GAS PRODUCTIO | | | | | | ros if Blank |
| 18 | LUW NAME | | | | | | aces |
| 19 | O or C (Original or | | | | | | " or "C" |
| 20 | DOC Use | i n | | 108 | 3 | | Composite Luw |
| 21 | GAS INJECTED INTO RESERVOIR (MCF | N | | 111 | 8 | | |

EDI- The data on the file must be ASCII text and each record must be followed by Carriage Return/Line Feed. Has to be in compressed (standard ZIP) format.



FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT

(UPLOAD EDI FILE)

| RECORD DATA LAYOUT | | | | | | | |
|--|---------------------------------|------------------|---------|-------------------|------------------------------|------------------------|--------------------------|
| RECORD NAME: OIL AND GAS PRODUCTION REPORT | | | | | | Additional Transporter | |
| ITEM NO | DATA NAME | ALPHA OR NUMERIC | SIGNED? | RELATIVE LOCATION | NUMBER OF POSITIONS DECIMALS | | COMMENTS |
| 1 | TRANSACTION CODE | AN | | 1 | 3 | | OGP |
| 2 | INPUT TYPE | N | | 4 | 1 | | "5" |
| 3 | FIELD CODE | N | | 5 | 4 | | |
| 4 | OPERATOR CODE | A/N | | 9 | 6 | | Trailing Spaces |
| 5 | REPORT DATE MM | N | | 15 | 2 | | MM |
| 6 | REPORT DATE YYYY | N | | 17 | 4 | | YYYY |
| 7 | LUW CODE | N | | 21 | 6 | | |
| 8 | COMMINGLING FACILITY CODE | N | | 27 | 6 | | Zeros if Blank |
| 9 | NUMBER OF WELLS | N | | 33 | 3 | | Zeros if Blank |
| 10 | PARISH CODE | N | | 36 | 2 | | |
| 11 | TRANSPORTER CODE | N | | 38 | 6 | | Spaces if Blank |
| 12 | DISPOSITION | | | | 2 | | Spaces if Blank |
| 13 | DISPOSITION AMOUNT | N | Y | 46 | 8 | | Zeros if Blank |
| 14 | LUW NAME | A/N | | 54 | 20 | | |
| 15 | O or C (Original or Correction) | A | | 74 | 1 | | "O" or "C" |
| 16 | DOC Use | N | | 75 | 3 | | Composite LUW |

Additional transporter example



FORM OGP - OPERATOR'S MONTHLY OIL & GAS PRODUCTION REPORT COMMON ERRORS

- Opening stock
- Out of mathematical balance
 - $\text{Opening stock} + \text{Oil Production} - \text{Disposition} = \text{Closing Stock}$
- Error with the total Gas reported on OGP and the total Gas reported on the R5D
- Disposition variance with your transporter's Form R2 Part 2
- Reporting BS&W – BS&W must be subtracted from your oil production (see K on the Official Instructions)
 - **No Disposition Type Code is needed.**
 - If it leaves a negative volume, email your Field Analyst or Section Supervisor with the reason
 - Example: 4-2011 Field 2152 Operator A123 – LUW 123456 – 15 bbls BS&W



FORM R5D

OPERATOR'S MONTHLY GAS DISPOSITION REPORT

- Who – Operators with casinghead and/or natural gas production.
- Why – To report the production, acquisition, and disposition of gas.
- When – Only if you produced or acquired gas.
 - **Do not submit a 'o' report.**



FORM R5D - OPERATOR'S MONTHLY GAS DISPOSITION REPORT

(MANUAL ENTRY)

R5D

OrganizationId 5400
 FieldId 0111
 ReportDate 6/1/2015

Form Instructions

| Line Id | Group Code | Organization Id | Field Id | Plant Id | Volume(mcf) | |
|---------|------------|-----------------|----------|----------|-------------|--------|
| 1 | 03 | E222 | | 427Z | 1001 | Delete |
| 2 | 50 | | | | 1001 | Delete |
| 4 | 62 | | | | 1001 | Delete |
| 3 | 99 | | | | 1001 | Delete |

Add New Row

Errors:

| GddwLineId | FatalFlag | TxtMsg |
|---------------------|-----------|--------|
| No data to display. | | |

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Main Menu

Submit Report

Information needed on this Report:

- Group Code
- If Necessary
 - Organization ID
 - Field ID
 - Plant ID
- Volume

Hit ADD NEW ROW, if you need more lines.

When all information is keyed, Hit SUBMIT REPORT



FORM R5D - OPERATOR'S MONTHLY GAS DISPOSITION REPORT

(UPLOAD EXCEL FILE)

Information needed on the R5D Excel Template:

- Date Format: M/D/YYYY
 - 4/1/2011
- Field and Code
- Operator and Code

| OPERATOR'S MONTHLY GAS DISPOSITION REPORT | | | | |
|---|-------------------|---------------|------------|--------------|
| OFFICE OF CONSERVATION | | | | |
| R5D | | | | |
| REPORT DATE | _____ | | | |
| FIELD | _____ | FIELD CODE | _____ | |
| OPERATOR | _____ | OPERATOR CODE | _____ | |
| GROUP CODE | ORGANIZATION CODE | FIELD CODE | PLANT CODE | VOLUME (MCF) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| OPERATOR'S MONTHLY GAS DISPOSITION REPORT | | | | |
|---|-------------------|---------------------------|------------|--------------|
| OFFICE OF CONSERVATION | | | | |
| REPORT DATE <u>1/1/2011</u> | | | | |
| FIELD <u>MONROE</u> | | FIELD CODE <u>6824</u> | | |
| OPERATOR <u>AXION TEP, LLC</u> | | OPERATOR CODE <u>A187</u> | | |
| GROUP CODE | ORGANIZATION CODE | FIELD CODE | PLANT CODE | VOLUME (MCF) |
| 02 | | | | 14975 |
| 50 | | | | 14975 |
| 53 | 917T | | | 14975 |
| 99 | | | | 14975 |
| | | | | |
| | | | | |
| | | | | |

- Group Code
- If Needed:
 - Organization Id
 - Field Code
 - Plant Code
- Volume

FORM R5D - OPERATOR'S MONTHLY GAS DISPOSITION REPORT

(UPLOAD EDI FILE)

RECORD DATA LAYOUT

RECORD NAME: R5D

| ITEM NO | DATA NAME | ALPHA OR | SIGNED ? | RELATIVE | NUMBER OF | | COMMENTS |
|---------|------------------------|----------|----------|----------|-----------|----------|-----------------|
| | | NUMERIC | | LOCATION | POSITIONS | DECIMALS | |
| 1 | TRANSACTION CODE | N | | 1 | 3 | | "130" |
| 3 | RECORD INPUT TYPE | N | | 4 | 1 | | "2" |
| 4 | FIELD CODE | N | | 5 | 4 | | |
| 5 | OPERATOR CODE | A/N | | 9 | 6 | | Trailing Spaces |
| 6 | REPORT DATE MM | N | | 15 | 2 | | MM |
| 7 | REPORT YY | N | | 17 | 4 | | YYYY |
| 8 | GROUP CODE | N | | 21 | 2 | | |
| 9 | COMPANY CODE | AN | | 23 | 6 | | Trailing Spaces |
| 10 | FIELD PLANT CODE | AN | | 29 | 4 | | |
| 11 | GAS VOLUME (MCF) | N | Y | 33 | 12 | | |
| 12 | O or C (Original or Co | | | | | | "O" or "C" |
| 13 | GROUP CODE (COR | | | | | | |
| 14 | COMPANY CODE (C | | | | | | Trailing Spaces |
| 15 | FIELD PLANT CODE | | | | | | |
| 16 | GAS VOLUME (MCF) | | | | | | |

EDI- The data on the file must be ASCII text and each record must be followed by Carriage Return/Line Feed. Has to be in compressed (standard ZIP) format.

FORM R5D - OPERATOR'S MONTHLY GAS DISPOSITION REPORT

COMMON ERRORS

- Out of Mathematical Balance
- Error with the total Gas reported on R5D and the total Gas reported on the OGP
- Variance Errors (Tolerance 2% of delivered volume or greater than 2% but less than 100 MCF) with the following reports:
 - R6 - Gasoline and/or Cycling Plant Monthly Report
 - R5T – Natural Gas Transporter's Monthly Report
 - R5D – Operator's Monthly Gas Disposition Report
- Note: Offshore Operators - federal gas is backed out of total physical volume moved. Total federal acquisition must balance with total federal disposition.

FORM R2 - TRANSPORTER'S AND STORER'S MONTHLY REPORT

○ WHO:

- Transporters and Storer's of crude oil, condensate and raw make in the State of Louisiana

○ WHY:

- Part 1 – To report the volume of stock on hand at the beginning of each month and acquisitions and dispositions of oil during the month
- Part 2 – To report the acquisition of oil from Louisiana Fields and Operators



FORM R2 - TRANSPORTER'S AND STORER'S MONTHLY REPORT

(MANUAL ENTRY)

R2 Part 1:

- Group Code
- If needed:
 - Line Number
 - Company Code
- Volume
- Hit ADD NEW ROW for more rows

R2
 Organization: 7037
 Report Date: 5/1/2015
[Form Instructions](#)

| OT Record Id | Group Code | Line Num | Company or Facility Code | Transaction Amount (in Barrels, 42 U.S. Gallons) |
|-----------------------------|------------|----------|--------------------------|--|
| No data to display. | | | | |
| Add New Row | | | | |

Errors:

| OT Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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Organization: 7037 Report Date: 6/1/2015 [Form Instructions](#)

| OT Record Id | Group Code | Line Num | Company or Facility Code | Transaction Amount (in Barrels, 42 U.S. Gallons) | |
|--------------|------------|----------|--------------------------|--|--------|
| | | | | | Delete |
| | | | | | Delete |
| | | | | | Delete |
| | | | | | Delete |

[Add New Row](#)

Errors:

| OT Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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R2 Part 2:

- Line Number
- LUW or Facility Code
- Field Code
- Operator Code
- Volume
- Hit ADD NEW ROW for more rows

R2
 OrganizationId 7037
 ReportDate 6/1/2015
[Form Instructions](#)

| OA Record Id | Line Num | LUW Code | Facility Code | Field Code | Organization Code | Acquired Amount |
|-----------------------------|----------|----------|---------------|------------|-------------------|-----------------|
| No data to display. | | | | | | |
| Add New Row | | | | | | |

Errors:

| OA Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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FORM R2 - TRANSPORTER'S AND STORER'S MONTHLY REPORT PART 1 & 2

(UPLOAD EXCEL FILE)

R2 PART 1 TRANSPORTER'S AND STORER'S MONTHLY REPORT
OFFICE OF CONSERVATION

REPORT DATE 1/1/2011
 COMPANY Bayou State Oil Corp
 TRANSPORTER ID 7143

| GROUP CODE | LINE NUM | OPERATOR CODE | BARRELS (42 U.S. GALLONS) |
|------------|----------|---------------|---------------------------|
| 103 | | | 24328 |
| 145 | | | 24328 |
| 147 | | | 5862 |
| 150 | | | 30190 |
| 158 | 1 | 8079 | 6223 |
| 158 | 2 | 7580 | 16750 |
| 197 | | | 3832 |
| 198 | | | 3385 |
| 199 | | | 30190 |

Information needed on this Form:

- Report date format: M/D/YYYY
- Company Name
- Transporter ID
- Group Code
- Line Number & Op/Tran Code if needed
- Volume

You would fill out this form like the paper report, if a code was needed it still is and if not leave it blank.

- Line Number
- LUW or Facility Code
- Field Code
- Operator Code
- Volume

R2 PART 2 DETAIL OF OIL ACQUISITIONS FROM LOUISIANA OPERATORS
OFFICE OF CONSERVATION

REPORT DATE 1/1/2011
 COMPANY Bayou State Oil Corp
 TRANSPORTER ID 7143

| LINE NUM | LUW | FACILITY CODE | FIELD CODE | OPERATOR CODE | BARRELS (42 U.S. GALLONS) |
|----------|--------|---------------|------------|---------------|---------------------------|
| 1 | 032246 | | 1432 | 0492 | 5066 |
| 2 | 038373 | | 1432 | 0492 | 872 |
| 3 | 036909 | | 1432 | 0492 | 129 |

FORM R5T - NATURAL GAS TRANSPORTER'S MONTHLY REPORT

○ WHO:

- Transporter of Natural Gas within the State of Louisiana

○ WHY:

- Part 1 - To show the acquisitions and dispositions of Natural Gas
- Part 2 – To show deposits to and withdrawals from underground gas storage facilities



FORM R5T - NATURAL GAS TRANSPORTER'S MONTHLY REPORT (MANUAL ENTRY)

R5T
Organization 912A
Report Date 6/1/2015
Form Instructions

| NGT Record Id | Group Code | Line Num | Organization Code | Field Code | Volume |
|-----------------------------|------------|----------|-------------------|------------|--------|
| No data to display. | | | | | |
| Add New Row | | | | | |

Errors:

| NgtdwLineId | FatalFlag | TxtMsg |
|---------------------|-----------|--------|
| No data to display. | | |

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R5T
Organization 912A
Report Date 6/1/2015
Form Instructions

| NGT Record Id | Group Code | Line Num | Organization Code | Field Code | Volume | Delete |
|-----------------------------|------------|----------|-------------------|------------|--------|------------------------|
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| | | | | | | Delete |
| Add New Row | | | | | | |

Errors:

| NgtdwLineId | FatalFlag | TxtMsg |
|---------------------|-----------|--------|
| No data to display. | | |

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R5T Part 1:

- Group Code
- If needed:
 - Line Number
 - Operator/Transporter Code
 - Field Code
- Volume
- Hit ADD NEW ROW for more rows

R5T Part 2:

- Line Number
- Gas Storage Code
- Opening Stock
- Deposits
- Withdrawals
- Closing Stock

R5T
Organization 912A
Report Date 6/1/2015
Form Instructions

| UGS Record Id | Line Num | Gas Storage | Opening Stock | Deposits | Withdrawals | Closing Stock | Delete |
|-----------------------------|----------|-------------|---------------|----------|-------------|---------------|------------------------|
| | | | | | | | Delete |
| | | | | | | | Delete |
| | | | | | | | Delete |
| | | | | | | | Delete |
| Add New Row | | | | | | | |

Errors:

| UgstwLineId | FatalFlag | TxtMsg |
|---------------------|-----------|--------|
| No data to display. | | |

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FORM R5T - NATURAL GAS TRANSPORTER'S MONTHLY REPORT

(UPLOAD EXCEL FILE)

| R5T NATURAL GAS TRANSPORTER'S MONTHLY REPORT PART 1 OFFICE OF CONSERVATION | | | | |
|---|----------|---------------|------------|--------------|
| REPORT DATE <u>8/1/2010</u> | | | | |
| COMPANY <u>BALLARD EXPLORATION COMPANY INC</u> TRANSPORTER ID <u>913B</u> | | | | |
| GROUP CODE | LINE NUM | OPERATOR CODE | FIELD CODE | VOLUME (MCF) |
| 235 | | | | 60594 |
| 245 | | | | 60594 |
| 250 | | | | 60594 |
| 252 | 1 | 0363 | 7808 | 60594 |
| 299 | | | | |

- Date Format: M/D/YYYY
- Company Name
- Transporter ID
- Line Number
- Facility Code
- Opening Stock
- Deposits
- Withdrawals
- Closing Stock

R5T Part 1:

- Date Format: M/D/YYYY
 - 4/1/2011
- Company Name
- Transporter ID
- Group Code
- If needed:
 - Line Number
 - Op/Trans Code
 - Field Code
- Volume

| R5T UNDERGROUND GAS STORAGE REPORT PART 2 OFFICE OF CONSERVATION | | | | | |
|---|---------------|---------------|----------|-------------|---------------|
| REPORT DATE <u>8/1/2010</u> | | | | | |
| COMPANY <u>CenterPoint Energy -MRT</u> TRANSPORTER CODE <u>921C</u> | | | | | |
| LINE NUM | FACILITY CODE | OPENING STOCK | DEPOSITS | WITHDRAWALS | CLOSING STOCK |
| 1 | 0338 | 21088668 | 1917644 | 0 | 23006312 |
| 2 | 0339 | 40852032 | 3735245 | 0 | 44587277 |
| 990 | | 61940700 | 5652889 | 0 | 67593589 |

FORM R3 - REFINER'S MONTHLY REPORT

○ WHO:

- Each Refiner of Oil within the State of Louisiana

○ WHY:

- Part 1: To report the acquisitions and dispositions of oil and refined oil products
- Part 2: Refinery Activity Report, to report Petroleum product activity, including volumes of each product on hand at the beginning and ending of each month



FORM R3 - REFINER'S MONTHLY REPORT

(MANUAL ENTRY)

R3

OrganizationId 9151
ReportDate 6/1/2015

[Form Instructions](#)

| OR Record Id | Group Code | Line Num | Organization Code | Transaction Amount |
|---------------------|------------|----------|-------------------|--------------------|
| No data to display. | | | | |

[Add New Row](#)

Errors:

| OR Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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[Submit Report](#)

Manual Entry is the only way to submit this report.

R3 Part 1:

- Group Code
- If needed
 - Line Number
 - Company Code
- Volume
- Hit ADD NEW ROW for more rows

R3 Part 2:

- Product Code
- Opening Stock
- Acquisitions
- Run to Stills
- Production
- Dispositions
- Closing Stock

R3

OrganizationId 9151
ReportDate 6/1/2015

[Form Instructions](#)

| RA Record Id | R3 Product Code | Opening Stock | Acquisitions | Runs to Stills | Production | Dispositions | Closing Stock |
|---------------------|-----------------|---------------|--------------|----------------|------------|--------------|---------------|
| No data to display. | | | | | | | |

[Add New Row](#)

Errors:

| RA Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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FORM R6 - GASOLINE AND/OR CYCLING PLANT MONTHLY REPORT

○ WHO:

- Each Gasoline and/or Cycling Plant located in the State of Louisiana

○ WHY:

- Part 1: to report acquisitions of Natural Gas into the plant and dispositions of the processed gas
- Part 2: Liquids Report – to report the acquisitions of liquids, production of liquids recovered in the plant process and disposition of the plant product



FORM R6 - GASOLINE AND/OR CYCLING PLANT MONTHLY REPORT (MANUAL ENTRY)

Manual Entry is the only way to submit this report

R6
 Organization Id: 427Z
 Report Date: 6/1/2015
 Form Instructions

| GCP Record Id | Group Code | Line Num | Operator/Facility Code | Field Code | Louisiana Volume MCF | Federal Offshore Area Volume MCF | Total Volume MCF |
|-----------------------------|------------|----------|------------------------|------------|----------------------|----------------------------------|------------------|
| No data to display. | | | | | | | |
| Add New Row | | | | | | | |

Errors:

| GCP Record Id | Error Flag | Error Message |
|---------------|------------|---|
| 1 | R | Variance exceeds tolerance: 1000; 5400 reports disp of 1000 line number . |

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R6
 OrganizationId 427Z
 ReportDate 6/1/2015
 Form Instructions

| GCP Record Id | Group Code | Line Num | Operator/Facility Code | Field Code | Louisiana Volume MCF | Federal Offshore Area Volume MCF | Total Volume MCF | |
|---------------|------------|----------|------------------------|------------|----------------------|----------------------------------|------------------|--------|
| | | | | | | | | Delete |
| | | | | | | | | Delete |
| | | | | | | | | Delete |
| | | | | | | | | Delete |

[Add New Row](#)

Errors:

| GCP Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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Information needed on R6 Part 1

- Group Code
- If needed:
 - Line Number
 - Company/Facility Code
 - Field Code
- Louisiana Volume
- Federal Offshore Area Volume
- Total Volume
- For more Rows hit ADD NEW ROW
- **You have to enter your Acquisitions and Dispositions of Oil on Part 1**



FORM R6 - GASOLINE AND/OR CYCLING PLANT MONTHLY REPORT- PART 2 (MANUAL ENTRY)

R6
 Organization Id: 427Z
 ReportDate: 6/1/2015
[Form Instructions](#)

| PL Record Id | R6 Product Code | Opening Stock | Acquisitions | Production From LA Intake | Production From Fed Intake | Production From Other | Dispositions | Closing Stock |
|-----------------------------|-----------------|---------------|--------------|---------------------------|----------------------------|-----------------------|--------------|---------------|
| No data to display. | | | | | | | | |
| Add New Row | | | | | | | | |

Errors:

| PL Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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R6
 OrganizationId: 427Z
 ReportDate: 6/1/2015
[Form Instructions](#)

| PL Record Id | R6 Product Code | Opening Stock | Acquisitions | Production From LA Intake | Production From Fed Intake | Production From Other | Dispositions | Closing Stock | |
|-----------------------------|-----------------|---------------|--------------|---------------------------|----------------------------|-----------------------|--------------|---------------|--------|
| | | | | | | | | | Delete |
| | | | | | | | | | Delete |
| | | | | | | | | | Delete |
| | | | | | | | | | Delete |
| Add New Row | | | | | | | | | |

Errors:

| PL Record Id | Error Flag | Error Message |
|---------------------|------------|---------------|
| No data to display. | | |

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[Submit Report](#)

Information needed on R6 Part 2:

- Product Code
- Opening Stock
- Acquisitions
- Produced From Louisiana Intake

- Produced From Federal Intake
 - Produced From Other Intake
 - Dispositions
 - Closing Stock
- Hit "Add a new row" for more rows



FORM R-C - OIL AND GAS IMPORT/EXPORT SUMMARY

- WHO:
 - Any transporter of oil or gas who imports or exports oil or gas
- WHY:
 - to show the volume and source of oil or gas imported from other states or countries and the volume and destination of oil or gas exported to other states
- This report can be used with the R2, R3, or R5T Transportation Reports
- **This report is only necessary if you have imports/exports. Do not submit a 0 report.**



FORM R-C - OIL AND GAS IMPORT/EXPORT SUMMARY

(MANUAL ENTRY) & (UPLOAD EXCEL FILE)

RC – is submitted to report oil or gas imported and/or exported within the production month. This report can accompany the R2, R3 and R5T.

Information needed for this Form:

- Group Code
 - Imports
 - Oil = 134
 - Gas = 234
 - Exports
 - Oil = 184
 - Gas = 284
- State/Country Code (3 digit Number)
- Volume
- Hit ADD A NEW ROW for more rows
- Key in all Parts of each Report then hit SUBMIT

R5T

Organization 912A
 Report Date 6/1/2015
 Form Instructions

Exports:

Add Export

| Export Record Id | Group Code | State Country Code | Volume | Delete |
|------------------|------------|--------------------|--------|--------|
| | | | | |

Imports:

Add Import

| Import Record Id | Group Code | State Country Code | Volume | Delete |
|------------------|------------|--------------------|--------|--------|
| | | | | |

Back to Search Main Menu R5T-Part1 R5T-Part2 Submit

**OIL AND GAS
R-C IMPORT/EXPORT SUMMARY**

REPORT DATE 1/1/2011

COMPANY Dorado Transportation, LLC

TRANSPORTER CODE 7407

| GROUP CODE | STATE/COUNTRY CODE | VOLUME |
|------------|--------------------|--------|
| 134 | 024 | 5226 |
| 134 | 043 | 1158 |

ANNUAL PRODUCTION FEES

- Every November, we mail out the Production Fee Invoice & MEMO requesting the current OR1 be submitted online.
- The OR-1 Form and/or Fees are due the following January.
- The Invoice will show the number of wells and the total fees for each District.
- It will then show the Total for all Districts
- It will show the Annual Registration fee.
- All entities will be required to remit the \$105 Annual Registration Fee
- It then shows the Grand Total – Amount Due
 - This is the amount you are to remit

| DISTRICT CODE | DISTRICT NAME | NUMBER OF WELLS | DISTRICT TOTAL |
|--|---------------|-----------------|----------------|
| 2 | LAFAYETTE | 0 | \$0 |
| 5 | MONROE | 0 | \$0 |
| 6 | SHREVEPORT | 1 | \$15 |
| TOTAL WELLS ALL DISTRICTS | | 1 | \$15 |
| 2012 FORM OR-1 (ANNUAL REGISTRATION) FEE | | | \$0 |
| GRAND TOTAL - AMOUNT DUE | | | \$15 |

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Click on Document Access
Click on Auditing, choose your report (OGP) and click Next
Enter search criteria:
Date – is the month/year of the report you want
Entry Date – leave blank
Field Code – enter the field code
Operator Code – enter the op code

If you want all fields for one oper leave the Field Code blank
If you also want the R5D click Get associated documents



To print out a copy of your report, you'll have to go thru Content Management.

A screenshot of the search criteria form. It has a title "Enter search criteria:". Below the title are four rows of input fields: "Date(mm/dd/yyyy):" with two boxes and "To" between them; "Entry Date(mm/dd/yyyy):" with two boxes and "To" between them; "Field Code:" with one box; and "Operator Code:" with one box. At the bottom left, there is a checkbox labeled "Get associated documents". At the bottom right, there are two blue buttons: "SEARCH" and "CLEAR".

IN COMPLIANCE? CHECK FOR ERRORS



| | |
|--|--|
| OGP Operator Error List | |
| Oil and Gas Detail Production by Month | |
| Oil Production by Field, Operator -- TOP Ranking | |
| Oil Production Ranked by District by Operator by Volume | |
| Oil Production Yearly Summary | |
| Oil/Gas Producing Well Profile by Month | |
| Oil/Gas Producing Well Profile by Year | |
| Oil/Gas Production by Perforations by Year | |
| Operator Oil/Gas Production for a Year | |
| Operator Production by Parish | |
| Organization Production for a Field by Month | |
| Parish Production by Month | |
| Parish Production by Year | |
| R2 Data Entry (Oil Transporter) | |
| R2 Oil Transporter/Storer Information | |
| R2 Transporter Error List | |
| R3 (Refinery) Activity Report Product Listing | |
| R3 (Refinery) Summary Report | |
| R3 Data Entry (Refinery) | |
| R3 Oil Refiners Error List | |
| R4 & Emergency Clearance Information | |
| R4 Disposition Information | |
| R5D Data Entry (Gas Disposition) | |
| R5D Data Entry Disposition by Operator & Field for 3 years | |
| R5D Gas Disposition Ledger | |
| R5D Operator Error List | |
| R5T Data Entry (Natural Gas Transporter) | |
| R5T Natural Gas Transporter Information | |
| R5T Summary Report (Group 268) | |
| R5T Transporters Error List | |
| R5T-Sum Acquisitions | |
| R5T-Sum Dispositions | |
| R6 Data Entry (Gasoline and/or Cycling Plant) | |
| R6 Gas Cycling Plants Error List | |

- www.sonris.com

- Click SONIRS Data Portal
- Click Production Audit
 - You'll see the error listing for all Production Reports
 - Click 'Report' for the Error List you want to view and follow the prompts.

PRODUCTION AUDIT CONTACT LIST

| Name | Phone | Email | Fields |
|-------------------|--------------|--|--|
| Becky Henry | 225-342-5530 | becky.henry@la.gov | Manager |
| Stacie Massey | 225-342-5489 | Stacie.massey@la.gov | Lafayette Supervisor |
| Christina Normand | 225-342-7763 | christina.normand@la.gov | R4 Specialist: A – K Fields: Pine Prairie - End |
| Bettina Shupp | 225-342-5532 | bettina.schupp@la.gov | R4 Specialist: L – End Fields: Bon Air-Half Moon Lake |
| Vacant | | | Fields: A-Black Branch & Happytown-Point Pleasant |
| Lisa Babin | 225-342-5479 | lisa.babin@la.gov | Monroe & TAS Supervisor |
| Clay Arceneaux | 225-342-5488 | clay.arceneaux@la.gov | R4 Specialist TAS Reports: R6 & R3 Fields: Parker Lake – Z |
| Karen Montgomery | 225-342-5537 | karen.montgomery@la.gov | TAS Reports: R2 Fields: A – Little River |
| Stan Aaron | 225-342-7813 | stanley.aaron2@la.gov | TAS Reports: R5T Fields: Locust Ridge - Ora |

Cross Unit Production Reporting Instructions:

After login, the system will display the OGP, R5D, and new Cross Unit Well Report (CUWR) button.



OGP: The OGP will be submitted like normal except **the system will no longer make the Cross Unit percentage split outs**. An EDI/Excel Template with the Cross Unit production can also be submitted as long as the split outs are completed. Stocks, Production, and Disposition should be reported on the OGP as a combination of Cross Unit production (for the given LUW) plus any other non-Cross Unit production. All OGP reports must be submitted before you can submit the CUWR page

CUWR page: The CUWR page has replaced the previous "Report by Cross Unit" page. On the new screen production for all Cross Unit wells are entered. Enter 100% of production from each well, as done previously on the "Report by Cross Unit" page. The system will then automatically calculate production for each LUW based on the perforated interval in each unit associated with the well.

Review page: The Review button is located at the bottom of the CUWR page. This page will show the total production from the OGP and the total Cross Unit production (CUWR Production). An error will occur if the Cross Unit production is greater than the OGP production for a given LUW. If a LUW's production completely consists of Cross Unit well production, the OGP production should match the CUWR production on this page. If the LUW also includes non-Cross Unit production, the OGP production will be greater than the CUWR production on this page (no error). **In no case should CUWR production be greater than what is reported on the OGP.**

After the implementation of the new reporting system, reconciliations will be run from 2012 to current. Due to the duplication of production in the 'old' reporting system, reports will have to be corrected from the first month/year of Cross Unit production. Corrections will also have to be made if split parish production is necessary. In the 'old' system all production was only allocated to the lowest numbered parish.

R5D with cross field cross units

This is a theoretical transfer of secondary production since it is not physically in the given field.

The R5D with the Primary Unit will report the Group Code 02, which is the total gas reported on the OGP (excluding the Secondary % of production from the other Unit/Field). Group Code 06 will be reported to acquire the Secondary % of production from the Field/Operator where the Secondary unit is located.

The R5D with the Secondary unit will report the Group Code 02, which is the total gas reported on the OGP (includes the Secondary % of production from the Primary Unit/Field). Group code 52 will be reported to show the disposition of the Secondary % to the Field/Operator where the Primary Unit is located.

The Gas Transporter should not split out volumes, they should report what they physically took custody of at each location.

PRODUCTION AUDIT QUESTIONS?

Visit

www.dnr.la.gov/consdirectory

Toggle to Engineering-Administrative >
Production Audit for current contacts to assist
with OR1 or Monthly Production Reporting

