

FORM OGP

**STATE OF LOUISIANA
OFFICE OF CONSERVATION**

OPERATOR'S MONTHLY OIL AND GAS PRODUCTION REPORT

OFFICIAL INSTRUCTIONS

A. Each operator of crude oil/casinghead gas and/or natural gas/condensate lease/unit shall prepare a monthly report for each field in which such lease/unit is located, to be filed on or before the 1st day of the third succeeding month following the month covered by the report, or within sixty (60) days.

Mail the ORIGINAL report signed in ink to the State of Louisiana, Office of Conservation, P.O. Box 94008, Baton Rouge, La. 70804-9008. Mail one signed copy to the District Office of Conservation to which the field covered by the report is assigned; mail one signed copy to the transporter(s) moving natural gas/casinghead gas and one signed copy to the transporter(s) moving crude/condensate from the lease(s).

B. The Form OGP shall be an original, signed legible report, typewritten, if possible, written in ink, or prepared by data processing computers on paper that meets the Office's permanent office record specifications, or filed electronically meeting this office's requirements.

C. For reports consisting of more than one page for a field, pages should be numbered in sequential numerical order. The certification should be entered on the final page.

D. Complete name of District, Field, and Operator as well as code number of each in designated area. Show the operator's address, clear and definite as to street or Post Office box number, city, state and zip code. Also, please provide fax number and E-mail address, if available.

E. Field, Operator, LUW Code, Commingling Facility or Common Battery or Lease Battery Code, Parish, and Transporter names and code numbers shown on this report must agree with those shown on approved Form R-4 (Operator's Certificate of Compliance and Authorization to Transport Oil from Lease).

F. **DOC USE ONLY** - This column is used by this office to separately identify each natural gas sand producing within a Natural Gas Composite Unit.

G. LEASE/UNIT (LUW) CODE - is the production reporting code number assigned to each lease or unit by this Office. All crude oil/casinghead gas and natural gas/condensate production is to be reported by lease or unit.

1. LEASE/UNIT REPORTING - Report lease/unit crude and casinghead gas production and lease/unit gas well production by the lease or unit code number. Enter pertinent code numbers, name description information and number of producing wells on the same line as production information.

2. ONE WELL GAS UNITS AND MULTI-WELL GAS UNITS - Report natural gas and condensate production by the unit code number. Enter pertinent code numbers, name description information and number of producing wells on the same line as the unit name. Exception: Report multi-sand gas units assigned a composite allowable, by sands.

H. COMMINGLING FACILITY, COMMON BATTERY, LEASE BATTERY - Identify leases or units, producing liquids, tied into a Facility by entering all the digits of the proper Commingling Facility, Common Battery, or Lease Battery Code.

Note: Report stocks, production and disposition separately for each facility when one lease/unit is tied into more than one Facility.

I. PARISH - Enter parish code number listed on well permit. For those leases or units that produce in more than one parish, report stocks, production and disposition separately for each parish.

J. OPENING/CLOSING STOCK - Opening stock reported must agree with the previous month's closing. For a lease/unit reclassified from crude to natural gas or from natural gas to crude, the produced stock must remain with the assigned lease/unit LUW code from which it was produced until such time as the stock is disposed. This same method is to be used in lease to unit, unit to lease, unit to unit changes and also when a change is made from one facility to another or separate storage to facility or facility to separate storage.

K. PRODUCTION - Report crude oil and condensate in barrels computed from 100% tank tables based upon actual physical gauge and corrected for temperature to the basis of 60 degrees Fahrenheit. Deduct the full per centum of B.S. & W. after making corrections for temperature. Report all Natural Gas and Casinghead Gas volumes in MCF at 15.025 pounds absolute pressure and 60 degrees Fahrenheit. Do not report fractions of barrels.

Note: Insure Production information is in mathematical balance. (Opening stock plus production minus disposition must equal closing stock).

L. DISPOSITION - Disposition of crude and/or condensate must agree with receipts shown by transporter on Form R-2, Monthly Transporter's and Storer's Reports. No crude oil and/or condensate may be moved from a Production Facility until the transporter has in his possession an approved copy of Form R-4, Operator's Certificate of Compliance and Authorization to Transport Oil from Production Facility or has secured an Emergency Authorization to Transport from the Production Audit Section of the Baton Rouge Office of Conservation. The effective date of Form R4 is the date assigned by the Office of Conservation. Both operator and transporter are in violation of rules and regulations of this office when oil is moved from a production facility before the approval of Form R-4, or without emergency authorization.

Type code should be left blank unless it falls into 04/05 category. Type code 04 is an absolute loss (examples: stolen oil or oil spills). Type code 05 is for fuel usage or transfer to another lease (example: sale off lease).

Only share-in-kind transactions where the party takes physical custody from the operator will be subject to the reporting as described herein. The share-in-kind party taking possession of the oil at the field is considered to be a "theoretical transporter" and is required to file a Form R2. The operator must file a Form R4 to show all such transporters to which oil will be delivered. The approximate percentage of the share-in-kind portion should be stated on the Form R4.

M. CALCULATED THEORETICAL CONDENSATE - Report as CTC, the amount of condensate (allocated back to lease or unit) that normally would be separated by conventional methods from natural gas wells volume flowing full stream directly to a plant without any condensate separation having been made at the lease or plant. CTC is reported on a lease or unit basis without opening or closing stocks; production and disposition are the same. Enter as a "Remark" at the bottom of the report the name and location of the plant receiving full well stream volume. **Enter code number 7230 in the TRANSPORTER CODE column.**

ALLOCATED CONDENSATE - Report as Allocated Condensate the condensate for a natural gas lease flowing full stream directly to a plant where no liquid separation is made at lease, but the condensate is separated and measured at plant. Allocated Condensate is the amount of condensate that is allocated back to the individual lease. **Enter code number 7020 in the TRANSPORTER CODE column.**

The disposition of natural gas and/or casinghead gas reported on this report shall be reported on Form R-5-D Operator's Monthly Gas Disposition Report.

N. FOR CYCLING AND/OR GASOLINE PLANTS, GAS RETURNED TO THE FORMATION, PRESSURE MAINTENANCE AND SECONDARY PROJECTS.

1. All gas production volumes reported shall be NET FORMATION GAS. Exclude from production, gas returned to earth from cycling and/or gasoline plants, or gas returned to formation in pressure maintenance and secondary recovery projects. The amount injected into reservoir column is for operators utilizing gas cycling or other gas injection methods for Secondary Recovery Projects or Pressure Maintenance (APPROVED GAS INJECTION PROJECTS ONLY) not for use for gas lift operations. Residue gas - Returned to Reservoir. Correct the gas volumes for shrinkage resulting from the removal of liquid hydrocarbons by primary separation. When reservoir injected gas exceeds reservoir production, the result is underground storage. Report such underground reservoir storage as a Minus (-) volume figure in the production column on the Form OGP.

2. Gas Lift Gas - Since gas lift gas is not returned to the formation, there will be no reservoir storage. Report any gains or losses when calculating net formation gas as a gain or loss in the Disposition Section of the Form R-5-D. In the event there is a loss, it is recognized that this loss is not related to production and there can be no negative production or reservoir storage.

O. The balancing period for a NATURAL GAS lease/unit begins July 1 of a calendar year and extends through June 30 of the following calendar year.

However, the over/under production is not reported on Form OGP. Do not start a new balancing period on the first day of January. The accumulated over/under production of a natural gas lease/unit is not carried forward if the well is recompleted in a different reservoir. If a natural gas well drilled on a lease basis is subsequently included in a unit, the accumulated over/under production is carried forward to the unit. If a unit well dies and a new well is drilled and completed in the same reservoir as a substitute unit well, accumulated over/under production from the dead well is carried forward to the substitute well. When an overproduced well is taken into a field or reservoir-wide unit, no overproduction is imposed upon the unit operator. When a change in operator occurs, any accumulated over/under production is carried forward to the new operator. Overproduction must be eliminated by subsequent underproduction. Statewide Order 29-F does not apply to pools in which gas cycling or pressure maintenance projects are covered by Special Orders, the accumulated over/under is not calculated in such case.

P. **MAKING CORRECTIONS ON REPORTS** - Do not use any type of correction fluid to cover figures to be changed or corrected.

Filing Corrected Reports: File the corrected report giving the pertinent information with respect to the field name and code number, Operator name and code number, report date, LUW code number, Facility code number, lease/facility name and other crucial code/information for only those items to be corrected. Line must be corrected in its entirety. Mark the proper block in the lower left corner to identify filing as correction.

Q. NEGATIVE VOLUMES ARE UNACCEPTABLE.

R. REMARKS MAY BE SHOWN IMMEDIATELY BELOW LEASE DATA ON FINAL PAGE (PRECEDED BY "REMARKS").