

# R2

PART 1

STATE OF LOUISIANA  
OFFICE OF CONSERVATION  
**TRANSPORTER'S AND STORER'S  
MONTHLY REPORT**  
See Reverse Side for Instructions

COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ TRANSPORTER CODE \_\_\_\_\_

ORIGINAL  
 CORRECTION

PAGE \_\_\_\_\_ OF \_\_\_\_\_

ACQUISITIONS					DISPOSITIONS				
Group Code	Line No.	Company Or Facility Code	Of Crude Oil, Condensate and Raw Make (Enter Description)	Barrels (42 U.S. Gallons)	Group Code	Line No.	Company or Facility Code	Of Crude Oil, Condensate and Raw Make (Enter Description)	Barrels (42 U.S. Gallons)
103			From Louisiana Operator - Summary (See Part 2)						
130			From Federal Offshore Area - Decree Line						
135			Louisiana Imports-Summary (See Form R-C)						
145			Total Acquisitions		185			Louisiana Exports-Summary (See Form R-C)	
147			Opening Stock		197			Closing Stock	
148			Overage		198			Shortage	
150			Total Acquisition and Opening Stock		199			Total Dispositions and Closing Stock	

Form R2-1  
Rev 10/00

Certification: I hereby certify that this report has been examined by me and that the information therein contained is to the best of my knowledge and belief true, correct and complete.

REMARKS:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TELEPHONE  
NI IMRFR  
\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
PRINTED NAME & TITLE

\_\_\_\_\_  
E-MAIL  
ADDRESS  
\_\_\_\_\_  
DATE

## INSTRUCTIONS FOR FILING FORM R2, TRANSPORTER'S AND STORER'S MONTHLY REPORT

### Purpose of Report

Each transporter and storer of crude oil, condensate and raw make operating in the State of Louisiana shall prepare this report each month. The report shows the volume of stock on hand at the beginning of each month and acquisitions and dispositions of oil during the reporting month.

*Physical custody is the basis for reporting all movement of oil within the state.*

### General Instructions

1. (a) This report is to be filed on or before the first day of the third succeeding month following the month covered by such report (within 60 days).  
(b) The ORIGINAL report should be submitted to the State of Louisiana, Office of Conservation, Post Office Box 94008, Baton Rouge, Louisiana 70804-9008, ATTENTION: *Production Audit Section*.
2. The Forms R2 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.
3. Descriptions of acquisition and disposition group codes are listed on this sheet. The required entries in each column of the form are also listed. Group codes that require line numbers have not been preprinted on the face of this report. *Enter group codes in numerical sequence.*
4. A company or facility code may be used only once within each group. Multiple transactins with transporters, refineries and gas plants reflecting acquisitions or disposition of crude, condensate, or raw make require only a total for each entity (transporter, refinery or gas plant).
5. Groups with multiple lines should begin with line number 1. Use additional line numbers when two or more items are entered under the same group code. (Ten items in one group would be numbered from 1 to 10.) Enter the group code on the first line and draw a continuation arrow through the group code column of all lines in that group.
6. Use the Part 1 continuation sheet (Form R-A) when there is not sufficient space on Part 1 for all lines within a group code.
7. Quantities reported should be in barrels (42 U.S. gallons) computed from 100% tank tables, based upon actual physical gauge, and corrected for temperature to 60 degrees Fahrenheit (15.5 degrees Celsius.) The full percentum of bottom sediment and water (BS&W) shall be deducted after making corrections for temperature. *Do not report fractions of barrels.*
8. Do not delay filing this report if code numbers are not available. These numbers can be obtained by calling the Office of Conservation, Production Audit Section. (See item 12 below.)
9. Remarks should be shown in the specified area only. Use the remarks section to explain irregular entries or variations due to unusual circumstances. Attach a letter of explanation where space provided is not sufficient.
10. Pages should be numbered sequentially when the report has been completed. (Part 1, Part 2, Continuation Forms, Import/Export Summary)
11. Sign and date the report, listing preparer's job title, telephone number and extension, fax number and e-mail address. *Reports not signed in ink will be returned for proper certification.*
12. For more detailed instructions and examples, refer to the Procedure Manual.  
Questions should be directed to the PRODUCTION AUDIT SECTION, (225) 342-5430.

### Instructions for Part 1

1. Show your complete company name and address.
2. Enter your transporter code in the space provided. Each transporter has a unique reporting code.
3. This report is limited to one calendar month. Enter month and year in the space provided (mm/yy).
4. Each report should be specified as an ORIGINAL or CORRECTION.
5. Enter acquisitions of crude oil, condensate and raw make by the appropriate group code:
  - a) Acquisitions from Louisiana Operators - Summary (Group Code 103) - Receipts from leases in Louisiana fields are reported on Form R2, Part 2. Group Code 103 should contain the total of all items listed in Part 2.
  - b) Acquisitions from Transporters and Storers (Group Code 108) - Report all volumes acquired from other transporters in Louisiana. Enter the company's transporter code number, complete company name and total volume received.  
NOTE: If your company was sub-contracted to move oil from a lease site, report acquisition from the company named as authorized transporter on the Form R4. The authorized transporter must report acquisition from the lease and delivery to the sub-contractor.
  - c) Acquisitions from Refineries (Group Code 110) - Report volumes of oil acquired from refining facilities.  
For each acquisition, enter the refinery's facility code number and the refinery name (or company name and refinery location). If there are multiple receipts from a refinery, combine the volumes and enter as one total.
  - d) Acquisitions from Gas Plants (Group Code 112) - Report volumes of crude oil, condensate or raw make received from gas plants. For each acquisition from a plant, enter the plant's facility code number, the plant operator name and the facility name.
  - e) Acquisitions from Federal Offshore Area - Decree Line (Group Code 130) - Report as one volume. (The decree line is the point at which the oil enters Louisiana and state jurisdiction begins.)
  - f) Louisiana Imports-Summary (Group Code 135) - Enter total volume of oil received directly from other states or countries. When imports are reported, Form R-C must accompany this form.  
The import summary must be exactly the same as the total reported on Form R-C.
- g) Total Acquisitions (Group Code 145) - Enter the total of acquisitions reported from all sources.

6. Report as Opening Stock the volume of inventory in your possession at 7:00 a.m. on the first day of the reporting month. This volume must be in exact agreement with the closing stock of the previous month.
7. 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. Enter each disposition of crude oil, condensate and raw make by the appropriate group code:
  - a) Dispositions to Transporters and Storers (Group Code 158) - Report all volumes given to other transporters. Enter the company's transporter code number, complete company name and total volume delivered.
  - b) Disposition to Refineries (Group Code 160) - Report volumes of oil delivered to refineries. Enter the refinery's facility code number and refinery name (or company name and refinery location). If multiple deliveries were made to a refinery, combine the volumes and enter as one total.
  - c) Dispositions to Gas Plants (Group Code 162) - Report volumes of crude oil, condensate and raw make delivered to gas plants. Enter the plant's facility code number, the company name and plant name. If multiple deliveries were made to the gas plant, combine the volumes and enter as one total.
  - d) Dispositions to Federal Offshore Area (Group Code 180) - Report all volumes delivered to the Federal Offshore Area as one total. (Louisiana jurisdiction ends at the decree line; therefore, each volume is not reported by company or destination.)
  - e) Louisiana Exports-Summary (Group Code 185) - Enter total volume of oil delivered to other states.  
When exports are reported, Form R-C must accompany this form. The export summary must be exactly the same as the total reported on Form R-C.
8. Report as Closing Stock the volume of oil in your custody at the end of the month. This includes in-transit stock in your custody. The Shortage and Overage on this report is computed by subtracting the total of dispositions and closing stock from the total of acquisitions and opening stock.
  - a) If dispositions and closing stock are greater, the difference is entered as "Overage".
  - b) If acquisitions and opening stock are greater, the difference is entered as "Shortage".
9. Totals should be shown for both acquisitions and dispositions columns. (Group Codes 150 and 199 must be equal.)

### Making Corrections on Reports - Do not use any type of correction fluid to cover figures to be changed or corrected.

File the corrected report giving the pertinent information with respect to the Transporter, Plant or Refinery name and code number, report month and enter only the lines that contain corrected data, the Group code and original line number and the description for those items to be corrected. If a line is to be added, enter the line within the proper group code in line number sequence. This line number should be the next number after the last line number entered within that group code on the original report. Lines may be deleted by entering the line as it appeared on the original report with a volume of zero. IMPORTANT: The total acquisition volume must agree with the total disposition volume on said report. Mark the correction box with an "x" on said report.

*Please refer to the Procedure Manual for specific instructions.*

### GROUP CODES AVAILABLE FOR USE ON FORM R2, PART 1

Group Code	Description of Group Code	Number Required	Required Codes	Required Description Entries
<b>Acquisitions:</b>				
103	From Louisiana Operators-Summary	No	None	None
108	From Transporters and Storers	Yes	Company	Name of Transporting Company
110	From Refineries	Yes	Refinery Facility	Name of Refinery
112	From Gas Processing Plants	Yes	Plant Facility	Name of Gas Plant
120	Other Oil Acquisition	XXX	XXXX	In Remarks
130	From Federal Offshore Area	No	None	None
135	Louisiana Imports-Summary	No	None	None
145	Total Acquisitions	No	None	None
147	Opening Stock	No	None	None
148	Overage	No	None	None
150	Total Acquisitions and Opening Stock	No	None	None
<b>Dispositions:</b>				
158	To Transporters and Storers	Yes	Company	Name of Transporting Company
160	To Refineries	Yes	Refinery Facility	Name of Refinery
162	To Gas Plants	Yes	Plant Facility	Name of Gas Facility
170	Other Oil Disposition	XXX	XXXX	In Remarks
180	To Federal Offshore Area	No	None	None
185	Louisiana Exports-Summary	No	None	None
197	Closing Stock	No	None	None
198	Shortage	No	None	None
199	Total Disposition and Closing Stock	No	None	None



**INSTRUCTIONS FOR FILING FORM R2, TRANSPORTER'S AND STORER'S MONTHLY  
PART 2 - DETAIL OF OIL ACQUISITIONS FROM LOUISIANA OPERATORS**

**PURPOSE OF REPORT**

Each transporter of crude oil and condensate authorized by Form R4 to transport oil from a lease is required to file this report. It is filed as an attachment to the Form R2, Part 1, to show each acquisition of oil from Louisiana fields and operators.

**The Form R4**

The Form R4, Operator's Certificate of Compliance and Authorization to Transport Oil From Production Facility, is the authority to move oil from the production facility. This document contains all of the information needed for filing the Form R2 correctly. *A copy of each approved Form R4 should be retained by the preparer of the transporter report.* Any changes to the Form R4 should be reflected in the transporter's report.

No crude oil or condensate may be removed from a production facility until the transporter has a copy of the approved Form R4 in his possession. The Form R4 is effective on the date of approval by the Office of Conservation. The authorized transporter named on the approved R4 assumes responsibility for reporting all movement from the production facility while the R4 is effective, regardless of ownership.

Both the transporter and the operator are in violation of state rules and regulations when oil is moved from a production facility before the approval date on the Form R4. An operator may request emergency authorization to move the oil before the Form R4 is approved by calling the Baton Rouge Office of Conservation.

**Instructions for Part 2**

1. Enter complete company name and transporter code in the space provided.
2. This report is limited to one calendar month. Enter month and year in the space provided.
3. Each page should be specified as an ORIGINAL or CORRECTION.
4. Line numbers are entered in sequence, beginning with 1. (Ten items would be numbered from 1 to 10.)
5. Entries should be arranged in district order by field with a blank line between districts. Continue the line numbering sequence from one district to another. Do not begin each district with line number 1.  
The State of Louisiana has been divided into the following Conservation Districts:
  - (1) Lafayette District
  - (2) Monroe District
  - (3) Shreveport District
6. For each acquisition of oil, enter the following information in the designated space.
  - (a) **LUW Code Number** - This code number will identify the exact lease or unit (either LUW code or Facility Code, not both) from which the oil was acquired. This code number is found in the Lease/Unit section of the Form R4 under LUW Code Number.
  - (a-1) **Commingling Facility, Common Battery, Lease Battery Code Number** - This code number will identify the exact facility from which the oil was acquired. This code number is found in the OPERATOR section of the Form R4 under Production Facility Code.
  - (b) **Field Code**-Each Louisiana field is issued a unique code number. This code number identifies the place of receipt. This number is found in the OPERATOR section of the Form R4.
    - (1) If more than one field is included in a facility, use the field code 9100 for various fields. Enter the field name VARIOUS FIELDS.
    - (2) For acquisitions from Drip Points, Scrubbers, Etc., enter the field code assigned to the drip points in the district where the acquisition was made. Enter the field name DRIP POINTS, SCRUBBERS, ETC.
    - (3) For acquisitions from Wildcat fields, use the field code shown on the Form R4. Enter the field name WILDCAT. Begin using the new field code number as soon as the new field name is assigned.

- (c) **Operator Code**-Each operator in Louisiana is issued a code number. This code identifies the operator in that field. This number is found in the OPERATOR section of the Form R4. If there are multiple operators in a facility, enter the code number of the operator of the facility.
  - (d) **District Name**-Enter the Conservation District in which the production facility is located. Enter the district name on the first line and draw a continuation arrow through the district name column of all lines in that district.
  - (e) **Production Facility Name**-Enter the production facility name exactly as it appears on the Form R4. This will be matched with the production facility code number.
  - (f) **Field Name**-Enter the field name in which the production facility is located. This will be matched with the field code numbers. The field name is found on the Form R4, except in the case of multiple fields being named in a facility.
  - (g) **Operator Name**-Enter the complete operator name as it appears on the Form R4.
  - (h) **Barrels**-Enter the exact volume in barrels received from the production facility using the measurement and temperature guidelines mentioned in the Part 1 instructions. Do not include gasoline or other products blended in the oil.
7. **Share-In-Kind Transactions:**  
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.
- (a) **Primary Transporter**-Report pro-rate as an acquisition from the production facility. Report share-in-kind portion as an acquisition from a Louisiana transporter. (Share-in-kind operator is considered to be a theoretical transporter and reports acquisition from the production facility.)
  - (b) **Share-In-Kind Operator**-Report share-in-kind portion as an acquisition from the production facility. Report disposition to a Louisiana transporter (usually to the primary transporter above).
8. The information listed will correctly identify the exact production point for each acquisition. These volumes will be verified by audit with the production report. Discrepancy letters will be sent to notify companies of differences in reporting. These letters require prompt response with written confirmation or corrected reports to clear the differences.
9. Use as many of these forms as necessary to report all transportation of oil from the production facility.
10. Enter the combined total of all acquisitions reported on Form R-2, Part 2, in the space provided on Part 1. (Group Code 103-From Louisiana Operators-Summary).

**Making Corrections on Reports** - Do not use any type of correction fluid to cover figures to be changed or corrected. File the corrected report giving the pertinent information with respect to the Transporter name and code number, report month and enter only the lines that contain corrected data, the Group code and original line number and the description for those items to be corrected. If a line is to be added, enter the line within the proper group code in line number sequence. This line number should be the next number after the last line number entered within that group code on the original report. Lines may be deleted by entering the line as it appeared on the original report with a volume of zero. Mark the correction box with an "X" on said report.