



## INSTRUCTIONS FOR FILING FORM R6, GASOLINE AND/OR CYCLING PLANT MONTHLY REPORT

### PURPOSE OF REPORT

The operator of each gasoline and/or cycling plant located in the State of Louisiana shall prepare this report each month. The report shows acquisitions of natural gas into the plant and dispositions of the processed gas. Gas produced in Louisiana and gas produced in the Federal Offshore Area are reported separately. Physical custody is the basis for reporting all movement within the state.

### GENERAL INSTRUCTIONS

1. This report is due on or before the first day of the third succeeding calendar month following the month covered by the report, or within 60 days. The ORIGINAL report in green should be submitted to the State of Louisiana, Office of Conservation, P.O. Box 94008, Baton Rouge, Louisiana 70804- 9008. Attention: Production Audit Section.
2. The Form R6, Gasoline and/or Cycling Plant Monthly Report, should be typewritten, if possible. Reports written legibly in ink or printed by data processing equipment in the correct format will be acceptable.
3. Description 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.
4. An operator, company or facility code may be used only once within each group, unless a field is also used. IF multiple transactions occurred with the same operator, company or facility during the month, summarize the transactions by field and report the volume as one total.
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 Gasoline and/or Cycling Plant Continuation Form (Form R-B) when there is not sufficient space on Part 1 for all lines within a group code.
7. Report all natural gas volumes in MCF at 15.025 pound absolute pressure and at 60 degrees Fahrenheit (15.5 degrees Celsius).
8. List gas produced in Louisiana and gas produced in the Federal Offshore Area separately on each line. Louisiana gas plus Federal Offshore gas may not equal the total reported, since gas produced in other states and countries is also included in the total volume.
9. 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 13 below).
10. 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.
11. Pages should be numbered sequentially when report is completed. (Part 1, Part 2, Continuation Forms)
12. Sign and date the report listing the preparer's job title, telephone number and extension, fax number and e-mail address if possible. Reports not signed in ink will be returned for proper certification.
13. For more detailed instructions and examples, refer to the Procedure Manual. Questions should be directed to the Production Audit Section (225) 342-5479.

### INSTRUCTIONS FOR PART 1

1. Enter your complete company name, plant facility name, and address.
2. Enter your plant facility code in the space provided. Each plant has a unique reporting code.
3. This report is limited to one calendar month. Enter the month and year in the space provided.
4. Each report should be specified as an ORIGINAL or CORRECTION.
5. Enter acquisitions of natural gas by the appropriate group code. Enter group code, line number and exact volume received. (Separate Louisiana gas and Federal Offshore gas):
  - a) *Acquisitions from Louisiana Operators and Gas Gatherers* (Group Code 202) - Receipts from Louisiana fields must be accurately identified by field name and complete operator name. Both names should be entered in the description column. Enter the operator code and field code in the appropriate columns.
  - b) *Acquisitions from Natural Gas Transporters* (Group Code 208) - Report volumes received from other transporters by natural gas transmission lines. Enter the company's transporter code number and complete company name. (Leave the field code column blank). Combine multiple receipts from one transporter and enter as one total.
 

NOTE: Report as intake volume all gas that enters the plant inlet meter, including gas that by-passes the plant process. Refer to Procedure Manual for detailed instructions and examples of reporting "By-Pass Gas".
  - c) *Acquisitions from Gas Plants* (Group Code 212) - Report only volumes that are acquired from another plant through a flow line between the plants. (no transporter is involved in the transaction) Enter the plant facility code, but leave the field code column blank. The plant operator name and the plant facility name should be entered in the description column.

6. Enter each disposition of natural gas by the appropriate group code. Enter the group code, line number and the exact volume of the disposition. (Separate Louisiana gas and Federal Offshore gas):
  - a) Returned to Field (Group Code 252) - Report volumes returned to the field for multiple use or delivery by the operator. Enter the operator code and the field code in the appropriate columns. Enter the complete operator name and field name in the description column.
  - b) Disposition to Natural Gas Transporters (Group Code 258) - Report volume of disposition to each natural gas transmission pipeline. Enter the company's transporter code and the complete company name. (Leave the field code column blank.) If multiple dispositions were made to the same transporter, combine the volumes and enter as one total.
  - c) Dispositions to gas processing plants (Group Code 262) - Report only volumes that are delivered to another processing plant through a flow line between the plants. (No transporter is involved in the transaction.) Enter the plant facility code, but leave the field code column blank. The plant operator name and plant facility name should be entered in the description column.
  - d) Deliveries to End Users (Group Code 268) - Report combined grand total to end users.
  - e) Other Gas Dispositions (Group Code 270) - Enter as one total the dispositions of gas not accounted for by other group codes. These dispositions should be explained in the remarks section.
  - f) Shrinkage (Group Code 290) - Report the net reduction in volume due to extraction of liquids at the plant.
  - g) Used as Fuel (Group Code 295) - Report volumes used as fuel in the operation of the plant.
  - h) Vented (Group 296) - Report the volume of gas vented from the plant. Use remarks section to explain the reason for venting.
7. The Shortage and overage on this report is computed by subtracting the total dispositions from the total acquisitions. The acceptable tolerance on all overage/shortage, is two percent (.02) of the total acquisitions. The instructions for Form R6, in accordance with LAS 43:XIX. 101 thru 145 and 3301 thru 3317 as adopted pursuant to Title 30 of the Louisiana Revised Statutes contemplate accurate measurement of gaseous hydrocarbons at all points of custody transfer as well as imports and exports from the state.
  - a) If the acquisitions are greater, the difference is entered as Shortage.
  - b) If the dispositions are greater, the difference is entered as Overage.
8. Total Acquisitions and Adjustments (Group Code 250) must equal Total Dispositions and Adjustments (Group Code 299).
9. Acquisitions and dispositions involving lease operators, transporters, gas plants or cities and end users are verified by audit with the volumes reported on corresponding reports. Each company will be notified of discrepancies that are found in the audit process. These require a prompt response to correct the entry or confirm that the entry is correct as it is shown.

### 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 and adjustment volume must agree with the total disposition and adjustment volume on said report. Mark the correction box with an "X" on said report.

### GROUP CODES AVAILABLE FOR USE ON FORM R-6, PART I

Group Code	Description of Group Code	Line Number Required	Required Codes	Required Description Entries
<b>ACQUISITION</b>				
202	From La Operators & Gas Gatherers	Yes	Operator, Field	Name of Operator & Field
204	From FOA Operators & Gatherers	Yes	Operator, Field	Name of Operator & Field
208	From Natural Gas Transporters	Yes	Company	Name of Transporting Company
212	From Gas Plants	Yes	Plant Facility	Name of Plant
220	Others	No	None	None
248	Overage	No	None	None
250	Total Acquisitions & Adjustments	No	None	None
<b>DISPOSITION</b>				
252	Returned to Field	Yes	Operator, Field	Name of Operator & Field
258	To Natural Gas Transporters	Yes	Company	Name of Transporting Company
262	To Gas Plants	Yes	Plant Facility	Name of Plant
268	To End Users	No	None	None
270	Other Gas Dispositions	No	None	None
290	Shrinkage	No	None	None
295	Used as Fuel	No	None	None
296	Vented	No	None	None
298	Shortage	No	None	None
299	Total Dispositions and Adjustments	No	None	None

ENTRIES IN BARRELS OF 42 U. S. GALLONS

Product	Code	Opening Stock	Acquisitions	Produced From Louisiana Intake	Produced From Federal Intake	Produced From Other Intake	Dispositions	Closing Stock
Crude Oil	110							
Condensate	120							
Raw Make	130							
Total Crude Oil, Condensate and Raw Make	199							
Gasoline	710							
Kerosene	720							
Other	730							
LPG Products:								
Butane	740							
Propane	750							
Pentane	760							
Iso-Butane	770							
Other LPG Products	790							
<b>TOTALS</b>	<b>990</b>							

**ACQUISITIONS** of Crude Oil, Condensate and Raw Make

Group Code	Line No.	Company Or Facility Code	DESCRIPTION	Louisiana Volume (Barrels)	Federal Offshore Area Volume (Barrels)	Total Volume (Barrels)	REMARKS:
140			Allocated Condensate (Reported as Prod. At Field Name(s)-				
150			<b>TOTAL ACQUISITIONS</b>				

**DISPOSITIONS** of Crude Oil, Condensate and Raw Make

Group Code	Line No.	Company Or Facility Code	DESCRIPTION	Louisiana Volume (Barrels)	Federal Offshore Area Volume (Barrels)	Total Volume (Barrels)	REMARKS:
199			<b>TOTAL DISPOSITIONS</b>				

**INSTRUCTIONS FOR FILING FORM R6, GASOLINE AND/OR CYCLING PLANT MONTHLY REPORT  
PART 2 - LIQUIDS REPORTS**

Purpose of Form

The operator of each gasoline and/or cycling plant located in the State of Louisiana shall complete this form each month to be submitted as a part of the R6 report. Part 2 is designed to show acquisition of liquids, production of liquids recovered in the plant process and disposition of the plant products. Beginning and ending inventories are also listed on this form.

**Instructions for Part 2**

1. Enter your complete company name, plant facility name and facility code number.
2. This report is limited to one calendar month. Enter month and year in the space provided.
3. Each page should be specified as ORIGINAL or CORRECTION.
4. 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.*

**Product Section**

Report all plant activity involving acquisitions from other sources, plant liquids recovered in the gas processing plant, and disposition of the plant products. Opening and closing stock balances should also be reported.

1. Report data for only those products which apply to your operation. If there are no volumes for a specific product, leave the entire line blank.
2. Report products by groups listed on this report. If products used in your operations do not fall into the specific categories listed, enter the volumes on the "Other" category line, along with a product description. Do not block out any category listed and substitute another product in that space. If more than one product is included, enter the products and their volumes in the remarks section. Refer to the Procedure Manual for product descriptions.
3. For each product to be reported, enter the following information on that product line:
  - (a) Opening Stock-Report all stocks held at the plant by actual measured inventories. This volume must equal the closing stock on the previous month's report.
  - (b) Acquisitions-Report all receipts at the plant. Total crude oil, condensate and raw make acquisitions (Code 199 of Product Section) should equal the total acquisitions report at Group Code 150 in the section below.
  - (c) Production-Report the volume of production for each product. Identify production from Louisiana intake, Federal Offshore Area intake and intake from other states and countries.
  - (d) Disposition-Report all shipments of oil and products from the plant. Total crude oil, condensate and raw make dispositions (Code 199 of Product Section) should equal the total dispositions reported at Group Code 199 in the section below.
  - (e) Closing Stock-Report all stocks in custody of the plant at the end of the month, regardless of ownership.
4. Each line should balance across the report as follows:  
Opening Stock plus Acquisitions plus Production minus Disposition equals Closing Stock.
5. Add totals from Code 199 in Product Section with each column vertically (Code 710 thru 790) and enter the column totals on line 990.
6. Check the mathematical balance of the total line. The column totals should balance across the report as in item 4 above.

**Acquisitions and Dispositions of Oil**

1. Enter acquisitions of crude oil, condensate and raw make by the appropriate group code. Enter group code, line number, and exact volume received.
  - (a) Acquisitions from Transporters and Storers (Group Code 108)-Report all volumes of oil acquired from transporters. Enter company's transporter code number and complete company name. If multiple transactions occurred with the same transporter during the month, combine the volumes and enter as one total.
  - (b) Acquisitions from Processing Plants (Group Code 112)-Report volumes acquired directly from a processing plant through a flow line. (No transporters involved in this transaction.) Enter the plant facility code number and the plant operator's name and facility name. If multiple transactions occurred with the same plant during the month, combine the volumes and enter as one total.

(c) Acquisitions of Allocated Condensate (Group Code 140)-Report as one total the amount of condensate produced at the plant and allocated back to the field. This condensate is reported as production at the field by the field operator.

(d) Total Acquisitions (Group Code 150)-Enter the total intake reported from all sources. This amount must be equal to the crude, condensate and raw make acquisition total reported at Code 199 in the Production Section above.

2. Enter dispositions of crude oil, condensate and raw make by the appropriate group code. Enter group code, line number and exact volume of disposition.

(a) Dispositions of Crude Oil to Transporters (Group Code 155)-Report volumes of crude oil given to transporter. Enter the company's transporter code number and complete company name. Summarize all transactions with that company and enter as one total.

(b) Dispositions of Condensate to Transporters (Group Code 156)-Report volumes of condensate given to a transporter. Enter the company's transporter code number and complete company name. Summarize all transactions with that company and enter as one total.

(c) Dispositions of Raw Make to Transporters (Group Code 157)-Report volumes of raw make given to a transporter. Enter the company's transporter code number and complete company name. Summarize all transactions with that company and enter as one total.

(d) Disposition to Gas Plant (Group Code 162)-Report volumes delivered directly to a processing plant through a short flow-line. (No transporter is involved in this transaction.) Enter the plant facility code number and the plant name. If multiple transactions occurred with the same plant during the month, combine the volumes and enter as on total.

(e) Total Dispositions (Group Code 199)-Enter the total dispositions to all sources. This amount must be equal to the total dispositions of crude, condensate and raw make reported at Code 199 in the Product Section above.

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 the 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 entreating 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 with an "X" on said report.

**GROUP CODES AVAILABLE FOR USE ON FORM R6,PART 2**

Group Code	Description of Group Code	Line Number Required	Codes	Required Description Entries
Acquisitions				
108	From Transporters and Storers	Yes	Company	Name of Transporting Company
112	From Gas processing Plants	Yes	Plant Facility	Name of Processing Plant
140	Allocated Condensate	No	None	None
150	Total Acquisitions	No	None	None
Dispositions				
155	Crude Oil to Transporter	Yes	Company	Name of Transporting Company
156	Condensate to Transporter	Yes	Company	Name of Transporting Company
157	Raw Make to Transporter	Yes	Company	Name of Transporting Company
162	To Gas Processing Plants	Yes	Plant Facility	Name of Processing Plant
199	Total Dispositions	No	None	None