



## INSTRUCTIONS

This form shall be executed and filed in quintuplicate with the Office of Conservation, at Baton Rouge, Louisiana, covering each lease/unit and Production Facility, from which oil and/or condensate is transported. This form shall be used for a new filing, an attachment to an existing Form R-4, a correction, or a change to an existing Form R-4. A Form R-4 continuation sheet should be filed if more space is needed. Do not file a complete Form R-4 for additions to an existing Production Facility; show only the new information and the date of existing Form R-4 to which such forms should be attached. The original must be on green paper.

The transporter may not move oil without a copy of the Form R-4 approved by this Office.

If an emergency arises before the Form R-4 is approved, the OPERATOR must secure an emergency authorization from the Baton Rouge Office before any legally produced oil may be offered to a transporter. From a commingling Facility clearance must be secured from the district office in which the field is located before any legally produced oil may be offered to a transporter from a lease or unit producing in separate storage. Operator and transporter are coequal in responsibility for not moving legally produced oil from a Production Facility without an approved Form R-4 or an emergency authorization.

After this Form R-4 has been approved by the Office of Conservation, one copy shall be forwarded to the transporter; one copy returned to the operator and two copies retained by the Office of Conservation. If more than one transporter is authorized to move liquid from any one production facility, sufficient copies must be filed for each transporter to receive an approved copy.

A new form R-4 shall be filed to cover each change of operating ownership, lease/unit name, and each change of transporter, except that in the case of a temporary change of transporter involving less than the allowable production for one month, the operator shall, in lieu of filing a new Form R-4, notify the Office of Conservation, at Baton Rouge, Louisiana, and the transporter authorized by Form R-4 on file with the Office of Conservation, by letter, at the time the oil is moved, the estimated amount of oil to be moved by the temporary transporter moving oil from the Production Facility and the name of such temporary transporter, and a copy of such notice shall also be furnished the temporary transporter. Such temporary transporter shall not move any more oil than the estimated amount shown in said notice.

### A separate Form R-4 shall be filed for each field tied into a commingling facility.

When properly executed and approved by the Office of Conservation, this Form R-4 shall constitute an authorization to a pipeline or other carrier to transport oil from the Production Facility named hereon and shall remain in full force and effect until,

- A. Operating ownership changes, or
- B. The transporter is changed or,
- C. The lease/unit name changes and there is no existing R4 for new name.
- D. The authorization is cancelled, or
- E. The authorization is suspended by the Office of Conservation. In this case Form R-4 is reinstated; therefore, a new Form R-4 is not required.

Before submitting this form, operators are required to insert all code numbers which have been previously approved by the Office of Conservation. If a code has not been assigned, the Office of Conservation will enter the code on Form R-4 before approving the document and sending a copy to the appropriate operator and transporter (s). In all cases, the operators are required to show the approved codes taken from Form R-4 when reporting production and disposition on Office of Conservation forms. Forms R4 submitted with incorrect names shall be returned for necessary revisions.

The following instructions will highlight the method for completing each of the major sections of this Form R-4.

### OPERATOR SECTION

Insert all available codes and names. The DISTRICT AREA CODE is a unique number assigned to identify the Conservation District and indicates if the lease/unit is in the Onshore or Offshore Area. In the event a filing is to cover a single lease or a single unit, enter the lease name or the unit name on the PRODUCTION FACILITY line - no CODE will be necessary.

The term PRODUCTION FACILITY as used herein describes all of the following which, for this purpose, are similar in nature:

LEASE BATTERY - A PRODUCTION FACILITY serving one lease producing crude or condensate on a lease basis. The LEASE NAMES producing into the named PRODUCTION FACILITY are identical.

COMMON BATTERY - A PRODUCTION FACILITY into which the combined production from leases and/or units is stored, and all contain the same division of ownership.

COMMINGLING FACILITY - A PRODUCTION FACILITY serving two or more lease/units, producing crude or condensate or both where participating interests vary from well to well.

### WELL NAME SECTION

For each lease/unit in the Production Facility, enter the current codes and lease/unit name (s) in the columns provided. Complete commingling order number column indicating applicable commingling order number. The Product column represents the primary product for that lease/unit; enter a (1) for oil and a (2) for gas.

### REMARKS SECTION

In all cases where this Form R-4 is filed to cover a change of operating ownership or lease/unit name, show the previous operator and previous lease/unit name in REMARKS. In addition, for all changes, enter the effective date in this section.

d  
rm