

## **Guidelines for Operator-Generated Report Forms**

- **Form 10, Monthly Oil and Gas Production Report**
  - **Form 11, Monthly Oil and Gas Disposition Report**
- 

Approval for an oil and gas operating company to commence using its own computer-generated report forms is based on the following stipulations. All criteria must be met, or approval will be denied. Once the operator's forms are approved, any failure in the future to comply with any of these guidelines may result in revocation of the approval.

1. The operator's report forms must be set up with the same wording and format as the most current Form 10, Monthly Oil and Gas Production Report, and Form 11, Monthly Oil and Gas Disposition Report as published by the Utah Division of Oil, Gas and Mining. This includes such items as column headings, number of lines and columns of data, company identification, etc. Text fonts must be large enough so they will not blur when faxed. Flexibility should be incorporated into the operator's form-generating system, as report form changes may occur from time to time.
2. All wells shown on the Monthly Oil and Gas Production Report and all entities shown on the Monthly Oil and Gas Disposition Report as sent to the operator each month by the Division of Oil, Gas and Mining, must be accounted for on the operator's self-generated reports. Only those oil and gas wells in a producing, shut-in, or temporarily-abandoned status according to division records (and their associated entities) will be printed on the division's version of the reports.
3. If an oil or gas well that has been shown in the past in a producing, shut-in, or temporarily-abandoned status (i.e., P, S, or TA) is converted to another status and/or well type during the report month (e.g., to an active or inactive water injection well, disposal well, or plugged well), the new status and type codes should be entered on the operator's report to notify all parties that view the report that the well is no longer a producing, shut-in, or temporarily-abandoned oil or gas well (see exception in #4 below). The operator should continue to report the well in like fashion each month until the well ceases to appear on the division's version of the report (it will appear until all proper sundry notices for the conversion or plugging have been submitted to, and processed by the division). Once the well is dropped from the division's monthly report, it may then be removed from the operator's report.
4. If a well produces at any time during the month, the status must be shown as producing, regardless if the well is shut-in or has been converted by the end of the month.

5. Due to division data input constraints, all wells and entities shown on the operator's reports must be listed in the same order as on the division's reports. Wells on the production report will be sorted first by entity number and then by API number. Entities on the disposition report will be sorted in numerical sequence, with each entity number appearing only once.
6. In order to avoid confusion during processing, all data such as API numbers, well names, locations, entity numbers, etc., shown on the operator's self-generated report forms must be identical to the data shown on the division's reports sent each month. This data usually corresponds with the information provided on the operator's original Application for Permit to Drill and subsequent Well Completion Report.
7. Personnel from the operating company are expected to compare their self-generated reports each month to the division's version of the reports to assure that all wells and entities are accounted for and there are no discrepancies. If discrepancies exist, it is the operator's responsibility to see that the division's records are immediately brought up to date by submitting a letter or Form 9, Sundry Notice, showing the correct information. It is required by the Utah Oil and Gas Conservation General Rules that operators notify the division promptly of well conversions, operator changes, pluggings, well name changes, recompletions, etc.

Report forms are available on our Web site at <http://ogm.utah.gov/oilgas>

Utah Division of Oil, Gas and Mining  
1594 West North Temple, Suite 1210  
Box 145801  
Salt Lake City, Utah 84114-5801

Phone: 801-538-5340  
Fax: 801-359-3940