

**R649. Natural Resources; Oil, Gas and Mining; Oil and Gas.**

**R649-8. Reporting and Report Forms.**

**R649-8-1. General Report Forms.**

1. The forms listed below, as modified by the Division from time to time shall be used for the purpose indicated in accordance with the instructions and the applicable rule.

- Form 1 Application for Permit to Conduct Seismic Exploration R649-8-2
- Form 2 Seismic Exploration Completion Report R649-8-3
- Form 3 Application for Permit to Drill, Deepen, or Plug Back (APD) R649-8-4
- Form 4 Bond R649-8-5
- Form 5 Designation of Agent or Operator R649-8-6
- Form 6 Entity Action Form R649-8-7
- Form 7 Report of Water Encountered During Drilling R649-8-8
- Form 8 Well Completion or Recompletion Report and Log R649-8-9
- Form 9 Sundry Notices and Reports on Wells R649-8-10
- Form 10 Monthly Oil and Gas Production Report R649-8-11
- Form 11 Monthly Oil and Gas Disposition Report R649-8-12
- Form 12 Report of Transferred Oil R649-8-13
- Form 13-A Monthly Summary Report of Gas Processing Plant Operations R649-8-14
- Form 13-B Monthly Report of Gas Processing Plant Product Allocations R649-8-15
- Form 14 Monthly Report of Waste Crude Oil Treatment Facility Operations R649-8-16
- Form 15 Designation of Workover or Recompletion R649-8-17
- UIC Form 1 Application for Injection Well R649-8-18
- UIC Form 2 Monthly Report of Enhanced Recovery Project R649-8-19
- UIC Form 3 Monthly Injection Report R649-8-20
- UIC Form 4 Annual Fluid Injection Report R649-8-21
- UIC Form 5 Transfer of Authority to Inject R649-8-22

2. Any permitted well which is referenced on a report form, correspondence, or well log should be identified by its assigned API number.

**R649-8-2. Form 1, Application for Permit to Conduct Seismic Exploration.**

At least seven days prior to commencing any type of seismic exploration operations, an Application for Permit to Conduct Seismic Exploration shall be submitted in duplicate to the division by the seismic contractor in accordance with R649-3-26.

**R649-8-3. Form 2, Seismic Exploration Completion Report.**

Within 60 days of the completion of each seismic exploration project, a Seismic Exploration Completion Report shall be submitted to the division by the seismic contractor in accordance with R649-3-26.

**R649-8-4. Form 3, Application for Permit to Drill, Deepen, or Plug Back (APD).**

Prior to the commencement of drilling, deepening, or plugging back any well or the commencement of exploratory drilling such as core holes and stratigraphic test holes, and prior to the commencement of any surface disturbance associated with such activity, the operator shall submit in duplicate an Application for Permit to Drill, Deepen, or Plug Back in accordance with R649-3-4.

**R649-8-5. Form 4, Bond.**

Except where a bond in satisfactory form has been filed by the operator in accordance with state, federal, or Indian lease requirements and evidence has been furnished to the division that such bond has been approved by the appropriate agency, the division shall require from the operator a good and sufficient bond in accordance with R649-3-1.

**R649-8-6. Form 5, Designation of Agent or Operator.**

Prior to the commencement of operations, a Designation of Agent or Operator shall be filed with the division in accordance with R649-2-4.

**R649-8-7. Form 6, Entity Action Form.**

1. For the purpose of accurately establishing the division's computerized oil and gas production accounting system and properly maintaining division of interest data for each well in the system, the operator shall file an Entity Action Form with the division within five working days of any of the following actions:

- 1.1. Spudding of a well, R649-3-6.
- 1.2. A change in operations which requires adding or removing a well from a group of wells that have identical division of interests, produce from the same formation, have product sales from a common tank, LACT meter, or gas meter, and have the same operator.
- 1.3. A change in operations when a service well is converted to a producing oil or gas well.
- 1.4. A change in operations when a well is recompleted and is capable of producing from another formation, R649-3-23.
- 1.5. A change in interest which requires adding or removing a well from a participating area of a properly designated unit.

2. Upon receipt of an Entity Action Form, the division will assign an entity number to a new well or change the entity number as needed for an existing well.

2.1. This number identifies the well on the operator's monthly oil and gas production and disposition reports.

2.2. Entity numbers are used by the State Tax Commission and other state government agencies to properly account for all production taxes and the divisions of royalty interest on state leases.

3. This form does not take the place of Form 9, Sundry Notices and Reports on Wells, which is to be used to provide detailed accounts of physical operations on wells.

**R649-8-8. Form 7, Report of Water Encountered During Drilling.**

The operator shall report to the division all fresh water sands encountered during drilling in accordance with R649-3-6. The report shall be filed with the Well Completion or Recompletion Report and Log, Form 8.

**R649-8-9. Form 8, Well Completion or Recompletion Report and Log.**

In accordance with R649-3-11, R649-3-21, R649-3-23, and R649-3-24, the operator shall file a Well Completion or Recompletion Report and Log and a copy of the electric and radioactivity logs, if run, within 30 days after completing, recompleting, or plugging a well.

**R649-8-10. Form 9, Sundry Notices and Reports on Wells.**

1. This report form shall be used to notify the division of the intention to do miscellaneous work on any well for which a specific report form is not provided, and to report the subsequent results of that work.

1.1. A notice of intention to do work on a well located on lands with state, fee or privately owned minerals or to change plans previously approved shall be submitted in duplicate and must be received and approved by the division before the work is commenced.

1.2. The operator is responsible for receipt of the notice by the division in ample time for proper consideration and action. In cases of emergency the operator may obtain verbal approval to commence work.

1.3. Within five days after receiving verbal approval, the operator shall submit a Sundry Notice describing the work and acknowledging the verbal approval.

2. In addition to the types of work listed on the form, a Sundry Notice is required for the following:

2.1. Monthly status report for each drilling well in accordance with R649-3-6.

2.2. Application for permit to complete a well into more than one pool in accordance with R649-3-22.

2.3. Notice of intent to plug and abandon a well in accordance with R649-3-24.

2.4. Notice of intent to pull casing in accordance with R649-3-24.

2.5. Notice of change of operator. The report form should be submitted by both the previous operator and the new operator.

**R649-8-11. Form 10, Monthly Oil and Gas Production Report.**

1. Each operator shall electronically submit Form 10 monthly to properly account for all oil, gas, and water produced from each well. The form may be found on the division's oil and gas website.

2. This form may be submitted in conjunction with Form 11, Monthly Oil and Gas Disposition Report before the fifteenth day of the second calendar month following the month of production.

**R649-8-12. Form 11, Monthly Oil and Gas Disposition Report.**

1. All oil and gas well operators shall complete this form monthly to account for all oil and gas dispositions from each entity.

1.1. The report should account for the physical dispositions of all oil and gas produced during the report month from each well or group of wells (entity).

1.2. Only the initial disposition of each product as it leaves the well site or is used at the well site should be reported.

1.3. Residue gas and/or load oil received from another well, plant, or field should not be shown on this report.

2. This report shall be submitted in conjunction with Form 10, Monthly Oil and Gas Production Report and Form 12, Report of Transferred Oil on or before the fifteenth day of the second calendar month following the month of production.

**R649-8-13. Form 12, Report of Transferred Oil.**

1. This report is to be used only in accounting for oil that is transferred from one entity to another entity or oil that is acquired and used during remedial operations on a well.

This includes situations such as the following:

1.1. Oil that is produced at one entity or is acquired from another company, is then used as load oil at a "second" entity, and is then recovered and sold, or

1.2. Oil that is produced and then transferred to a "second" entity for treatment and sale due to mechanical problems at the producing entity.

2. Load oil that is recovered at the "second" entity and non-load oil that is transferred to the "second" entity should be excluded from all reported production, dispositions, and stocks of the "second" entity on Form 11, Monthly Oil and Gas Disposition Report. This allows the reporting of the "second" entity's true production and sales on Form 11, while the remainder of any sales is accounted for on this form.

2.1. The transported volumes reported on this form plus the transported volume for the "second" entity on Form 11 should equal the total run ticket volume as reported by the trucking or pipeline company serving this entity.

2.2. This report is to be filed as an attachment to Form 11, Monthly Oil and Gas Disposition Report during the month in which recovered load oil or any other transferred oil (non-load oil) is sold from the "second" entity.

**R649-8-14. Form 13-A, Monthly Summary Report of Gas Processing Plant Operations.**

1. Gas processing plant operators shall complete and submit a monthly report in accordance with R649-6-1, to account for the receipt, processing and disposition of all gas by the plant.
2. The report is due on or before the fifteenth day of the second calendar month following the operations month covered by the report.

**R649-8-15. Form 13-B, Monthly Report of Gas Processing Plant Product Allocations.**

1. Gas processing plant operators that are required by contractual arrangements to allocate residue gas and extracted liquids to the individual producing wells must complete and submit this form monthly in accordance with R649-6-1.
2. The report is to be filed as an attachment to Form 13-A, Monthly Summary Report of Gas Processing Plant Operations on or before the fifteenth day of the second calendar month following the operations month covered by the report.

**R649-8-16. Form 14, Monthly Report of Waste Crude Oil Treatment Facility Operations.**

1. Each operator of treatment or reclaiming facilities handling tank bottoms, oil from pits or ponds, or any other waste crude oil, shall complete and submit this report monthly in accordance with R649-6-2 to account for stocks, receipts, and deliveries of processed and unprocessed waste crude oil.
2. The report is due on or before the fifteenth day of the second calendar month following the operations month covered by the report.

**R649-8-17. Form 15, Designation of Workover or Recompletion.**

1. In accordance with Section R649-3-23, each operator desiring to claim a tax credit for workover or recompletion work performed must submit this report within 180 days after the workover or recompletion work is completed. Upon determination and notification by the division that the described work qualifies for a tax credit under this rule, the operator may claim the tax credit on reports submitted to the Tax Commission during the third quarter after completion of the work.
  2. The following workover and recompletion operations qualify for a tax credit:
    - 2.1. perforating;
    - 2.2. stimulation, acid jobs, frac jobs, solvent treatments, nitrogen cleanouts;
    - 2.3. sand control;
    - 2.4. water control or shut-off;
    - 2.5. wellbore cleanout;
    - 2.6. casing or liner repair;
    - 2.7. well deepening;
    - 2.8. initiation of enhanced recovery, excluding surface equipment and associated costs;
    - 2.9. change of lift system, excluding surface equipment and associated costs;
    - 2.10. gas well tubing changes, down-sizing; and
    - 2.11. thief zone identification and elimination.
  3. The following workover and recompletion operations do not qualify for a tax credit:
    - 3.1. pump changes;
    - 3.2. rod string fishing and repair or replacement;
    - 3.3. tubing repair or replacement;
    - 3.4. surface equipment installation and repair; and
    - 3.5. operations generally classified as routine maintenance or repair.
  4. Division approval is conditional subject to audit, and actual final expenses may be disallowed if they are not appropriate workover or recompletion expenses.

**R649-8-18. UIC Form 1, Application for Injection Well.**

Prior to the commencement of operations for injecting any fluid into a well for the purpose of enhanced recovery, disposal, or storage, the operator shall submit an Application for Injection Well and obtain division approval in accordance with R649-5-2.

**R649-8-19. UIC Form 2, Monthly Report of Enhanced Recovery Project.**

1. The operator shall submit this report monthly to report the injection pressure, rate, and volume for each enhanced recovery injection well or project.
2. The report is due within 30 days following the end of the month of operations.

**R649-8-20. UIC Form 3, Monthly Injection Report.**

1. The operator shall submit this report monthly to report the daily injection pressure, rate, and volume for each disposal well and/or storage well.
2. The report is due within 30 days following the end of the month of operations.

**R649-8-21. UIC Form 4, Annual Fluid Injection Report.**

1. The operator of disposal wells, storage wells, or enhanced recovery projects shall file an annual report with the division using this form.
2. The report is due within 60 days following the end of the year.

**R649-8-22. UIC Form 5, Transfer of Authority to Inject.**

1. The authority to inject for any injection well shall not be transferred from one operator to another without the approval of the division. The transfer of authority to inject for any injection well from one operator to another shall be submitted to the division on this form prior to the date of the proposed transfer.
2. The division shall, within 30 days after receipt of a properly completed form, return a copy of the form to each operator indicating approval or denial of the transfer of authority to inject. If approved, a copy of the order authorizing injection shall be attached to the form returned to the new operator.

**KEY: oil and gas conservation, reporting**

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