

## UTAH DIVISION OF OIL, GAS & MINING

### eREPORT

## REPORT AMENDMENT GUIDELINES

---

#### ■ **Timing of Amendments**

Amendments should be submitted at least one day after the operator submits his/her original monthly report. Data submitted to eReport is scheduled to be processed and transferred to all of DOGM's internal databases during the late evening and early morning hours of each day. If amendments are submitted on the same day as the original report and prior to processing and transfer, the original report may be corrupted or destroyed.

#### ■ **Minor Changes**

Operators may make minor amendments to previously submitted reports via any version of eReport. Minor amendments include corrections to previously reported days operated, oil gravity, gas BTU, and production and disposition volumes that do not affect inventories (see "Oil Inventory Changes" below).

#### ■ **Report Period Limitations**

No amendments may be made via eReport to monthly reports submitted prior to the operator's commencement of using the eReport programs. Data submitted via paper reports does not reside in the eReport database. Amendments, therefore, cannot be made electronically to reports submitted originally on paper

#### ■ **Flagging of Changes**

No matter what version of eReport is being utilized, the items being amended must be flagged:

- **Web Forms.** When using the online web forms, the amendment button must be clicked for each well and/or entity that is amended.
- **EReportRemote.** When using the eReportRemote program (downloadable .Net application), the amendment box must be checked for each well and/or entity that is amended. When preparing to make amendments, it is recommended that the operator retrieve their dataset from the Division server (use the 'Retrieve Dataset' button), rather than using the dataset copy saved to their personal computer (accessed by using the 'Open Dataset' button). Failure to resubmit the entire dataset may result in the operator's electronic file (as saved in the Division's server) becoming corrupted so that it is unusable for any future amendments.

- **Batch Reports.** When submitting amendments via a CSV batch file, the “Amend” field must be flagged with a “1” for each well and/or entity that is amended. The report batch must be resubmitted in its entirety (meaning all wells and all entities, not just the amended wells and/or entities). Failure to resubmit the entire batch may result in the operator’s electronic file (as saved in the Division’s server) becoming corrupted so that it is unusable for any future amendments.
  
- **Changes to “Entity” Number Assignments**

Due to the complex nature of amendments involving “entity” number changes (caused primarily by unit boundary changes) and the impact such adjustments have on oil inventories, all amendments involving entity number changes must be coordinated with Division of Oil, Gas and Mining staff (call 801-538-5331). Minor changes involving only a few wells might be accomplished online via eReport with Division assistance. Major changes involving numerous wells will normally need to be handled thru the submittal of a paper report.
  
- **Oil Inventory Changes**

All changes impacting opening or closing oil disposition inventories must be coordinated with Division of Oil, Gas and Mining staff (801-538-5331). Amendments to inventories often impact the reports of the previous and subsequent months. If amended beginning inventories do not match the previously reported ending inventories on the previous report month, the report will fail when submitted. If inventory amendments are extensive, the changes will normally need to be handled thru the submittal of a paper report.