

UTAH DIVISION OF OIL, GAS & MINING
eREPORT
REPORT AMENDMENT GUIDELINES

■ **Minor Changes**

Operators may make minor amendments to previous reports via any version of eReport. Minor amendments include corrections to previously reported days operated, oil gravity, gas BTU, production volumes and disposition volumes. Items within a report are not regarded as “amended” until after the report has been successfully submitted to the Division a first time.

■ **Report Period Limitations**

No amendments may be made via eReport to monthly reports submitted prior to the operator’s commencement of eReport use (i.e., amendments cannot be made electronically by an operator to reports they 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. NOTE: 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.
- **XML Batch Report.** When submitting an XML batch file, the <FacAmend> tag must be changed from “false” to “true” in the XML code for each well and/or entity that is amended. NOTE: The report batch must be resubmitted in its entirety (meaning all wells and 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 “entity” number amendments (caused primarily by unit boundary changes) all changes involving entity numbers must be coordinated with Division of Oil, Gas and Mining staff (call 801-538-5331). Minor changes (involving fewer than 10 wells) can usually be accomplished online via eReport with Division assistance. Major changes (involving 10 or more wells) will normally need to be handled via a paper report.

- **Inventory Changes**

All changes impacting opening or closing disposition inventories must be coordinated with Division of Oil, Gas and Mining staff (801-538-5331). Amendments to disposition inventories often affect the inventories of the previous and following months. If the amended inventories do not match previously reported opening or closing inventories on other report months, the report most likely will fail.