



DEPARTMENT OF CONSERVATION

Managing California's Working Lands

Division of Oil, Gas, & Geothermal Resources

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October 5, 2011

NOTICE TO OPERATORS

Subject: Improvements to the Manual Production Reporting System (Forms 110 and 110B)

As a result of numerous operator requests and a desire to simplify and streamline the Division of Oil, Gas, and Geothermal Resource's (Division) manual production/injection reporting system (Forms 110 and 110B), the Division is transitioning to a spreadsheet production/injection reporting system. In order for the Division to make this transition, the Division requests that you provide an e-mail. Those operators who do not provide an e-mail will continue with the manual hardcopy reporting system currently in use.

The spreadsheet reporting process is composed of three steps:

1. Each month the Division will e-mail you an Excel spreadsheet containing each of your wells (much like the hardcopy Forms 110 & 110B);
2. You will then enter your production and injection data into the spreadsheet; and
3. E-mail the completed spreadsheet back to our office for processing.

This process is similar to our existing manual reporting process, with the exception of entering the data directly into a computer spreadsheet and sending your reports via e-mail, instead of through the U.S. Postal Service.

Our first step in implementing this new process will be collecting contact names and e-mail addresses (the person that is responsible for submitting the production/injection data). Please provide the following information in an e-mail to the Division:

- Operator Code (found on your Form 110/110B above "Field Name")
- Operator Name
- Contact Person Name and E-mail

To initiate this new process for your company, please submit this information to the following e-mail address by November 1, 2011:

DOGGR_Prod@conservation.ca.gov

The Division is planning to implement this change for the January 2012 reporting cycle. We will send an instruction manual to the submitted e-mail addresses one month prior to sending the first spreadsheet for reporting of production.

If you have any questions you may contact me at (916) 445-0806.

Sincerely,

Bill Winkler
Engineering and Research Program Manager
Division of Oil, Gas and Geothermal Resources