

May 2, 2014



New Well Data Submission Manual and Requirements

EFFECTIVE DATE: June 1, 2014

BACKGROUND:

The BC Oil and Gas Commission (Commission) is implementing changes to improve the accuracy of well data submissions and support the integrity of well data processes.

New submission requirements have been developed to advance the completion, reliability, availability, and security of well data. Process improvements internal to the Commission additionally ensure the Commission protects confidentiality of information where required.

REQUIREMENT:

The new [Well Data Submission Requirements Manual](#) guides permit holders through the steps required when submitting well data, as established in the Oil and Gas Activities Act and the Drilling and Production Regulation.

The manual outlines new and revised requirements for well data submission formats and naming standards, as previously summarized in [Industry Bulletin 2012-13](#) and supersedes the submission requirements previously outlined in the Well Drilling Guideline.

New or revised requirements include but are not limited to:

- **Chapter 1.2:** A transmittal must accompany every submission and a separate transmittal is required for each Well Authorization (WA) being reported.
- **Chapter 1.4:** Revised formats and naming for submitting documents in electronic format.
- **Chapter 1.7:** Clarified submission rejection criteria and expectations regarding re-submission of rejected submissions.
- **Chapter 1.8:** Added expectations regarding incomplete submissions.
- **Chapter 2.0:** Renamed the End of Well Drilling Report to Summary Report of Drilling Operations.
- **Chapter 2.1:** Revised format requirements and added electronic naming conventions for Tour Sheets.
- **Chapter 2.2:** Clarified and expanded requirements for the submission of logs, wellsite geological reports, drill stem and wire line tests.

- **Chapter 2.3:** Clarified and expanded requirements for the submission of core reports and photographs.
- **Chapter 2.10:** Gas and Fluid Analyses are now only accepted via email.
- **Chapter 3:** Clarified and revised expectations relating to the handling and submission of core and core samples to the Core Facility in Fort St. John including new requirements to the sample or core removal application processes for removal, examination, analysis, return and reporting.

Compliance:

Submissions must be in the standardized format, provide all required data elements, and have a completed transmittal sheet (including WA #, well name, operator, permit holder, document title and confidentiality status). Permit holders are responsible for the completeness and accuracy of well data and assume all responsibility for mislabeled and misidentified information which can potentially result in misclassification of data and inadvertent release of confidential data.

Failure to adhere to submission requirements may result in a rejected submission based on rejection criteria listed in the Well Data Submission Manual. The Commission will request the re-submission of well data and enforce administrative penalties for non-submission of required data.

The Commission will continue to accept well data submissions directly from service providers on the behalf of a permit holder; however, it is the responsibility of the permit holder to ensure contractors follow prescribed guidelines.

The Well Data Submission Manual will be updated quarterly to keep industry advised of further revisions to submission requirements resulting from the [Business Transition Strategy](#) specific to E-Submission.

Should you have any questions regarding this Industry Bulletin, please contact:

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