



Changes in Well Data Submission Requirements

TO: Industry Clients

EFFECTIVE DATE: Aug. 22, 2012

BACKGROUND

To improve the accuracy of well data submissions and integrity of well data processes, the BC Oil and Gas Commission (Commission) will be implementing a number of changes to requirements for the submission of well data.

Currently the Commission accepts digital well data on compact discs on an “as is” basis. As of Aug. 22, 2012 the following submission requirements will be implemented. These requirements are documented in the Well Drilling Guideline on the Commission [website](#).

REQUIREMENTS

1. Naming Conventions

- Saved names on all digital files shall be prefixed with the correct well authorization (WA) number.
- Saved names should contain sufficient detail to easily identify the document to which it relates.
- The corresponding hard copy document shall also include the correct WA number in the title.

2. Format

- The Commission will no longer accept images requiring the use of proprietary software for viewing data as the sole document image.
- Unless otherwise specified, documents submitted in their native format (for instance, Word, Excel, etc) will no longer be accepted.
- Documents required to be submitted in PDF format shall be exact duplicates of the hard copy.

3. Additional Data

- The submission of additional data/formats on compact discs that are not outlined in the guidelines, but support the hard copy documentation, will be accepted by the Commission. Any submission errors will be the responsibility of the permit holder. Additional well data submitted must adhere to naming conventions.

The Commission may request the re-submission of well data if any or all of the guidelines are not met. Failure to resubmit data within prescribed deadlines may result in the levy of administrative penalties.

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. Permit holders are responsible for the completeness and accuracy of well data and assume all responsibility for mislabeled and misidentified information.

For more information on this bulletin, please contact:

Darcie Wentland

Well File Analyst

Corporate Services

BC Oil and Gas Commission

Darcie.Wentland@bcogc.ca

250-419-4470