



United States Department of the Interior



MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
P.O. Box 25165
Denver, Colorado 80225-0165
www.mrm.mms.gov

FEB 19 2003

Dear Reporter:

Subject: Oil and Gas Operations Report (OGOR)—Frequent and recurring reporting errors

After the Minerals Management Service (MMS) implemented a new financial system and converted all oil and gas operators to the OGOR, the Minerals Revenue Management (MRM) experienced an increase in frequent and recurring reporting errors. Enclosed is a list of these errors as well as how to correctly report on the OGOR. Please review this information and ensure that your reporting complies with these requirements. Ensuring that the data you report to MRM is accurate the first time will reduce the amount of time both you and MRM devote to error correction.

If you submit your OGORs through Inovis, Inc., our electronic commerce provider, many of the edits that prevent the frequent and recurring errors will be part of a new front-end validation process (asterisked and shaded in the enclosure). Your OGOR will have to clear this validation process prior to being transmitted to MRM. Detailed reporting guidance and a list of the new front-end edits is available on our Web site at <http://www.mrm.mms.gov/ReportingServices/RepServhome.htm>. Additionally, your MMS reporting contact can be reached at (800) 525-7922 or (303) 231-3088 to answer any questions you may have.

Sincerely,

Mary Williams
Reporting Services Manager

Enclosure

OGOR Section	Reporting Error	Solution	Where to locate in Reporter Handbook
Identification Information	Wells are reported on a lease number in the MMS or Agency Lease/Agreement field that should be reported on a Communitization or Unit Agreement number.	If your records do not agree with MRM's, contact the appropriate Bureau of Land Management (BLM) or Offshore Minerals Management (OMM) office to reconcile and verify the well assignment.	Chapter 5, Pg. 5-4
*Identification Information	The Agency (BLM, Bureau of Indian Affairs (BIA), or OMM) Lease/Agreement Number is reported in the MMS Lease/Agreement Number field and vice-versa.	Verify the correct lease/agreement number at our Web site: www.mrm.mms.gov/ReportingServices/CrossRef.htm , or by contacting any error correction personnel at 1-800-525-7922. For electronic reporters, use the M4 qualifier for the MMS lease/agreement number, and the LC qualifier for the Agency lease/agreement number.	Chapter 5, Pg. 5-4 & App. O
Identification/Authorization Information	The same authorization date is used on your replace/modify documents as the originals or last report.	When you replace or modify a document, mark the appropriate box, and assure that the authorization date is at least 1 day later than the date reported on your original or last replace/modify report.	Chapter 5, Pg. 5-78
Identification Information	Incorrect MMS Operator Number is entered.	Enter the MMS-assigned Operator Number for your company. If your company reports both onshore and offshore properties, make sure the correct operator number is entered. Offshore operator numbers begin with the letters F, L, S, V, W , and should not be used to report any onshore properties .	Appendix A
OGOR-A (Well Production)	Wells that belong on the same lease/agreement number are reported on separate OGOR reports/documents.	All wells for the same lease/agreement/operator number must be reported on the same OGOR document.	Chapter 5, Pgs. 5-7 & 5-21
OGOR-A	An incorrect API well number is entered.	Report the API well number with the correct State code, county code, sequence number, sidetrack number, and completion code/producing interval. Except for the tubing string, all characters are numeric. The well number is 15 digits. If not known, contact BLM, OMM, or your MMS error correction contact.	Appendices F & G
*OGOR-A	A producing well is reported with a shut-in status code.	If a well has production volumes, the Well Status Code is a producing code, for instance, POW (08). Use only established well status codes.	Appendix H

***Inovis Front-End Edits**

Header - Identification Info
OGOR-A -- Well Production

OGOR-B -- Product Disposition
OGOR- C -- Product Inventory

*OGOR-A	A shut-in well is reported with days produced entered.	Verify the well is actually shut-in. Do not fill in the "Days Produced" column for a shut-in well.	Appendix H
*OGOR-A	31 days produced is entered when there are only 30 days in the month, or production is reported without any days produced, or vice versa.	Check the "Days Produced" column. Verify how many days are in the production month. If there is production, enter actual days produced. Do not enter more days than are in the specific calendar month.	Chapter. 5, Pg. 5-8
OGOR-A & OGOR-B	Multiple add lines are reported for the same API well number/producing interval/production month combination.	OGOR A: Report one add line for each API well number/producing interval combination on your original report; unless there is production and injection within the same month, then you will report two lines. If you send a modified report, make sure you enter both delete and add lines. * OGOR B: Report only one disposition code per product for your volumes.	Chapter 5, Pgs. 5-17, 21 & 22
OGOR-B (Product Disposition)	Gas transferred to a facility is reported as sold directly, or gas sold directly is reported as transferred to a facility.	Verify that gas is transferred to a facility before using disposition code 11. Enter disposition code 01 when gas is sold directly. The determining factor is whether you are paid on processed gas or unprocessed gas.	Appendix I
OGOR-B	Gas plant numbers are entered when gas is sold directly.	If gas is sold directly, enter disposition code 01. Do not report a value in the gas plant number field.	Appendix I
*OGOR-B	Gas plant numbers are not reported or gas plant number is entered with only 4 digits.	The gas plant number must be 11 digits. Access www.mrm.mms.gov/ReportingServices/ProdReplInfo.htm to locate the appropriate gas plant number.	Chapter 5, Pg. 5-14 & App.J&O
*OGOR-B	The Btu is entered for the given disposition/product combination and should be blank, or the Btu is blank for the given disposition/production combination and is required.	Complete the Btu field only if you sell gas directly from the lease and/or transfer it to a facility. Enter the Btu quality as a whole number; for example, enter 1,100 Btu as 1100. Adjust the Btu heating value to a standard pressure base of 14.73 psia and a standard temperature base of 60 degrees F.	Chapter 5, Pg. 5-14
OGOR-B	Water draw-off is reported incorrectly.	Report water draw-off as a disposition code 32 on the OGOR-C. Disposition code 32 must reflect a negative volume only.	Appendix I

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*OGOR-B & OGOR-C	The API Gravity is entered for the given disposition/product combination and should be blank, or the API Gravity is blank for the given disposition /product combination and is required.	OGOR-B: Complete the API Gravity field only if you sell oil directly from the lease. OGOR-C: Complete the API Gravity field if the oil is produced into a storage facility and then sold. Enter the API gravity for oil/condensate as a numeric decimal; for example, enter 40.5. Adjust the standard temperature base to 60 degrees F.	Chapter 5, Pg. 5-14, 22, & 23
*OGOR-B & OGOR-C	The oil sales volume from OGOR-C is reported as the oil production volume on OGOR-B and/or OGOR-C.	The disposition volumes reported on OGOR-B must equal the production volumes from OGOR-A that are produced during the current month and transferred to the storage facility. The sales volume from OGOR-C is not reported on OGOR-B.	Chapter 5, Pg. 5-2
OGOR-B & OGOR-C	Disposition Code 51 is reported incorrectly ("OTHER" from 3160 conversion to OGOR format).	Disposition Code 51 is used only to modify a report submitted prior to October 2001 production month. This is because the Delete line on a Modify type document must match the previously submitted Add line. Use appropriate disposition codes for add lines rather than Disposition Code 51.	Appendix I
OGOR-C (Product Inventory)	The prior month's ending inventory is not verified to report the correct beginning inventory for the following month.	For each production month, verify that the beginning inventory is correct and equals the ending inventory from the prior month's report. If any month is in error, submit an appropriate modified/replace document to correct.	Chapter 5, Pg. 5-23
*OGOR-C	The Product Code is not entered.	Enter the correct Product Code. General rule: Product Code 01 (oil) is for API Gravity less than 40.0. Product Code 02 (condensate) is for API Gravity 40.0 and higher.	Chapter 5, Pg. 5-17 & App. L
OGOR-C	Adjustment Code 42 is not identified (Differences/Adjustments) correctly as a positive or a negative volume.	When you use Adjustment Code 42 to balance the inventory, report the volume correctly as a negative or positive depending on the adjustment.	Appendix I
OGOR-C	Two (2) OGOR-C lines are entered for a single storage tank because it contains both oil and condensate.	A single OGOR-C line is used for each storage tank. The predominant product code is used on the OGOR C line.	Chap. 5, Pg. 5-17

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OGOR-C	OGOR-C volumes are reported by well rather than by tank.	Do not report by well on the OGOR-C. Only one detail line per storage tank is reported on the OGOR-C. Onshore reporters must enter an identifier in the Inventory Storage Point field, especially when there are multiple tanks. (Offshore reporters continue to use approved Facility/Measurement Point (FMP) numbers.)	Chap. 5, Pgs. 5-17 thru 5-20
*OGOR-C	Gas sales are reported on the OGOR-C rather than (or in addition to) the OGOR-B.	When a product is sold directly rather than stored from month to month, the sale is reported on OGOR-B using Disposition Code 01. Sales are reported on the OGOR-C if inventory is kept month to month when maintained in storage facility.	Chap. 5, Pg. 5-17 & App. I
OGOR-C	Totals are not balanced.	Beginning inventory, plus production, minus sales, plus/minus adjustments = ending inventory.	Chap. 5, Pg. 5-21
OGOR-A, B & C	An Action Code is not entered.	The Action Code is a required field. The value is always an "A" for Add, except for the Modify report type. The "D" for Delete is used when deleting a line that was submitted on a previous report. The "A" is used to add the corrected line.	Chapter 5, Pgs. 5-7,12,17 and Appendix D
GENERAL	Various fields are reported without a leading zero.	If you upload your file from Excel to CSV and the field is not formatted as text, a leading zero may be dropped. Please make sure fields are formatted properly. Examples are the API number, lease/agreement number, gas plant number, etc.	
GENERAL	Some Operators who currently submit hardcopy OGORs are leaving key fields blank.	Data must be entered in all of these key fields: MMS or Agency Lease/Agreement Number, Operator Number, Production Month, and Authorization Date.	

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