C-115 INSTRUCTIONS
(For Hard Copy C-115 Filers Only)

The use of any other format or form must be approved by the Oil Conservation Division. Illegible, incomplete or incorrectly filled out forms may be returned and categorized as not filed and not in compliance with Rule 1115.

GENERAL 1: C-115 form must have revision date May, 1997 or later and must have the following return address: 2040 South Pacheco, Santa Fe, NM 87505.

GENERAL 2: C-115 report must be submitted on 8-1/2 by 11 inch paper, font must be readable by key entry operators, and must be laid out in "landscape" page orientation.

GENERAL 3: Report must be legible (unreadable handwriting, faint, excessive number of corrections, numbers run together, damaged (torn, etc.) are not acceptable.

GENERAL 4: Report production by well completion. A well completion is defined as a specific API/Pool combination. Do not report the same API more than once in the same pool, except in the case where you have an injection well that also produces in the same month. Do not show lease or battery totals.

GENERAL 5: Report disposition by property/POD combination. Do not report disposition by well.

GENERAL 6: Staple pages together for each multi-page report for each reporting month for each OGRID. Signature and date are required on the first page only. Arrange pages in page number order.

GENERAL 7: C-115 reports are due by the 15th of the second month following the month of production. (i. e., January is due by March 15 etc.) Submission date (the date you sign the report) cannot be in the same month as the month of production reported.

GENERAL 8: Report all wells with same operator OGRID number in one report, and send all at once. Do not staple amended reports to original reports.

COLUMN or BOX

1. **Amended Report**
    If you are amending a prior C-115 report, enter a check mark or "X" in the box, otherwise leave it blank. For amended reports, submission (signature) date must be later than the submission (signature) date on the original.

2. **Operator or Company**
    Enter the name of the operator. This is the operator of the wells as of the last day of the reporting month.

3. **Operator OGRID (Oil and Gas Reporting IDentification)**
    Enter the operator's or company's six digit OGRID code. If there are leading zeros, enter the complete code including the leading zeros.
    Example 001234

4. **Month/Year**
    Enter the month and year of the reporting period. Example: 01/94

5. **Address & Zip code**
    Enter well operator's current address and zip code.

6. **Page __ of __ (Page Numbering)**

    Examples:
    First Page -   Page 1 of 58

7. NOTE: Following are examples of proper reporting of Pool and Property:

Example:

00112 GOOD OIL POOL OF THE SOUTHWEST (Underline)   (Pool)
003344 Jones-Smith A Com   (DO NOT underline)   (Property)
012A B-01-23N-22E   (Well # and ULSTR)
30-045-06789   (API Number)

012R C-01-23N-22E   (Next location)
30-045-06790   (Next API Number)

A. **Pool Number and Name**

Enter the five digit pool number and pool name. (Underline both)
   Example: 00112 GOOD OIL POOL OF THE SOUTHWEST

B. **Property Number and Name**

Enter the six digit property number and property name. (Do not underline.)
   Example: 003344 Jones-Smith A Com

Note: Property codes are unique to an OGRID. If you acquired wells from another operator, you cannot use that company's property codes. New codes must be assigned to you by one of the District offices.

C. **Well Number**

Enter using three numeric digits. If a well suffix letter is required then use only one capitalized letter.
   Example: 012A 001 002 003

ULSTR:
Unit Letter (U-L), Section (S), Township (T), and Range (R)

   Example: 001   well number
                   A or 1 unit letter or number
                   29   section
                   20S   township
                   30E   range
                   001 A- 29- 20S-30E

D. **API Number**

Use only the first 10 digits of the API number. Use dashes between the state, county, and five remaining digits.
Example: 30-045-06789

                   30   STATE
                   045   COUNTY
                   06789 NUMBER SEQUENTIALLY ASSIGNED BY OCD.

8. **Code 1 (Well Status)**

Use one capitalized letter. Well status as of the last day of the reporting month will be written on the same line as the API number entry. The valid well status codes are:

        F   Flowing
        P   Pumping
        G   Gas Lift
    *   S   Shut-in
    *   T   Temporarily Abandoned. (Use only if status has been approved by the OCD district office)
        I   Injection Well for Enhanced Recovery
        D   Salt Water Disposal
        A   Plugged and Abandoned. (Use this status for the last month of reporting, i.e. the month the well was

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plugged and do not include on subsequent C-115's.

* Report zeros in fields 12 - 14 if there was no production.

INJECTION

9. **Injection Volume**
    For well status code I or D enter the barrels of injected fluid or MCF of gas injected during the reporting period _If no injection during this reporting month enter zero._ Do not use decimals or fractions. Enter the volume on the same line as the API number entry.

10. **Injection Pressure**
    For well status code I (injection well) or D (salt water disposal well) enter the injection pressure in pounds per square inch gauge (PSIG). Do not use decimals or fractions. If there is no pressure, or if injecting under a vacuum enter zero. Enter the pressure on the same line as the API number entry.

11. **Code 2 (Product Injected).** Required if Code 1 is I (injection well) or D (salt water disposal well). Enter one capitalized letter. Enter Code 2 on the same line as the API number entry. The valid codes are:

C	CO_2 (Carbon Dioxide)
G	Gas
W	Water
O	Other

PRODUCTION

12. **Barrels Oil/Condensate Produced**
    Enter number of barrels of oil or condensate produced during the reporting month. Enter a whole number. _If there is no production enter zero._ Do not use decimals or fractions. Enter production on same line as the API number entry.

13. **Barrels of Water Produced**
    Enter number of barrels of water produced during the reporting month. Enter a whole number. _If there is no production enter zero._ Do not use decimals or fractions. Enter production on same line as the API number entry.

14. **Gas Produced (MCF)**
    Enter MCF produced during the reporting month measured at 15.025 PSIA at 60°F. Enter a whole number. _If there is no production enter zero._ Do not use decimals, fractions or TSTM. Enter production on same line as the API number entry.

15. **Days Produced**
    Enter number of days that the well completion produced during this reporting period. Enter days of production on same line as the API number entry. Do not use this column if well status is I or D.

DISPOSITION OF OIL, GAS AND WATER
Do not report the disposition of oil, gas, or water that does not originate on this property. Show disposition by property/pool combination.

16. **Code 3 (Product)**
    Use one capitalized letter. The valid code 3 entries are:

O	Crude oil, Condensate, Drip (Must always have an associated POD)
G	Gas
W	Water

17. **Point of Disposition (POD)**
    Enter using seven digit code. Use a POD for Gas and Water only when it is being transported off the lease. If a POD that you own, or one of your transporters is not used that month, do not report either on the C-115. However, a POD is

required for all oil reporting.

18. **Gas BTU or Oil API Gravity**
For gas, enter the BTU/cu.ft. in effect for the gas volume transported adjusted to 15.025 PSIA at 60°F. Do not use decimals or fractions. The average BTU values in the state of New Mexico are in the range of 700 to 1400. Please verify the figures with your engineer if you are unsure.

For oil, enter the weighted average API oil gravity from run tickets for oil transported by each specific transporter. Use only one decimal place. Do not use the degree symbol.

Do not use this block for non-transported oil or gas.

19. **Oil on hand at beginning of Month**
Enter barrels of oil on hand at the beginning of the reporting month. Enter a whole number. Do not use decimals or fractions. This number should correspond to the oil on hand at the end of the previous month.

20. **Volume (Bbls or mcf)**
Enter the volume of oil, gas, or water dispositioned for this reporting month, transported or non-transported. Enter a whole number. Do not use decimals or fractions.

21. **Transporter OGRID (Oil and Gas Reporting IDentification) Code**
Enter the transporter OGRID code for oil and gas volumes transported from each (POD). Use Transporter OGRID 36401 for water disposition. Please ensure that Transporter OGRID is current and valid before reporting. (If a POD that you own, or one of your transporters is not used that month, do not report either on the C-115).

22. **Code 4**
Do not use this block if block 21 has been used on the same line. The valid code 4 entries are:

For Oil:	POD number always required		For Gas: Do not use a POD	
	C	Circulating Oil		
	S	Sedimentation (B S & W)		
	L	Lost (e.g. spilled, fire, etc.)	G	Gas lift
	T	Theft	R	Repressurizing or Pressure Maintenance
	O	Other (hot oil, etc.)	V	Vented/Flared
			U	Gas used on this property
			L	Lost (e.g. leaked, fire, etc.)
			O	Other

For Water:	Do not use a POD	
	I	Water reinjected on this property and in this pool
	P	Pitted
	A	Evaporated
	O	Other

23. **Oil on hand at end of Month**
Enter barrels of oil on hand at the end of this reporting month. Enter a whole number. Do not use decimals or fractions.

24. **Certification**
Enter the signature, printed name and title of the person authorized to make this report, the date this report is signed, and current telephone number to call for questions regarding this report. Reports cannot be processed without signature and date. Submission (signature) date cannot be same month as reporting month. Sign and date top sheet only.

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AMENDED C-115 REPORTING:

GENERAL 1: Staple pages together for each multi-page amended report. An original signature, a current date and a current telephone number are required on the first page of an amended report. This submission (signature) date must be later than the one used on the original report.

GENERAL 2: The C-115 report form must have a revision date of May, 1995 or later. It must have the following return address: 2040 South Pacheco, Santa Fe, NM 87505.

GENERAL 3: Amended C-115 reports must be submitted on 8-1/2" x 11" paper, the font or handwritten entries must be legible by key entry operators, have non-cursive typeface, and must be laid out in "landscape" page orientation. Reports containing illegible handwriting, print that is faint, an excessive number of corrections, numbers that run together, etc. are not acceptable.

GENERAL 4: The ONGARD system will overlay (replace) data if you are amending January 1994 or later. In other words, a zero submitted in any field will replace original data. A blank submitted on an amended form will not affect original data, a zero will. State correct amount in applicable columns. Leave all unchanged data fields blank. When amending C-115's prior to 1994, report the net change in the value you wish to amend. If 100 bbls. was originally reported, and it should have been 150, report 50 bbls. on the amendment.

WHEN AMENDING:

INJECTION WELLS, always provide Pool and API number (Column 7) and complete columns 8, 9, 10, and 11.

PRODUCTION DATA, provide the Pool and API number(s) columns 7 & 8, and whatever column(s) under production (col. 12, 13, 14 or 15) that you are amending.

DISPOSITION DATA, provide the Pool and Property numbers and for:

Transported and Stored Oil - Complete columns 16, 17, 18, 19, 20, 21, and 23.
Transported Oil Only - Complete columns 16, 17, 18, 20 and 21.
Stored Oil Only - Complete columns 16, 17, 19, and 23.
Non-Transported Oil - Complete columns 16, 17, 20, and 22.
Transported Gas - Complete columns 16, 17, 18, 20, and 21
Non-Transported Gas - Complete columns 16, 20, and 22
Transported Water - Complete columns 16, 17, 20, and 21
Non-Transported Water - Complete columns 16, 20, and 22

VERY IMPORTANT: If you report a POD (or non-transported water or gas not requiring a POD) more than one time in a single pool/property combination, ONGARD will sum the amounts. It is very important that you keep this fact in mind when you amend. You must amend the resulting totals of the POD and report the corrected total amount for that POD or other disposition (not requiring a POD) on your amendment.

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