



November 22, 2004

INFORMATION LETTER #OGC 04-34

SUBJECT: Electronic Submission of Wellsite Drilling Results ‘On-line’ to Secure OGC Website; Phase 1 Concerns ‘Drilling Rig Activity Status Reporting’

To Industry Clients:

The Oil & Gas Commission is expediting improvements to provide an easier method of receiving well site drilling information. Outlined below are the main components of these improvements:

1. Suspension of drilling information reporting via facsimile, email, telephone or hardcopy.
2. Commencement of on-line drilling information reporting via the OGC secure website.
3. Reporting on-line within one business day of when drilling starts and ends.
4. Designation by the Operator of primary and secondary “drilling contact” persons for their company to be responsible for reporting all drilling information on-line from company head office.
5. The secondary person to act as the contact when the primary person is unavailable/absent.
6. No change to the already existing time lines or information requirements.

The change to on-line reporting will occur in 2 phases:

- Phase 1, to be implemented on December 1, 2004 consisting of on-line reporting of Prep to Spud for “new” rigs, Spud Report, Wednesday Update, Rig Release Date and the expected rig destination after rig release. On December 1st Facsimile, email, telephone and hardcopy reporting of this information will no longer be acceptable and on-line reporting will be required.
- Phase 2 to be implemented after the 2004/05 winter drilling season consisting of the secure on-line submission of the End of Well Report. For the current 2004/05 winter drilling season, the End of Well Report (technical details) will continue to be submitted via facsimile or email attachment. The End of Well Report form continues to be available at <http://www.ogc.gov.bc.ca/documents/forms/operations/ogc-drillb.doc>

To assist Operators with using on-line submission, we have provided a Step-by-Step manual available at <http://www.ogc.gov.bc.ca/operations.asp>.

Help will be available from Operations Engineering staff. For assistance call George Guo at (250) 261-2051 or Francesca Adriano at (250) 261-5791, or alternately Don Buckland at (250) 261-5761.

Each Operator’s Drilling Manager or equivalent is requested to send a letter providing the following information for their primary and secondary “drilling contact”, to attention of Francesca Adriano at fax number (250) 261-2050:

- primary and secondary contact designation
- name
- title
- address
- telephone number
- facsimile number
- cellular number
- e-mail address

All communication with the OGC Operations Engineering staff regarding drilling information will be with the drilling contacts provided. The ability to submit drilling information on-line via the OGC secure website will be granted only to these contacts. **The Drilling Manager or equivalent is responsible for ensuring that this important contact information is kept up to date to maintain well drilling confidentiality.**

The planning and development for this on-line reporting process has occurred over several months. Many operators' drilling staff are already aware of these plans as a consequence of reporting-in for active drilling rigs in British Columbia and participation in the Practices Advisory Group.

Our goal with drilling information reporting on-line is to improve our regulatory compliance communication with your organization and to improve the utilization of Operations Engineering resources.

Your comments are welcome.

For further information please contact:

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