



**1997 CENSUS OF MINERAL INDUSTRIES
OIL AND GAS FIELD SERVICES**

**DUE DATE
FEBRUARY 12, 1998**

If you have questions concerning this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return any correspondence with your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Call for assistance, 8:00 a.m. to 8:00 p.m., Eastern Time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1A. EMPLOYER IDENTIFICATION NUMBER
Is the Employer Identification Number (EIN) shown in the label the SAME as the one used for this establishment on its latest 1997 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 Yes
2 No - Report current EIN (9 digits) → -

Item 1B. Not applicable to this report.

IMPORTANT - PLEASE READ

An oil and gas field service establishment primarily performs drilling, exploration, and other oil and gas field services for operators of oil and gas field properties on a contract or fee basis.

Include:

- all nationwide oil and gas field service activities performed under your current Employer Identification Number (EIN) for the year 1997.
- all activities performed in the United States and adjoining offshore areas (See last page of instructions.)
- separate state and offshore area information in item 20, page 7

Item 1C. PRINCIPAL ACTIVITY - Mark (X) the ONE box which best describes the PRINCIPAL kind of business or industrial activity of this establishment.

070 1 Oil and gas field activities, minerals extraction, quarrying, production, exploration or mining contract services
2 Manufacturing
3 Construction
4 Wholesale operations
5 Retail operations
6 Other

If you have marked (X) in boxes 2 through 6, describe your principal activity below.

Item 2. EMPLOYMENT IN 1997

a. Number of PRODUCTION, DEVELOPMENT, AND EXPLORATION WORKERS during pay period including the 12th of March (Include both full- and part-time employees)

Key	Number
301	
307	
308	

b. ALL OTHER EMPLOYEES (Pay period including March 12)

c. Total (Sum of lines a and b)

Report dollars and hours rounded to thousands. Be careful to enter your figures in the correct columns.

HOW TO REPORT

Example: If a figure is \$1,125,628 - Report $\xrightarrow{\hspace{2cm}}$
If item value is equal to "0" (or less than \$500 or 500 hours) - Mark (X)

Mil.	Thou.	Mark (X) if "0"
1	126	
		<input checked="" type="checkbox"/> 0

Item 3A. ANNUAL PAYROLL IN 1997 (Exclude fringe benefits reported in item 3C)

a. Annual production, development, and exploration workers' wages (For the type of employee reported in item 2, line a)

b. All other salaries and wages (For the type of employee reported in item 2, line b)

c. Total annual payroll (Sum of lines a and b)

Key	Mil.	Thou.	Mark (X) if "0"
309			<input type="checkbox"/> 0
310			<input type="checkbox"/> 0
311			<input type="checkbox"/> 0
315			<input type="checkbox"/> 0
314			<input type="checkbox"/> 0
320			<input type="checkbox"/> 0

Item 3B. FIRST QUARTER PAYROLL IN 1997 (Exclude fringe benefits)
Total payroll for the first quarter (January-March)

Item 3C. EMPLOYER'S COST FOR FRINGE BENEFITS (Annual supplemental labor costs)
Total legally required expenditures and payments for voluntary programs (Exclude from items 3A and 3B)

Item 4. HOURS WORKED BY PRODUCTION, DEVELOPMENT, AND EXPLORATION WORKERS IN 1997 (Annual)
Total annual hours worked by production, development, and exploration workers in 1997

Item 5. Not applicable to this report.

Item 6. ASSETS, CAPITAL EXPENDITURES, AND RETIREMENTS <i>(Refer to the instructions on how to report leasing arrangements.)</i>	Key	Mil.	Thou.	Mark (X) if "0"
a. Gross value of depreciable assets (acquisition cost) at the beginning of the year	341	\$		<input type="checkbox"/> 0
b. Total capital expenditures (new and used) during the year <i>(Include capital expenditures for new and used buildings, structures, machinery, and equipment (excluding land))</i>	350			<input type="checkbox"/> 0
c. Total retirements and disposition of depreciable assets (gross value of assets sold, retired, scrapped, destroyed, etc.)	353			<input type="checkbox"/> 0
d. Gross value of depreciable assets at the end of the year (Line a plus b minus c equals d)	356			<input type="checkbox"/> 0

Item 7. TOTAL DEPRECIATION CHARGES FOR THE YEAR 1997

	359			<input type="checkbox"/> 0
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Item 8. TOTAL RENTAL PAYMENTS FOR THE YEAR	Key	Mil.	Thou.	Mark (X) if "0"
a. Rental payments for buildings and other structures, including land	360			<input type="checkbox"/> 0
b. Rental payments for machinery and equipment	361			<input type="checkbox"/> 0
c. Total (Sum of lines a and b)	362			<input type="checkbox"/> 0

Items 9A and 9B. Not applicable to this report.

Item 9C. COST OF PURCHASED COMMUNICATION SERVICES (TELEPHONE, DATA TRANSMISSION, FAX, ETC.)	Key	Mil.	Thou.	Mark (X) if "0"
	392	\$		<input type="checkbox"/> 0

Item 10. COST OF SUPPLIES AND CONTRACT WORK FOR 1997

INSTRUCTIONS

The figures reported should represent the total purchase cost of supplies, machinery installed, fuels, etc., actually used or processed during 1997. Include purchases, interplant transfers, and withdrawals from inventories.

Cost is delivered costs; i.e., the amount paid or payable after discounts and including freight and other direct charges incurred by the establishment in acquiring the materials. If there are no records of consumption, purchases may be reported instead if they do not differ significantly from the amounts actually used. Where consumption of major items differs significantly from purchases, consumption may be estimated by adding beginning inventories to the amount purchased and subtracting ending inventories.

See accompanying instructions for additional information.

	Key	Mil.	Thou.	Mark (X) if "0"
a. Cost of supplies used and purchased machinery installed (Report detail in item 17A)	321	\$		<input type="checkbox"/> 0
b. Cost of products bought and sold as such without further processing (Report sales in item 18B as resales)	322			<input type="checkbox"/> 0
c. Cost of purchased fuels consumed for heat, power, or the generation of electricity (Report detail in item 17B)	323			<input type="checkbox"/> 0
d. Cost of purchased electricity (Report quantity in item 11, line a)	324			<input type="checkbox"/> 0
e. Cost of contract work done for you by others	325			<input type="checkbox"/> 0
f. Total (Sum of lines a through e)	326			<input type="checkbox"/> 0

Item 11. QUANTITY OF ELECTRICITY	Key	Kilowatthours		Mark (X) if "0"
		Mil.	Thou.	
a. Purchased electricity (Quantity comparable to cost reported in item 10, line d)	327			<input type="checkbox"/> 0
b. Generated electricity (Gross less generating station use)	328			<input type="checkbox"/> 0
c. Electricity sold or transferred to other establishments (Included in item 11a or 11b)	329			<input type="checkbox"/> 0

CONTINUE WITH ITEM 12 ON PAGE 3

If not shown, please enter your 11-digit Census File Number from the address label on page 1	Census File Number
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Item 12. INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years) Report inventories at cost or market using generally accepted accounting methods. Are inventories of this establishment subject to the LIFO method of valuation? 1 <input type="checkbox"/> Yes – Use the sum of the LIFO amount plus the LIFO reserve for completing lines a through b(2). Note: If you changed to LIFO for calendar year 1997, specify in the REMARKS section. 2 <input type="checkbox"/> No – Complete only lines a and b(1). Line b(1) should equal line a		Key	1997		<i>Mark (X) if "0"</i>	Key	1996		<i>Mark (X) if "0"</i>	
				Mil.	Thou.			Mil.	Thou.	
	a. Total inventories	338	\$			<input type="checkbox"/> 0	334	\$		<input type="checkbox"/> 0
	b. Of the value on line a, report:									
	(1) Amount not subject to LIFO costing	368				<input type="checkbox"/> 0	364			<input type="checkbox"/> 0
	(2) Amount subject to LIFO costing (gross)	369				<input type="checkbox"/> 0	365			<input type="checkbox"/> 0
c. Report the following applicable to line b(2):										
(1) Amount of the LIFO reserve	370				<input type="checkbox"/> 0	366			<input type="checkbox"/> 0	
(2) LIFO value of line b(2) (net)	371				<input type="checkbox"/> 0	367			<input type="checkbox"/> 0	

Item 13. Not applicable to this report.

Item 14. LEGAL FORM OF ORGANIZATION
 Mark (X) in the ONE box that best describes this establishment during 1997.

1 <input type="checkbox"/> Individual proprietorship 2 <input type="checkbox"/> Partnership 3 <input type="checkbox"/> Cooperative association (taxable) 4 <input type="checkbox"/> Cooperative association (tax-exempt)	5 <input type="checkbox"/> Government – Specify _____ 6 <input type="checkbox"/> Corporation (do not mark if any form of cooperative association) 9 <input type="checkbox"/> Other – Specify _____
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Item 15. OPERATIONAL STATUS Mark (X) in the ONE box that best describes this establishment at the end of 1997.

1 <input type="checkbox"/> In operation (Include operations under development, exploration, or construction) 2 <input type="checkbox"/> Temporarily or seasonally inactive 3 <input type="checkbox"/> Ceased operation – Give date at right 4 <input type="checkbox"/> Sold or leased TO another operator – Give date at right AND enter name, etc., below 5 <input type="checkbox"/> Acquired or leased FROM another operator – Give date at right AND enter name, etc., below	} GIVE DATE → Enter figures only
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Name of new/former owner or operator	Employer Identification Number (9 digits)	002	-							
Number and street	City	State	ZIP Code							

Item 16. OWNERSHIP, CONTROL, AND LOCATION OF OPERATIONS

a. Is the FIRST DIGIT of your Census File Number (imprinted in the address box) "0"?
 Yes – Answer parts b–d No – SKIP to item 17A

b. Is this company owned or controlled by another company? 1 <input type="checkbox"/> Yes → 2 <input checked="" type="checkbox"/> No ↘	Name and address of owning or controlling company	Kind of business of this company Employer Identification Number (9 digits) -
c. Does this company own or control any other company or companies? 1 <input type="checkbox"/> Yes → 2 <input checked="" type="checkbox"/> No ↘	Name and address of owned or controlled company <i>If more space is needed, attach a separate sheet</i>	Kind of business of this company Employer Identification Number (9 digits) -

d. Did this company operate at more locations other than reported in item 20 during 1997?
 If more space is needed, attach a separate sheet.

079 1 Yes – List additional locations below 2 No – SKIP to item 17A

Physical address of business location (Number and street, city, State, ZIP Code)	Kind of business (KB) at this location and Employer Identification Number	Sales and receipts		Annual payroll		Number of employees during pay period including March 12 (5)	Are these figures included in other items on this report? (6)
		(3)	(4)	(3)	(4)		
(1)	(2)	Mil.	Thou.	Mil.	Thou.	(5)	(6)
	KB						<input type="checkbox"/> Yes <input type="checkbox"/> No
	KB						<input type="checkbox"/> Yes <input type="checkbox"/> No

MI

Item 17A. SUPPLIES USED AND PURCHASED MACHINERY INSTALLED DURING 1997					
INSTRUCTIONS					
Report delivered cost of individual items listed below which were used during 1997. Include:		Exclude:			
<ul style="list-style-type: none"> Items listed below whether charged to current or capital accounts. Cost of items for which less than \$25,000 worth was used in "All other supplies," line 11. Supplies purchased by this establishment for use by companies performing subcontract work for this establishment. 		<ul style="list-style-type: none"> Associated labor costs of the kind reported in items 3A, 3B, and item 10, line e. Payments made for subcontract services performed, including payments for supplies and equipment furnished by the contractor incidental to this work. 			
For valuation, see instructions for item 10. If the information cannot be taken directly from your records, reasonable estimates are acceptable.					
Line No.	Machinery installed and supplies used (A)	Census material code 571 (B)	Received from other establishments of this company or purchased from others		
			Cost, including delivery cost (freight-in) (E)		
			574 Millions	Thou-sands	Dollars
1	PURCHASED MACHINERY INSTALLED, including mobile loading, transportation, and other equipment installed at the operation. Also include such equipment as exploration and well survey machinery; drilling rigs; flow tanks; oil and gas separators; pumping equipment; wellhead fittings; gauges; gas traps; control equipment; chokes; and trucks, cars, and other transportation equipment for use on lease. (Include charges to both current and capital accounts)	353020 1	\$		
2	PARTS AND ATTACHMENTS (except those listed elsewhere) for renewals and repairs	353030 0			
3	SUPPLIES USED Steel shapes and forms (except castings and forgings) such as casing, tubing, pipe, plates, sheets, piling, bars, wire, wire products, and structural shapes	331066 1			
4	Industrial chemicals, including acidizing materials (except drilling fluids)	280111 6			
5	Drilling fluids (drilling mud and drilling mud materials; mud thinners, thickeners, and purifiers)	289910 2			
6	Lubricating oils and greases, including hydraulic oils	290000 9			
7	Cement	324100 7			
8	Explosive materials (including ammonium nitrate) and blasting accessories	289210 7			
9	Measuring and controlling instruments and devices (seismometers, surveying and plotting instruments, etc.)	382900 9			
10	Drill bits and reamers	353010 2			
11	All other supplies (such as valves, pipe fittings, castings, and forgings) - List the three principal types of supplies included here.	970098 0			
12	TOTAL Sum of lines 1-11 should equal item 10, line a (page 2)		\$		

Item 17B. FUELS USED DURING 1997							
Line No.	Kind of fuel (Report total delivered cost, not cost per unit. Fuels received from other establishments of your company should be included at estimated market value. Adjust all gas volumes to a pressure base of 14.73 pounds absolute at 60°F.) (A)	Census fuel code 561 (B)	Unit of measure for quantities (C)	1997 consumption			
				Quantity (D)	Cost, including delivery cost (freight-in) (E)		
					564 Millions	Thou-sands	Dollars
1	FUEL OIL Distillate (light) grade numbers 1, 2, 4, and light diesel fuel	291141 0	↑ Barrels (42 gal)		\$		
2	Residual (heavy) grade numbers 5 and 6 and heavy diesel fuel	291151 9	↓				
3	Gas - natural, manufactured, and mixed	131159 6	Million cubic feet				
4	Gasoline	291111 3	Thousand gallons				
5	Other fuels - liquefied petroleum gas, coke, wood, and other	960018 0					
6	TOTAL Sum of lines 1-5 should equal item 10, line c (page 2)				\$		

If not shown, please enter your 11-digit Census File Number from the address label on page 1

Census File Number

Item 18A. Not applicable to this report.

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997

Line No.	Description (Report total amounts received or due you for oil and gas field contract work done during 1997. Do not include amounts received for work done prior to 1997. Value of materials incidental to the service such as: cement, casing and well head equipment, acidizing and fracturing fluids, etc., should be included with the receipts for the individual services.)		Census product code	Unit of measure for quantities	Quantity	Amount received or due			
			581			583	584		
			(B)				(D)	Millions	Thousands
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	WORK PERFORMED	Geophysical mapping and surveying services (gravity, magnometric, radiometric, and seismographic surveying; geophysical and geological mapping)	13820 12 1			\$			
		Geophysical and geological exploration, except mapping and surveying services	13820 10 5						
		Other exploration, such as geochemical, etc.	13820 13 9						
		Well surveying and well logging	13890 14 0						
		Drilling oil, gas, dry, or service wells	13810 11 4	Thousand feet					
		Directional drilling control	13810 15 5						
		Drilling in, spudding in, and tailing in	13810 12 2	Thousand feet					
		Reworking wells	13810 14 8						
		Running, cutting, and pulling casing, tubes, or rods	13890 24 9						
		Cementing wells	13890 11 6						
		Perforating well casing	13890 13 2						
		Acidizing and other chemical treatment of wells, excluding hydraulic fracturing	13890 12 4	↑ Number of wells ↓					
		Hydraulic fracturing	13890 21 5						
		Cleaning out, bailing out, or swabbing wells	13890 26 4						
		Installing production equipment, such as wellhead fittings, pumps, and engines	13890 25 6						
		Pumping wells but not operating leases	13890 35 5						
		Oil and gas field machine-shop work	35995 00 0						
		Hauling oil and gas field supplies and equipment	95120 03 6						
		Other work – Specify kind and explain activity in remarks section							
19			13890 36 3						
20	PRODUCTS	Crude petroleum, including lease condensate (Report volumes corrected to 60°F.)	Shipped	13111 00 0	↑ Thousand barrels ↓				
21			From stripper well leases (included in line 20)	13111 04 2					
22		Natural gas (Adjust volume to a pressure base of 14.73 pounds absolute at 60°F.)							
		Shipped to consumers (domestic, commercial, and industrial, including own refineries), distributors, transmission companies, and natural gas liquids plants operated by your company and operated by others less any volume of residue gas returned to you for field or lease operations		13115 00 1	Million cubic feet				

CONTINUE WITH ITEM 18B ON PAGE 6

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Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued

Line No.	Description (A)	Census product code	Unit of measure for quantities (C)	Quantity (D)	Amount received or due (E)			
		581			583	584	Thou-	Dollars
		(B)				Millions	sands	
23	ALL OTHER PRODUCTS OF THIS ESTABLISHMENT <i>Describe and report separately the quantity and value of each product with a value of \$50,000 or more which cannot be assigned to lines 1–22 above. Specify unit of measure for quantity. For all remaining products, write "Other" and report a single total value.</i>	18						
24		26						
25		34						
26	RESALES Sales of products bought and sold without further processing. The cost of such products should be reported in item 10, line b.	99989 00 6						
27	TOTAL value of shipments and receipts Sum of lines 1–26, column (E)	77000 00 8			\$			

Item 19. LEASES OPERATED IN 1997

Did you operate oil and gas field leases for your own account or for others during 1997?

- Yes – Complete this item
- No – GO to item 20

PRODUCTION BY STATE FOR LEASES WHICH YOU OPERATED IN 1997

Line No.	State (A)	Thousand barrels of oil (B)	Million cubic feet of gas (C)
1			
2			
3			
4			
5	TOTAL Sum of lines 1–4 (Also report totals in item 18B, lines 20 and 22.)	591 944 9	593 594

REMARKS – Please use this space for any explanations that may be essential in understanding your reported data.

CONTINUE WITH ITEM 20 ON PAGE 7

If not shown, please enter your 11-digit Census File Number from the address label on page 1

Census File Number

Item 20. STATE AND OFFSHORE AREAS

INSTRUCTIONS

Report:

- Data for the States and offshore areas in which you performed oil and gas field services during 1997.
- Offshore activities on lines 3, 7, 17, 35, and 44-46. See special instructions and map for completing item 20 in instruction sheets.

Total figure reported on line 47 for -

- Column (C) should equal item 4.
- Column (D) should equal item 3A, line a.
- Column (E) should equal the sum of figures reported in item 18B, column (E), lines 1-19.

Line No.	State (A)	Census use only	HOURS worked by production, development, and exploration workers during 1997 (C)			WAGES for production, development, and exploration workers during 1997 (D)			Amount received or due for work performed during 1997 (E)			Line No.
		Code										
		591 (B)	592 Millions	Thou- sands	Hours	593 Millions	Thou- sands	Dollars	594 Millions	Thou- sands	Dollars	
1	Alabama	8 01 000 1				\$			\$			1
2	Alaska onshore	8 02 000 0										2
3	Alaska offshore	8 02 886 2										3
4	Arizona	8 04 000 8										4
5	Arkansas	8 05 000 7										5
6	California onshore	8 06 000 6										6
7	California offshore	8 06 886 8										7
8	Colorado	8 08 000 4										8
9	Florida	8 12 000 8										9
10	Georgia	8 13 000 7										10
11	Idaho	8 16 000 4										11
12	Illinois	8 17 000 3										12
13	Indiana	8 18 000 2										13
14	Kansas	8 20 000 8										14
15	Kentucky	8 21 000 7										15
16	Louisiana onshore	8 22 000 6										16
17	Louisiana offshore	8 22 886 8										17
18	Maryland	8 24 000 4										18
19	Michigan	8 26 000 2										19
20	Mississippi	8 28 000 0										20
21	Missouri	8 29 000 9										21
22	Montana	8 30 000 6										22
23	Nebraska	8 31 000 5										23
24	Nevada	8 32 000 4										24
25	New Mexico	8 35 000 1										25
26	New York	8 36 000 0										26
27	North Dakota	8 38 000 8										27
28	Ohio	8 39 000 7										28
29	Oklahoma	8 40 000 4										29
30	Oregon	8 41 000 3										30
31	Pennsylvania	8 42 000 2										31
32	South Dakota	8 46 000 8										32
33	Tennessee	8 47 000 7										33
34	Texas onshore	8 48 000 6										34
35	Texas offshore	8 48 886 8										35
36	Utah	8 49 000 5										36
37	Virginia	8 51 000 0										37
38	Washington	8 53 000 8										38
39	West Virginia	8 54 000 7										39
40	Wyoming	8 56 000 5										40
41	OTHER STATES -	8 91 000 2										41
42	Specify	8 92 000 1										42
43		8 93 000 0										43
44	OTHER OFFSHORE AREAS	8 81 886 6										44
45	Atlantic offshore											45
46	Northern Gulf of Mexico offshore	8 82 886 5										46
46	Pacific offshore	8 83 886 4										46
47	TOTAL Sum of lines 1-46	9 00 000 1				\$			\$			47

Item 21. Not applicable to this report.

Item 22. CERTIFICATION - This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report (Print or type)				Telephone		Area code		Number		Extension			
Name of company				Address (Number and street, city, State, ZIP Code)									
Period covered		FROM: Month		Day		Year		TO: Month		Day		Year	
Signature of authorized person				Title				Date					

1997 CENSUS OF MINERAL INDUSTRIES

INSTRUCTIONS FOR REPORTING OIL AND GAS FIELD SERVICES FORM MI-1303

GENERAL INFORMATION

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of this questionnaire.

If you require an extension of time to complete this report or if there are any other questions regarding this report, please write or call the Census Bureau as instructed on page 1 of the report form.

We estimate that it will take from 2 to 10 hours to complete this form, with almost 4 hours being the average. This includes time to read instructions, develop or assemble material, conduct tests, organize and review the information, and maintain and report the information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0845 Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233.

WHO SHOULD REPORT?

- Every concern that performed oil and gas field services for other concerns during any part of 1997 in the United States is required to submit a census report.
- If you have not received forms to cover each of your operations, call or write the Census Bureau, describing the activity at the establishments for which you are requesting forms.
- If this questionnaire does not pertain to your type of activity, complete all appropriate items, such as employment, payroll, receipts, etc., of this report. Describe your activities in Item 1C, Principal Activity.

WHAT ACTIVITIES SHOULD BE REPORTED?

Include:

- oil and gas field services performed for others, such as:
 - exploration for oil and gas
 - drilling oil, gas, dry, and service wells
 - drilling water wells for oil-field use
 - building lease tanks
 - running and pulling casing
 - cementing and shooting wells installing production equipment and offshore platforms
 - installing production equipment and offshore platforms
- other associated activities **when carried on in connection with your oil and gas field services**, such as:
 - generating energy for the operation
 - maintenance of equipment
 - receiving, shipping, storage, research, recordkeeping, health, safety, cafeteria, and other services

Exclude:

- operation of company stores, boardinghouses, bunkhouses, and recreational facilities
- separate sales branches, research laboratories, and general administrative offices. Report these on appropriate Census of Business, Census of Manufactures, or central office or auxiliary forms
- operation of leases for your own account or on contract for others if the value of shipments from these operations amounted to more than \$500,000. File a separate report form, MI-1301 covering these oil and gas field operations

WHAT PERIOD SHOULD EACH REPORT COVER?

- Each report should cover the calendar year 1997.
- If book records are not on a calendar-year basis, carefully prepared estimates are acceptable.
- If your fiscal year covers at least 10 months of calendar year 1997, and reporting on a calendar-year basis involves considerable cost, you may report on a fiscal-year basis. However, all payroll and hours-worked figures should relate to the calendar year rather than the fiscal year. (Use calendar-year payroll records from your tax records.)

- If an establishment began to operate or ceased to operate during 1997, report only the part of the year that the establishment was in operation.
- If the establishment changed ownership during the year, report only for that part of the year that your company owned the establishment. Report in item 15 the appropriate information on changes in **operational status**.
- Specify in the certification, item 22, the exact period that the report covers.

MULTIESTABLISHMENT COMPANIES ONLY

If any of the items requested are maintained in your records only at a divisional or company level, allocate their costs to each establishment for which you received a questionnaire. When determining transfer values of products and materials from one establishment to another (interplant transfers), include, in addition to direct costs of production, a reasonable proportion of "all other costs (company overhead) and profits." The establishments receiving such transfers should report them as purchased supplies, fuels, or electric energy at the same value plus cost of freight and other direct handling charges. (See item 10.)

SPECIFIC ITEMS

Item 2 – Employment in 1997

Include:

- all full- and part-time employees on the payroll of this establishment during any part of the pay period that includes the 12th of March
- persons on paid sick leave, paid holidays, and paid vacations
- officers of the establishment, if a corporation
- a **distribution** of those who work in units that serve other activities also carried on at this establishment in addition to the oil and gas field contract work (example: medical staff, etc.). Also, distribute the earnings and hours worked of these employees among the respective establishments

Exclude:

- members of Armed Forces and pensioners carried on your active rolls
- proprietor or partners, if an unincorporated concern
- those who performed work for you but were on the payroll of another employer (such as employees of subcontractors)

Item 2, Line a – Production, Development, and Exploration Workers

Include:

- workers (up through the working-supervisor level) engaged in services closely associated with the operation, such as:
 - drilling and maintaining wells
 - seismic testing or cementing wells
 - manual work
 - tools use and machine operation
 - materials and products loading and hauling
 - mineral properties care
 - exploration and development work
 - storage, shipping, maintenance, repair, and guard services
 - auxiliary production for own use (e.g., power plant)
 - recordkeeping

Exclude:

- supervisory employees above the working-supervisor level
- employees of subcontractors

Item 2, Line b – All Other Employees

Include:

- nonproduction personnel at this establishment engaged in supervision above the working-supervisor level and employees engaged in activities such as:
 - sales, advertising, purchasing, finance
 - highway trucking and other transportation
 - credit, collection, executive, legal, clerical, and routine office functions
 - personnel (including cafeteria, medical, etc.)
 - professional (engineers, geologists, etc.) and technical work
- force-account construction employees on your payroll engaged in construction of major additions or alterations to your facilities who are utilized as a separate workforce

Exclude employees of subcontractors who performed work for you.

Item 3A – Payroll in 1997

Report the gross earnings paid in calendar year 1997 to employees of this establishment prior to such deductions as employee's Social Security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds.

Include:

- commissions, dismissal pay, and paid bonuses
- employee contributions to pension plans such as a 401(k) plan
- vacation and sick-leave pay
- cash equivalent of compensation paid in kind such as:
 - board and housing
 - payments in the form of shared profits and special stock purchases that are subject to withholding tax
- salaries of officers of this establishment, if a corporation

Exclude:

- payments to proprietor or partners, if an unincorporated concern
- payments to members of Armed Forces and pensioners carried on your active payroll
- royalty payments to unions
- payments to subcontractors. Report such payment in item 10, line e

Item 3C – Employer's Cost for Fringe Benefits

Include employer payments for:

- employer contributions for all programs required under Federal and State legislation such as:
 - Federal Old Age and Survivors' Insurance
 - unemployment compensation
 - Workers' compensation
 - legally required State temporary disability payments
- insurance premiums on hospital and medical plans
- life insurance premiums
- premiums on supplementary accident and sickness insurance
- union negotiated contracts
- programs supported by joint employer-employee contributions
- items generally considered as deferred rather than current income to employees and not subject to withholding tax such as:
 - all pension plans regardless of method of administration
 - supplemental unemployment compensation plans
 - welfare plans
 - stock purchase plans in which the employer payment is not subject to withholding tax
 - deferred profit sharing plans

Include employer payments for: – Con.

- payments made directly to retired employees or their survivors that do not pass through a fund

When reporting payments for insurance, report net payments; i.e., gross payments less any offsetting dividends, refunds, or other reductions in premiums.

Exclude:

- losses on company-operated cafeterias and snack bars
- cost of in-plant medical services
- cost of free parking lots
- discounts on employee purchases
- cost of uniforms and other work clothing supplied to employees and similar expenditures
- wages and salaries reported in item 3A such as:
 - holidays, vacations, unused vacation, and sick pay
 - bonuses, night shift bonuses, and suggestion awards
 - jury pay
 - payments in the form of shared profits and special stock purchases that are subject to withholding tax
- payments to employees out of a fund to which payments or allocations are made by the company

Item 4 – Hours Worked by Production, Development, and Exploration Workers

An hour worked is defined as the work of one person for 1 hour. Report figures from actual records of hours worked wherever available. If no records of hours worked were kept, estimate hours worked from payroll or other records.

Include:

- all hours worked or paid (except hours paid for vacations, holidays, or sick leave)
- overtime hours (report as actual hours worked, not straight-time equivalent hours)
- actual hours worked by an employee who elects to work during a vacation period
- all hours worked at this establishment for the entire year by all full-time and part-time production, development, and exploration workers reported in item 2, line a

Exclude:

- hours worked by employees of subcontractors
- hours of proprietors or partners

Items 6, 7, and 8 – Assets, Capital Expenditures, Depreciation, Retirements, and Rental Payments

Multiestablishment Companies

- If this establishment is part of a multiestablishment company and the establishment maintains a tenant relationship with the parent company or one of its subsidiaries and pays "rent" for the use of either its buildings or equipment, exclude the value of this rent from item 8, Rental Payments. Instead, report the gross value of assets made available to this establishment as a result of this "rental" agreement in item 6, as if the establishment owned them.
- If this establishment uses buildings or equipment rented directly from other companies, but rental payments are handled centrally at a company or division level, report the share of overhead charged to this establishment or estimate the share of rental charges appropriate to the operations of this establishment in item 8.

Establishments Involved With Leasing Arrangements For Equipment and/or Buildings

- Report leased equipment according to the type of lease negotiated with the producer or the lessor.

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• Capital Leases as defined by the Financial Accounting Standards Board (FASB) report:

- original cost or market value of that equipment and building as a value of fixed assets. Include annual depreciation and retirements charged against this equipment
- cost (at market value) of acquisitions of building and equipment during the year as a capital expenditure and include it in the end-of-year assets and charge the first year depreciation (and retirements, if any)

• Operating Leases – report the periodic payments made to the producer or lessor in the rental section (item 8). Exclude the value of the building and equipment as assets, capital expenditures, depreciation, or retirements.

Item 6, Lines a and d – Gross Value of Depreciable Assets

Report the acquisition cost (not current market value) of depreciable assets for which depreciation or amortization reserves are maintained.

• For new construction or other improvement projects in progress but not yet complete, include:

- cumulative capital expenditures for such projects already in place at the beginning and end of the year, respectively, in item 6, lines a and d
- expenditures capitalized for these projects during 1997 in item 6, line b

• If the establishment was acquired during the year, report the value at the end of the year (item 6, line d) as your purchase cost adjusted for capital expenditures (item 6, line b) and deductions (item 6, line c) since the time of purchase. Include used assets purchased during the year at their market value at the time of transfer rather than at original book value.

• If the establishment was sold by your company during the year, report the gross value at the beginning of the year (item 6, line a) at its acquisition cost. Also report this acquisition cost plus capital expenditures that may have occurred since the beginning of the year and the time of sale in item 6, line c.

• Report gross assets for the end of the year consistently with the gross assets at the beginning of the year and the annual asset changes during the year. Item 6, line a plus line b minus line c equals line d.

Item 6, Line b – Capital Expenditures During Year

Report the actual capital outlays during 1997, not the final value of buildings or other structures completed or equipment put in place during the year. (These expenditures are of the type for which depreciation or amortization accounts are ordinarily maintained.)

• Capital expenditures during 1997 may be determined by the following computation:

- (a) cost of additions completed during the year, plus
- (b) work-in-progress at the end of the year, minus
- (c) work-in-progress at the beginning of the year.

Include:

- labor and installation costs whether on contract or by your own forces
- replacements as well as additions to capacity for new depreciable assets
- value of improvements and capitalized repairs to machinery and equipment including those done to assets transferred from other establishments of this company

Include: – Con.

- expenditures at this establishment for old or existing plants and for secondhand equipment acquired from others (including the U.S. Government)
- gross book value of machinery or equipment transferred from other establishments of your company
- buildings and structures directly related to mineral exploration, development, and production
- machinery such as hoists, cranes, crushers, separators, and power plants
- values from construction by your own employees, where capitalized
- exploration, development, and production machinery; transportation and office equipment
- equipment such as excavators, loaders, locomotives, tractors, hoists, drills, compressors, pumps, and plant machinery, as well as furniture and fixtures for offices, cafeterias, and change rooms
- value of equipment produced and used at this establishment
- all mining, loading, transportation, and similar equipment for use at the operation
- plant equipment
- automobiles, trucks, and similar equipment
- replacements as well as additions to new capacity

Exclude:

- company houses and general recreational facilities
- value of land
- the cost of maintenance and repairs charged as current operating expense

Item 6, Line c – Retirements and Disposition of Depreciable Assets During the Year

Include:

- gross value of assets sold, retired, scrapped, destroyed, abandoned, etc., during the year at their acquisition cost
- value of assets transferred to other establishments of your company at their acquisition cost, rather than current market value

Exclude charges to depreciation or amortization reserves.

Item 7 – Depreciation Charges During the Year

Report the reduced value of assets (reported in item 6, line d) brought about through use, gradual obsolescence, or the effect of the elements (decay or corrosion) for 1997 only.

Include charges against assets acquired or completed during the year.

Item 8 – Rental Payments During the Year

Report rental payments made to other companies for use of depreciable assets such as buildings, other structures, machinery, and equipment. Include rental payments for land.

If this establishment is part of a multiestablishment company or is involved with leasing arrangements, see special instructions on page 2.

Item 10 – Cost of Supplies and Contract Work

Include:

- all supplies received for consumption
- items charged to both the current and capital accounts
- items consumed during 1997 although purchased earlier
- supplies consumed in your oil and gas field contract work or used in the construction, maintenance, and repair of your own plant and equipment
- supplies furnished without charge to subcontractors or sold to employees for use in this oil and gas field contract work
- fuels and electric energy consumed, and cost of products resold
- contract or subcontract work

Exclude:

- supplies received during 1997 that were not consumed
- services such as advertising, telephone, fax, cable, insurance, development, and research rendered by other establishments
- services of engineering, management, marketing, legal, and other professional consultants, etc.
- depreciation charges against plant and equipment
- rent and rental allowances, interest payments, royalties, and use of patent fees
- supplies, parts, or machinery produced at this establishment
- extraordinary losses such as fire and flood
- labor costs of your employees (report these labor costs in items 3A and 3B)

Multiestablishment Companies

- If supplies, machinery installed, fuels, and electric energy are received from other establishments of your company, check the cost against the values reported by the establishment transferring the supply (see instructions for Multiestablishment Companies on page 1). Add freight and other direct handling charges.

Item 10, Line a – Cost of Supplies Used and Purchased Machinery Installed

Include:

- (The following list is shown only as an example; it should not be considered a complete list.)

– bearings	– lumber and timber
– bolts, screws, and nuts	– purchased
– casting	– piling
– cement	– pipe and fittings
– clay	– plates and sheets
– dies, jigs, and fixtures	– pumps
– drill bits and reamers	– rods and bars
– drilling fluid materials	– stationery, stamps, and
– first aid and safety	– office supplies
– supplies	– sulfuric acid
– gears and pinions	– tubing
– handtools	– water purchased
– hardware	– welding rods, electrodes,
– lubricating oils	– and acetylene
	– wire, cable, and chain
- all new and used machinery, equipment, and parts installed whether purchased or received from other establishments of your company
- physical goods used or put into production

Exclude services used or overhead charges. Report services performed for you by others in item 10, line e.

Item 10, Line b – Cost of Products Bought and Sold Without Further Processing

Include:

- cost of all products bought and resold in the same condition as when purchased
- total value of all products resold in item 18B on the line for "Resales"

Item 10, Line c – Cost of Purchased Fuels Consumed

Report the total amount actually paid or payable for all purchased fuels consumed.

Include:

- fuels consumed at this establishment, but produced at another establishment of your company, in items 10, line c and 17B. Assign commercial values to them
- fuel used to power onsite trucks, forklifts, or motor vehicles
- anthracite, lignite, bituminous and subbituminous coal, coke, natural and manufactured gas, gasoline, wood, purchased steam, and all other fuels

Item 10, Line d – Cost of Purchased Electricity

Report total amount actually paid or payable for electric energy purchased during 1997 from other companies or received from other establishments of your company.

Exclude value of electricity generated and used at this establishment, but report its quantity in item 11, line b.

Item 10, Line e – Cost of Contract Work Done for You by Others

Include:

- payments for supplies and equipment furnished by the contractor or subcontractor incidental to the contract work
- an estimate of the value of the service if part of the payment to a subcontractor was in material produced

Item 11 – Quantity of Electricity

Report all quantities of electricity in thousands of kilowatthours.

Item 11, Line a – Purchased Electricity

Report the quantity of electricity for which the cost is reported in item 10, line d.

Item 11, Line b – Generated Electricity

When a figure is reported on this line, include data relating to the activity of the power stations in other sections of this report. For example, include the number of employees assigned to the power station, their wages, and hours worked in the figures reported in items 2, 3, and 4, and the cost of fuels used to generate electricity, in items 10, line c and 17B.

Item 11, Line c – Electricity Sold or Transferred

Include:

- quantity of electric energy that was also included in item 11, lines a and b, but was sold to other companies or transferred to other establishments of your company
- value of electricity sold in item 18B on "All other products" line

Item 12 – Inventories of This Establishment At End of Year

Include:

- the value of all inventories that are attributable to the establishment's operations regardless of where the inventories are held or stored
- for multiestablishment companies:
 - an assignment of the value of inventories that the establishment is responsible for, as if it owned them
 - the value of inventories held elsewhere for this establishment (centrally located stockpile, warehouse, etc.), and *exclude* the value from the report of the establishment where they are actually stored

Item 12, Line b

The sum of item 12, lines b(1) and b(2) should equal the total inventories reported in item 12, line a.

Item 12, Line c(1)

LIFO reserve represents the excess of current period costs over the LIFO carrying value. LIFO reserve is the difference between the current cost (e.g., FIFO) of inventories (gross value) and the LIFO carrying value (net value).

Item 17A – Supplies Used and Purchased Machinery Installed During 1997

Include:

- separate figures for each item listed, unless it is an integral part of another piece of equipment and is not recorded separately (such as valves and pipe fittings included with tanks, separators, etc.). Then the item may be reported with the cost of the equipment
- amounts actually paid or payable after discounts. Include freight and direct charges incurred in acquiring the quantities of the listed items during 1997
- values as described in instructions for multiestablishments on page 1, for supply items transferred from other establishments of this company

Purchased Machinery Installed

Include:

- all new and used machinery and equipment that were purchased, or that were received from other establishments of your company whether charged to current or capital accounts
- machinery charged to the capital account in item 6, as well as here
- equipment that was installed at these operations as well as mobile loading and transportation equipment

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Item 17B – Fuels Used During 1997

Include:

- fuels that were purchased or transferred from outside of the defined boundaries of the establishment where they were consumed, for the production of heat, power, or generated electricity
- all fuels purchased from other companies or transferred from other establishments of your company and used at this establishment

Cost is delivered cost, the amount paid or payable after discounts, including freight and other direct charges incurred by the establishment in acquiring the fuels.

Conversions:

- fuel oil: 42 gallons = 1 barrel
- natural gas: 10,000 therms = 1 million cubic feet
- manufactured gas: 6,000 therms = 1 million cubic feet

Item 18B – Products and Services of This Establishment during 1997

Report separately each kind of work listed; do not combine lines. If book records are not available, carefully prepared estimates are acceptable.

If payment for work was made in other than cash, estimate the market value of services rendered and include this in the "amount received."

Item 18B, Line 6 – Directional Drilling Control

Report receipts for specialized services involved with drilling deviated wells. Directional drilling control involves the intentional deviation of a wellbore from the vertical. When done by the primary drilling contractor, directional drilling control receipts should be reported on line 5 rather than line 6.

Item 18B, Line 19 – Other Oil and Gas Field Services

Include services such as the following:

Abandoning wells, oil or gas field	General oil field contracting
Building board roads (as a contract service)	Lease maintenance
Building drilling platforms on leases	Oil and gas well shooting
Building offshore drilling islands	Pipe testing
Clearing locations	Pipeline construction on leases; construction of gathering lines to point where distribution company takes over
Crane work on leases	Plugging wells
Dirt work in oil or gas fields	Preparation of drilling sites
Dredging canals, driving keyways, construction work	Rolling pipe, leveling, etc.
Drilling ratholes and mouseholes	Roustabout work
Excavating slush pits or cellars	Saltwater disposal systems
Fishing for tools	Sandblasting pipe lines on leases
Flooding and water injection	Vacuum truck service
	Water well drilling (on leases)

Item 18B, Line 21 – From stripper well leases (included in line 20)

Report sales volumes from leases where the average daily production of crude petroleum and petroleum condensates per well did not exceed 10 barrels per day during the preceding calendar year.

Reasonable estimates for the year are acceptable if data are not available from bookkeeping records.

CONTINUE WITH ITEM 20 INSTRUCTIONS ON PAGE 6

Item 20 – State and Offshore Areas

Report separate data for each offshore area or State where your company performed oil and gas field services.

Report offshore data on lines 3, 7, 17, 35, and/or 44-46. Refer to the map below to determine the appropriate offshore jurisdictions to include in each offshore area.

Item 20, Line 3 – Alaska Offshore

Include:

- Alaska Federal
- Alaska State (including Upper Cook Inlet even though these waters are legally inland)

Item 20, Line 7 – California Offshore

Include:

- California Federal areas defined by State plane coordinate systems (Channel Islands Zones 6A, B, C, D, and E)
- California State

Item 20, Line 17 – Louisiana Offshore

Include:

- Louisiana Federal areas defined by State plane coordinate systems
- Louisiana State

Item 20, Line 35 – Texas Offshore

Include:

- Texas Federal areas defined by State plane coordinate systems
- Texas State

Item 20, Line 44 – Atlantic Offshore

Include:

- Atlantic Federal
- New Hampshire State
- Maine State
- Massachusetts State
- Connecticut State
- New York State
- New Jersey State
- Delaware State
- Maryland State
- Virginia State
- North Carolina State
- South Carolina State
- Georgia State
- Florida State Atlantic

Item 20, Line 45 – Northern Gulf of Mexico Offshore

Include:

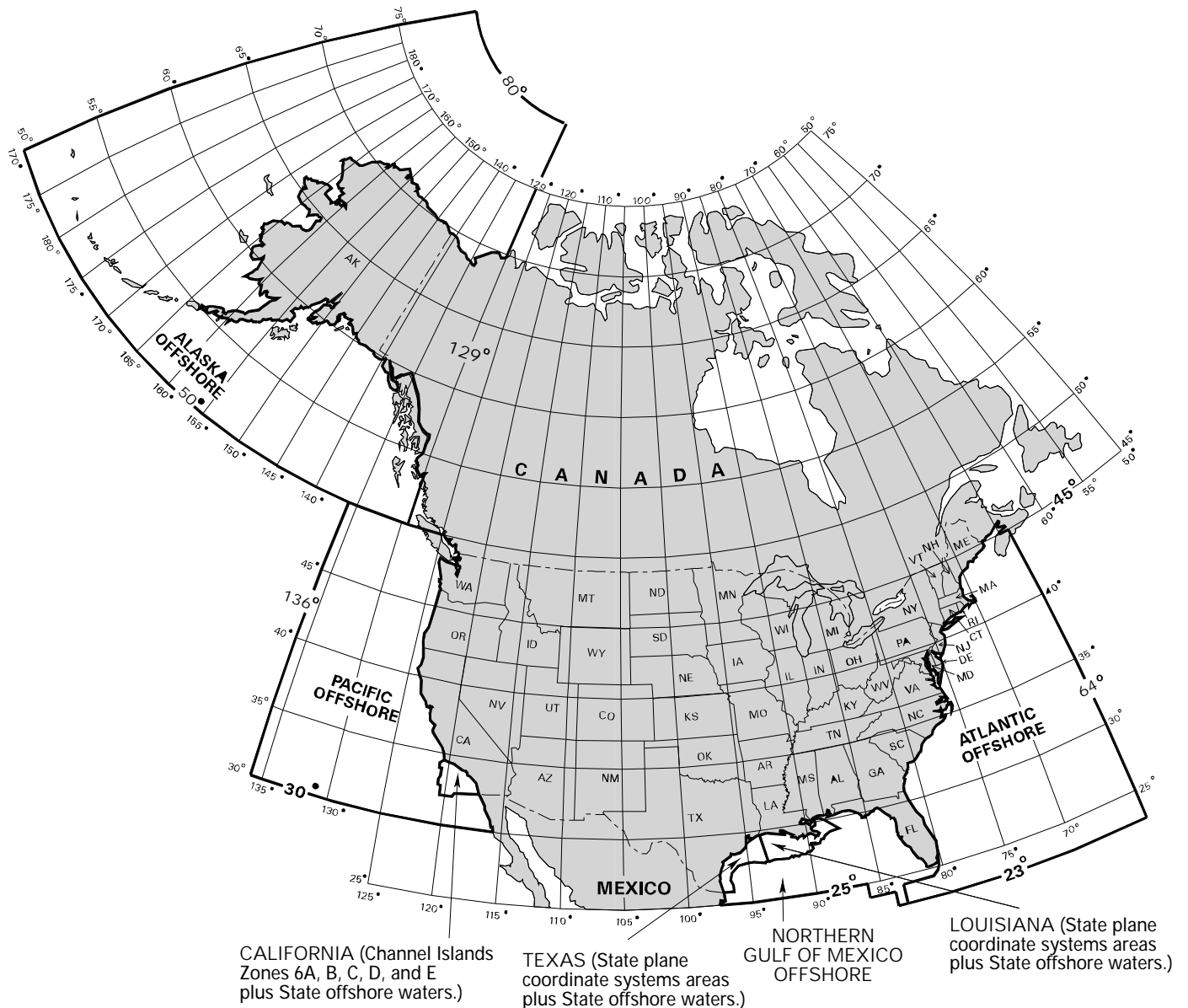
- Northern Gulf of Mexico Federal Areas defined by the Universal Transverse Mercator Coordinate System (including areas generally South of the State plane coordinate systems of Louisiana and Texas)
- Mississippi State
- Alabama State
- Florida State Gulf

Item 20, Line 46 – Pacific Offshore

Include:

- Pacific Federal areas defined by Universal Transverse Mercator Coordinate System
- Oregon State
- Washington State

OFFSHORE AREA MAP



NOTE: This map demarcates establishment boundaries for the statistical purpose of the Census of Mineral Industries. It is in no way intended to imply legal boundaries between individual States or between the United States and other countries.