#### **DEPARTMENT OF THE INTERIOR**

#### **Minerals Management Service**

Agency Information Collection Activities: Submitted for Office of Management and Budget Review; Comment Request

**AGENCY:** Minerals Management Service, DOI.

**ACTION:** Notice of information collection solicitation and public meetings.

SUMMARY: Under the Paperwork Reduction Act (PRA) of 1995, the Minerals Management Service (MMS) is soliciting comments on revising an existing information collection, Production Accounting and Auditing Reports, the Office of Management and Budget (OMB) Control Number 1010–0040, which expires on July 31, 2001. MMS is also giving notice of two public meetings concerning oil and gas production reporting changes.

FORMS: MMS-3160, MMS-4054, MMS-4055, MMS-4056, MMS-4058.

DATES: Written comments should be received on or before April 26, 1999. MMS will hold two public meetings about the proposed production reporting changes on March 11, 1999, in Houston, Texas, and on March 17, 1999, in Lakewood, Colorado.

ADDRESSES: Comments sent via the U.S. Postal Service should be sent to Minerals Management Service, Royalty Management Program, Rules and Publications Staff, P.O. Box 25165, MS 3021, Denver, Colorado 80225–0165; courier address is Building 85, Room A613, Denver Federal Center, Denver, Colorado 80225; E-mail address is RMP.comments@mms.gov. The time and location for each public meeting is:

Houston—March 11, 1999, 1–5 p.m. Central Standard Time, Houston Compliance Division Office, 4141 North Sam Houston Parkway East, Houston, Texas 77032, Telephone Number (281) 987–6802

Denver March 17, 1999, 1–5 p.m. Mountain Standard Time, Minerals Management Service, Denver Federal Center, Building 85, West 6th Avenue and Kipling Street, Lakewood, Colorado 80215, Telephone Number (303) 231–3585

(Access to the Denver Federal Center will require the presentation of a picture identification.)

FOR FURTHER INFORMATION CONTACT: Beth Ann Danford, Production Accounting Branch, Royalty Management Program (RMP), phone (303) 231–3522, FAX (303) 231–3700, e-mail Beth.Danford@mms.gov.

SUPPLEMENTARY INFORMATION: We are seeking your comments, both positive and negative, on our proposed changes for each oil and gas production form. Do you have objections to any of our proposed changes? What, if any, problems will the elimination of the Monthly Report of Operations, Form MMS-3160, for Onshore Federal and Indian oil and gas properties cause industry? Is this the best option for MMS to collect accurate and timely data for gallons per thousand cubic feet of gas (GPM) and Methane Mol percentage? Is it beneficial to industry to combine the Oil and Gas Operations Report (OGOR), Parts B and C? If you do have objections, what alternative(s) would you suggest? Can we enhance the quality, utility, and clarity of the information we collect? Can we lessen the information collection burden on the respondents by using automated collection techniques or other forms of information technology?

The public meetings will be open to the public to discuss the proposed reporting changes. We encourage members of the public to attend these meetings. Those wishing to make formal presentations should sign up upon arrival. The sign-up sheet will determine the order of speakers. For building security measures, each person will be required to sign in and may be required to present a picture identification.

Comments, including names and home addresses of respondents, are available for public review during regular business hours and placed on our web site at http://

www.rmp.mms.gov/library/readroom/ readrm.htm. Individual respondents may request that we withhold their home address from the rulemaking record, which we will honor to the extent allowable by law. There may be circumstances in which we would withhold from the rulemaking record a respondent's identity, as allowable by the law. If you wish us to withhold your name and/or address, you must state this prominently at the beginning of your comment. However, we will not consider anonymous comments. We will make all submissions from organizations or businesses, and from individuals identifying themselves as representatives or officials of organizations or businesses, available for public inspection in their entirety.

MMS is responsible for ensuring that all revenues from Federal and Indian mineral properties are efficiently, effectively, and accurately collected, accounted for, verified, and disbursed to appropriate recipients in a timely manner. These revenues amount to

more than \$4.5 billion annually. In addition to a broad range of financial services, we also operate a comprehensive compliance strategy that includes an automated compliance verification program to validate the accuracy and timeliness of revenues paid and an audit program staffed by MMS, State, and Tribal auditors.

In April 1996, we undertook a compliance reengineering initiative to examine the current compliance strategy and determine the best approach for accomplishing future goals and objectives. The principal reengineering objective was to define and implement a new compliance strategy that satisfied, in the most cost-effective manner possible, the compliance program's primary purpose of ensuring that Federal and Indian mineral property revenues were accurately and timely paid.

In August 1996, the Federal Oil and Gas Royalty Simplification and Fairness Act of 1996 (RSFA) was enacted into law. This law amended the Federal Oil and Gas Royalty Management Act of 1982, the Outer Continental Shelf Lands Act, and the Mineral Leasing Act. RSFA significantly changed many of our historical operating assumptions as well as some fundamental Federal oil and gas mineral revenue financial activities. We needed to immediately change some of our procedures and processes to implement RSFA, but we also needed to reassess our long-term strategies, our business processes, and improve and modernize our ADP systems to become more cost-effective and responsive to our customers. Therefore, we decided to conduct an in-depth reengineering of all of our core business processes.

A reengineering design team analyzed current information reporting requirements to confirm the presence of data needed to support future RMP processes. Building upon a royalty and production reporting study completed in May 1996, by the Royalty Policy Committee (RPC), the design team identified opportunities for decreasing reporting burden, avoiding data duplication, decreasing error rates, and increasing processing efficiency. They critically analyzed the information collected by each royalty and production report to determine: Is it necessary to collect this information, and how will it be used? Will this information support reengineered business processes? Can this information be obtained or utilized more efficiently?

The design team recommended incorporating the RPC recommendations including eliminating some reports, streamlining the required data elements

on other reports, and modifying some reports. The RPC estimated savings for the RMP to be in the range of 1 to 1.5 million dollars per year. If these proposals are adopted, they will significantly reduce the volume of lines reported and processed, minimize errors and related error correction workload, simplify reporting, and lower costs for both oil and gas reporters and RMP. These reporting changes (for both royalty and production) are essential to achieving an end-to-end compliance and asset management core business process. We are seeking your comments on the proposed changes presented and described below related to production reporting for Federal and Indian oil and gas properties. We consistently made these changes on the proposed reporting forms which are included at the end of this notice. In the report identification area, we renamed "Report Period" to "Production Month" and eliminated "Authorizing Name" and "Title from the report authorization area. Implementation of all proposed reporting changes is projected for September 2001

We envision that operators will have the option, for all production reporting forms, to report via user-friendly templates or Internet interfaces with pull down menus. This should be especially beneficial to the smaller operators by eliminating reporting complexity and reducing reporting time burden or the need to learn codes.

## Monthly Report of Operations, Form MMS-3160

Currently, most operators of onshore properties report their production on Form MMS-3160. Some onshore operators and all offshore operators report their production on OGOR, Form MMS-4054-A, B and C. MMS and those reporters that have production, both offshore and onshore, must currently maintain and support two separate production reporting systems. We believe it is more efficient for all parties to have one system for production reporting. Therefore, we propose that the Form MMS-3160 be eliminated and that reporters, whether their production is onshore or offshore, use the revised draft OGOR, Form MMS-4054 A & B, as further discussed below. We included a revised draft of this form at the end of this notice

# Oil and Gas Operations Report (OGOR), Form MMS-4054

The OGOR may appear to be more complex than the Form MMS–3160; however, they are quite similar. Essentially the same data elements are being collected on both forms. The

proposed OGOR eliminates several data fields currently required on the Form MMS–3160. However, under the PRA, the following elements are not on the proposed OGOR, since this information is obtained through other sources:

- -Field Name;
- —Unit Name:
- —Participating Area;
- —County Name;
- —State Code;
- —Well Location Section Qtr Qtr;
- —Well Location Township;
- —Well Location Range; and
- —Address.

Because the proposed OGOR was designed to accommodate both onshore and offshore reporting, it contains more data fields than the Form MMS–3160. However, many of these fields will either be system calculated (column totals) or will *not* be required for onshore reporters (metering points and facility numbers).

The current Form MMS–3160 identifies production disposition for only the seven most common situations preprinted on the form. All other dispositions are reported in the "Other" field, with explanations in the "Comments" field. This weakness in the form design creates a burden on industry to provide supplemental information in response to MMS system exception reports.

We propose to provide onshore reporters with the ability to select more disposition codes than currently provided on the Form MMS–3160. To keep the reporting simple, we will provide templates or Internet interfaces with pull-down menus to allow the small reporters to select the narrative response they are accustomed to reporting on the Form MMS–3160. RMP's system/software will automatically populate the appropriate two-digit disposition code.

The reporting impact will be almost transparent to the onshore reporter, and this change will allow our system to automatically resolve exceptions.

Adjustments to oil reported in inventory are also currently reported in the "Other" field on the Form MMS–3160. These adjustments will also be identified by pull-down menus for simplified reporting on the proposed OGOR. More accurate disposition data should also assist Bureau of Land and Management, Bureau of Indian Affairs, and the States in their production verification efforts.

One additional element "Product Code" will be required on the proposed OGOR-B. Due to the space limitations, the separate product volume fields that currently exist, had to be reduced to one

field. A two digit "Product Code" was added to identify the product. Values will be limited to three options, 01 (Oil/Condensate), 04 (Gas), and 30 (Water), and will be accessible by a pull-down menu.

The impact to operators using this revised format to submit information will be minimal. MMS will provide operators with a user-friendly template/ Internet interface that will guide them through completing all required data elements. Also, the few large operators that are not currently reporting on the OGOR will have the option of using the RMP template or redesigning their own system.

The OGOR is currently a three part form (OGOR-A, Well Production; OGOR-B, Production Disposition; and OGOR-C, Product Sales from Facility). We propose to adopt the RPC recommendation to reduce the well status code reported on the OGOR-A from up to 13 digits, down to 4 digits. We also propose that the data elements captured on the OGOR-C be combined with those on the proposed OGOR-B. Common elements on both will be eliminated. The resultant proposed OGOR-B will report both disposition and inventory data for a property. To make room on the proposed OGOR-B, three disposition volume columns (Oil, Gas, and Water) are consolidated into one disposition volume column. We added a two-digit Product Code column to enable RMP to continue to account for disposition volumes by product.

A main premise of the reengineering effort is to analyze all reported elements at one time, and thereby reduce the number of contacts with industry for exception resolution. To accomplish this goal, we must be able to accurately allocate volumes of processed gas and related natural gas liquids (NGLs) to the property level. The minimum data elements necessary to make these allocation calculations are GPM and Methane Mol percentage at the property level. In lieu of requesting these data elements on a separate Gas Analysis Report (GAR), we feel it is less burdensome to add these two fields to the proposed OGOR-B and instruct operators to populate these fields when the data last reported has changed. Accurate and timely reporting of these fields should eliminate the need for property operators to file a modified/ amended OGOR-B and/or a GAR, except for specific exception resolution situations.

Currently, modifications to OGOR reports are made by deleting the original reported line and adding the new line (Delete/Add Method). Some companies expressed concern that their systems are

not compatible with this process and to file a total replacement report which will overlay the original report. We propose that our reengineered system be flexible enough to allow a company to choose the modification method that best meets each company's system capabilities.

# Gas Analysis Report (GAR), Form MMS-4055

The GAR is currently used to report gas analysis data regarding the composition of OCS Federal lease gas production at the facility measurement point (FMP). It is used by lessees and gas plant operators to allocate residue gas and gas plant products to contributing properties. We propose that GPM and Methane Mol percentage be reported on the proposed OGOR-B at the property/FMP level when new samples are taken and/or the data last reported has changed. This eliminates collecting monthly GARs from the OCS property operators and removes the burden of reporting some 30-plus data elements. The GAR, in its current approved format, will only be requested on an asneeded basis when the reasonableness of residue gas and NGL allocations is in question.

## Gas Plant Operations Report (GPOR), Form MMS-4056

The GPOR is currently required from a few onshore gas plants operators and from operators that process natural gas produced from OCS Federal oil and gas properties. It is used to verify that property level volume allocations are reasonable. We propose to simplify the form in several aspects. A draft revised Form MMS–4056 is included at the end of this notice. We have eliminated the analysis section of the current report (30-plus data elements). In lieu of the analysis data, we will require two

additional data elements relative to field volumes. We added an element called "Field Btu" and will clarify that the existing Btu field is for residue gas. We also added an element called "Field Methane Mol %." Component product volumes will still be required but only for the most common components as identified on the form. That is, scrubber condensate (reported in gallons instead of barrels), natural gas liquids (Gallons), carbon dioxide (MČF), nitrogen (MCF), helium (MCF), and sulfur (Long Tons). The pressure base for all elements reported on the GPOR will be defined as 14.73 psia. We propose that the simplified GPOR be required monthly from each operator of a gas plant that processes gas produced on OCS properties. In specific instances, the GPOR may be required from onshore gas plants.

# Production Allocation Schedule Report (PASR), Form MMS-4058

The PASR is currently required only for OCS Federal properties. We propose to simplify it by removing the "Product Code" field from the Report Identification Area, by removing the "Delivered Production Volumes" column, and by removing the ''Beginning and Ending Inventory'' fields from the body of the current report. A draft revised Form MMS-4058 is included at the end of this notice. Three optional fields were added at the request of industry representatives. A one-character field to identify injector type, "Operator Facility Name/ Location," and "Operator/Area/Block" will each be optional. The number of detail lines available for reporting was also increased at the request of industry.

### **Reporting Burden**

The reporting burden for the Form MMS-3160 is currently estimated at 7

minutes per report when electronically completed and 15 minutes when manually completed. The estimate for the GAR is currently 15 minutes per report. If the Form MMS-3160 and GAR are eliminated and all onshore properties are reported on the proposed OGOR A & B, we anticipate that the reporting burden will be approximately the same as for the Form MMS-3160. As explained in this Notice, many of the data elements on the proposed OGOR are optional for onshore reporters. Additionally, static information, such as well location and reporter address which is required on the Form MMS-3160, is not required on the proposed OGOR.

The reporting burden for the current OGOR is 15 minutes when electronically completed and 30 minutes when manually completed. We believe this burden will remain unchanged if the proposed OGOR is implemented. However, allowing reporters the option to "modify" or "amend" their reports may help ease the reporting burden for some parties.

The current reporting burden for the GPOR is estimated at 30 minutes per report. We estimate that the proposed GPOR will require 3 minutes per report when electronically completed and 5 minutes when manually completed.

The current reporting burden estimate for the PASR is 15 minutes per report. We estimate that the proposed PASR will require 7 minutes per report when electronically completed and 15 minutes per report when manually completed.

Dated: February 12, 1999.

### **Lucy Querques Denett,**

Associate Director for Royalty Management.

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