

2002 ECONOMIC CENSUS Mining Sector

INFORMATION SHEETS

GENERAL INSTRUCTIONS FOR REPORTING OIL AND GAS FIELD OPERATIONS (FORM – 21101)

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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0897, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, D.C. 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0897" as the subject.

If you require an extension of time to complete this report or if there are any other questions regarding this report, please –

- Write to the U.S. Census Bureau, 1201 Tenth Street, Jeffersonville, IN 47134-0001, or
- Visit our website at www.census.gov/econhelp, or
- Call 1-800-233-6136 for toll-free assistance, 8:00 a.m. to 8 p.m., Eastern Time, Monday through Friday

Please include the 11-digit Census File Number (CFN) shown in the address box of the report form.

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.

Report all value figures in thousands of dollars, total number of hours worked by production, development and exploration workers in thousands of hours, and all electricity quantity figures in thousands of kilowatthours for the mining establishment.

WHO SHOULD REPORT?

- Every concern which operated oil and gas wells, drilled such wells for its own account, or performed exploration work for oil and gas during any part of 2002 is required to submit a separate report on form MI-21101 for each State and each offshore area. See map and instructions on page 12 for description of offshore areas. **The report should be completed by the operator of the properties, whether the operator is the owner or is operating it under lease or contract.**
- If you have not received forms to cover each State or offshore area in which your company had oil and gas field activities as an operator in 2002, call or write the Census Bureau, describing the activity at the establishments for which you are requesting forms.
- Each report should be made on a gross basis for all properties operated. Exclude data for properties in which the company only owns an interest but that were operated by others.
- If this questionnaire does not pertain to your type of activity, complete all appropriate items, such as employment, payroll, shipments, etc., of this report. Describe your activities in the Remarks section.

WHAT IS A MINERAL ESTABLISHMENT?

An oil and gas mineral establishment is defined as representing all oil and gas field activities in one State or offshore area operated by the reporting company. A limited amount of prorating or estimating is acceptable when book records are not readily available.

Offshore Operations:

- See map and instructions on page 11 and 12 of these information sheets. Complete a separate report for offshore exploration, drilling, and production operations for each of the following areas in which your company had offshore operations:
 - Alaska
 - California
 - Louisiana
 - Texas
 - Atlantic
 - Northern Gulf of Mexico (except Texas and Louisiana)
 - Pacific (except Alaska and California)

- An offshore well is one that is bottomed at, or producing from, a point that lies seaward of the coastline. In general, the term "coastline" means the line of ordinary low water along that portion of the coast that is in direct contact with the open sea and the line marking the seaward limit of inland waters.

HOW TO REPORT FOR ESTABLISHMENTS WITH NO PRODUCTION DURING 2002

Return a completed report for each of your company's oil and gas field properties that had no production during 2002. Enter "0" in item 22. Report information in the appropriate items, such as custodial employees, inventories, assets, or capital expenditures. The census includes sites under exploration and oil and gas fields under development or maintenance only.

WHAT ACTIVITIES SHOULD BE REPORTED?

INCLUDE

- Activities in one State or offshore area of concerns that operated wells or performed oil and gas field work for their own account, such as:
 - exploration for oil and gas
 - drilling and operation of wells
 - repressuring oil and gas fields and separating and emulsion breaking at field tanks
 - operation of field dehydration and pressure maintenance plants (apart from natural gas liquids plants) and lease facilities (gas lift plants, water systems, water flooding, salt water disposal, etc.)
- Receipts for services performed for others, such as:
 - exploration for oil and gas
 - drilling oil, gas, dry, and service wells; and drilling water wells for oil-field use
 - building lease tanks and running and pulling casing
 - cementing and shooting wells
 - installing production equipment and offshore platforms
- Other associated activities **when carried on primarily for oil and gas field operations** such as:
 - generating energy for oil and gas field use
 - 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 the appropriate Census of Business, Census of Manufactures, or central office or auxiliary forms
- Operation of natural gas liquids plants, pipelines, petroleum refineries, natural gas distribution systems, bulk tank stations, and filling stations

WHAT PERIOD SHOULD EACH REPORT COVER?

- Each report should cover the calendar year 2002.
- 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 2002, 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 2002, report only the part of the year that the establishment was in operation.
- If the operator changed during the year, report only for that part of the year that your company operated the establishment. Report in item 29 the appropriate information on changes in **operator** or operational status.
- Specify in the certification, item 30, the exact period that the report covers.

WHAT'S NEW FOR THE 2002 ECONOMIC CENSUS-MINING SECTOR?

- Item 5, E-Commerce Sales, Shipments, Receipts, or Revenue
- Item 7, Leased Employment and Payroll
- Item 15, line C, Other Expenses Paid by This Establishment

MULTIPLE-ESTABLISHMENT 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 coal for processing, supplies, fuels, or electric energy at the same value plus cost of freight and other direct handling charges. (See item 15.) For example, report such transfer values for crude petroleum transferred to your company's refineries and for natural gas transferred to your company's natural gas liquids plants.

DETAILED INSTRUCTIONS FOR SELECTED ITEMS

Item 3 – PHYSICAL LOCATION OF ESTABLISHMENT

Refer to the map and instructions on page 12 if this report covers offshore operations.

Item 4 – SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Part A – Value of Products Shipped

INCLUDE

- All products physically shipped from this establishment during 2002
- Receipts for services
- Value of resales
- Other miscellaneous receipts

EXCLUDE

- Freight and excise taxes
- Nonoperating income such as interest dividends, or the sale of fixed assets

Part B – Value of Products Exported

Report as exports those shipments going directly for export including shipments to foreign subsidiaries or foreign divisions of your company and their affiliates.

INCLUDE

- Shipments of your products to export firms and to other customers who export these items
- Sales to the U.S. government to be shipped to foreign nations under military and economic assistance programs
- Shipments to customers in the Panama Canal Zone, the Commonwealth of Puerto Rico, and U.S. Possessions

EXCLUDE sales to the U.S. Government overseas

Item 5 – E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

E-commerce includes the sales, shipments, receipts or revenue from any transaction completed over the Internet, Electronic Data Interchange (EDI) Network, Extranet, electronic mail (e-mail) or other online system. Transactions are agreements between the consumer/buyer and this establishment on the price and/or terms of the mineral products or services. Payment for these mineral products or services may or may not be made online.

INCLUDE

- Online orders accepted for mineral products or services
- Online orders for mineral products by other domestic establishments of your company for further processing
- Online orders accepted by the corporate office but completed by this mineral establishment
- Any agreement negotiated online, including electronic mail (e-mail), between the consumer/buyer and this establishment concerning the price and/or terms of the mineral products or services
- Telephone transactions using interactive voice response systems

EXCLUDE

- Online payments from consumers/buyers where the order or contract was not negotiated online
- Online orders for mineral products or services placed over facsimile (fax) machines or switched telephone networks

Item 6 – EMPLOYMENT AND PAYROLL

Part A – Number of employees

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
- Persons at a general office serving two or more mines if located at or near this establishment
- A **distribution** of those who work in units that serve natural gas liquids production, petroleum refining, manufacturing, wholesale, or trade operations in addition to the oil and gas fields (examples: medical staff, yard persons). 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 payrolls
- Proprietor or partners, if an unincorporated concern
- Full- or part-time employees working at this establishment whose payroll was filed under an employee leasing company's Employer Identification Number
- Those who performed work for you but were on the payroll of another employer (such as employees of contractors or subcontractors)
- Workers at manufacturing plants, company stores, boardinghouses, bunkhouses, recreational centers, and auxiliary offices

Line 1 – Number of Production, Development, and Exploration Workers

INCLUDE

- Workers (up through the working-supervisor level) engaged in services closely associated with production and development operations such as:
 - manual work
 - tool 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)
 - record keeping
 - regular maintenance and repairs

EXCLUDE

- Supervisory employees above the working-supervisor level
- Employees of contractors or subcontractors

Line 2 – 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 that are utilized as a separate workforce

EXCLUDE employees of contractors or subcontractors.

Part B – Payroll

Report the **gross earnings** paid in calendar year 2002 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.

Payroll should equal the taxable Medicare wages and tips reported on the Internal Revenue Service (IRS) Form 941, Employer's Quarterly Tax Return and definitions as described in Circular E, Employer's Tax Guide.

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
- The spread on stock options tax are taxable to employee wages

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 contractors or subcontractors who performed work for you (report such payments in item 15, line A5)

Part C – 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
- 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 6, line B 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
 - costs for training and partially subsidized housing and safety

Part D – Number of 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 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 of the type reported in item 6, line A1.

EXCLUDE

- Hours worked by employees of contractors or subcontractors
- Hours of proprietors or partners

Item 7 – LEASED EMPLOYMENT AND PAYROLL

Leased employment entails the provision of human resources and human resource management services to your establishment. Leasing companies operate in a co-employment relationship with their client businesses or organizations and are specialized in performing a wide range of human resource and personnel management duties, such as payroll accounting, payroll tax return preparation and filing, benefits administration, recruiting, and managing labor relations. The employee leasing company shares decision making with the client business relating to its human resource or personnel management role. Management accountability for the work with regard to strategic planning, output, or profitability, resides with your establishment.

INCLUDE employees provided to you by professional employer organizations and companies providing labor or staff leasing services.

EXCLUDE

- Temporary staffing obtained from a staffing service
- Contractors, subcontractors, or independent contractors
- Employees whose payroll was reported in item 6 and filed under this establishment's Employer Identification Number.

Item 10 – INVENTORIES

INCLUDE

- The value of all inventories that are attributable to the establishment's operations regardless of where the inventories are held or stored
- For multiple-establishment 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

Part A – Inventories; Crude Petroleum, including Lease Condensate

INCLUDE

- Stocks of raw products awaiting treatment or processing that were **produced** at this establishment
- Stockpiles of products ready for shipment

Part B – Inventories; Supplies, Parts, Fuels, etc.

INCLUDE cost of items to be used for extracting or beneficiating

Part C – The sum of item 10, line D, lines 1 and 2 should equal the total inventories reported in item 10, line C.

Part E

Line 1 – Amount of LIFO Reserve

LIFO reserve represents the excess of current period cost 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 12 – CAPITAL EXPENDITURES DURING THE YEAR

Report the actual capital outlays during 2002, 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 2002 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
- EXCLUDE the cost of maintenance and repairs charged as current operating expense.

Line 1 – Capital Expenditures for New and Used Buildings, Structures, Machinery, and Equipment

INCLUDE

- 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 processing plant machinery, as well as furniture and fixtures for offices, cafeterias, and change rooms
- Value of equipment produced and used at this establishment
- All production, loading, transportation, and similar equipment for use at mines
- Automobiles, trucks, and similar equipment
- Report all purchases of computers and peripheral data processing equipment
- Replacements as well as additions to new capacity
- Value of improvements and capitalized repairs to machinery and equipment including those done to assets transferred from other establishments of this company
- Expenditures at this establishment for old or existing plants and for second-hand equipment acquired from others (including U.S. Government)
- Gross book value of machinery or equipment transferred from other establishments of your company

EXCLUDE

- Company houses and general recreational facilities
- Value of land

Line 2 – Capital Expenditures for Mineral Exploration and Development

INCLUDE

- All intangible development and exploration outlays that were charged to a capital or Office of Minerals Exploration account
- Capitalized expenditures for entries, shafts, rail and other road construction, test boring, surveying, etc.
- Capitalized expenditures for oil and gas field exploration and for drilling oil, gas, dry, and service wells through completion of the well.

Item 13 – RENTAL PAYMENTS

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.

MULTIPLE-ESTABLISHMENT COMPANIES ONLY

- If this establishment is part of a multi-establishment company and the establishment maintains a tenant relationship with the parent company or one of its subsidiaries and pay "rent" for the use of either its buildings or equipment, exclude the value of this rent from item 13, Rental Payments.
- 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 13.

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.
- **Capital Leases** (as defined by the Financial Accounting Standards Board (FASB)) report:
 - consider original cost or market value of that equipment and building as a value of fixed assets. Do not report the periodic payments made to the lessor in the rental section
 - report cost (at market value) of acquisitions of building and equipment during the year as a capital expenditure
- **Operating Leases**
 - report the periodic payments made to the producer or lessor in the rental section (item 13).

Part A – Rental Payments for Buildings and Other Structures

INCLUDE rental payments for the land on which the buildings and other structures stand.

Part B – Rental Payments for Machinery and Equipment

INCLUDE rental payments for all production, loading, and transportation machinery and equipment for use at the operation.

Item 14 – MINERAL PROPERTY EXPENSES

INCLUDE

- Expenses for oil and gas development and exploration charged to current accounts, such as:
 - all supplies, machinery, equipment, parts, fuel, power, etc., used for development or exploration (whether purchased or received from other establishments of your company) and charged as current operating expenses
 - cost of maintenance and repairs associated with development or exploration activity that is charged to current accounts
- Labor costs whether on a contract basis or by your own forces associated with exploration and development
- Intangible development and exploration outlays charged to a current account

EXCLUDE lease rents.

Item 15 – SELECTED EXPENSES

Line A – Selected Production Related Costs

INCLUDE

- All materials received for consumption
- Costs chargeable to the operation whether borne by the operator or some other party holding a working interest in the property
- Items charged to both the current and capital accounts
- Items consumed during 2002 although purchased earlier
- Gas purchased from other for gas lift
- Supplies consumed for production, drilling, development, exploration, maintenance, and repair of plant and equipment, or in-plant construction
- Supplies furnished without charge to contractors or sold to employees for use on the oil and gas properties covered by this report
- Fuels and electric energy consumed, or cost of products resold
- Contract work

EXCLUDE

- Supplies received during 2002 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 and depletion 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 6 and 7)

Multiple-Establishment Companies

- If supplies, gas purchased for gas lift, 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 multiple-establishment companies on page 3**). Add freight and other direct handling charges.

Line A1 – Cost of Supplies Used, Minerals Received for Preparation, and Purchased Machinery Installed

INCLUDE

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

- bearings
- belting and screen cloth
- bolts, screws, and nuts
- brake blocks and linings
- carbon and graphite brushes
- cement
- chemical reagents
- dies, jigs, and fixtures
- drill bits and accessories
- explosives
- first aid and safety supplies
- floor gratings
- forgings and castings
- fuses
- gears and pinions
- grinding balls and rods
- hammers
- hand tools
- hardware
- headlights and lamps
- industrial diamonds
- jacks
- lubricating oils
- lumber and timber purchased
- packaging materials
- piling
- pipe and fittings
- plates and sheets
- rail and accessories
- rods and bars
- roof bolts
- stationary, stamps, and office supplies
- track accessories
- water purchased
- welding rods, electrodes, 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
- Gas purchased or rented for gas lift and repressuring

EXCLUDE services used or overhead charges. Report services performed for you by others in item 15, line A5.

Line A2 – Cost of Products Bought and Sold As Such Without Further Processing

INCLUDE

- Cost of all products bought and resold in the same condition as when purchased
- Total value of all coal resold in item 22 on the line for "Resales"

EXCLUDE oil or gas purchased for resale.

Line A3 – Cost of Purchased Fuels Consumed for Heat, Power, or the Generation of Electricity

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 item 15, line A3 and item 17. Assign commercial values to them
- Fuel used to power on-site trucks, forklifts, or motor vehicles
- Coal, coke, natural and manufactured gas, gasoline, wood, purchased steam, and all other fuels

EXCLUDE

- Gas purchased for gas lift
- Crude petroleum and natural gas produced at this establishment and used for power or heat (Report this item 17, lines 7 and 8.

Line A4 – Cost of Purchased Electricity

Report total amount actually paid or payable for electric energy purchased during 2002 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 15, line B2.

Line A5 – Cost of Mineral Contract Work Done for You by Others

INCLUDE

- Payments for supplies and equipment furnished by the contractor incidental to the contract work as well as payments to drilling contractors and subcontractors

- Payments for services of contractors and their labor forces for remedial and maintenance services, geophysical exploration, and other oil and gas operations
- An estimate of the value of the service if part of the payment to a contractor was in oil and gas produced or lease working interest

Part B – Quantity of Electricity

Report all quantities of electricity in thousands of kilowatthours.

Part B1 – Purchased Electricity

Report the quantity of electricity for which the cost is reported in item 15, line A4.

Line B2 – 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 6 and 7, and the cost of fuels used to generate electricity, in item 15, line A3 and item 17.

INCLUDE energy generated at the drilling site that was used for lighting or other purposes.

Line B3 – Electricity Sold or Transferred

INCLUDE

- Quantity of electric energy that was also included in item 15, lines B1 and B2, but was sold to other companies or transferred to other establishments of your company
- Value of electricity sold in item 22 on "All other products" line

Part C – Other Expenses Paid by This Establishment

INCLUDE

- Costs for each of these services purchased from other companies that are paid directly by this establishment
- Expenses normally considered nonproduction related costs

EXCLUDE

- Salaries paid to employees of this establishment for any of the specified services
- The cost of mining activities contracted or subcontracted to others and reported in item 15, line A5

Line C1 – Purchased; Communication Services

INCLUDE the total cost of purchased telephone, data transmission, telegraph, telex, photo transmission, facsimile (fax), paging cellular telephone, online access and related services actually paid or payable during the year.

Line C4 – Purchased; Advertising

INCLUDE costs for printing, media coverage, and other advertising services and materials.

Item 16 – SUPPLIES USED AND PURCHASED MACHINERY INSTALLED DURING 2002*INCLUDE*

- Separate figures for each item listed, unless it is an integral part of another piece of equipment and is not recorded separately. Then the item may be reported with the total cost of that equipment.
- Amounts actually paid or payable after discounts; include freight and direct charges incurred in acquiring the quantities of the listed items during 2002
- Values as described in **instructions for multiple-establishment companies on page 3** for supply items transferred from other establishments of this company

Line 1 – 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 12, line B as well as here

EXCLUDE such items as casing, tubing, and pipe, but report them in item 16, line 7.

Item 17 – FUELS USED DURING 2002*INCLUDE*

- Quantities of crude petroleum and natural gas produced and used for power or heat at the operations covered by this report in lines 7 and 8
- 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

EXCLUDE gas purchased for gas lift.

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 22 – PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 2002**Line 10 – Other Oil and Gas Field Services***INCLUDE*

- abandoning wells
- acidizing and other chemical treatment
- building rigs
- building offshore drilling islands
- cementing wells
- cleaning out, bailing out, or swabbing wells
- clearing locations
- crane work – on leases
- dirt work, oil and gas
- dredging canals and drive keyways
- drilling in, spudding in and tailing in
- drilling rat holes and mouse holes
- erecting, cleaning, repairing, or dismantling lease tanks
- excavating slush pits or cellars
- exploration, excluding geophysical mapping and surveying
- fishing for tools
- flooding and water injection
- general oil field contracting
- hydraulic fracturing
- installing production equipment
- lease maintenance
- oil and gas well shooting
- perforating well casing
- pipe testing
- plugging wells
- reworking wells
- rolling pipe, leveling, etc.
- roustabout work
- running, cutting, and pulling casing, tubes or rods
- saltwater disposal systems
- sandblasting pipelines
- servicing wells
- vacuum truck service
- water well drilling (on leases)
- well surveying and well logging

Item 3 – PHYSICAL LOCATION OF ESTABLISHMENT

If this establishment covers offshore operations, refer to the instructions and map on the next page, and mark (X) the appropriate offshore area in item 3.

State offshore includes the areas extending from the coastline up to 3 geographical miles distance except for Texas and Florida, which extend 3 marine leagues from the coastline in the Gulf of Mexico.

INCLUDE with Alaska, Louisiana, Texas, and California offshore, operations on all those State offshore leases and all Federal offshore leases defined by the State plane coordinate systems.

For **Florida**, both State and Federal offshore areas are differentiated into either Northern Gulf of Mexico or Atlantic waters.

Alaska Offshore

INCLUDE

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

California Offshore

INCLUDE

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

Louisiana Offshore

INCLUDE

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

Texas Offshore

INCLUDE

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

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

Northern Gulf of Mexico Offshore

INCLUDE

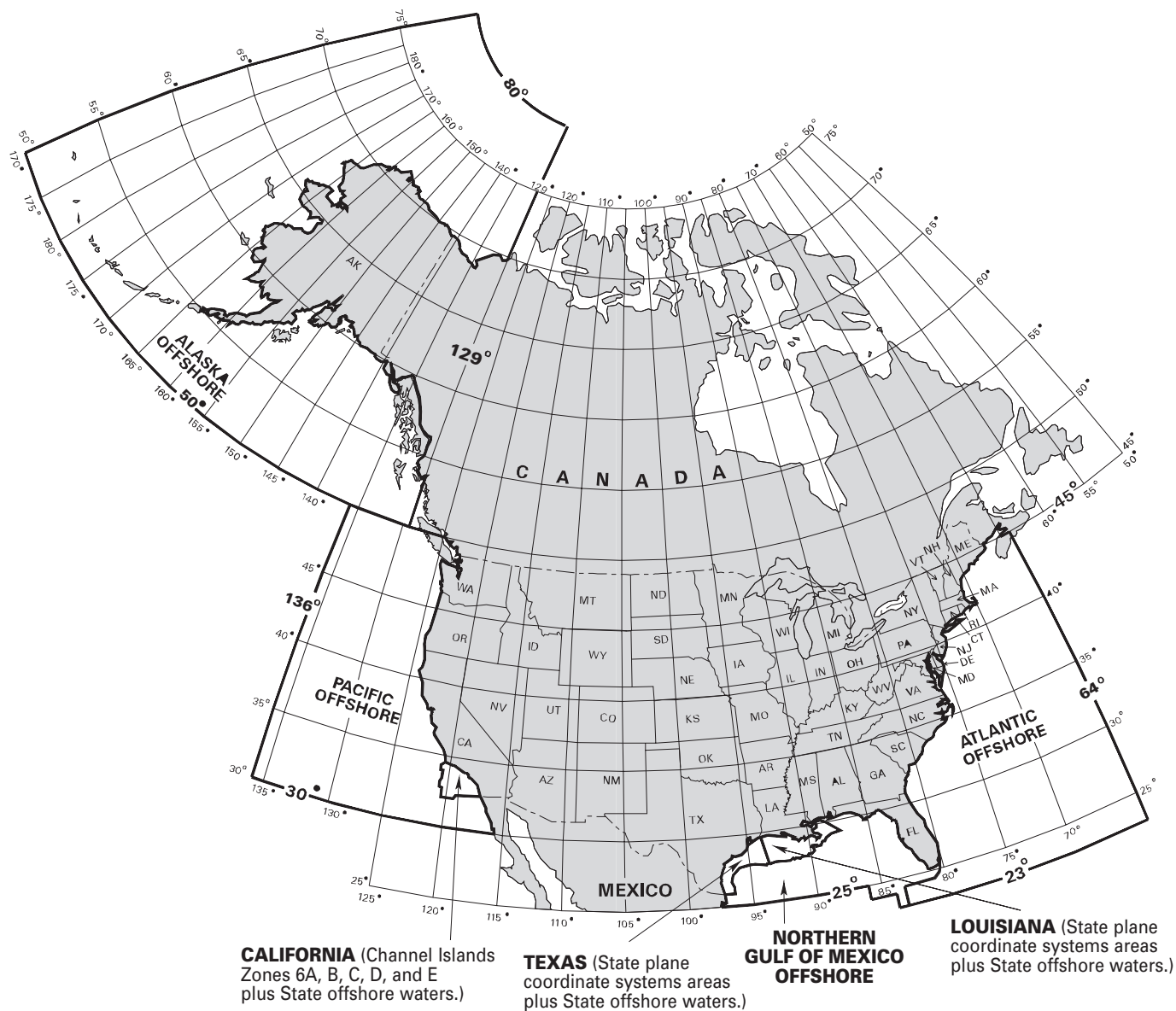
- Northern Gulf of Mexico Federal Areas defined by the Universal Transverse Mercator Coordinate System (including areas generally South of the State plane coordinate systems of Louisiana and Texas)
- Mississippi State
- Alabama State
- Florida State Atlantic

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.