

**UNITED STATES DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE
PACIFIC OCS REGION**

NTL No. 2009-P05

Effective Date: December 16, 2009

Expiration Date: December 15, 2014

**NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL AND GAS LEASES
IN THE PACIFIC OUTER CONTINENTAL SHELF REGION**

Production Measurement and Verification Program Submittals

This Notice to Lessees and Operators (NTL) supersedes NTL's 98-04 (Gas Volume Statement Requirements), 98-10 (Liquid Royalty Management Facilities), and 2004-P01 (Production Measurement and Verification Program Submittals). The handbook referenced in NTL 98-10 has not been updated, and will no longer be referenced. The material in the handbook is covered in the American Petroleum Institute (API) Manual of Petroleum Measurement Standards. The pertinent sections of that API manual are incorporated by reference at 30 CFR 250.198(e).

This NTL provides a summary of the reporting requirements for submittals made to satisfy the regulations at 30 CFR 250, Subpart L, Oil and Gas Production Measurement, Surface Commingling, and Security (30 CFR 250.1202 – 250.1204).

Submittal	Time Frame	Regulation
Liquid measurement and allocation plan, including liquid hydrocarbon royalty meters (Include service fee as listed in § 250.125.)	Before commencing liquid hydrocarbon production or making changes to previously approved measurement procedures	30 CFR 250.1202 (a)
Run tickets for oil measurement	Within 15 days after the end of the month	30 CFR 250.1202(c)
Liquid hydrocarbon royalty meter proving reports	Within 15 days after the end of the month	30 CFR 250.1202(d)
Prover calibration	Within 15 days after calibration	30 CFR 250.1202(f) and (g)

This NTL can be found on our Website at:
<http://www.mms.gov/omm/pacific/offshore/ntls/ntlilist.htm>

Submittal	Time Frame	Regulation
Gas measurement and allocation plan (Include service fee as listed in § 250.125.)	Before commencing gas production or making changes to previously approved measurement procedures	30 CFR 250.1203(a) and (b)
Gas volume statements	Within 15 days after the end of the month (as requested by Regional Supervisor)	30 CFR 250.1203(b)(8)
Gas processing plant allocation statements	Within 15 days after the end of the month (as requested by Regional Supervisor)	30 CFR 250.1203(e)
Surface commingling of production application (Include service fee as listed in § 250.125.)	Before commencing commingling of production or making changes to previously approved commingling applications	30 CFR 250.1204(a)

Please note that run tickets and proving reports must contain all of the data specified in 30 CFR 250.1202-250.1204. Include the name, e-mail address, telephone number, and fax number of your contact person should we have questions about your submittals.

The preferred method of document submittal is by e-mail. Please submit electronic copies (.pdf format preferred) of run tickets, proving reports, and gas volume statements to pacificproductionverification@mms.gov. Applications for approval of liquid or gas measurement plans, surface commingling of production, and all other production measurement and verification issues should also be submitted to pacificproductionverification@mms.gov.

If you are unable to submit electronic copies, please mail them to the following address:

Minerals Management Service
Pacific OCS Region
Office of Production, Development, and Resource Evaluation
Attention: Regional Supervisor
770 Paseo Camarillo
Camarillo, CA 93010

This NTL can be found on our Website at:
<http://www.mms.gov/omm/pacific/offshore/ntls/ntlist.htm>

If neither of these two options is available to you, please fax the documents to the following number: (805) 389-7737.

You may contact us to discuss any aspect of this NTL by e-mailing pacificproductionverification@mms.gov or calling the Regional Supervisor for the Office of Production, Development, and Resource Evaluation at (805) 389-7705.

Guidance Document Statement

The MMS issues NTL's as guidance documents in accordance with 30 CFR 250.103 to clarify, supplement, and provide more detail about certain MMS regulatory requirements and to outline the information you provide in your various submittals. Under that authority, this NTL sets forth a policy on and an interpretation of a regulatory requirement that provides a clear and consistent approach to complying with that requirement. However, if you wish to use an alternate approach for compliance, you may do so, after you receive approval from the appropriate MMS office under 30 CFR 250.141.

Paperwork Reduction Act of 1995 Statement

The collection of information referred to in this notice provides clarification, description, or interpretation of requirements in 30 CFR 250.1202-1204, Subpart L. The Office of Management and Budget (OMB) approved the information collection requirement in these regulations and assigned OMB control number 1010-0051. This notice does not impose additional information collection requirements subject of the Paperwork Reduction act of 1995.


Ellen G. Aronson
Regional Director
Pacific OCS Region

12.16.09
Date