

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

NTL No. 2006-P04

Effective Date: December 18, 2006

NOTICE TO LESSEES AND OPERATORS (NTL) OF FEDERAL OIL AND GAS LEASES  
IN THE OUTER CONTINENTAL SHELF, PACIFIC OCS REGION

**Well Records Submittal**  
**Elimination of Paper Copy Data Submittals**

This NTL supersedes NTL No. 98-11. In this NTL, the MMS Pacific OCS Region (POCSR) redefines the procedures on how lessees/operators submit well records required by 30 CFR 250.468 and 469, clarifies the specific well records you must submit, the required submittal dates of the various well records, and the correct locations where you must send these well records.

Additionally, the intent of this **NTL is to eliminate the submittal of all paper copies of well log data to MMS and its logging contractor A2D Technologies**, as well as paper copies of other borehole data submitted to MMS. The POCSR encourages direct submission of the data by the acquiring service company.

MMS collects, verifies, and stores data by the well's unique 12-digit American Petroleum Institute (API) number we assign. MMS POCSR uses the data collected to make informed regulatory decisions based on your timely submittal of complete and accurate well records. We define "**submittal date**" as the original date the data are due to the appropriate office. This NTL applies to all wells that reach total depth on or after the effective date of this NTL.

**I. Well Records To Submit**

According to § 250.468(a), "you must submit copies of logs or charts of electrical, radioactive, sonic, and other well-logging operations; directional and vertical-well surveys; velocity profiles and surveys; and analysis of cores to MMS." MMS may also require additional well reports and records of operations (§ 250.469). Under these authorities, the well records that you must submit to MMS include the following:

**A. Well Log Data**

**1. Log Curve Requirements:** Submit the following curve types and log images in final form, if the data were obtained in the **open-hole** portion of a wellbore, sidetrack, or bypass:

• Acoustic or Sonic	• Bulk Density	• Caliper
• Conductivity	• Density Correction	• Dipmeter (computed)
• Gamma Ray	• Resistivity/Induction	• Spontaneous Potential
• Magnetic Resonance	• Mudlogs	• Neutron
• Tension	• Porosity	• Borehole Image

• Equivalent circulation density	• Rwa	• Temperature
• Formation Tester*	• Rate of Penetration	• Photoelectric
• Slide Indicator		

\* Formation Tester is considered any logging tool that collects pressure data and/or fluid samples from the borehole. All log images, pressure gradient plots, and preliminary sample analysis must be submitted. All subsequent detailed reports (i.e., PVT Analysis) generated from the samples collected from the borehole must be submitted in a timely manner (see Attachment 1).

Submit all of the above mentioned log curve types associated with the following generic log type, including:

- Measurement or logging while drilling (MWD/LWD),
- Wireline well logs, and
- High-resolution data, if acquired.

Attachment 1 of this NTL identifies the specific locations to send the digital data.

*Note that you do not submit digital data to A2D Technologies for Formation Tester, Magnetic Resonance, Borehole Image, Computed Dipmeter, and Mudlogs. You will be required to submit an image file for these types of logs to A2D Technologies. You do not need to submit well log data for workover or recompletion operations to MMS POCSR unless requested for a specific well.*

Although API Recommended Practice (RP) 31A, *Standard Form for Hardcopy Presentation of Downhole Well Log Data*, is not incorporated by reference in MMS regulations, you may use it for guidance on providing complete and accurate well information.

If the original presentations are generated specifically in color (e.g., NMR, borehole imaging), submit color images. Include MWD/LWD, wireline generated well logs, and mudlogs. Consistent with current practice, you need to submit field prints and/or cased-hole logs only in special circumstances, as requested by MMS POCSR.

We encourage direct submittal of the completed log data set from the acquiring service company.

**2. Well Log Image File: This NTL changes the requirement of submitting two paper copies to submitting one image file format.** Submit image files of composite logs comparable to the digital curve data submitted. If logging data from more than one logging vendor are collected in a borehole, you may submit either: an image of the logging data from all vendors composited into a single set of logs or a set of images of the composited logs from each individual vendor. Detailed 5-inch image logs must be composited, but individual runs do not need to be spliced.

For all vertical wells, as defined in § 250.461, submit image files for:

- Measured depth (MD) 1-inch correlation and 5-inch formation evaluation logs and
- Any additional scales you obtained.

For all non-vertical wells, as defined in § 250.461, submit image files for:

- True vertical depth (TVD) 1-inch correlation and 5-inch formation evaluation logs,
- Measured depth (MD) 1-inch correlation and 5-inch formation evaluation logs, and
- Any additional scales you obtained.

**Image File Formats** – if the original log is in color, then the submitted image file must also be in color.

(a.) The following image file formats are preferred:

**Computer Graphic Metafile (CGM) version 1-4**

**Baker Metafile**

**Schlumberger PDS** (PDS files are usually for one logging run; any borehole with multiple runs should submit composited file format)

**Halliburton CGM**

(b.) If the above formats are not available, then submit the image file in the **Tag Image File Format (TIFF)** with the following specifications:

Black and White Images

- Header tags as per TIFF standard
- Resolution – 200 dpi
- Compression – CCITT group IV
- Tiling – No

Color Images

- Header tags as per TIFF standard
- Resolution – 200 dpi
- Palette color – 256 colors
- File format LZW Compressed TIFF
- Tiling - No

Clearly label each well log image with its associated API number, bottomhole lease number, well name, well name suffix, log type, scale and depth domain (MD or TVD). ***Do not submit additional image copies, field print images, or images of separate interim runs unless requested by MMS POCSR.***

**3. Digital (Vector) Well Log Data:** Submit composite digital curve data (one value per curve for each depth value) in the Canadian Well Log Society Log ASCII Standard (LAS), Version 2.0 format, Digital Log Interchange Standard (DLIS) or Log Interchange Standard (LIS) format. Ensure that the curve data are in an MD composite layout, including full headers for each wireline and MWD/LWD logging run and curve description for all curves. Ensure that all required log curves (I.A.1) represented on the log image file are included in the digital curve file. If you collect logging data from more than one logging vendor in a single borehole, submit a separate set of composited log curves from each individual vendor. **Do not splice digital curves from different vendors to form a set of composited log curves.**

(a) Full header information, including the following:

• the 12-digit API number	• well name suffix
• bottomhole lease number	• the bottomhole area and block
• well name	

(b) Information for each tool run, including the following:

• borehole fluids	• depth interval
• mud	• filtrate resistivity and temperatures
• casing information	• bottomhole or maximum recorded temperature

(c) Logging tool parameters (matrix values), position of logging tool (i.e., centered or eccentric), and logging engineer's comments; and adequate curve description and

(d) Tool-specific and service provider-specific curve and parameter mnemonics (names and abbreviations) maintained as originally acquired.

## B. Directional Surveys

Submit one digital copy of the final composite directional survey. See NTL 2004-N03 for digital Directional Survey format.

- Submit these survey results on CD ROM coded in ASCII.
- According to § 250.461(d)(2), "You must correct all surveys to Universal-Transverse-Mercator-Grid-north or Lambert-Grid-north after making the magnetic-to-true-north correction."

***Do not submit copies of separate interim runs to MMS POCSR. Send final composites only. If your use of more than one vendor prevents the consolidation of the separate surveys within a well, submit the final composite survey from each vendor.***

We encourage direct submittal of the completed survey from the acquiring service company.

## C. Velocity Profiles and Surveys

### 1. Vertical Seismic Profiles

Submit the results from *all borehole seismic data* (in cased or uncased holes), as well as concurrently run directional surveys for *both vertical and directional* wells, if different from directional surveys generated in paragraph B above. Submit *digitally* recorded data on CD or DVD ROM in industry standard formats (LAS, DLIS, ASCII, CGM, TIFF, JPG, SEGY, DOC), to include but not limited to:

- the Normal Incidence VSP;
- the Acoustic Log Calibration Report;
- final VSP and Corridor stacks for 2D data and final stacked and migrated volume for 3D VSP data;
- the composite plot with VSP, Corridor stacks, synthetic seismogram, and well logs;

- any referenced information within the report correlative with the acquisition, such as 2-way time indexed depths and velocities, survey parameters, digital images, and computed survey data and directional; and
- if acquired, MMS format time/depth pairs.

We encourage direct submittal of the completed survey from the acquiring service company.

## **2. Velocity Surveys (Time-Depth Pairs/Checkshots)**

Submit one digital copy on CD or DVD ROM's coded in ASCII (see Attachment 2 of this NTL in MMS format). The report should include or be annotated with the following:

- API number,
- well name and number,
- well name suffix,
- contractor or service provider,
- contact name (phone number or e-mail address).

*Note that the digital format has been modified to expand the columns for True Vertical Depth and One-Way Travel Time from 5 to 8 to include two decimal places for each column.*

We encourage direct submittal of the completed survey from the acquiring service company.

## **D. Analysis of Percussion Sidewall Cores, Wireline Formation Tests, and Drill Stem Tests**

If you conduct any of the following:

- percussion sidewall core analysis or equivalent,
- wireline formation tests - include any logs (summary logs are acceptable) and associated lab results,
- drill stem tests.

Submit one copy of the percussion sidewall core, wireline formation tests, and drill stem tests reports in the original digital format (i.e., WordPerfect, Word, Excel, Lotus 1-2-3). Any data acquired in a log format should be submitted as a log image.

We encourage direct submittal of the completed percussion sidewall core analysis, wireline formation tests, and drill stem tests from the acquiring service company.

## **E. Geochemical Analyses/Reports and Information**

Submit one copy of the Geochemical Analyses/Reports and Information in the original digital format (i.e., WordPerfect, Word, Excel, Lotus 1-2-3, JPEG, CGM, TIFF) if you conducted any geochemical analyses/reports, including internal company or external contractor interpretation reports on:

- cuttings,

- sidewall or conventional cores, and
- fluid samples from the well.

The term “sample” encompasses:

- hydrocarbon gases, specifically methane through pentanes and C6+ hydrocarbons;
- non-hydrocarbon gases (carbon dioxide, hydrogen sulfide, argon, helium, and radon);
- any liquid hydrocarbons such as condensate, crude, and bitumen encountered by the well in cuttings or shows and from any other well sampling or fluid testing.

The analyses, reports, and interpretations to be submitted include, but are not necessarily limited to, the following types of data:

• total organic carbon	• polynuclear aromatic hydrocarbons
• rock-eval pyrolysis	• stable isotope analyses of carbon & hydrogen
• thermal chromatography-gas chromatography	• compound-specific isotope ratio mass spectrometry
• bulk pyrolysis & hydrous pyrolysis	• isotope ratio mass spectrometry
• gas chromatography	• kerogen isolation & bitumen separation
• pyrolysis/gas chromatography	• organic petrography
• complete saturated biomarker & aromatic hydrocarbon analysis by GC MS	• vitrinite reflectance
	• elemental analysis of kerogen

In addition, submit all data and reports on geochemical characterization of produced oils, including:

- all whole-oil GC, GC MS on oils,
- SARA (or SARA),
- isotopes on the fractions,
- molecular and isotopic analyses of C1-C5 hydrocarbons metals data, and
- any other geochemical data used from production samples intended for reservoir characterization studies.

We encourage direct submittal of the Geochemical Analyses/Reports and Information from the acquiring service company.

## **F. Detailed Paleontological Reports and Information**

As soon as the final and/or revised paleontological information and/or data become available to you, submit one copy in digital format of the entire, detailed paleontological report(s), chart(s), striplog(s), checklist(s), and any other paleontological records. In certain situations, the Region may require the submittal of preliminary or interim reports. Include the following:

- the range of samples taken,
- a sample analysis identifying fossils and lithology by MD,
- a summary and interpretation (based on identification of foraminifera, nannofossils, or other microfossils) of all biostratigraphic markers, zones, tops, or local markers,

- a description of paleontological ecological zones with water depth at the time of deposition (e.g., Middle Shelf/Neritic 20-100 meters, Outer Shelf/Neritic 100-200 meters),
- sequence analysis interpretations based on histograms of faunal abundance,
- identification of all rock units by depth to the top of relative chronostratigraphic stages (e.g., Upper Pleistocene, Middle Miocene, or Lower Oligocene),
- a biostratigraphic chart noting the relative ages of the biostratigraphic zones you used in the detailed paleontological reports.

Submit one copy of the detailed paleontological report in the original digital format (i.e., WordPerfect, Word, Excel, Lotus 1-2-3, JPEG, CGM, TIFF). We encourage direct submittal of the detailed paleontological report from the acquiring service company.

**G. Detailed Analysis of Rotary Sidewall and Conventional Cores/Reports and Information**

As soon as the final and/or revised conventional core reports and/or data become available to you, send one digital copy of the entire, detailed report. Such reports include, but are not limited to, the following:

• standard analyses for porosity, permeability, and water saturation	• compaction analyses
• capillary pressure studies	• laser grain size analyses
• scanning electron microscopy	• stressed brine porosity and permeability analyses
• thin section description, analysis, and interpretation	• rock mechanic studies
• x-ray diffraction analyses	• water extraction and core gamma logs
	• core photos

In addition, provide one copy of any studies you performed on the core(s) for the purpose of describing and characterizing the reservoir architecture through detailed stratigraphic or depositional analyses. In certain situations, the Region may require the submittal of preliminary or interim reports.

Submit one copy of the rotary sidewall and/or conventional core reports in the original digital format (i.e., WordPerfect, Word, Excel, Lotus 1-2-3, JPEG, CGM, TIFF). We encourage direct submittal of the Reports from the acquiring service company.

**H. End of Operations Report (Form MMS-125) and Attachments**

Pursuant to § 250.465(a), you must submit an End of Operations Report (Form MMS-125) and the required attachments.

**I. Additional Information**

Pursuant to § 250.469(d), MMS POCSR may require that you submit additional well reports or records for a specific well(s).

## **II. When to Submit Well Records**

Operators should submit one copy of the digital data on a CD or DVD in a **Read-Only** format. Each CD or DVD should be properly labeled with the Area, Block, OCS Lease, Well Number, Well Suffix, API, and the data type (i.e., Paleo Report, Conventional Core Report, Vertical Seismic Survey, etc.). An index file listing the files on the CD or DVD should be included. (See Attachment 3.)

The MMS POCSR recognizes that you need adequate time to submit complete and accurate well records. If you request it, MMS POCSR may grant you a departure under § 250.142 for a new required date for submitting the data pertaining to that wellbore. Well records are divided into four groups for the timely submittal of the data.

### **A. Well Log Data, Directional Surveys, Velocity Surveys, Analyses of Percussion Sidewall Cores, Wireline Formation Test Logs, and Drill Stem Tests**

Submit:

- well log data,
- directional surveys,
- velocity surveys (time/depth pairs),
- percussion sidewall analysis of cores,
- wireline formation tests logs (summary log), and
- drill stem tests (initial report),

within 30 days of the “Date Operations Completed” of the last logging run (MWD/LWD or wireline) that you report in Item 13 of the Well Activity Report (Form MMS-133) for each 12-digit wellbore, sidetrack, and/or bypass.

The MMS POCSR recognizes that in certain situations (e.g., hole or mechanical problems) it is not practical to submit individual sidetrack or bypass data for short penetrated intervals. In those cases, you may request a departure from us by FAX or e-mail for the timely submittal of such data. If you request it, MMS POCSR may grant you a departure under § 250.142 for a new required date for submitting the data pertaining to that well.

### **B. Detailed Paleontological, Detailed Rotary Sidewall and Conventional Core Analyses, and Vertical Seismic Profile Reports and Information**

For each wellbore in which these data were collected, submit:

- detailed paleontological reports and information,
- detailed rotary sidewall and conventional core analyses/reports and information, and
- detailed vertical seismic profile reports,

no later than 90 days after the “TD DATE” you report in Item 10 of the Well Activity Report (Form MMS-133). If you request it, MMS POCSR may grant you a departure under § 250.142



for a new required date for submitting the data pertaining to that wellbore. Submit these well records when the report is completed, even if the report is generated by you and/or third party (i.e., academia, non-lessee partners and/or consultants) years after the wellbore is completed.

### **C. Geochemical Analyses and PVT Analysis of Fluid Samples**

For each wellbore in which these data were collected, submit geochemical analyses and/or PVT Analysis of Fluid Samples no later than 120 days after the “TD DATE” you report in Item 10 of the Well Activity Report (Form MMS-133). Submit these well records when the report is completed, even if the report is generated by you and/or third party (i.e., academia, non-lessee partners and/or consultants) years after the wellbore is completed.

### **D. End of Operations Report (Form MMS-125)**

For each wellbore, submit an End of Operations Report (Form MMS-125) and all its attachments no later than 30 days after the “END DATE” you report in Item 10 of the Well Activity Report (Form MMS-133).

The MMS POCSR uses the Well Activity Report (Form MMS-133) to track well activity; therefore, it is crucial that you submit a complete and accurate report to the MMS POCSR California District Office in a timely manner. We will treat delinquent and/or incomplete reports in the same manner as delinquent and/or incomplete well data, and such violations may result in MMS POCSR pursuing an appropriate remedy such as issuing an Incident of Noncompliance (INC).

The MMS POCSR may request that you submit well logging data, directional surveys, velocity profiles and surveys, percussion sidewall analyses of cores, wireline formation tests, and drill stem tests before the 30-day limit when we determine that circumstances warrant such action. We may also request that you submit preliminary reports of analytical data, namely:

- geochemical analyses/reports and information,
- PVT analyses of fluid samples,
- detailed paleontological reports and information,
- detailed rotary sidewall core analysis and information, and
- detailed conventional core analysis and information,

before the 120/90-day limit when we determine that circumstances warrant such action.

### **III. Where to Submit Well Records**

Operators will submit digital well log records for all wells (12 digit API number) that have reached total depth on or after the effective date of this NTL, to the following Agent:

**A2D Technologies  
1010 Common Street  
Suite 2040  
Attn: MMS Well Records**

**New Orleans, LA 70112**  
**Office telephone: (504) 524-3450**  
**Fax: (504) 524-3454**

Submit complete sets of documents and data to the appropriate designated locations. Attachment 1 of this NTL provides a “Well Records Submission Summary” for an overview of the various well records, including which entity receives which well records and the addresses and contact numbers of the MMS POCSR (Office of Reservoir Evaluation and Production and California District Office) and A2D Technologies. We strongly recommend that you provide a transmittal letter when you submit any well records. This transmittal should contain the following information:

- Operator’s Name,
- Operator’s Contact Name and Telephone Number,
- Bottomhole Location: Area/Block/Lease/Well Name and Number/API Number,
- Date Well Records Sent,
- Detailed List of Well Records.

It is your responsibility to ensure that MMS POCSR and A2D Technologies receive all well data and information within the specific periods. If we notify you of delinquent data, we will initiate an appropriate remedy, such as issuing an Incident of Non-Compliance (INC). If you choose to use a third party to submit well data, it remains your responsibility to ensure that the data are timely received by MMS POCSR and A2D Technologies. Realizing that you may need time beyond the specified deadlines to prepare unique data or information, we will address the submission of such on an individual basis. We will address INC’s issued by MMS POCSR for the delinquent data submittal at your yearly performance review or through other appropriate and timely measures.

#### **IV. Well Naming and Numbering**

Show the API Number and well name assigned by the MMS POCSR District Office on all well records you submit to us. You can find these on the approved Application for Permit to Drill (Form MMS-123)

**Paperwork Reduction Act of 1995 Statement:** The collection of information referred to in this NTL provides clarification, description, or interpretation of requirements contained in 30 CFR 250, subparts A and D. The Office of Management and Budget (OMB) approved the information collection requirements and assigned OMB Control Numbers 1010-0114 (subpart A) and 1010-0141 (subpart D). This NTL does not impose additional information collection requirements subject to the Paperwork Reduction Act of 1995.

**MMS POCSR Contact:** If you have any questions on this NTL, you may contact **Frank Victor** by e-mail at **frank.victor@mms.gov** or by telephone at (805) 389-7748.

*ORIGINAL SIGNED BY*

*on 12/14/2006*

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Ellen G. Aronson  
Regional Manager

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Date

Attachments

# Attachment 1

## Well Records Submission Summary

<b>Record types to be submitted to the Minerals Management Service Pacific OCS Region and A2D Technologies.</b>	MMS Pacific		A2D	Submit required information within:
	OREP	District		
Image File of the Final Composite Well Logs Comparable to the Digital Copy.			<b>X</b>	30 days after "DATE OPERATIONS COMPLETED" on Form MMS-133
Image File of the Final Composite Borehole Image, Magnetic Resonance, Computed Dipmeter, Formation Tester Logs and Mudlogs.			<b>X</b>	30 days after "DATE OPERATIONS COMPLETED" on Form MMS-133
Digital Copy of the Final Composite Well Log.			<b>X</b>	30 days after "DATE OPERATIONS COMPLETED" on Form MMS-133
One Digital Copy of the Final Composite Directional Survey.	<b>X</b>			30 days after "DATE OPERATIONS COMPLETED" on Form MMS-133
One Digital Copy of the Final Composite Velocity Survey.	<b>X</b>			30 days after "DATE OPERATIONS COMPLETED" on Form MMS-133
One Digital Copy of Percussion Sidewall Core Analysis Reports, Wireline Formation Tests Results, and Drill Stem Test with Index File*.	<b>X</b>			30 days after "DATE OPERATIONS COMPLETED" on Form MMS-133
One Digital Copy of the Final Vertical Seismic Profile Report with Index File*.	<b>X</b>			90 days after "TD DATE" on Form MMS-133
One Digital Copy of Detailed Paleontological Reports with Index File*.	<b>X</b>			90 days after "TD DATE" on Form MMS-133
One Digital Copy of Detailed Conventional Core or Rotary Sidewall Core Analysis Report with Index File*.	<b>X</b>			90 days after "TD DATE" on Form MMS-133
One Digital Copy of the Final PVT or Fluid Sample Analysis Report with Index File*.	<b>X</b>			120 days after "TD DATE" on Form MMS-133
One Digital Copy of Geochemical Analyses and/or Reports with Index File*.	<b>X</b>			120 days after "TD DATE" on Form MMS-133
One Public Information Copy and Three Complete Copies of the End of Operations Report (Form MMS-125)		<b>X</b>		30 days after "END DATE" on Form MMS-133

Index File\* – See Attachment 3

**Addresses**

**Minerals Management Service**

Pacific OCS Region (MS 7000)  
770 Paseo Camarillo  
Camarillo, Ca 93010

Phone: (805) 389-7700 – Main Operator  
Fax: (805) 389-7737

**Office of Reservoir Evaluation and Production (OREP)**

Use above address  
Phone (805)-389-7707  
Fax (805-389)-7735

**MMS District Office**

**California District (MS 7200)**

use above address  
Phone: (805) 389-7775  
Fax: (805) 389-7784

**A2D Technologies**  
**1010 Common Street**  
**Suite 2040**

**Attn: MMS Well Records**  
**New Orleans, LA 70112**  
**Office telephone: (504) 524-3450**  
**Fax: (504) 524-3454**

**A2D Technologies** is contracted by MMS to verify and store digital Wireline/ MWD/LWD well log data on behalf of MMS as per 30 CFR 250.468(a).

## Attachment 2

### *Velocity Surveys Digital Exchange Format*

#### *Definition of terms*

1. A record consists of 80 bytes, including the carriage-return and line-feed (HEX 'ODOA').
2. A file is a group of header records and data records physically separated by an inter-record gap (a blank record) and terminating with a control Z (HEX '1A').

#### *Specifications for digital reporting of data on diskette or compact disc*

1. Suitable for any IBM PC computer or compatible.
2. Compact Disk.
3. ASCII mode standard.
4. A file cannot span multiple compact discs.
5. A compact disc may contain numerous velocity surveys.
6. The CD/DVD label should identify each wellbore with a 12-digit API number, Lease Number, Well Name/Number, and Well Name Suffix.
7. The label should identify the name, address, and telephone number of the person to contact should problems occur when the data are loaded.

#### *Subdivision of contents*

1. A velocity survey will contain header record(s), data record(s), and terminate with an end-of-file marker.
2. Header records should precede the first data record in the file. There should be a set of header records for each borehole with a unique 12-digit API number.
3. As many data records as necessary may be used within a file.

#### *Format for headers*

The header records should be in a format that consists of the following items. Identify each header record with an "H" as the first character of the record, a blank space, then followed by the relevant data. There should be a set of header records for each borehole with a unique 12-digit API number. Header lines should not exceed 80 columns (characters). Also, enter a <carriage return> after the last column used in each header record in lieu of blank spaces.

#### **Header #1 - This is a mandatory formatted first header record.**

1. Header Record ID - The letter H to identify the record as a header record in

column 1 followed by a space in column 2.

2. API Number (12 numeric characters available beginning in column 3) - The 12-digit unique identifier to a wellbore assigned by the MMS District office. The full 12-digit identifier that identifies the well and the wellbore, as prescribed by the American Petroleum Institute D-9 Committee, appearing in Bulletin D-12 published April 1966. This data element occupies columns 3 through 14, followed by a space in column 15.
3. Date Survey Conducted (6 numeric characters available beginning in column 16) - The year, month, and day (in format YYMMDD) the final survey was conducted. This data element occupies columns 16 through 21. End with a <carriage return>.

An example header record on line 1 would read: **H 608123456701 980113**<carriage return>

### Optional header records

In addition to the mandatory, formatted first header record, it is strongly recommended that other relevant information pertaining to the conditions under which the survey was conducted be included in the header section. Examples of other header records are

**Type of Survey** - The method used to conduct the velocity survey, e.g., Borehole seismic analysis, seismic acquisition tool, vertical seismic profile, etc.

Example: **H Survey Type Check Shot**<carriage return>

**Contractor** - The name of the company (up to 78 characters beginning in column three) that conducted the survey.

Example: **H Marine Surveys**<carriage return>

**Total Depth of Well** - The total measured depth of the well in feet.

Example: **H TD 13700**

Other recommended record headers would include the following:

- Area Code of the block at the bottomhole location (2 characters in format AA);
- Block Number of the block at the bottomhole location (6 characters in format ANNNNA);
- Bottomhole Lease Number (6 characters in format ANNNNN);
- OCS lease number assigned to the well by MMS to the lease that occupies the bottomhole location of the borehole (5 characters in format NNNNN);
- Well Name/Number (5 characters);

- Well Name Suffix (8 characters in format AANNAANN) - The name submitted that identifies the borehole as a sidetrack (e.g., ST01BP00) or bypass (e.g., ST01BP01). The original borehole suffix would be stated as ST00BP00.

An example header record containing these items would read:

H HI 999 G99999 SD001 ST01BP00 <carriage return>

### *Format for data records*

Each survey data record should contain information recorded at a given measurement point in the wellbore. Provide a data record for each measurement point. Arrange survey data records beginning from surface to the bottom of the wellbore.

Item	Column	Format	Description
1.	1-8	NNNNN.NN	<b>TVD:</b> The vertical distance, in feet, from sea level to the measurement point. Use a zero in column 1 when the depth is less than 10000 feet. Spaces or commas should not be used.
2.	9-16	NNNNN.NN	<b>One-Way Travel Time:</b> The one-way vertical travel time in milliseconds, corrected to sea level.
3.	17-80		Unused space for future use.

### *Complete file format recommended for velocity surveys*

H NNNNNNNNNNNN (API #) YYMMDD (Date Velocity Run)  
 H Type of Survey  
 H Survey Company  
 H Total Depth  
 H Area Code, Block#, Lease#, Well Name, Well Name Suffix

Data Records – (Depth) NNNNN.NN (One-Way Travel) NNNNN.NN

### *Generic example of the format for velocity surveys*

H 608123456701 980113  
 H Check Shot  
 H Marine Surveys  
 H HI 999 G99999 SD001 ST01BP00

00119.3300023.44  
 08881.3301233.44  
 09381.3301287.44  
 09881.3301338.44  
 10271.3301378.44



### Attachment 3

#### Index format for digital data submitted on CD or DVD ROM.

All digital data files for Core Analysis, Fluid Sample Analysis, Geochemical Reports, Paleontological Reports and Velocity/VSP Surveys submitted on CD or DVD ROM must have an index file in a spreadsheet format identifying the following information:

Example File									File Name
API Number	Lease	Well	ST	BP	Area	Block	Data Type	Description of File	w/Extension
177000000000	G00123	001	00	00	AA	123	Core Analysis	Rock Properties	rockprop.xls
177000000000	G00123	001	00	00	AA	123	Core Analysis	Fluid Analysis	fluid.xls
177000000000	G00123	001	00	00	AA	123	Core Analysis	Reservoir Analysis	reservoir.xls

Example File									File Name
API Number	Lease	Well	ST	BP	Area	Block	Data Type	Description of File	w/Extension
177000000000	G00123	001	00	00	AA	123	Paleo	Detailed Foraminifera	forams.xls
177000000000	G00123	001	00	00	AA	123	Paleo	Calcareous Nannofossils	nanno.xls
177000000000	G00123	001	00	00	AA	123	Paleo	Biostratigraphy	biostrat.xls

Example File									File Name
API Number	Lease	Well	ST	BP	Area	Block	Data Type	Description of File	w/Extension
177000000000	G00123	001	00	00	AA	123	VSP	Check shot survey	checksht.xls
177000000000	G00123	001	00	00	AA	123	VSP	Synthetic Seismogram	synth.segy
177000000000	G00123	001	00	00	AA	123	VSP	Zero Offset VSP	zovsp.segy
177000000000	G00123	001	00	00	AA	123	VSP	Walkaway VSP	walkaway.segy
177000000000	G00123	001	00	00	AA	123	VSP	Salt Proximity Image	saltprox.cgm