Form EIA-23
Reserves Information Gathering System (RIGS)

User's Guide

Version 2016
For Report Year 2015

Independent Statistics & Analysis
eia U.S. Energy Information Administration

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EIA-23 Reserves Information Gathering System (RIGS) User's Guide
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Introduction

The Form EIA-23, "Annual Survey of Domestic Oil and Gas Reserves," gathers and summarizes credible and timely data regarding proved reserves and production of crude oil, natural gas, lease condensate and other related matters. The Government will use the resulting information to develop national and regional estimates of proved reserves of domestic crude oil and natural gas liquids and to facilitate national energy policy decisions.

Each year the EIA posts an electronic version of the Form EIA-23 (including form completion instructions) to the EIA web site, at this address:

>   http://www.eia.gov/survey/#eia-23l

The form and instructions describe who is required to file a Form EIA-23 and provide definitions of the data requested.

This system, the Form EIA-23 Reserves Information Gathering System (RIGS), provides respondents with an efficient and effective means for filing the form using a personal computer (PC).   It is available for download at the following address:

>   http://www.eia.gov/survey/form/eia_23l/rigs.cfm

You have a choice of submitting your data via either Secure File Transfer, diskette or e-mail (see section titled "Create Submission File" for detailed instructions). This User's Guide provides instructions for using RIGS.

If you require any assistance in installing or running RIGS, call the EIA at 1 (800) 879-1470 between 8:30 a.m. and 5:00 p.m. EST.

Hardware / Software Requirements

The minimum hardware requirements needed to install and use RIGS are:

o   An IBM-compatible personal computer (PC), with a CD drive

(CD drive is only necessary if you are installing from a CD)

o   The Windows operating system (XP, Vista, 7, 8, or 10)

o   A hard drive with at least 20.0 megabytes of free disk space

o   Internet connection and browsing software (Internet Explorer, Firefox, Netscape, etc.)

(to download the installation program and submit via Secure File Transfer)

Installing the RIGS Software

To install the EIA-23 RIGS on your PC:

1) Open your Internet browser (Internet Explorer, Firefox, etc.), and go to the following address:

http://www.eia.gov/survey/form/eia_23l/rigs.cfm

2) Click the "Download RIGS Application" link under the "Downloading and Installing" heading. You are prompted to either "Run this program from its current location" or "Save this program to disk." Select "Save this program to disk," and click the **OK** button. Depending on your browser, you may only see a slightly different dialog box; select the equivalent of "Save File" to continue.

3) A box is displayed, asking where you wish to copy the "RIGS_2015.EXE" file. You may copy it anywhere on your hard drive, but it is recommended that you NOT copy it directly to your root directory, C:\. The directory in which you copy this file is NOT necessarily the directory where the system will be installed. The file is a self-extracting compressed file (zipped).

4) When the download is finished, click the Open Folder button in the Download Complete dialog box, and double-click on the newly-downloaded RIGS_2015.EXE file.

5) As the RIGS install begins, an InstallShield Welcome screen is displayed; click the Next button to continue. Enter your User Name and Company Name in the next screen, and click **Next**.

6) A Choose Destination Location screen is displayed. The default directory to which the system will be installed is: C:\RIGS 2015   (If you wish to change the directory, click the **Browse** button.) Click the **Next** button to continue the installation.

7) Next, the Select Program Folder box is displayed. The name you enter will be the name you see in your Windows "Programs" menu. The default is RIGS 2015. Click the **Next** button; the Start Copying Files screen is displayed. Click the **Next** button to perform the installation.

8) When the InstallShield Wizard Complete screen is displayed, click the **Finish** button to exit the setup program.

If you do not have an Internet connection, EIA can mail you a RIGS installation CD. To install the EIA-23 RIGS on your PC via CD:

1) Insert the RIGS CD into your PC's CD drive.

2) If the install process begins automatically, go to step 4; if the install process does not begin upon insertion of the CD, open the Windows "Run" command (accessible from the "Start" button). In the "Open" box, type:

D:\RIGS 2015 Installation.exe

[Where D is the drive letter for your CD ROM; yours may differ (i.e., E or F)]

3) Click the **OK** button.

Note: If an installation error message appears, see the "Installation Error Messages" section on the next page. If no error message appears, go to the next step.

4) As the install begins, an InstallShield Welcome screen is displayed; click the **Next** button to continue. Enter your User Name and Company Name in the next screen, and click **Next**.

5) A Filing System Setup screen is displayed. The default directory to which the system will be installed is:

C:\RIGS 2015

(If you wish to change the directory, click the **Browse** button.)

Click the **Next** button to continue the installation to the default directory.

6) Next, the Select Program Folder box is displayed. The name you enter will be the name you see in your Windows "Programs" menu. The default is RIGS 2015. Click the **Next** button; the Start Copying Files screen is displayed. Click the **Next** button to complete the installation.

7) A dialog box will appear, informing you that the installation was completed successfully. Click **Finish** to exit the installation process.

Note: In order to view the RIGS optimally, you should have your Windows display set for "Small Font." To check your current font setting, click your **Windows Start** button, then the **Settings** button (exact procedures may vary depending on which version of Windows you are using). Select Control Panel. In the Control Panel box, click the **Display** button. On the Display Properties screen that appears, click the **Settings** tab at the top. In the left column, there is a "Font size" option:

- If the current font setting is "Small Fonts," click **Cancel**, close Control Panel, and proceed.

- If the current font setting is "Large Fonts," click the "Font Size" box and select "Small Fonts." Click the **OK** button at the bottom of the Control Panel. A dialog box is displayed, informing you that you must restart your computer for the changes to take effect. Click **Yes** to restart your PC with the correct "Small Fonts" setting.

Installation Error Message

During installation, you may receive the following message:
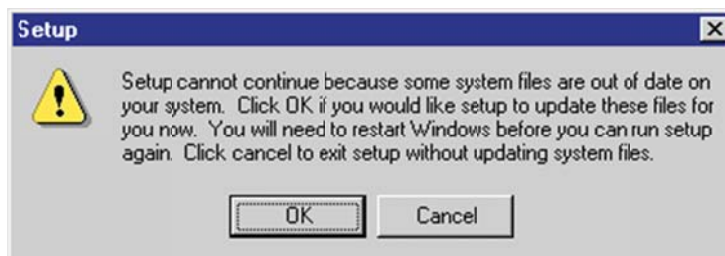
Installation Error: Files Out of Date

If you receive this message, it indicates that certain files on your system need to be updated in order to install RIGS successfully. To update these files automatically, simply click the **OK** button, and reboot your PC. Once it reboots, install RIGS (perform all procedures described at the beginning of this section -- steps 1 through 8). You should no longer receive the Files Out of Date error.

Using the EIA-23 Reserves Information Gathering System (RIGS)

From your Windows Desktop, click the **Start** button, then the Programs button. Select the EIA Applications item, and then click RIGS 2015. If this is the first time you have opened the new 2015 version of RIGS, the following message box is initially displayed:
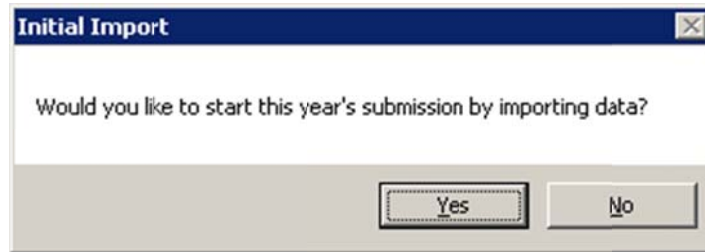

This was added to remind the user to import last year's Field data first before proceeding to add companies or fields manually. If you wish to use this option, click **Yes** and follow the instructions below. If not, click **No** and the RIGS Main Menu screen will be displayed - skip to page 6.

Initial Data Import from Last Year's RIGS Submission File

This is useful if you have a large number of Fields to enter manually.   Importing last year's file will automatically enter the Field identification information for all Fields that your company reported in the previous year, and it will move last year's Total Proved Reserves data (from Column J of the EIA-23) to this year's Total Proved Reserves (Column A). If you are using the same PC for filing RIGS as you used last year, the file to be imported should be located in the previous year's \RIGS yyyy\data directory, where yyyy is the four-digit previous filing year.

After you click **Yes** from the "Initial Import" box shown above, the following screen is displayed:
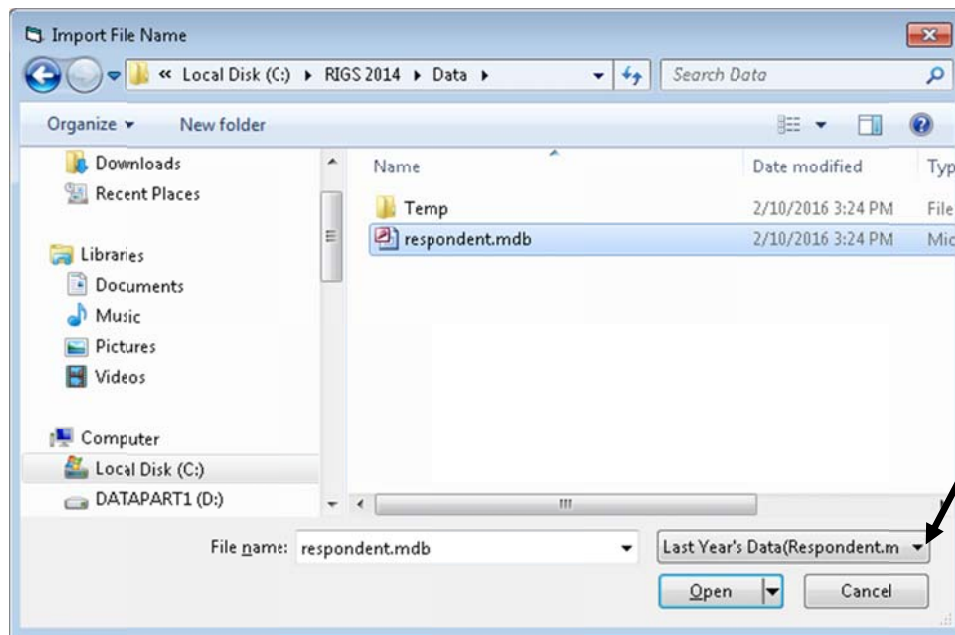
Import From File - Import File Name

In the bottom right field (shown above), select "Last Year's Data (Respondent.MDB)" (its location on your hard drive depends on where you loaded the RIGS system in the previous year).

In the "File Name" field, select last year's "Respondent.MDB" file name, containing the previous year's filing data.

Click the **Open** button. A confirmation box is displayed, informing you that the import is complete. (You may receive an error message if the file is not in the correct format.) Once the import is finished, a message is displayed to inform you that the import is complete. Click **OK** and the RIGS Main Menu is displayed. When you click the "Select Company" option, the company or companies from last year's filing should appear in the "Company Selection Screen."   All Fields for which you entered data in the previous year will then appear when you select the "View/Modify Existing Fields" on the Schedule A tab, along with the Total Proved Reserves data for the prior year.

After completing this initial import, you are ready to enter data for the current year.

The RIGS Main Menu Screen

From your Windows Desktop, click the **Start** button, then the **Programs** button. Select the **EIA Applications** item, and then click **RIGS 2015**, and the Main Menu Screen of RIGS is displayed, as shown below:

Click the "Home" tab at any time to return to the Main Menu Screen
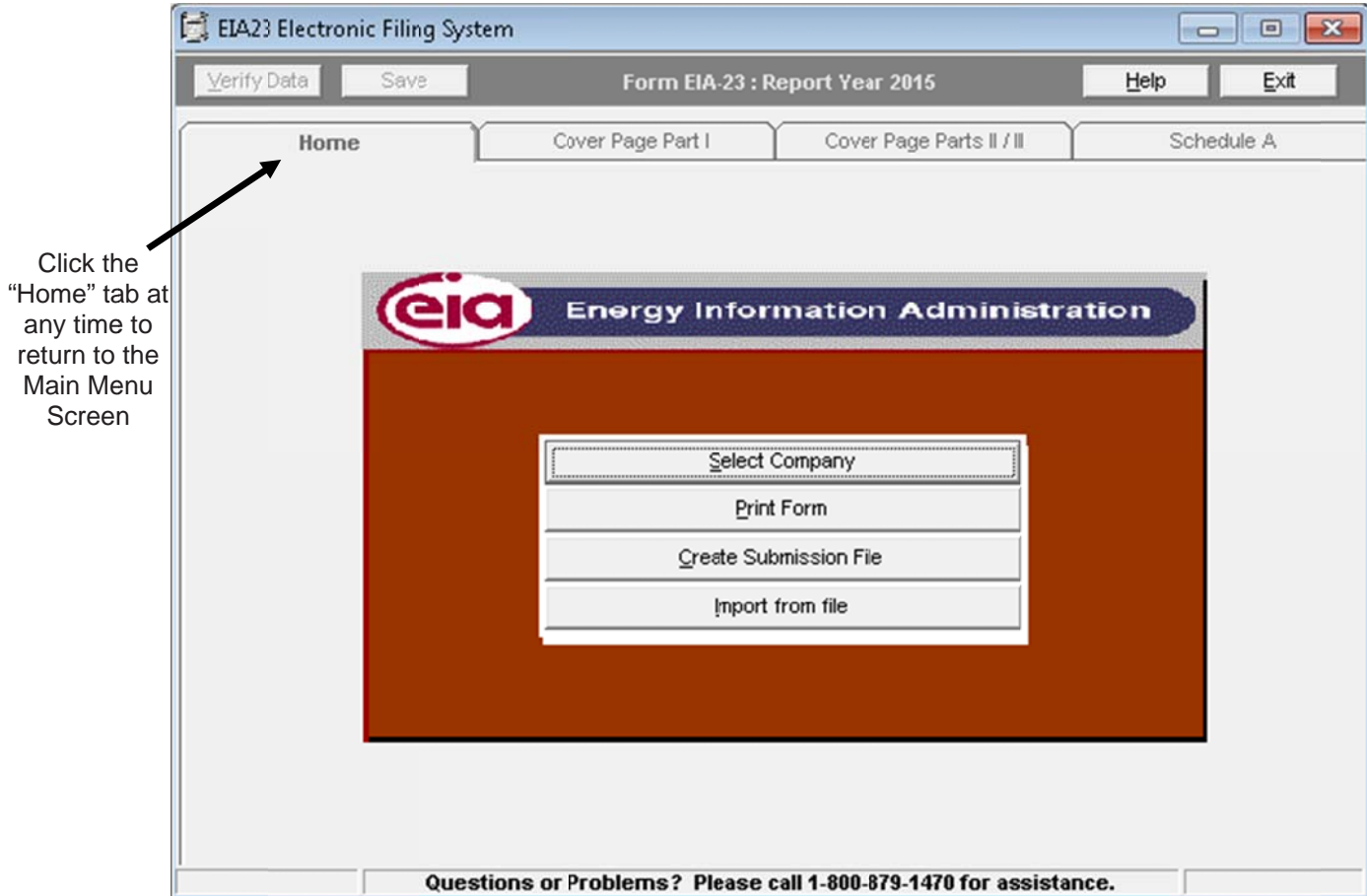
Main Menu Screen

The four main options available in RIGS are accessed via this menu. They are as follows:

> 1) Select Company: Click this button to add a company to RIGS, select a current company for editing, or remove a company from RIGS.

> 2) Print Forms: Click this button to print a copy of the current version of the active company's EIA-23 form.

> 3) Create Submission File: Click this button to generate a file containing all entered Field data, for submission to EIA.

> 4) Import from File: Click this button to load prior-year Field data, or an externally-created data file, into RIGS.

Each option is described in the sections that follow.

Select Company

After clicking the Select Company button on the Main Menu Screen, the following Company Selection Screen is displayed:
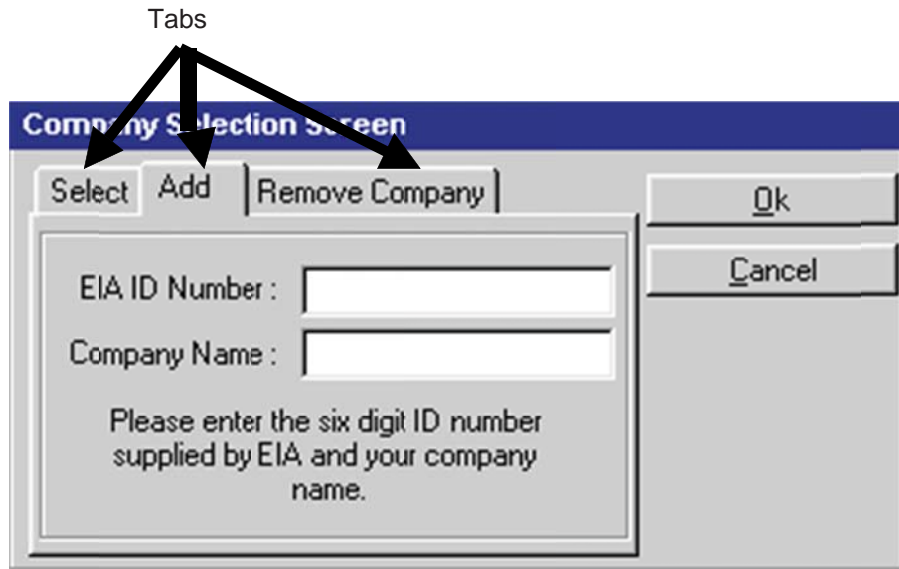
Tabs
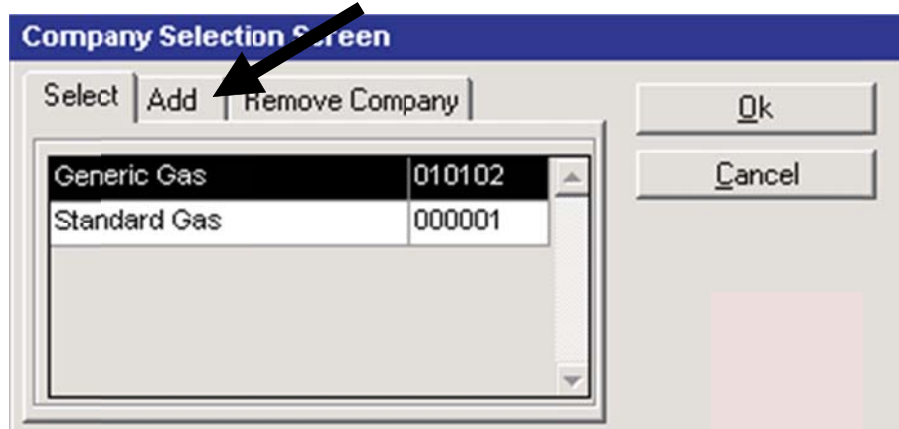

Select Company - Company Selection Screen

On this screen, there are three tabs, representing the three options available. You may select a company to edit (Select), add a new company to RIGS (Add) or delete a company from your current list of EIA-23 companies (Remove Company).

"Select" List: This list shows the name and control number of each company for which the respondent intends to submit EIA-23 data. Companies can be easily added and removed from this list. Once the list is completed, the user can select any company to edit or validate from the "Select" List.

Add A Company

To add a company to your list of current companies, follow these procedures:

     1) Click the **Select Company** button from the Main Menu Screen.

     2) If you have not yet added any companies to RIGS, go to step 3 (the **Add** tab is the default tab displayed). If you have already added one or more companies but need to install another company, click the **Add** tab, as shown below:

Select Company - Add tab

   3) After the **Add** tab is clicked, the following screen is displayed:

Select Company - Add

4) The cursor should appear in the EIA ID Number box; type in the ID number of the new company. If you do not know the company's control number, contact the EIA at 1 (800) 879-1470 -- do not make one up!

5) Tab to the Company Name box, and type in the new company's name.

6) Click the **OK** button to add the new company to your "Select" List. The Cover Page Part I screen is displayed, and you are ready to enter data for the new company. This new company will also be added to the "Select" List (if you wish to edit, print, or submit it at a later time).

Select a Company

To enter data for a company that you have already added to the EIA-23 respondent database, follow these procedures:

1) Click the **Select Company** button from the Main Menu Screen.

2) Click the **Select** tab. A list of companies that have already been added is displayed, as shown below:
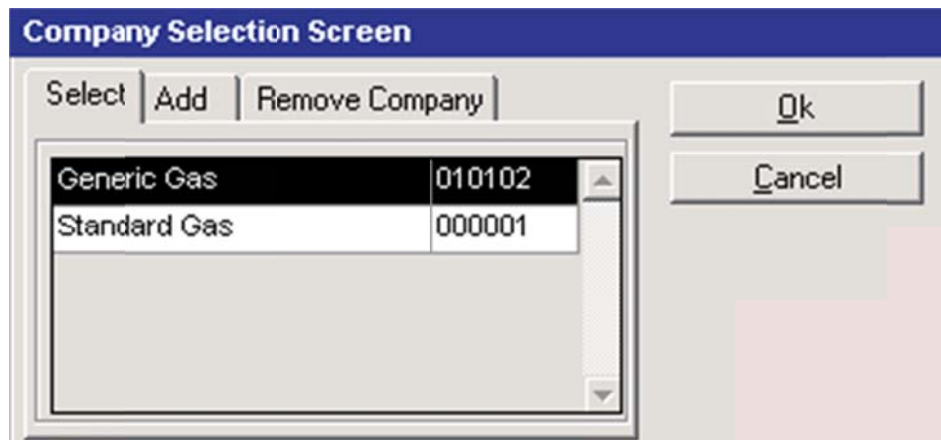
Select Company - "Select" tab

3) Scroll down the list to locate the company you wish to edit. Once you've located the desired company, click the company name, then click the **OK** button. The selected company is then displayed in the Cover Page Part I screen, ready for data editing.

Remove Company

To remove a company from the "Select" List, follow these procedures:

> 1) Click the **Select Company** button from the Main Menu Screen.
>
> 2) Click the **Remove Company** tab. A list of current companies is displayed (identical to the list displayed under the "Select" tab).
>
> 3) Scroll down the list to locate the company you wish to remove from the "Select" List, and click the company name, then click the **OK** button.
>
> 4) A confirmation box is displayed, asking if you are sure you wish to delete the company. Click the **Yes** button to confirm removal of the company, or **No** to cancel the removal process. If you click **Yes**, the selected company is removed from the "Select" List, and the Remove Company screen tab is still displayed, in case you wish to remove more companies.
>
> Note: If you decide you removed a company by mistake, you must click on the "**Add**" tab and "re-add" the deleted company, and re-enter any data for that company.

Enter Data

After you have added at least one company to your "Select" List, you may begin to enter data for that company. To begin updating company data, follow these procedures:

> 1) Click the **Select Company** box from the Main Menu Screen.
>
> 2) The default tab selection is "Select." Single click on a company in the "Select" List box, then click the **OK** button to enter data for that company. The Cover Page Part I screen is displayed, as shown below:

EIA Identification Number

Enter Data - Cover Page Part I

Notes
The currently-active company's EIA identification number is displayed constantly at the bottom of the screen (as indicated above). **Several new identification data entry fields have been added for Report Year 2015**, as circled above. In these "Secondary Contact" information fields, you may enter the name, phone number (with extension, if necessary), and email address for a second person within your company who can be contacted if there are questions about your RIGS submission, should the primary contact be unavailable. The primary contact's supervisor may be an appropriate person to identify here.

The three sections that follow describe the three screens on which data can be entered. Click on the tabs at the top of the screen to access each: Cover Page Part I, Cover Page Parts II/III, and Schedule A.

Cover Page Part I

This tabbed page is used to enter company identification information. After clicking Select Company from the Main Menu Screen, click on a company to edit from the "Select" List. Follow the procedures below to add/edit company identification data:

1) After selecting a company to edit, the cursor will be automatically positioned on the first input data entry box of the Cover Page Part I. After entering or modifying identification data, you can press the **Enter** or **Tab** key to continue to the next input data entry box.   Press the **Shift + Tab** key combination to move the cursor to the previous input data entry box.

2) Enter any applicable company identification information on the Cover Page Part I. In the middle of the screen, you are asked "Was your company an oil and gas field operator during calendar year 2015?" Click the appropriate radio button:

-        If you select "**No**," you only need to fill in Parts I, II and III in RIGS. No Schedule A company data can be entered if "No" is selected here.

-        If you select "**Yes**," you must complete Parts I, II, III and Schedule A, which includes Field data. If you have Schedule A data to report for the current year, you must select "Yes" here.

Cover Page Parts II/III

This tabbed page is used to enter parent company information and your approval. After clicking Select Company from the Main Menu Screen, click on a company to edit from the "Select" List. Follow the procedures below to add/edit parent company identification data and/or approval data:

1) Click the Cover Page Parts II/III tab at the top of the screen, as shown below:

Enter Data - Cover Page Parts II/III Tab

2) The Cover Page Parts II/III tab screen is displayed. Fill in Part II as described below:

If your company is controlled by a "parent company," click **Yes** and fill in the parent company's name and address.

If your company is NOT controlled by a "parent company," click **No** and proceed to Part III, Approval.

3) In Part III, Approval, enter the name of the Contact Person and his/her title in the boxes provided.

Schedule A

This tabbed page is used to enter Field information and data. After clicking **Select Company** from the Main Menu Screen, click on a company to edit from the "Select" List. Follow the procedures below to add or delete a Field for that company, or to edit Field data:

1) Click the **Schedule A** tab at the top of the screen, as shown below:

Enter Data - Schedule A Tab

Notes: A message may appear, alerting you that there is no need to fill in Schedule A data, because you have answered "No" to the question, "Was your company an oil and gas field operator during the current survey year?" in Part I. You cannot access the Schedule A Tab Screen unless you have already selected "Yes" for that question on the Cover Page Part I tab screen.

If you have not yet entered any fields, the "Add/Delete Fields" box is displayed first, as shown on the next page, requiring you to enter at least one field before displaying the "Schedule A Tab Screen."

2) The Schedule A Tab Screen is displayed, as shown below:

Enter Data - Schedule A Tab Screen

In order to enter data on this screen, you must first select a Field for the company. This can be done by one of two methods:

-        Add a Field
-        Modify a Field

Add a Field

If the Field that you wish to update has not yet been added for the company you've selected, click the **Add / Delete Fields** button, as shown below:
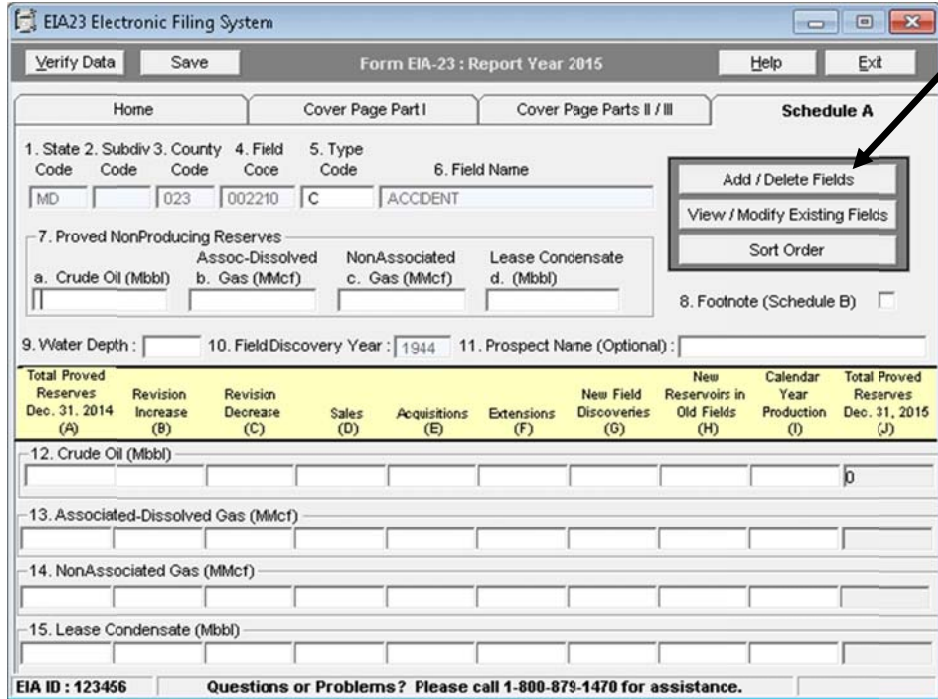
Enter Data - Add / Delete Field Button

The following Add / Delete Field Maintenance Screen is displayed:
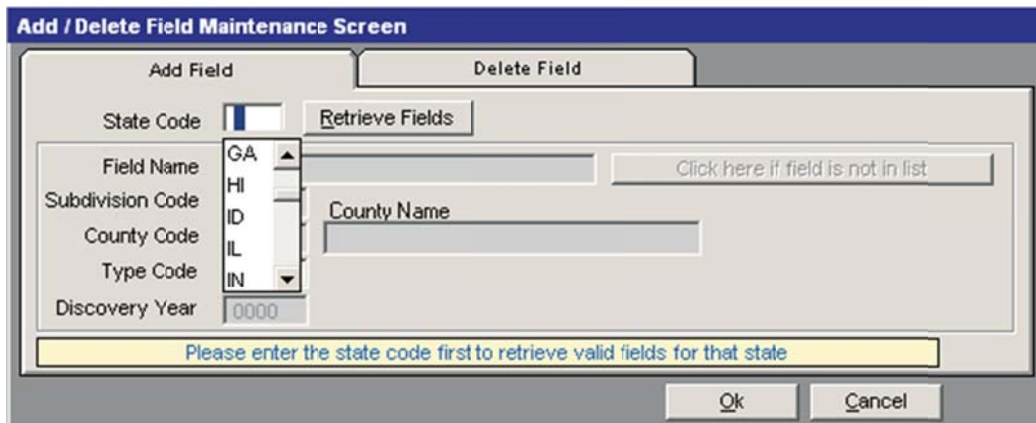
Enter Data - Add / Delete Field Maintenance Screen

First, you must select the state in which the Field resides. You may type in the state's two-character code, or select from the drop-down list (as shown on the previous screen). If you type in the state code manually, click the **Retrieve Fields** button (just to the right of the state code box) to display a list of Fields for that state; if you select the state code from the drop-down list with the mouse, the list of Fields for that state is displayed automatically.

An example of a Field List is shown below:

Add / Delete Field Maintenance Screen

Add Field		Delete Field			
State Code	AZ	Retrieve Fields			
Field Name			Click here if field is not in list		

| Field	Code	Sub	County	Code	
BITA PEAK	066926		APACHE	001	▲
BLACK ROCK	068562		APACHE	001	
BOUNDARY BUTTE EAST	083326		APACHE	001	
DINEH-BI-KEYAH	192820		APACHE	001	
DRY MESA	203664		APACHE	001	
NAVAJO SPRINGS EAST	499700		APACHE	001	▼

Field labels on left: Subdivision Code, County Code, Type Code, Discovery Year

Enter Data - Field List

Note: If the Field you wish to add does NOT appear on this list, click the **Click here if field is not in list button** (located to the right of the Field Name box). The Field List disappears, and you must then type in the following information for the new Field:

    Field Name

    Subdivision Code

    County Code and County Name

    Discovery Year

It is important to note that, with the exception of Type Code, this is the only time you can change these Field Identification entries. After a company is added, these data entry boxes are auto-loaded and cannot be edited. After entering the appropriate data in the boxes listed above, click the **OK** button to add the Field to the current company. Field Name is required; all other boxes can be left blank if you're unsure what to enter (the system handles the Field Code field if you're entering a new Field not on the list).

If the desired Field is located on the Field List (scroll up and down by clicking on the up and down arrows along the right side of the Field List), click on that Field Name. The Field's Field Name, Subdivision Code, County Code and Name, Type Code and Discovery Year are automatically filled into the Add /Delete Field Maintenance screen, as shown on the next page.

Enter Data - Field Selected

Note that Type Code is no longer shown on this screen. Type Code is now considered a **MANDATORY** field, and must be selected on the Schedule A main screen *after* the Field has been added.

After the desired Field's data are displayed in the Add / Delete Field Maintenance Screen, click the **OK** button, as shown above. The selected Field's data are then displayed on the Schedule A Tab Screen, as shown below:

Enter Data - Schedule A: Field Data

The Type Code drop-down menu is automatically displayed if the selected Field does not have a previously selected Type Code. The first thing you must do on this screen is select a Type Code from this drop-down menu, highlighted above. Select the description that best describes the reservoir in which the reserves lie. Type Code options include Conventional, Coal Bed, Chalk, Low Permeability, and Shale. If you aren't sure about the nature of the reservoir, select Unknown.

Note that if you do not select a Type Code, and then attempt to click another tab (Home or Cover Page), the Type Code drop-down will again be displayed, until you select one of the listed types.

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After selecting the Type Code, continue by entering the appropriate data in each box. Use the **Tab** (or **Enter**) key to move to the next box, or use the mouse to move around the screen.

Enter Schedule A Data

Where numeric values are expected:

o   All data entry boxes must have positive values, except Calendar Year Production (Column I for Items 12, 13, 14, and 15), which can be a negative number.

o   Enter the appropriate number, or leave the data entry box blank.

o   Use the Right Arrow key or the Left Arrow key to move within the active data entry box.

o   For Items 12, 13, 14, and 15, the following calculation is used to determine the Total Proved Reserves (Column J):

Column A + B - C - D + E + F + G + H - I = J

 As you enter data into any of the columns A through I, the Total Proved Reserves field in Column J will be auto-filled with the calculated total, using the formula above. The four Column J data fields cannot be edited, as they are automatically calculated, as shown below.

As you enter data in any of the Row 12 through 15 data fields....

...the value in Column J is automatically calculated and filled. It cannot be edited manually by the user.

Enter Data - Schedule A: Calculated Total Reserves

Auto-calculated data in the Column J, Total Proved Reserves, fields cannot be changed manually by the user. Fields 12-J, 13-J, 14-J, and 15-J are read-only.

o   Click the **Save** button in the upper left portion of the screen to save your work at any time.

Delete a Field

If you wish to delete a Field from your RIGS database, click the **Add/Delete Fields** button.

Click the Delete Field tab (on the right of the screen) to view all Fields that have been added to the currently-selected company.   Select the company you wish to delete, then click the **OK** button.   A confirmation box is displayed, asking if you are sure that you wish to delete this Field. Click the **Yes** button to delete the company (or **No** to return to the Add/Delete Field Maintenance Screen).

View/Modify Existing Fields

If you wish to view or edit data for a Field which has already been added to the currently-selected company, click the **View/Modify Existing Fields** button. A list of all Fields that have been added to the currently-selected company is displayed. Click on the Field that you wish to edit, and its Schedule A data are displayed. Follow the data editing procedures in the "Enter Schedule A Data" section of this document to change the data you have already entered for the selected Field.

Add a Footnote

If you wish to add a footnote (Schedule B) for any Schedule A data you enter, follow these procedures:

1) Click the **Footnote** button, as shown below:

Add a Footnote - Footnote Button

2) The Footnote box is displayed, as shown below:

Type Item Number for which you wish to enter a Footnote here...

...and Column Letter here...

...and type Footnote in this area.

Add a Footnote - Footnote Box

3) In the Footnote box, type in the Item Number and Column Letter (if applicable) into the appropriate boxes, then type in the footnote in the area at the bottom of the box, as shown above.

For example, if you wish to enter a footnote for NonAssociated Gas - Sales, type "14" in the Item Number box (for NonAssociated Gas) and "D" in the Column Letter box (for Sales). This indicates that the footnote applies to that specific data entry box.

4) After typing in the desired footnote, click the **OK** button. The system retains the footnote and it will appear on the hard copy when the "Print Form" option is used.

Modify a Footnote

If you wish to alter a footnote after entering it, follow these procedures:

1) Click the **Footnote** button on the main screen. The Footnote box is displayed, and footnotes can be changed by clicking the **Modify** tab, as shown below:

Click the Modify tab to change an existing footnote.

Footnote Box - Modify
Footnotes

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2) A list of all footnotes is displayed (by Item Number and Column Letter); click on the footnote you wish to edit. The footnote text will appear in the area at the bottom of the Footnote Box, and you may edit it as you wish. Be sure to click the **OK** button when you have completed editing the footnote, to save your changes.

Delete a Footnote

If you wish to delete a footnote, click the **Delete** tab (to the right of the Modify tab shown above), and select the footnote you wish to delete from the list that is displayed. Click the **OK** button to delete the selected footnote.

Verify Data

After you have entered your data for the Field (or Fields), it is recommended that you verify the form data. RIGS uses numerous edit checks to assist you in making sure the data you enter are correct. To run these edit checks, click the **Verify Data** button in the upper left corner of the screen, as shown below:

Verify Data - Verify Form Button

1) A dialog box appears, asking if you want to verify data for the selected Field only, or for all Fields. This box is shown below:

Verify Data - Verification Dialog Box

If you wish to only verify data for the Field currently selected, click **Yes**.

If you wish to verify data for all Fields you've entered, click **No**.

If you do not wish to verify any Fields at this time, click **Cancel** to return to the Schedule A Tab Screen.

2) After running the Verify Data option, progress messages are displayed, indicating that Fields are being validated. Once validation is completed, you may receive a message stating that no errors have been detected. In that instance, your data are clean and you may proceed to send your filing to EIA. However, if errors are found, the following screen is displayed:

Verify Data - Validation Screen

3) The top portion of the screen shows the results of the validation. See the explanation on the next page for details on navigating through the validation process.

Verify Data - Navigate

At the top of the screen, the Field Name is listed, along with the State Code, Subdivision Code, County and Type Code.

Next, the Problem is shown. The reason that the system flagged the data is given, and the data value in error is highlighted in the Field data area (the lower part of the screen). Thus, you can easily correct the errant data.

If flagged data are acceptable to you, you can enter an explanation for the discrepancy in the Footnote box. This footnote will automatically be saved to the Item and Column which have been flagged. For example, if an error is flagged for the data in Item 12, Column A, you may enter a Footnote when the verification process displays Item 12, Column A's problem. The new Footnote will then be "attached" to Item 12, Column A, when you return to the main data entry portion of the Schedule A Tab Screen. For further details, see the "Add a Footnote" section.

Along the bottom of the Verify Form - Navigation screen (shown above) are four buttons:

> **Previous Edit**: Click this button to return to the edit prior to the one currently displayed.
>
> **Next Edit**: Click this button to display the next edit discovered during verification.
>
> **Restart Edits**: Click this button to restart the verification process. The Verification Dialog Box is displayed -- follow instructions earlier in this section to run the Verify Form process. "Restart edits" is available in case you wish to make changes to Field data while the "Verify Form - Navigation" screen (shown above) is displayed (Field data is still viewable and editable in the lower portion of the screen), and you want to verify these new updates.
>
> **Done**: Click this button when you are finished reviewing the edits; the Verify Form screen disappears, and the complete Schedule A Tab Screen is re-displayed.

There are two tabs that can be clicked while using the Verify Form option:

Navigate: The default option. Click this tab to scroll through the discovered edits using the features described above.

List: Click this tab to display the following:
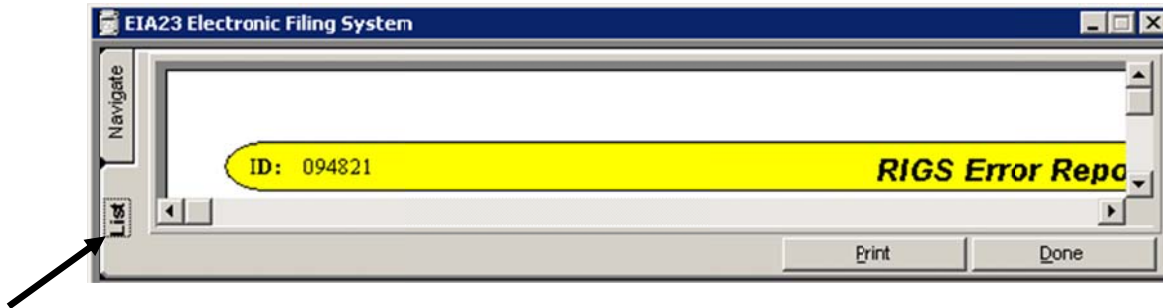
Verify Data - List

The List option displays the first page of the printable version of the "RIGS Error Report," a list of all edits discovered for the current company's Fields.

Use the horizontal and vertical scroll bars along the right side of the List box to view the first page of the report.

Click the **Print** button to print the full report.

Click the **Done** button to close the Verification window; the Schedule A Tab Screen is re-displayed.

Sort Order

This option can be used to set the order that the Fields will be listed when you use any of the Field Selection options (Add/Delete Fields or View/Modify Existing Fields). This is especially useful if your company reports for a large number of Fields.

To change the default Field sort order (State, Subdivision, County Name, Field Name, Type Code), click the **Sort Order** button on the Schedule A Tab Screen, as shown below:

Sort Order - Sort Order Button

The following Specify Sort Order box is displayed:

Sort Order - Specify Sort Order Box

Click on the Source Field name that you wish to use as the primary sorting method, then click the uppermost green arrow to move that source Field into the "Sort Order" box. Continue selecting Source Field names to set your secondary sorting methods, clicking the green **>** button to move the Source Field to the Sort Order list.

- Click the green **<** button to move source Fields from the Sort Order box back to the Source Field box.

- Click the green **>>** button to move all Source Fields to the Sort Order box.

- Click the green **<<** button to move all Source Fields from the Sort Order box back to the Source Field box.

After you have selected the Sort Order that you wish to retain, click the **OK** button. A message box appears, stating that your new sort order has been saved as the default sort order.

Example: You can use the Sort Order option to change to the following default sort order:

County Name, Subdivision, State, Type Code, Field Name.

Any time you select Add/Delete Fields or View/Modify Existing Fields, the Fields listed will be sorted initially by County Name. All Fields with the same County Name will then be sorted by Subdivision. If there are Fields that have the same County Name and Subdivision, they will be sorted by State, and so on. You can change your default sort order anytime by using the Sort Order option again.

Print Form

The Print Form function is used to print out a hard copy of the EIA-23 Form. This can be done as follows:

1) From the Main Menu Screen (click the Home tab if one of the other tabs is currently displayed), click the **Print Form** button. The following Print Selection Screen is displayed:

Select Company to print →

Company Selection Screen

Select	Add	Remove Company

| Standard Gas | 123456 |
| WILDCAT | 999001 |

Ok
Cancel
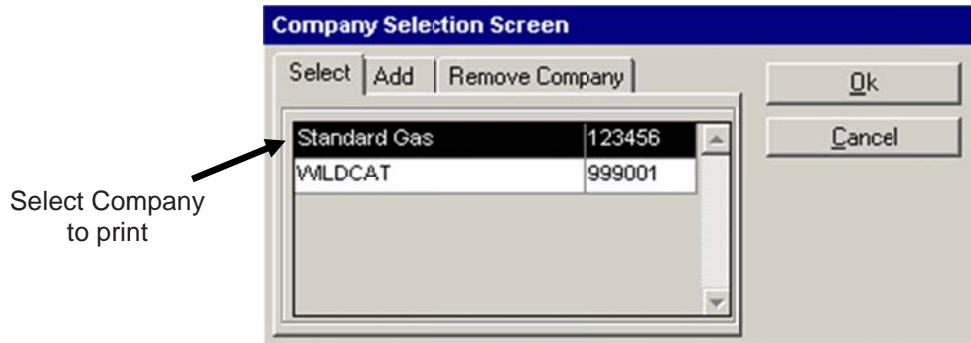
Print Form - Print Selection Screen

2) On the left side of the Print Selection Screen, a list is displayed, showing all companies currently entered in RIGS. Select the company for which you wish to print the form (as shown above).

3) If the company's filing is a Resubmission, click the Resubmission box (as shown above). If the Resubmission box is checked, the printed Cover Sheet of the Form EIA-23 will show an X in the "Resubmission?" box, found in the top right corner of the form.

4) Click the **OK** button to display the Print Preview screen, as shown on the following page.

Print Form - Print Preview Screen

5) The Header Page is the default page displayed when the Print Preview Screen appears. You may view any of the parts of the form of the selected company by clicking the buttons along the left side of the screen:

Header Page: The first page of the Form EIA-23, showing Part I: Identification; Part II, Parent Company Identification; and Part III, Approval. This page contains no oil and gas data, only company identification information.

Schedule A: The second page of the Form EIA-23, showing all Field oil and gas data entered for the selected company. Click the Sort Options - Schedule A button (below the five Print Preview buttons) to set the sort order in which the Fields will be displayed and printed.

Schedule B: This page(s) displays all footnotes entered in RIGS for the selected company. Click the Sort Options - Schedule B button to set the sort order in which the footnote information will be displayed and printed.

Error Report: The RIGS Error Report, which is the same validation report that is run by clicking the Verify Data button.

State Totals: This page will display the totals for each state for which you have entered a Field.

6) After previewing the forms as you wish on the screen, click the **Print** button 🖨 (as shown below) to Print the desired form(s).
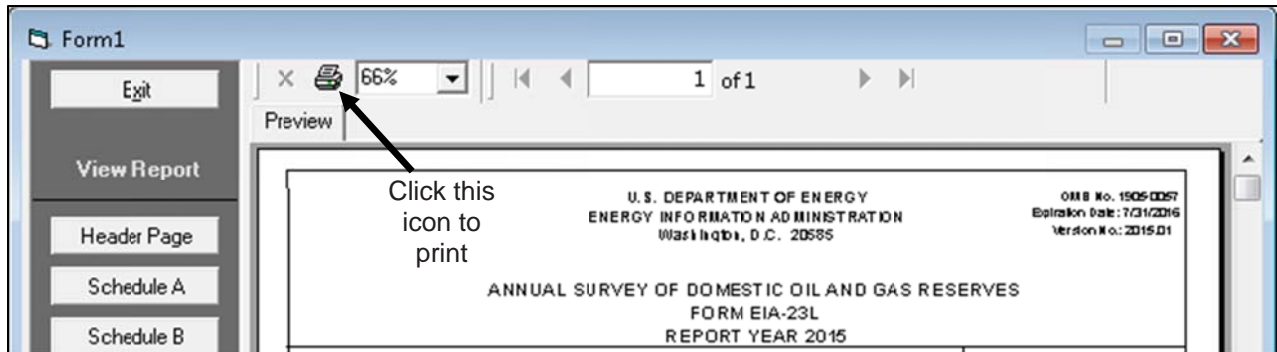
Print Form - Print Button

The following "Print Form" box is displayed.
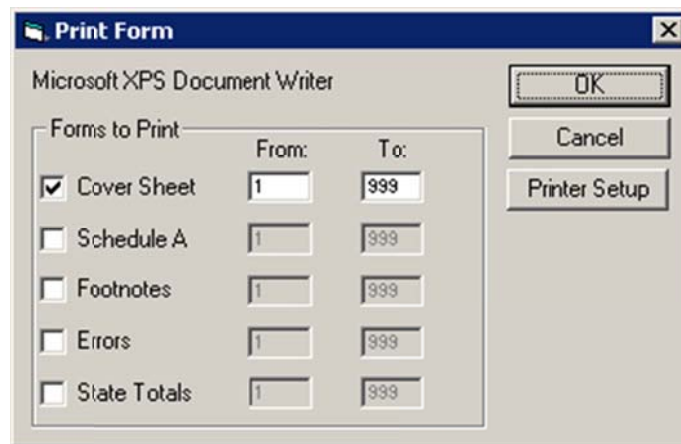
Print Form Box

7) You may select any or all parts of the form to print. The default form to be printed is the form that is currently selected on the Print Preview Screen. However, you may select any or all forms to print from this screen, and you may also dictate which page numbers of each form that you wish to print, by typing in the desired page numbers in the "From" and "To" boxes. You may also change your printer setup by clicking the Printer Setup button.

8) After selecting the form(s) you wish to print, click the **OK** button. The form(s) that you selected (in # 7 above) is then sent to your printer.

9) The Print Preview Screen is re-displayed. Click the **Exit** button in the upper left corner of the screen to return to the RIGS Main Menu.

Create Submission File

After entering and validating all companies' Field data for which you are responsible, you must submit your final data to EIA. There are several methods of sending your data to EIA:

> 1) Create a single file (containing all respondent companies' data that you've added or updated), to submit to EIA via Secure File Transfer,
>
> 2) Create a single file (containing all respondent companies' data that you've added or updated), to e-mail to EIA,
>
> 3) Print the completed EIA-23 Form (see the "Print Form" section of this guide) and mail or fax the form to EIA (the EIA mailing address can be found at the end of this section and on the form itself; the EIA fax number is (202) 586-1076).

To create a file to send via Secure File Transfer, follow these procedures:

> 1) From the Main Menu Screen, click the **Create Submission File** button. If you are attempting to submit data for more than one company, the following Select IDs to Submit box is displayed:
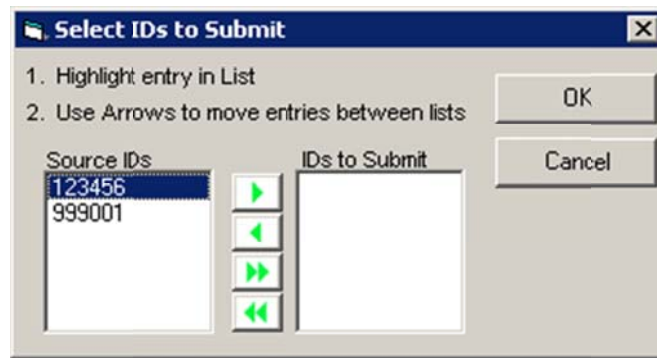
Create Submission File - Select IDs

NOTE: When you click the Create Submission File button, all Field data you have entered in RIGS are run through the validation process. If a validation error is found, a "Data Failed" box appears, informing you that a validation check has discovered a potential error in your data. Follow the instructions in the "Data Failed" box to either correct the data or proceed with data submission (a validation report will automatically be printed if you elect to continue). See the "Verify Data" section for more details.

> 2) This gives you the option of submitting companies separately, if you wish. From the left column of "Source IDs," click on the Company ID(s) that you wish to submit - hold down the Shift key to select multiple IDs - and click the top green arrow to move the selected companies into the IDs to Submit column. Move the IDs back and forth as necessary using the ▶ and ◀ arrows. To move all companies from one column to the other, use the ▶▶ and ◀◀ arrows.
>
> After filling the IDs to Submit field with the desired companies, click the **OK** button to continue the submission process.

The "Send Submission file to EIA" box is displayed:
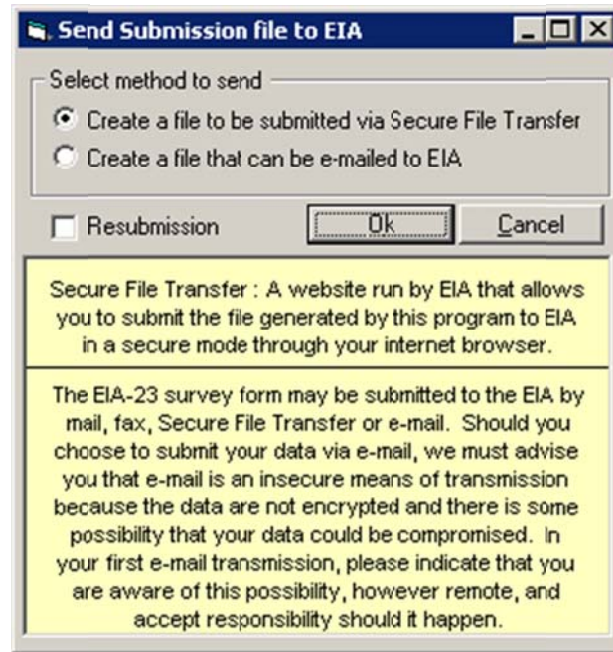
Create Submission File - Select Method

3) Click the first option, Create a file to be submitted via Secure File Transfer (SFT). Also, if the filing you are sending is a resubmission, click the "Resubmission" box in the bottom left corner.

4) Click the **OK** button. A message is displayed, describing the process for submitting via SFT.

You have two options: a) Allow RIGS to try to open your web browser to the SFT page on EIA's web site, and commence the submission process from there; or b) Create the submission file and open your web browser on your own, copying the SFT web address and submitting from there. As the message states, the file containing your company data can be found at:

C:\RIGS 2015\RIGSXXXXXX.DAT

[where C:\RIGS 2015 is the directory to which you installed RIGS; if you opted to change from the default installation directory during the install process, the file will be copied to whatever drive/directory to which RIGS was installed]

[where XXXXXX is the company control number]

All companies that you have added to RIGS are found in a single file.

5) To allow RIGS to attempt to open your web browser to the EIA SFT site, click **Yes** when the following message is displayed.
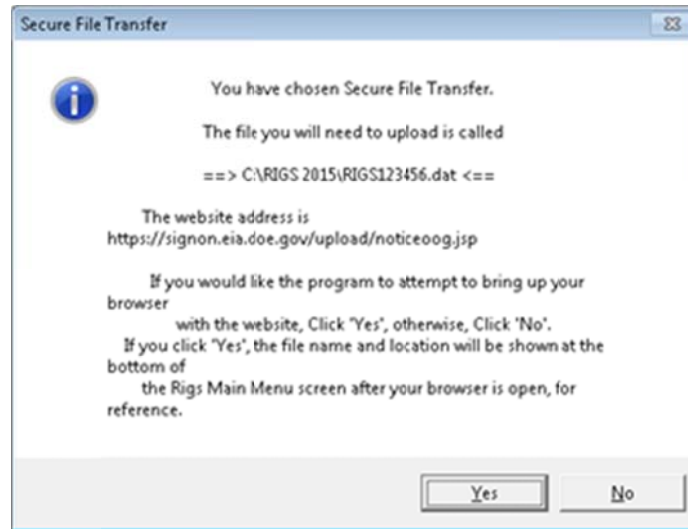
Secure File Transfer – Dialog Box

Your Internet browser should open, and the SFT "Notice to Users" should be displayed, as shown below:
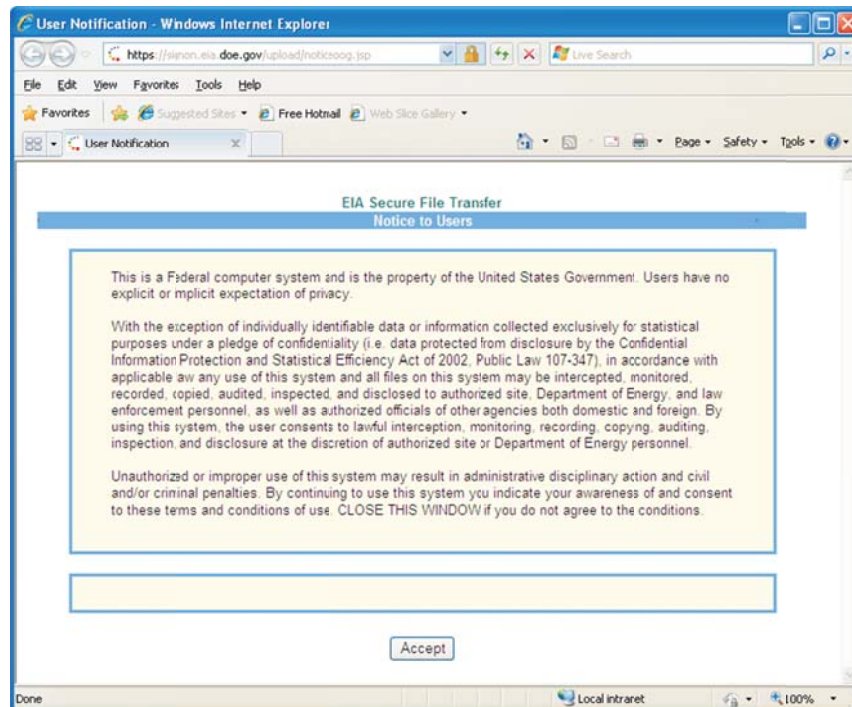
Secure File Transfer – Web Site

If you do not want RIGS to open your browser, click **No** on the SFT message box and print the instructions when the "Print" box is displayed. Open your Internet browser. Type in the SFT site address (https://signon.eia.doe.gov/upload/noticeoog.jsp); the "Notice to Users" is displayed, as shown above.

If you accept the conditions, click the **Accept** button. The main SFT screen is displayed, as shown below:

Enter your Contact Information in the appropriate fields at the top of the screen. In the "File 1" field, type in the name of the submission file that has been created by RIGS, located here: "C:\RIGS 2015\RIGSXXXXXX.DAT." You may use the **Browse** button to locate the file.

NOTE: The file name and location (on your hard drive or network drive, depending on where you installed RIGS) can be seen at the bottom of the RIGS Main Menu screen after you click **Yes** on the Secure File Transfer message box to open your browser. Use the Alt-Tab key combination to bring RIGS back to the foreground of your Desktop. The filename is shown at the bottom of the screen as shown below:

When you click on any Main Menu item, this message will revert back to showing the "Questions or problems?" phone number information.

When you are finished filling in all the required information, the SFT screen should look similar to this sample screen:

Secure File Transfer – Filled In Screen

Click the "Submit" button and your RIGS filing will be sent to EIA. A confirmation screen is displayed, alerting you that the submission was successful.

Use the **Alt-Tab** key combination to switch back to RIGS. The Main Menu should be shown; you can exit the program; after you submit via SFT, your filing is now complete.

To create a file to e-mail to EIA, follow these procedures:

1) From the RIGS Main Menu screen, click the **Create Submission Form** button. A box is displayed, from which you can select the method by which you intend to send your data.

2) Click the second option, **Create a file that can be e-mailed to EIA**. Also, if the filing you are sending is a resubmission, click the "Resubmission" box in the bottom left corner.

NOTE: If you have entered data for more than one Company ID, a "Select IDs to Submit" box is displayed. See Step 3 of the previous section ("create a file to send via Secure File Transfer") for an explanation of this process.

3) Click the **OK** button.

The following screen is displayed, describing the process for e-mailing the data:

Rigs

Please email EIA with the following:

Send TO: OOG.Surveys@EIA.GOV

Subject: RIGS

Text Message: The company included is 1234560000

File to ATTACH: The data for your company is included in the file

==> C:\RIGS 2015\RIGS123456.dat <==

Thank You!

These instructions will print out after pressing the OK button

OK
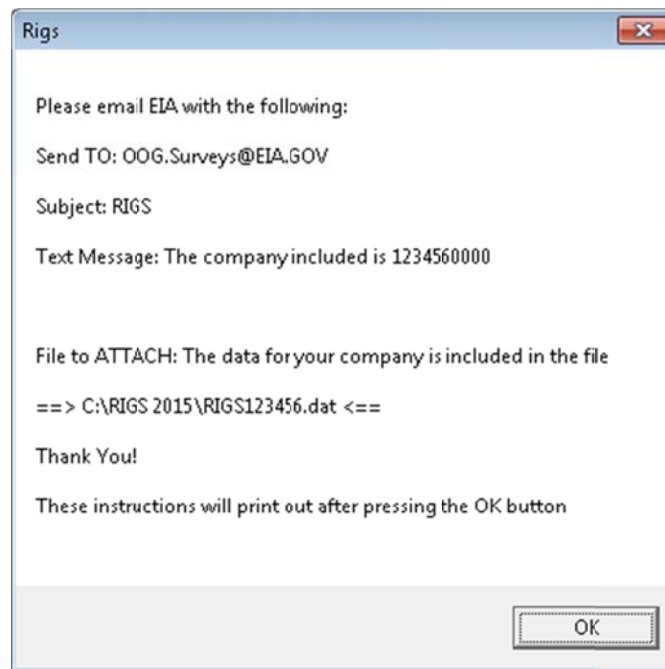
Create Submission File - E-Mail Instructions

As the message states, you must manually send the newly generated file to EIA at:

OOG.Surveys@eia.gov

The file containing your company data can be found at:

C:\RIGS 2015\RIGSXXXXXX.DAT

[where C:\RIGS 2015 is the directory to which you installed RIGS; if you opted to change from the default installation directory during the install process, the file will be copied to whatever drive/directory to which RIGS was installed]

[where XXXXXX is the company control number]

All companies listed on the message screen are found in a single file.

4) After you click the **OK** button from the e-mail message screen, the Print screen box is displayed:

- Click **OK** to print the instructions for e-mailing your data, or

- Click **Cancel** to return to the Main Menu Screen.

IMPORTANT!

Remember, you must attach the described data file to an e-mail message addressed to:

OOG.Surveys@eia.gov

using your e-mail system. RIGS will not automatically e-mail the newly-generated data file to EIA! You must attach the file to an e-mail and send it to EIA using your PC's e-mail software (MS Outlook, etc.). For an explanation of e-mail security concerns, see the note in the "Send Data to EIA" box on the previous page.

Import From File

There are three types of File Importing available within RIGS. These are:

1.   Import last year's data from the RIGS MS Access file
2.   Import current year's data from a text file
3.   Import Schedule A data from an Excel file

Import last year's data from the RIGS MS Access file

This is useful if you have a large number of Fields to enter manually.   Importing last year's file will automatically enter the Field identification information for all Fields that your company reported in the previous year, and it will move last year's Total Proved Reserves data (from Column J of the EIA-23) to this year's Total Proved Reserves (Column A). If you are using the same PC for filing RIGS as you used last year, the file to be imported should be located in the previous year's \RIGS yyyy\data directory, where yyyy is the four-digit previous filing year.

To import last year's data file into RIGS, follow these procedures:

1) From the Main Menu Screen, click on the **Import from File** button. The following screen is displayed:
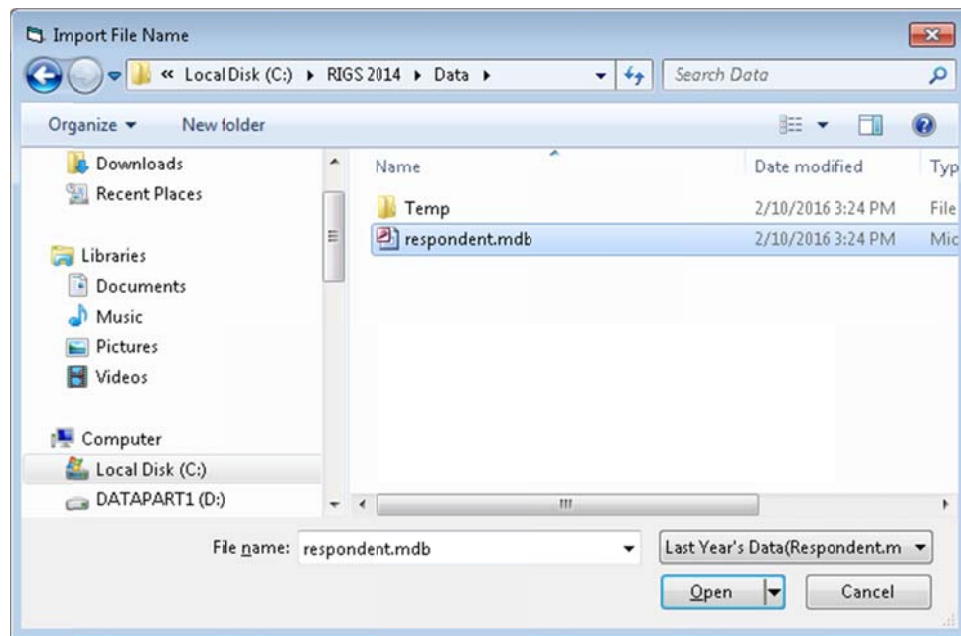
Import From File - Import File Name

2) In the bottom right field (just above the **Open** and **Cancel** buttons), select "Last Year's Data (Respondent.MDB)" (its location on your hard drive depends on where you loaded the RIGS system in the previous year).

3) In the "File Name" field, select last year's "Respondent.MDB" file name, containing the previous year's filing data.

4) Click the **Open** button. A confirmation box is displayed, informing you that the import is complete. (You may receive an error message if the file is not in the correct format.) Once the import is finished, a message is displayed to inform you that the import is complete. All Fields for which you entered data in the previous year will then appear when you select the "View/Modify Existing Fields" on the Schedule A tab, along with the Total Proved Reserves data for the prior year.

Import current year's data

Some companies that maintain a large amount of data keep their own EIA-23 data file up-to-date throughout the year in a text file. If you have such a file, you can load it into RIGS and avoid having to enter your data manually. The three types of file(s) to be imported must follow the format below:

Schedule A Data: These data are identified by the Record Type "A." Data recorded as "Field Data" on the Form EIA-23 are listed in this format.

Company Data: This file contains company identification information. These data are identified by the Record Type "C."

Footnote Data: This file contains all footnotes entered. These data are identified by the Record Type "F."

For detailed descriptions of each of these three types of import files, see Appendix A, "Import File Layouts."

To view a Form EIA-23 facsimile, showing Data Cell Names for Company Data Files and Schedule A Data Files, see Appendix B, "Data Cell Codes."

Valid State codes, used in Schedule A Data Files and Footnote Data Files, are listed in Appendix C, "State Abbreviation and Geographic Subdivision Codes."

To import any of the three data files containing current year data into RIGS, follow these procedures:

1) From the Main Menu Screen, click on the **Import from File** button. The following screen is displayed:
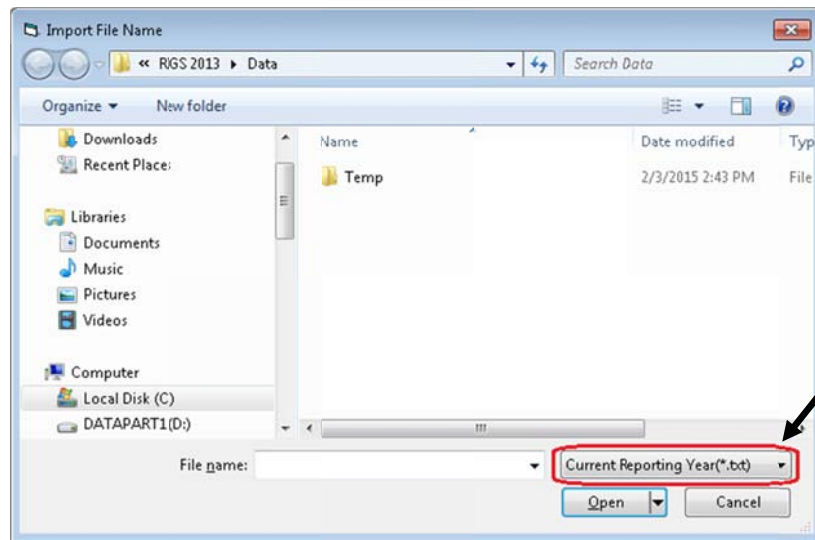
Import From File - Import File Name

2) In the bottom right field, select "Current Reporting Year (*.txt)" (its location on your hard drive depends on where you store your company data).

3) Select the file name that is to be imported, and click the **OK** (or **Open**) button. A confirmation box is displayed, informing you that the import is complete.

Note: You may receive a message informing you that the data file you are attempting to import is invalid. Check the format of the data file you are using; it must match the format described in Appendix A, "Import File Formats."

Import Schedule A data from an Excel file

This feature allows the user to import Schedule A data from an Excel spreadsheet, assuming that it is in the correct format. The format of the spreadsheet is shown in Appendix A, Import File Formats. You may choose to add the company or companies for which you are importing data before performing the Schedule A Excel import, or the import process will add the company/companies for you. Companies added via the Schedule A import will appear with no Company Identification information on "Cover Page Part I"; you must add that information (including Company Name) after the import. However, if the companies have already been added to RIGS, the Schedule A Excel import will simply add the Field information from the spreadsheet to the existing company (or companies), as identified by the six-digit ID shown in the first column of the imported Excel spreadsheet. See Appendix A, "Import File Formats," for more information about the specific format of the Excel file.

To import Schedule A data into RIGS via an Excel spreadsheet, follow these procedures:

1) From the Main Menu Screen, click on the **Import from File** button. The following screen is displayed:
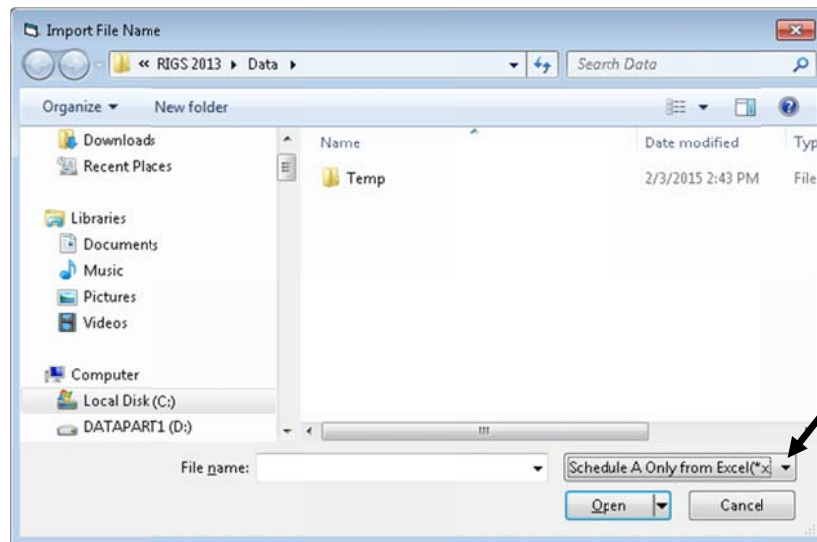
Import From File - Import File Name

2) In the bottom right field, select "Schedule A Only from Excel (*.xls)," as shown above (its location on your hard drive will vary depending on where you store your RIGS XLS file).

3) Select the .XLS file name that is to be imported ("Respondent.xls" in the sample above), and click the **OK** (or **Open**) button. A confirmation box is displayed, informing you that the import is complete.

4) When you click Select Company from the Main Menu, you should see the ID number of the company for which you have imported data via Excel. Click on the company and you can add a Company Name on the "Cover Page Part I" tab. Your newly-imported data will appear in the "Schedule A" tab - click View/Modify Existing Fields to see your Field data.

Note: When performing the import, you may receive a message informing you that the data file you are attempting to import is invalid. Check the format of the data file you are using; it must match the format described in Appendix A, "Import File Formats."

Note: When prior year data are loaded into Columns A through J, incorrect values in Column J will be automatically recalculated as soon as you begin entering data into any of the data entry fields for that Field. As you enter data into Columns B through I, Column J will adjust automatically, to ensure that the calculated Total Proved Reserves for the current year is correct.

Help

To get information about the various functions available within RIGS, you may click the **Help** button (in the upper right corner of the screen) at any time, as shown below. The Help button opens this "RIGS User's Guide" in your Internet browser, at http://www.eia.gov/survey/form/eia_23l/RIGS_Users_Guide.pdf.
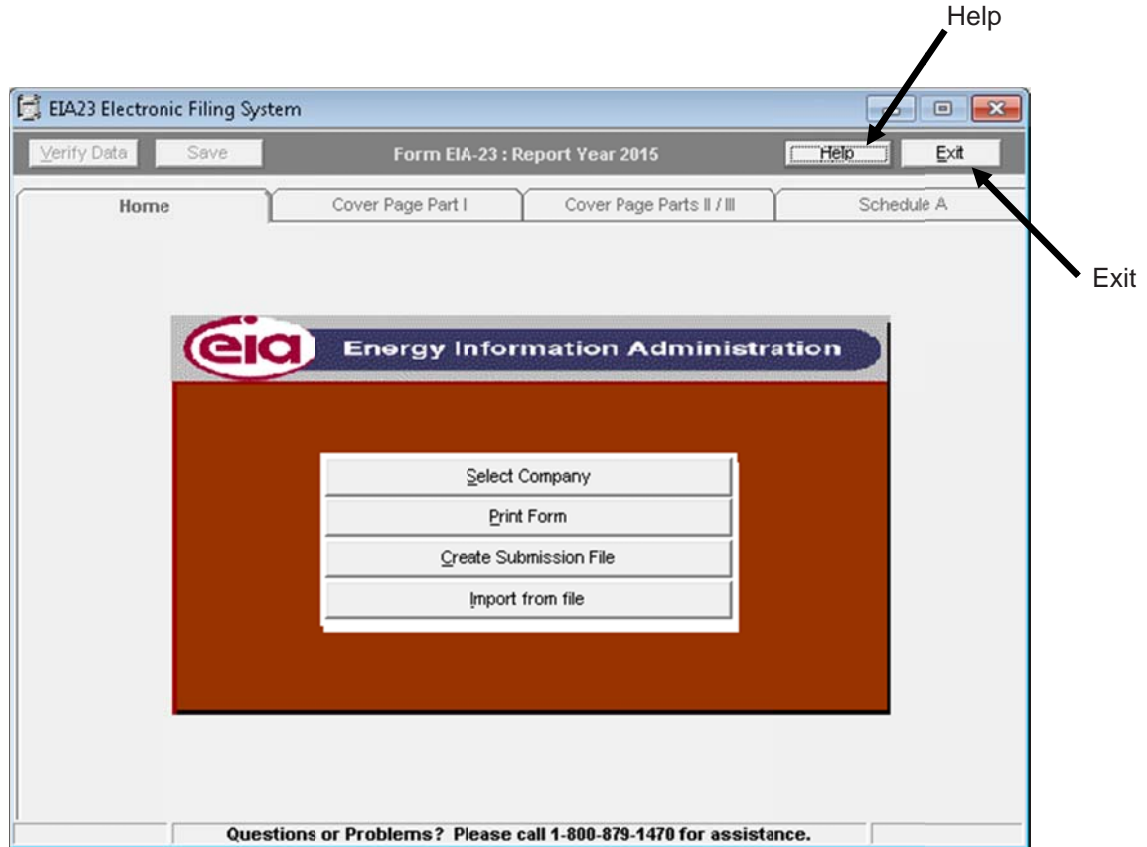
Help / Exit

Exit

To exit RIGS, click on the **Exit** button in the upper right corner of the screen, as shown above.

There are three types of TXT records that can be imported into the EIA-23 system when importing current year's data:

1)Schedule A Data
2)Company Level Data
3)Footnote Data

Each is described below:

1) Schedule A Data: These data are identified by the Record Type "A". Data recorded as "Field Data" on the Form EIA-23 are listed in this

format. Each record consists of the following:

Field name	Type of data	# of characters	Description	Examples
RECORD TYPE	Alpha-numeric	1	Identifies the record as Schedule A data	A
COMPANY ID	Numeric	6	EIA-supplied identification number	123456
STATE CODE	Alpha-numeric	2	Identifies the state to which data apply	TX, AL
SUBDIVISION CODE	Alpha-numeric	2	Identifies the subdivision of the state to which data apply	00 shall represent the subdivision for all federal offshore, and 05 shall represent the subdivision for all state offshore.* A blank shall be one of the choices on the list (some states do not have subdivisions).
FIPS COUNTY CODE	Numeric	3	Identifies the county to which data apply	995 shall represent the county for all Federal Offshore, State Offshore is represented by 990.
FIELD CODE	Alpha-numeric	6	Identifies the field to which data apply. For a given state and county and operator, a duplicate field code shall not be allowed. Each Field code is made unique by the use of state and county.	456789
TYPE CODE	Alpha-numeric	5 (2 characters, followed by 3 spaces)	Identifies the type of reservoir. These include Conventional, Coal Bed, Chalk, Low Permeability, Shale, and Unknown	C, CB, CH, LP, SH, UN
DATA CELL NAME	Alpha-numeric	5	Identifies the data cell to which data apply. Data cell names are identified on the EIA-23 Form, included with this document.	A_12A
DATA CELL VALUE	Alpha-numeric	Up to 50 (varies)	Contains the data value for the data cell (identified on the Form EIA-23 Form)	59872

* The complete list of state subdivisions is found in the form instructions.

Sample Schedule A Data Record:

Record Type   Company ID   Subdivision Code   Field Code   Data Cell Name

A1234560C   012UNK001UN   A_12A34271
A654321TX05012123456UN   A_7A 193

State Code   FIPS County Code   Type Code   Data Cell Value
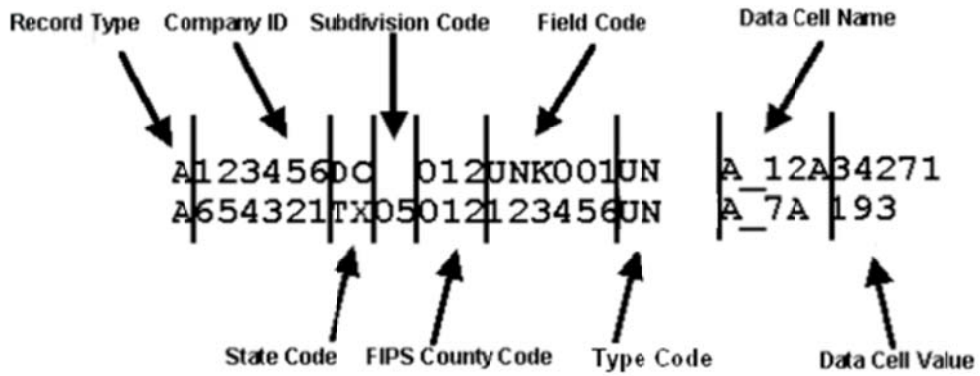
2) Company Data: These data are identified by the Record Type "C". Each record consists of the following:

Field name	Type of data	# of characters	Description	Examples
RECORD TYPE	Alpha-numeric	1	Identifies the record as Company data	C
COMPANY ID	Numeric	6	EIA-supplied identification number	123456
DATA CELL NAME	Alpha-numeric	5	Identifies the data cell to which data apply. Data cell names are identified on the EIA-23 Form, included with this document.	I_1A
DATA CELL VALUE	Alpha-numeric	Up to 50 (varies)	Contains the data value for the data cell (identified on the Form EIA-23 Form)	59872, Smith Gas Company, etc.

Sample Company Data Record:

NOTE: As shown in the sample records, all data fields must contain the exact number of characters described. If necessary, a blank space (or several blank spaces) must be inserted if a field value does not fill the required character length. For example, in the Sample Company Data Record above, note that there is a blank space at the end of the Data Cell Name portions of the record, because those particular cell names (I_A, I_1A, and I_1B) are less than 5 characters long – the 4th and 5th characters must be filled with a blank space, where applicable. However, the final data field (in both Schedule A and Company Records), Data Cell Value, need NOT have any blank spaces inserted, as it is at the end of the record and place holders are not necessary.

3) Footnote Data: These data are identified by the Record Type "F". Each record consists of the following:

Field name	Type of data	# of characters	Description	Examples
RECORD TYPE	Alpha-numeric	1	Identifies the record as Footnote data	F
COMPANY ID	Numeric	6	EIA-supplied identification number	123456
STATE CODE	Alpha-numeric	2	Identifies the state to which the footnote applies	TX, AL
SUBDIVISION CODE	Alpha-numeric	2	Identifies the subdivision of the state to which the footnote applies	00 shall represent the subdivision for all federal offshore, and 05 shall represent the subdivision for all state offshore.* A blank shall be one of the choices on the list (some states do not have subdivisions).
COUNTY CODE	Alpha-numeric	3	Identifies the county to which the footnote applies	101, 205
FIELD CODE	Numeric	6	Identifies the field to which the footnote applies. For a given state and county and operator, a duplicate field code shall not be allowed. Each Field code is made unique by the use of state and county.	105223, 726588
TYPE CODE	Alpha-numeric	5 (2 characters followed by 3 spaces)	Identifies the type of reservoir. These include Conventional, Coal Bed, Chalk, Low Permeability, Shale, and Unknown	C, CB, CH, LP, SH, UN
ITEM NUMBER	Alpha-numeric	2	Identifies the Item Number to which the footnote applies (corresponds to the item number found on the EIA-23 form).	1, 2, 3, 4, 5,…15
COLUMN DESIGNATION	Alpha-numeric	1	Identifies the column to which the footnote applies	A, B, C, D, E, F, G, H, I, J
FOOTNOTE	Alpha-numeric	Up to 255	Text of the footnote	This data entry changed over 20% in 2013 due to unusual increase in cost.

Sample Footnote Record:
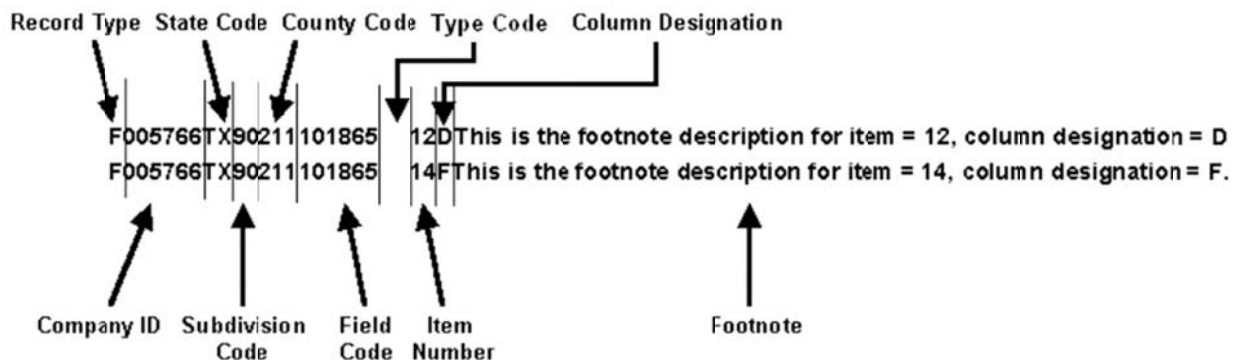
The format that must be used in the Schedule A spreadsheet file in order to successfully import it into RIGS is as follows:

ID	A_1	A_2	A_3	A_4	A_5	Cnty	A_6	A_7A	A_7B	A_7C	A_7D	A_8	A_9	A_10	A_11	A_12A
123456	AZ		001	066926	CB	APACHE	BITA PEAK	43	0	78	0	0		0	1956		100

The sample above shows only a portion of the complete file. All import data columns are described below. The column names correspond to the following fields in RIGS:

ID: Company ID Number
A_1:   Two-character State abbreviation
A_2:   Subdivision Code
A_3:   County Code
A_4:   Field Code
A_5:   Type Code
Cnty: County Name
A_6:   Field Name
A_7A: Proved Non-Producing Reserves - Crude Oil
A_7B: Proved Non-Producing Reserves - Associated-Dissolved Gas
A_7C: Proved Non-Producing Reserves: Non-Associated Gas
A_7D: Proved Non-Producing Reserves: Lease Condensate
A_8:   Footnote Code
A_9:   Water Depth
A_10:   Field Discovery Year
A_11:   Prospect Name
A_12A: Total Proved Reserve: Crude Oil, as of Dec 31, 20014

The remaining fields are not shown in the sample file above. They correspond with fields 12A through 12J (Crude Oil) on Schedule A, followed by 13A through 13J (Associated-Dissolved Gas), then 14A through 14J (Non-Associated Gas), and 15A through 15J (Lease Condensate).

U.S. DEPARTMENT OF ENERGY
ENERGY INFORMATION ADMINISTRATION
Washington, DC 20585

Form Approved
OMB No. 1905-0057
Expiration Date: 12/31/XX
(Revised 20XX)

Appendix B – Data Cell Codes

FORM EIA-23 - ANNUAL SURVEY OF DOMESTIC OIL AND GAS RESERVES

REPORT YEAR 2 0 X X

This report is mandatory under the Federal Energy Administration Act of 1974 (Public Law 93-275). For concerning the confidentiality of information and sanction statements, see Section VII and VIII of the ins

NOTE: Data Cell Codes are listed in Bold; Number of Characters accepted in the field shown in parentheses ( ), where applicable. If no Data Cell Code is shown in the field, that data cannot be imported.

PART I. IDENTIFICATION

Complete and return by May X, 20XX to:

Oil and Gas Surveys
U.S. Department of Energy, EIA
Ben Franklin Station
P.O. Box 279
Washington, DC 20077-0279
          OR
Fax to: (202) 586-1076 (FORM EIA-23L)

Questions? Call 1-800-879-1470

Affix mailing lab

EIA Identification Number: **ID (6)**

Company Name: **I_A (50)**

Street or P.O Box: **I_B (50)**

City, State, Zip Code: **I_C (city; 30)   I_D (state; 2)   I_E (ZIP; 10)**

EIN: **I_F (9)**

1. Contact Information *(person most knowledgeable about the reported data)*

Contact Person (*Please Print*): **I_1A (50)**

Phone Number: (**I_1B**) **(10)**   -   Ext. **I_C (4)**

Fax Number: (**I_1D**) **(10)**   -

E-mail Address: **I_1E (50)**

2. Was your company an oil and gas field operator at any time during calendar year 20xx? *(See definition of an operator, page 1)*

(1) O   No... *Complete only items 3 through 15 below*

(2) O   Yes... *Complete rest of form.* **I_2 (1) y/n**

3. **Company Status, Name, and/or Address Change or Correction.** (Check appropriate box.)

O   Name and address on mailing label are correct. **I_3A (1)**

O   Change company name, contact person, and/or mailing address as indicated below. **I_3B (1)**

O   Company was sold to or merged with company entered below. **I_3C (1)**

O   Company went out of business. Customer accounts taken over by company entered below. **I_3D (1)**

4. **Change Company Name, Address, EIN, and/or Contact Information to:**

Company Name: **I_4A   (50)**

Street or P. O. Box: **I_4B   (50)**

City, State, Zip Code: **I_4C   (city; 30)   I_4D (state; 2)   I_4E   (ZIP; 10)**

EIN: **I_4F   (9)**

Contact Person (*Please Print*): **I_4G   (50)**

Phone Number: (**I_4H (10)** - Ext. **I 4I (4)** Fax Number: (**I 4J**) **(10)** - E-Mail Address: **I 4K   (50)**

Comments:

PART II. PARENT COMPANY IDENTIFICATION

5. **Is there a parent company which exercises ultimate control over your company?**

(1) O   No… Answer 12 through 15. **I_5 (1) y/n**

(2) O   Yes... Answer 6 through 15.

6. Company Name
   I_6   (50)

7. Parent Company EIN
   I_7   (9)

8. Address
   I_8   (50)

9. City **I_9 (30)**

10. State **I_10 (2)**

11. Zip Code **I_11 (10)**

PART III. APPROVAL

12. Attestor (*Please Print*) **I_12   (50)**

13. Title **I_13   (50)**

14. Signature

15. Date **I_15   (10)**

Title 18 USC 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

20XX

ANNUAL SURVEY OF DOMESTIC OIL AND GAS RESERVES

SCHEDULE A - OPERATED PROVED RESERVES, PRODUCTION, AND RELATED DATA BY FIELD

Report All Liquid Volumes in Thousands of Barrels [Mbbl] at 60° F;
Report All Volumes of Natural Gas in Millions of Cubic Feet [MMcf] at 60° F and 14.73 psia

1.0 OPERATOR AND REPORT IDENTIFICATION DATA

1.1 OPERATOR I.D. CODE	1.2 OPERATOR NAME	REPORT DATE	1.3 ORIGINAL	1.4 AMENDED	1.5 PAGE
		12 31 XX			____ OF ____

2.0 FIELD DATA (OPERATED BASIS)

2.1

1. STATE ABBR.	2. SUBDIV. CODE	3. COUNTY CODE	4. FIELD CODE	5. TYPE CODE	6. FIELD NAME	7. PROVED NONPRODUCING RESERVES				8. FOOTNOTE
					A_6 (50)	CRUDE OIL (a) (Mbbl)	ASSOC-DISSOLVED GAS (MMcf) (b)	NONASSOCIATED GAS (MMcf) (c)	LEASE CON- (d) DENSATE (Mbbl)	
						A_7A (8)	A_7B (8)	A_7C (8)	A_7D (8)	

9. WATER DEPTH A_9 (5)	10. FIELD DISCOVERY YEAR A_10 (4)	11. PROSPECT NAME (Optional) A_11 (26)

TYPE OF HYDROCARBON	TOTAL PROVED RESERVES DECEMBER 31, 20XX (A)	REVISION INCREASES (B)	REVISION DECREASES (C)	SALES (D)	ACQUISITIONS (E)	EXTENSIONS (F)	NEW FIELD DISCOVERIES (G)	NEW RESERVOIRS IN OLD FIELDS (H)	CALENDAR YEAR PRODUCTION (I)	TOTAL PROVED RESERVES DECEMBER 31, 20XX (J)
12. CRUDE OIL (Mbbl)	A_12A (8)	A_12B (8)	A_12C (8)	A_12D (8)	A_12E (8)	A_12F (8)	A_12G (8)	A_12H (8)	A_12I (8)	A_12J (8)
13. ASSOCIATED-DISSOLVED GAS (MMcf)	A_13A (8)	A_13B (8)	A_13C (8)	A_13D (8)	A_13E (8)	A_13F (8)	A_13G (8)	A_13H (8)	A_13I (8)	A_13J (8)
14. NONASSOCIATED GAS (MMcf)	A_14A (8)	A_14B (8)	A_14C (8)	A_14D (8)	A_14E (8)	A_14F (8)	A_14G (8)	A_14H (8)	A_14I (8)	A_14J (8)
15. LEASE CONDENSATE (Mbbl)	A_15A (8)	A_15B (8)	A_15C (8)	A_15D (8)	A_15E (8)	A_15F (8)	A_15G (8)	A_15H (8)	A_15I (8)	A_15J (8)

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2.2

1. STATE ABBR.	2. SUBDIV. CODE	3. COUNTY CODE	4. FIELD CODE	5. TYPE CODE	6. FIELD NAME	7. PROVED NONPRODUCING RESERVES				8. FOOTNOTE
						CRUDE OIL (a) (Mbbl)	ASSOC-DISSOLVED GAS (MMcf) (b)	NONASSOCIATED GAS (MMcf) (c)	LEASE CON- (d) DENSATE (Mbbl)	40

9. WATER DEPTH	10. FIELD DISCOVERY YEAR	11. INDICATED ADDITIONAL RESERVES OF CRUDE OIL (Mbbl)

TYPE OF HYDROCARBON	TOTAL PROVED RESERVES DECEMBER 31, 20XX (A)	REVISION INCREASES (B)	REVISION DECREASES (C)	SALES (D)	ACQUISITIONS (E)	EXTENSIONS (F)	NEW FIELD DISCOVERIES (G)	NEW RESERVOIRS IN OLD FIELDS (H)	CALENDAR YEAR PRODUCTION (I)	TOTAL PROVED RESERVES DECEMBER 31, 20XX (J)
12. CRUDE OIL (Mbbl)										
13. ASSOCIATED-DISSOLVED GAS (MMcf)										
14. NONASSOCIATED GAS (MMcf)										
15. LEASE CONDENSATE (Mbbl)										

2.3

1. STATE ABBR.	2. SUBDIV. CODE	3. COUNTY CODE	4. FIELD CODE	5. TYPE CODE	6. FIELD NAME	7. PROVED NONPRODUCING RESERVES				8. FOOTNOTE
						CRUDE OIL (a) (Mbbl)	ASSOC-DISSOLVED GAS (MMcf) (b)	NONASSOCIATED GAS (MMcf) (c)	LEASE CON- (d) DENSATE (Mbbl)	

9. WATER DEPTH	10. FIELD DISCOVERY YEAR	11. INDICATED ADDITIONAL RESERVES OF CRUDE OIL (Mbbl)

TYPE OF HYDROCARBON	TOTAL PROVED RESERVES DECEMBER 31, 20XX (A)	REVISION INCREASES (B)	REVISION DECREASES (C)	SALES (D)	ACQUISITIONS (E)	EXTENSIONS (F)	NEW FIELD DISCOVERIES (G)	NEW RESERVOIRS IN OLD FIELDS (H)	CALENDAR YEAR PRODUCTION (I)	TOTAL PROVED RESERVES DECEMBER 31, 20XX (J)
12. CRUDE OIL (Mbbl)										
13. ASSOCIATED-DISSOLVED GAS (MMcf)										
14. NONASSOCIATED GAS (MMcf)										
15. LEASE CONDENSATE (Mbbl)										

OFFICIAL USE ONLY

20XX

ANNUAL SURVEY OF DOMESTIC OIL AND GAS RESERVES
SCHEDULE B – FOOTNOTES

Form Approved
OMB No. 1905-0057
Expiration Date:12/31/XX
(Revised 20XX)

1.1 OPERATOR I.D. CODE				REPORT DATE			1.3 ORIGINAL		1.4 AMENDED		1.5 PAGE	
	ID (6)			12	31	XX						
Page Number (a)	Field Designation (i.e., 2.1, 2.2 or 2.3) (b)	Item Number (c)	Column Designation (d)	Footnote (e)								FOR DOE USE ONLY

COLUMN DESCRIPTION | DATA FIELD Page
Number | **FIELD_PAGENO**
Field Designation | **FIELD_DESIGNATOR**
Item Number | **SUBITEM**
Column Designation | **COL**

Footnote | **FOOTNOTE**

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Items Numbered (I.E. 1. STATE, 2. SUBDIVISION, 3. COUNTY CODE, 4. FIELD CODE, 5. TYPE CODE DESIGNATION, 9. WATER DEPTH, 10. DISCOVERY YEAR, AND 11. INDICATED ADDITIONAL RESERVES OF CRUDE OIL HAVE ONLY ONE COLUMN OF DATA.

Appendix C - State Abbreviation and Geographic Subdivision Codes

State Name and Geographic Subdivisions	State Abbreviation	Subdivision Code	State Name and Geographic Subdivisions	State Abbreviation	Subdivision Code
Alaska - South State Offshore	AK	05	Michigan	MI	Blank
Alaska - South Onshore	AK	10	Minnesota	MN	Blank
Alaska - North Onshore and Offshore	AK	50	Missouri	MO	Blank
Alabama - Onshore	AL	Blank	Mississippi - Onshore	MS	Blank
Alabama - State Offshore	AL	05	Mississippi - State Offshore	MS	05
Arkansas	AR	Blank	Montana	MT	Blank
Arizona	AZ	Blank	North Carolina	NC	Blank
California - State Offshore	CA	05	North Dakota	ND	Blank
California - San Joaquin Basin Onshore	CA	10	Nebraska	NE	Blank
California - Coastal Region Onshore	CA	50	New Hampshire	NH	Blank
California - Los Angeles Basin Onshore	CA	90	New Jersey	NJ	Blank
Colorado	CO	Blank	New Mexico - East	NM	10
Connecticut	CT	Blank	New Mexico - West	NM	50
District of Columbia	DC	Blank	Nevada	NV	Blank
Delaware	DE	Blank	New York	NY	Blank
Federal Offshore - Atlantic	AC	00	Ohio	OH	Blank
Federal Offshore - Gulf of Mexico (Alabama)	AL	00	Oklahoma	OK	Blank
			Oregon	OR	Blank
Federal Offshore - Gulf of Mexico (Florida)	FL	00	Pennsylvania	PA	Blank
			Rhode Island	RI	Blank
Federal Offshore - Gulf of Mexico (Louisiana)	LA	00	South Carolina	SC	Blank
			South Dakota	SD	Blank
Federal Offshore - Gulf of Mexico (Mississippi)	MS	00	Tennessee	TN	Blank
			Texas - State Offshore	TX	05
Federal Offshore - Gulf of Mexico (Other Gulf)	OG	00	Texas - Railroad Commission District 1	TX	10
			Texas - Railroad Commission District 2 Onshore	TX	20
Federal Offshore - Gulf of Mexico (Texas)	TX	00	Texas - Railroad Commission District 3 Onshore	TX	30
Federal Offshore - Pacific (Alaska)	AK	00	Texas - Railroad Commission District 4 Onshore	TX	40
Federal Offshore - Pacific (California)	CA	00	Texas - Railroad Commission District 5	TX	50
Federal Offshore - Pacific (Oregon)	OR	00	Texas - Railroad Commission District 6	TX	60
Federal Offshore - Pacific (Washington)	WA	00	Texas - Railroad Commission District 7B	TX	70
Florida - Onshore	FL	Blank	Texas - Railroad Commission District 7C	TX	75
Florida - State Offshore[2]	FL	05	Texas - Railroad Commission District 8	TX	80
Georgia	GA	Blank	Texas - Railroad Commission District 8A	TX	85
Hawaii	HI	Blank	Texas - Railroad Commission District 9	TX	90
Iowa	IA	Blank	Texas - Railroad Commission District 10	TX	95
Idaho	ID	Blank	Utah	UT	Blank
Illinois	IL	Blank	Virginia	VA	Blank
Indiana	IN	Blank	Vermont	VT	Blank
Kansas	KS	Blank	Washington	WA	Blank
Kentucky	KY	Blank	Wisconsin	WI	Blank
Louisiana - South State Offshore	LA	05	West Virginia	WV	Blank
Louisiana - South Onshore	LA	10	Wyoming	WY	Blank
Louisiana - North	LA	50			
Massachusetts	MA	Blank	**National Totals**	**ZZ**	**ZZ**
Maryland	MD	Blank			
Maine	ME	Blank			