C-115 INSTRUCTIONS

OPERATOR ACCESS

C-115 Instructions

The C-115 filing process requires an operator to utilize an OCD Excel spreadsheet template. The operator may choose to utilize its own custom system, but this is the exception, not the rule. An operator who chooses to utilize its own custom software, would not need the Excel Add-In or associated spreadsheet but would still need to attach a **.txt file** to submit the file electronically through OCD Permitting.

NMOCD - Administrative Compliance Group - 2023

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Injection/Production Record: Occurs once for each injection or production volume line reported
Disposition Record: Occurs once for each line in the "Disposition of Oil, Gas, and Water"

C-115 Instruction Manual

Summary

This Instruction Manual (manual) was undertaken in furtherance of the Oil Conservation Division's (OCD's) mission to develop and maintain a manual for Oil and Gas Industry electronic reporting of company production (C-115) data using OCD Permitting forms. The manual is updated regularly to reflect current requirements of electronic filings.

We welcome feedback which may be forwarded to the OCD C-115 Administrator at, <u>ocd.admincomp@emnrd.nm.gov</u>

19.15.7.24 NMAC requires that C-115s (Monthly Production Reports) be filed electronically on or before the 15th day of the second month following the month of production. (*i.e.*, C-115 report 1/2021 is due on or before 3/15/2021).

The C-115 filing process requires an Operator to utilize an OCD Excel spreadsheet template. The Operator may choose to utilize its own custom system, but this is the exception, not the rule. An Operator who chooses to utilize its own custom software, would not need the Excel Add-In or associated spreadsheet but would still need to attach a **.txt file** to submit the file electronically through OCD Permitting.

The filing process of C-115 reports which requires an Operator to download a small macro– Excel Add-In and an Excel C-115 template from the OCD's web site. The Operator enters its wells and related information, in a specified format, into the Excel template. The Operator will then "click" on the Add-In button, which transfers the information from the template (well names, production, disposition transporters, etc.) into a structured .txt file format. The Operator then signs into OCD Permitting and selects C-115 from a list of saved excel spreadsheet to submit the .txt file. The information from the .txt file will be compared to a list of the Operators approved wells. If there is a discrepancy between the data submitted and that on file, an "error" message will appear. The Operator can review the details of the error, make corrections to the Add-In, and re-submit the .txt file. Typical errors affecting C-115 submittals are data placement errors, data entry errors, production errors, disposition errors, omissions, and out-of-balance conditions.

Skim Oil on Saltwater Disposal wells is reported on Form C-117A

Obtaining an OCD permitting User ID (Before submitting C-115 Reports)

Before submitting C-115 electronic reports, there are two types of user IDs:

- 1. Operator Administrator (Op Admin) To identify one (1) individual per Operator whose name will be deemed to be on each OCD permits or forms filed electronically by that organization. (This individual is the operator's "super user")
- Operator User (Op User) Operator Administrators will authorize Op User(s) to submit OCD permits or forms filed electronically by that organization. Op Admin users may assign multiple Op Users to allow electronic submissions through OCD permitting on behalf of the company <u>except C-145's, Change of Operators exclusively electronically submitted by</u> <u>the Op Admin.</u>

Authorization of an Operator Administrator User:

Oil and gas companies operating in the State of New Mexico may designate <u>ONLY</u> one (1) operator administrator, also referred to as the "super user" to act as a duly authorized representative of the company. Approval of a company's operator administrator acting on behalf of the organization must be authorized by any one of the following:

- > president or vice president of the company.
- employee of the corporation duly authorized (by corporate resolution of power-ofattorney) to approve and sign an Oil Conservation Division form on behalf of the corporation.
- manager (if doing business as a limited liability company).
- > partner (if doing business as a partnership); or
- > operator individually (if doing business as a sole proprietorship).

Steps to establish an Operator Administrator username for OCD Permitting:

The initial set up or replacement of a company's operator administrator (OpAdmin)must be authorized by the president or vice president of the corporation or by an employee of the corporation duly authorized by corporate resolution or power of attorney.

- 1. Using your computer's web browser, navigate to the OCD Home website located at <u>https://www.emnrd.nm.gov/ocd/</u>.
- 2. Click to select Industry Oversight →Oil & Gas →Oil and Gas Permitting (down-drop arrow) → OCD Permitting → OCD Permitting once again.
- 3. Located bottom of the Welcome page, click on "Sign up to be an Operator Administrator"

Any company that operated wells in New Mexico prior to December 15, 2005 is already registered as a well operator.
Helpful Links for Registered Organizations
Sign up to be an Operator Administrator
This option will get you a user ID to submit permits and forms.
If your organization already has an Operator Administrator, that person will give you a user ID.
Your organization must be a registered operator (above) before you can proceed with this option.
Update Operator Address and Contact Information
Sign-in to OCD Online with your user ID and password and go to Administration => Operator Management => Address and Contact Information

4. Click to select the Company name and OGRID# in the drop-down list (it is alpha sorted) <u>Note</u>: If there is an existing Operator Administrator listed for your organization, a dialog box will pop up with the following message: "There is a Problem!" [Employee Name] is already identified as the Operator Administrator for your OGRID. Please contact him/her for access to the system."

There is a Problem! There is already an Operator Administrator for the selected Operator
Register as an OCD Online Operator Administrator
is already identified as the Operator Administrator for your OGRID. Please contact him/her for access to the system.
If you are unable to do so, please click here to
Change the Operator Administrator

- 5. Click Change the Operator Administrator (If there is an existing Op Admin user account)
- 6. If a new Operator Administrator, select add new Operator Administrator
- 7. Complete the requested fields as shown
- 8. Click Print to print the request
- 9. Obtain original signatures, (1) of the Duly Authorized and (1) of the Operator Administrator in the table of the bottom portion of the registration.
- 10 Please disregard the fax number or post mail as shown on the upper left-hand side of the registration. E-mail the request form to: OCD Administrative Compliance Officer, <u>ocd.admincomp@emnrd.nm.gov</u>

The NMOCD Administrative Compliance Group will process the request and e-mail the Operator Administrator (Op Admin) of their new username ID. The Op Admin will proceed to activate a password for OCD PERMITTING as per instructions provided from NMOCD. Once receipt of the approval appears, the operator administrator (Super User) will have access to OCD PERMITTING.

Operator administrators have authority to file a "Change of Operator" (C-145) form, and report company production data using online forms accessed through the OCD's online reporting system. Operator administrators have authority to identify and set up multiple "users", also referred to as "reporters". Unlike the administrators, users <u>do not</u> have the authority to file a Change of Operator form. The user is only authorized to report production data on behalf of the company.

How to establish Operator Users:

Once an Operator Administrator (Op Admin) is set up for your organization to access Oil Conservation Division (OCD) online permitting, that "super user" can establish additional users under their account as an extension of the written authority the Op Admin User has been granted by the Duly Authorized Representative of the organization.

Note: The designated Op Admin User for an organization is responsible for the activities of any Operator Users (Op User) that exist under the organization's account. For that reason, it is important the organizations and the Op Admin User are fully aware of who has been granted authorities for their organization. It is the responsibility of the assigned Op Admin User to reassign a new Op Admin User prior to their departure of employment with their organization. The process, as an operator administrator would follow to establish users under their account to access OCD PERMITTING online as follows:

- ➢ Sign in
- Click on Administration Click Add or RemoveUsers
- Follow the prompts to either identify the User being removed or to enter the information for the new Operator User being added
- If adding a new user (General Operator User) click Add New User, Follow the prompts to either identify the user being added or removed, enter the information for the new User being added. Please identify their username with their first name initial and last name no spaces, lowercase or vice versa, please avoid duplicate usernames for one same person. One username per individual.
- For a consultant is contracted within the company but also has other entities, he/she is contracted with, modify by searching their first name or last name to locate their existing username account, select their username account, add permissions by scrolling towards the bottom of the page for section, "Permission" → add permission → General Op user → select the entity and OGRID# → Update.

Acceptance or Rejection E-mail Notification:

The users who have the Receive Approval Email and Receive Reject Email check-marked will receive an e-mail notification any electronic types were rejected or accepted. You may verify your user ID has been set up to receive approval/rejection e-mails and update your information by following these steps:

- Sign into OCD PERMITTING
- Administration
- User Management
- Personal Information
- Verify appropriate boxes are check-marked and that all the information is correct and up to date. If changes are needed, enter appropriate changes, and click Update.

Note: Sometimes an e-mail may get re-routed to your Spam or Junk folder if you had not received one through your regular inbox.

Determine the Windows System you are running:

Click on Start in the bottom left of your screen, click Control Panel, and then System. A pop-up will appear that looks like screen shot below. This screen shot shows the Windows Edition as Windows 10 with a 64-bit Operating System.

Scontrol Panel\All Control Panel Iter	ms\System						
← → × ↑ 😒 > Control Pane	el > All Control Panel Items > S	System					
Control Panel Home	View basic information	about your computer					
	Windows edition						
Remote settings	Windows 10 Enterprise	Windows 10 Enterprise					
System protection	© 2015 Microsoft Corporation. All rights reserved.						
Advanced system settings							
	System						
	Processor:	Intel(R) Core(TM) i7-3840QM CPU @ 2.80GHz 2.80 GHz					
	Installed memory (RAM):	16.0 GB					
	System type:	64-bit Operating System, x64-based processor					
	Pen and Touch:	No Pen or Touch Input is available for this Display					

Download the Excel Add-in for Windows 7, 8, 10 and Vista (Custom Software)

To create a New Folder in (C:) Drive Option 1 (using computer icon and desktop)

Step 1: Click on Folder (My Computer) icon. Or This PC on your desktop



- Step 2: Locate the C:/ drive
- Step 3: Right Click OSDisk (C:) or Local Disk (C:)
- Step 4: Select New Folder to create new folder
- Step 5: File name as C115(no spaces)

Option 2 (using Windows Explorer)

- Step 1: Create a New Folder Titled, C115 (no Dashes No Spaces) in your (C:) Drive (Local Disk C:)
- Step 2: Right Click on OS Disk (C:) or Local Disk (C:)
- Step 3: Select New Folder
- Step 4: Name file C115

B. Open Internet Explorer Web Browser to Locate C-115 Instructions and Add-In Macro

Step 1: Using your computer's web browser, navigate to the OCD's website located at https://www.emnrd.nm.gov/ocd/ocd-e-permitting/

Step 2: C-115 Instructions and Excel Add-In Macros, Excel C-115 Template

C. Download C-115 Add-in Macro

Step 1: Right click on Excel Add-In Macro (64 bit).

Step 2: Select Save Target As

As shown from the example highlighted below, "Excel Add-In Macro (64 bit)", right click and "Save link as"



Download is complete will show from the example above or go to downloads to view the file.

Step 3: To view the downloads folder, it should appear as shown from the example below:



Right click on c115_000.xla, save as, select C drive>C115 folder created earlier. Save file into the folder.

Step 4: Click on Folder (My Computer) icon. Or This PC on your desktop.



Step 5: Select your C Drive (OSDisk C: or Local Disk C:)

Step 6: Double click on the C115 folder you created to locate the downloaded file.

Step 7: Right click the file name from C115_000.xla to C115.xla

Step 8: Click Save

Step 9: Minimize Internet Browser

D. Verify the C-115 Add-in Macro is Active

- Step 1: Open Microsoft Excel, new worksheet
- Step 2: Locate the Add-Ins tab on the top tool bar (example on next page)

Step 3: Click Add-Ins

Step 4: Verify that C-115 Electronic Reporting appears twice

🖬 🤝 - 🕐 - 🦃 টু 💩 - Bookt - Excel										
File Home Insert	t Page Layout Formulas Data Review View Add-ins DYMO Label ACROBAT	♀ Tell me what yo								
Contribute - Contribute Publish To Website Post To Blog C-115 Electronic Report C-115 Electronic Report										
Menu Commands	Custom Toolbars									
$G_3 \rightarrow F_{x}$										
A B	C D E F G H I J K	L								

E. If the Add-in Tab does not appear in Excel, you will need to activate it in Excel Add-ins

- Step 1: From the opened Microsoft Excel worksheet
- Step 2: Select the File Tab (Located on the upper Left-hand corner)
- Step 3: Select Excel Options or Options
- Step 4: Locate Add-Ins on the left tool bar
- Step 5: Click on Add-Ins
- Step 6: Locate Manage Excel Add-Ins on the lower portion of the page



- Step 7: Click Go
- Step 8: A pop up will appear titled Add-Ins
- Step 9: Click on the Browse button located on the right-hand side of the box/Click on Look in box
- Step 10: Select C Drive (OS Disk C: or Local Disk C:)
- Step 11: Double click on the C115 folder
- Step 12: Double click on C115.xla (Add-In box will appear with a checkmark in the NM ONGARD option)

Example below should appear as shown: "NM ONGARD C-115" should be the only option checked mark, click OK. If not, click browse, locate the file in downloads again and double click the file name, C115.xla.

Analysis ToolPak Analysis ToolPak - VBA		ОК
M ONGARD C-115		Cancel
Solver Add-In		Browse
		Automation
	\sim	
NM ONGARD C-115		

Step 13: Click OK (the Add-Ins Tab should appear) Step 14: Locate the Add-Ins tab on the top tool bar



Step 15: Click Add-Ins

Step 16: Verify that C-115 Electronic Reporting appears twice

Note: If Add-Ins tab still does not appear, close all Excel worksheets opened and restart Excel, you may also try downloading the 32-bit macro instead of the 64-bit macro.

Add-In not showing up on Excel Ribbon

The issue here is that Excel is now placing certain untrusted files into protective viewing mode silently. This prevents the C-115 Add-in from being loaded as all files download from the internet are untrusted. Microsoft released a Security Update for Excel mid 2016 that enforces this new security policy.

Our suggested fix is to unblock access to c115_000.xla (from the downloaded file saved to the C drive, C115 folder) this will indicate to excel that this is a trusted file. To do this:

- 1. Right click on c115_000.xla and choose Properties
- 2. On the General tab, click Unblock (located close to the bottom of the box)
- 3. Click OK
- 4. Restart Excel.

Example: Properties:

_	₫i c115_000 (1	1).xla Properties	\times
	General Secu	rity Custom Details Previous Versions	
(1) 5_00	X	c115_000 (1).xla	
day (Type of file:	Microsoft Excel Add-In (.xla)	
this	Opens with:	X Excel Change	
om_c	Location:	C:\Documents\Downloads	
msSe	Size:	146 KB (149,504 bytes)	
	Size on disk:	148 KB (151,552 bytes)	
ms_v	Created:	Tuesday, November 9, 2021, 8:12:36 AM	
Elitel	Modified:	Tuesday, November 9, 2021, 8:12:37 AM	
·oxW	Accessed:	Today, November 9, 2021, 8 minutes ago	
'oxPh 'oxPh	Attributes:	Read-only Hidden Advanced	
'ox 8	Security:	This file came from another Unblock	
'ox 6		help protect this computer.	
'ox 4			
		OK Cancel Apply	

Add-In tab should appear on ribbon above new worksheet as shown from example below:

Auto	Save 💽 Off	日 り、	~ (~ · 🖪 🔂	₫ 🛛 ⊽	Book1	- Excel	,∕⊂ Se	earch	
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-ins Help	ACROBAT
-0-	- V								

To access full control of the C-115 in properties, use the security tab as explained above. File \rightarrow Options \rightarrow Add ins.

Unable to run the Add-In

The issue here is that the Add-In is installed, and the Add-In ribbon is visible but clicking on the link does nothing. It appears that the user needs full control of the latest Office folder to run the Add-In.

Our suggested fix is to grant the user group of the machine full access to the Office folder. To do this:

1. Go to C:\Program Files (x86) \Microsoft Office right click on latest Office folder (generally the one with the highest number) and choose Properties

- 2. Select the Security tab, click Edit
- 3. Click on Users (machine-name\Users) and check Allow for Full Control
- 4. Click on Ok
- 5. Restart Excel.



Download the Excel Add-In for XP and older versions.

A. Open Internet Explorer Web Browser to Locate C-115 Instructions and Add-In Macro

- Step 1: Using your computer's web browser, navigate to the OCD's website located at https://www.emnrd.nm.gov/ocd/ocd-e-permitting/
- Step 2: C-115 Instructions and Excel Add-In Macros, Excel C-115 Template

B. Download C-115 Add-in Macro to Desktop

- Step 1: Right click on Excel Add in (Macro)
- Step 2: Select Save Target as or Save Link As
- Step 3: Select C drive or Local Disk C in the Save In drop down list
- Step 4: Click Program File Folder
- Step 5: Click Microsoft Office Folder
- Step 6: Select one of the following Office 11 or Office 12 or Office 14, etc. (specify your computer program)
- Step 7: Click on XLSTART or 1033 folder
- Step 8: Change the file name from C115_000.xls to C115.xla
- Step 9: Click Save
- Step 10: When download complete, click Close
- Step 11: Minimize Internet Browser

C. Verify the C-115 Add-in Macro is Active

Open Microsoft Excel. For Microsoft Office newer than Microsoft Office 2003:

- Step 1: Locate the Add-Ins tab on the top tool bar
- Step 2: Click Add-Ins
- Step 3: Verify that C-115 Electronic Reporting appears twice

For Microsoft Office 2003 and older software

- Step 1: Locate Tools on the top tool bar
- Step 2: Click on Tools
- Step 3: Verify that C-115-Electronic Report appears in the list (It should be listed after Options.)

D. If the Add-in Tab does not appear in Excel, you will need to activate it in Excel Add-ins Open Microsoft Excel. For Microsoft Office Software newer than Microsoft Office 2003:

- Step 1: Select the Office Button or the File Tab (Located on the upper Left-hand corner)
- Step 2: Select Excel Options or Options, located on the bottom tool bar
- Step 3: Locate Add-Ins on the left tool bar
- Step 4: Click on Add-Ins
- Step 5: Locate Manage Excel Add-Ins on the lower portion of the page

Manage: Excel Add-ins

Step 6: Click Go (a pop up will appear titled Add-Ins)

Step 7: Click on the Browse button located on the right-hand side of the box

- Step 8: Click on Look in Box
- Step 9: Select C Drive (Local Disk C:)
- Step 10: Click on the Program Files Folder
- Step 11: Click on the Microsoft Office folder
- Step 12: Select one of the following Office 11 or Office 12 or Office 13 or Office 14, etc. (Specific to your computer program)

- Step 13: Click on XLSTART or 1033 folder (C115 or C115.xla should appear) Step 14: Double click on C115.xla (Add-In box will appear with a checkmark in the NM ONGARD option)
- Step 15: Click OK (The Add-Ins Tab should appear)
- Step 16: Locate the Add-Ins tab on the top toolbar
- Step 17: Click Add-Ins
- Step 18: Verify that C-115 Electronic Reporting appears twice

For Microsoft Office 2003 and older software:

- Step 1: Locate tools on the top tool bar
- Step 2: Click on Tools
- Step 3: Locate Add-ins in the list
- Step 4: Click on Add-ins
- Step 5: Click on the Browse button located on the right-hand side of the box
- Step 6: Click on Look in Box
- Step 7: Select C Drive (Local Disk C:) Click on the Program Files Folder
- Step 8: Click on the Microsoft Office folder
- Step 9: Select one of the following Office 11 or Office 12, etc. (specific to your computer program)
- Step 10: Click on XLSTART or 1033 folder (C115 or C115.xla should appear)
- Step 11: Double click on C115.xla (Add-in box will appear with a checkmark in the NM ONGARD option)
- Step 12: Click OK
- Step 13: Locate Tools on the top tool bar
- Step 14: Click on Tools
- Step 15: Verify that C-115 Electronic Report Appears in the list (it should be listed after *Options*)

Add-In not showing up on Excel Ribbon

The issue here is that Excel is now placing certain untrusted files into protective viewing mode silently. This prevents the C-115 Add-in from being loaded as all files download from the internet are untrusted. Microsoft release a Security Update for Excel mid 2016 that enforces this new security policy.

Our suggested fix is to unblock access to c115 000.xla this will indicate to excel that this is a trusted file. To do this:

- 1. Right click on c115 000.xla and choose Properties
- 2. On the General tab, click Unblock
- 3. Click OK

4. Restart Excel.

Unable to run the Add-In

The issue here is that the Add-In is installed, and the Add-In ribbon is visible but clicking on the link does nothing. It appears that the user needs full control of the latest Office folder to run the Add-In.

Our suggested fix is to grant the user group of the machine full access to the Office folder. To do this:

1. Go to C:/drive, right click and choose Properties, C:\Program Files (x86) \Microsoft Office on latest Office folder (generally the one with the highest number).

- 2. Go to the Security tab, click Edit
- 3. Click on Users (computer-username\Users) and check Allow for Full Control
- 4. Click on Ok
- 5. Restart Excel.

Note: If permission is needed to save to the C: drive, this setting may be adjusted based on the operating system environment. Contact your IT staff to add full access permissions to this specific folder. (Example below)

reneral	Security	Previous Versions	Customize	
Object	name: \\c	ofsf-Igriego\c\$\Progra	am Files\Micro	osoft Office 15
Group	or user nam	es:		
SR Use	ers (.Gl. (Users)		^
SE Tru	stedinstalle	er		1
				~
<				>
To char	nge permise	sions, click Edit.		Edit
Permiss	sions for Us	ers	Allow	Deny
Full	ontrol		~	^
Modi	fy		~	
Read	& execute		~	
List f	older conte	nts	~	
Read			~	
				•
For spe click Ad	icial permis ivanced.	sions or advanced s	ettings,	Advanced

Downloading the C-115 Excel Spreadsheet Template (Works with all Windows Systems)

A. Open Internet Explorer Web Browser to Locate C-115 Instructions and Excel C-115 Template

Step 1: Using your computer's web browser, navigate to the OCD's website located at https://www.emnrd.nm.gov/ocd/ocd-e-permitting/

B. DOWNLOAD THE C-115 Excel Spreadsheet Template

- Step 1: Locate and right click, "Excel C-115 Template"
- Step 2: Select Save Target As
- Step 3: Select Desktop in the Save In drop down list (you may move the file later to a location you prefer)

🍊 Save As		
$\leftarrow \rightarrow \cdot \uparrow = \cdot$ This	s PC ≥ Desktop V Č	Search Desktop
Organize - New folder		8
🗸 🍠 This PC	Name	Date modified
Desktop	Documents	4/1/2016 9:29 Al
> 🔃 Documents	My Documents	4/26/2011 9:27 /
> 🔈 Downloads	OCD.xls	10/21/2015 4:50
> 🔥 Music		7/25/2016 12:42
> The Pictures		
> 🖥 Videos		
> 💺 OSDisk (C:)		
N	<	
File name: 7C115	ExcelTeplateSpreadsheet.xls	
Save as type: Micros	oft Excel 97-2003 Worksheet (*.xls)	
∧ Hide Folders		Save

Step 4: No need to change the File Name unless you prefer (you will need to remember the file name as this is where you will be entering all your production information each month)

Step 5: Click Save

Step 6: When download complete, click on close.

DEFINITIONS OF OPERATOR MONTHLY REPORT COLUMNS (EXCEL C-115 SPREADSHEET PRODUCTION/DISPOSITION)

PRODUCTION

		INJECTION			PRODUCTION			
7	8	11		12				
POOL NO. AND NAME	С			С	Barrels of	13	14	15
Property No. and Name	0	9	10	O	Oil/conden-	Barrels of	MCF	Days
Well No. & U-L-S-T-R	D	Volume	Pressure	D	sate	water	Gas	Prod-
API No.	E			E	produced	produced	Produced	uced
	1	2						

Column 7-POOL NO. AND NAME

- Step 1: Enter the Five (5)-digit pool number followed by the pool name (in the same cell, add leading zeros, if necessary to make pool number 5 digits long, ex: 07227).
- Step 2: In the next row enter the Six (6)-digit producing property number followed by the property name (in the same cell, add zeroes, if necessary, ex: 026481).
- Step 3: In the next row enter the well number followed by the unit-letter-section-townshiprange (U-L-S- T-R) location for the well. This entire line is optional depending on the operators' preference.
- Step 4: In the next row enter the wells API number (include dashes), (ex: 30-025-05250.)
- Step 5: Repeat steps 3-4 for each well within that property number. Repeat entire procedure for each different pool number and property number.

Column 8-CODE 1

Well status – If there is more than 1 status type, enter them on separate rows (must be in CAPS).

- **F** Flowing
- T Temporarily Abandoned
- P Pumping
- I Injection Well (includes shut-in)
- G Gas Lift
- **D** Saltwater Disposal Well (includes shut-in)
- S Shut-In
- A Plugged and Abandoned

Column 9-Volume

Enter the number of barrels of water or MCF of gas injected. (Whole amounts, no decimals.)

Column 10-Pressure

Enter the injection pressure (PSIG). (Do not report vacuum.)

Column 11-CODE 2

Type of injected fluid code (must be in CAPS).

- W Water
- G Gas
- C CO2
- **O** Other

Column 12-Barrels of Oil/condensate produced

Enter the number of barrels of crude oil or condensate **produced** for the month. (Whole amounts, no decimals.)

Column 13-Barrels of water produced

Enter the number of barrels of water **produced** for the month. (Whole amounts, no decimals.)

Column 14-MCF Gas Produced

Enter the MCF of gas produced (also include CO2) for the month. (Whole amounts, adjusted to 15.025 psia.)

Column 15-Days Produced

Enter the number of days that the well-produced or injected during the month.

-										
	DISPOSITION OF OIL, GAS, AND WATER									
16			19			22	23			
C	17	18	Oil on hand	20	21	С	Oil on			
O	Point of	Gas BTU	at	Volume	Transporter	O	hand at			
D	Disposition	or Oil API	beginning	(Bbls/mcf)	Ogrid	D	end of			
E		Gravity	of month			E	month			
3						4				

DISPOSITION

Column 16-CODE 3

Disposition of **produced** product. If you have all three, enter them on separate rows (must be in **CAPS**).

- **G** Gas (included CO2)
- **O** Crude Oil, Condensate, Drip
- W Water

Column 17-Point of Disposition

Enter the point-of disposition (POD) Seven (7)-digit number (use leading zeros if necessary) for each product **transported** from the property. <u>If oil or gas is sold (dispositioned) use the</u> <u>appropriate POD number in column 17 and then show the sold (dispositioned) volumes in</u> <u>column 20</u>. If the oil is produced but not sold, the oil storage balance (column 23) should increase by the amount of the production. If non-sold oil, then column 17 remains blank and there are amounts in columns 20 and 23. Oil Produced – oil sold = -0- or oil produced – oil sold – oil on hand at end of month = -0- (sold only part of production and the remainder ended up in the tank inventory) (Example: produced 100 bbl., sold 50 bbl., ending inventory 50 bbl. 100 – 50 – 50 = -0-). In the next month, sold all production and all the oil in the tank, you would have produced 100 bbl., sold 150 bbl., beginning inventory (from previous month, column 19) 50 bbl., ending inventory (column 23 -0-): 150 - 100 - 50 = -0- An Oil POD number is required for all reported oil disposition. The assigned POD number for each well completion can be found on the OCD well search.

Column 18-Gas BTU or Oil API Gravity

Enter the gas BTU (whole number) in effect for the **gas volume transported**, adjusted to 15.025 psia at 60° F, or enter the weighted average API oil gravity. **Include one decimal space format**: **00.0** of **oil transported**.

Column 19-Oil on hand at beginning of month

Enter the beginning oil storage (carried over from the previous month reported on column 23) volume for the current reporting month. (Whole amounts, no decimals.)

Column 20-Volume

Enter the volume of oil, gas or water **transported** or **otherwise disposed** (**lost, flare, vented, spilled, used on property, etc.**). (Whole numbers, no decimals.) If you have all three, enter them on separate rows to reflect column 16 product codes. If otherwise disposed (non-transported lost, flare, vented, spill, used on property, etc.) will have to report to column 22 – Code 4

Column 21-Transporter OGRID (Oil and Gas Registration Identification)

Enter a transporter OGRID for oil and gas volumes **transported** from the POD. <u>Do not enter a</u> <u>transporter OGRID if the volume in Column 20 corresponds to **non-transported** disposition and <u>a "CODE 4" is entered.</u></u>

Column 22- "CODE 4"

Non-transported disposition is when the product is not transported by a transporter or if column 8 has a "G" code for Gas Lift (must be in CAPS).

<u>Oil</u>		Gas		Wate	<u>r</u>
С	Circulating Oil	F	Flaring	Α	Evaporated
L	Lost	\mathbf{L}	Lost	Ι	Re-injected on Property
S	Sedimentation	R	Repressurizing	Р	Pitted
Т	Theft	U	Used on Property	0	Other
0	Other	V	Venting		
		0	Other		

Column 23-Oil on hand at end of month

Enter the ending **oil storage** volume in whole amounts.

Examples of correct data entry made on an excel worksheet on next page.

EXAMPLE C-115 DATA ENTRY COMPLETE

		INJ	ECTION			PRODUC	TION			C	ISPOSITIC	N OF OIL	, GAS, AN	D WATER		
Z POOL NO. AND NAME	8 C			11 C	12 Barrols of	13	14	15	16 C	17	1\$	19 Oil an hand	20	21	22 C	23 Oil an
Property No. and Name	0	9	10	D	Oilfcandon-	Barrolr of	MCF	Days	O	Paint of	Gar BTU	at	Yolumo	Transportor	O	hand at
Well No. & U-L-S-T-R	D	Valumo	Prossure	D	sato	uator	Gar	Prod-	D	Disparition	ar Oil API	beginning	(Bbb/mcf)	Ogrid	D	ond of
API No.	E			E	produced	produced	Produced	ucod	E		Gravity	of month			E	month
	1			2					3						4	
96746 HACKBERRY; BS, EAST																
012345 ASTI 27 FEDERAL																
#001H M-11-00S-31E																
30-015-99999	Ρ				22000	0	0	31	0	1111111	15.025	0	22000	33479		
97926 BONE SPRING																
789666 HELEN STATE																
#003 N-12-23S-33E																
30-015-88888	F				24000	35	0	20	0	2222222	15.025	350				24350
									W	3333333			35	34053		
55695 SHIPP STRAWN																
315654 HIGHTOWER																
#001 L-11-10S-31E																
30-015-12345	Ρ				0	180	25	15	0	1234567		500	500	33479		
									W	7890001			100	34053		
									W	7890001			80		Α	
									G	1212123	1074		25		U	
10330 CASEY SWD																
356510 SHINY SWD																
#001 M-10-00S-31E																
30-015-46789	D	25	10	W					W				25		1	
#U01 L=11-105-31E 30-015-12345 10330 CASEY SWD 356610 SHINY SWD #001 M-10-005-31E 30-015-46789 Section 1000000000000000000000000000000000000	P	25	10		0	180	25	15	O W G W	1234567 7890001 7890001 1212123	1074	500	500 100 80 25 25	33479 34053	A U 1	

Note: Accurate data entry information is crucial. Errors for incorrect pool number, incorrect API number, etc. will occur.

Things to consider when filling out the C-115 Excel Template:

- Avoid using invalid symbols on the excel spreadsheet: e.g., #<\$ + % @
- Avoid using the letter, **O** in place of zeros, **0** and vice versa.
- Make sure you are using current property and pool numbers as these numbers change with each operator change, please use well search in permitting to verify correct #'s

Verify each well by API number to verify **five**-digit pool number, **six**-digit property number and effective dates as this is where errors occur.

The following incorporates the C-115B Gas Lift Reporting

Examples of C-115 gas lift volumes and coding:

Operators shall report gas volumes used for artificial lift using the injection side of the C-115. This means operators shall select "G – Gas lift" (Column 8 - Code 1).



After selection of "G – Gas lift" for column 8, operators will enter the volume in mcf used for gas lift (Column 9).



Operators do not have to report a pressure for Column 10 if they correctly selected "G" for Code 1 (Column 8).

However, operators may enter the injection pressure used for gas lift here. (Column 10). Operators need to enter "G-Gas" in Code 2 (column 11).

Volumes of gas lift gas are only reported if:

- Any gas lift is vented or flared during any process, that gas volume should be reported using the correct code 4 type used in column 22.
- Any gas lift is used on property during any process, that gas volume should be reported using the correct code 4 type used in column 22.

Note: Gas lift volumes used for artificial lift are generally not to be reported on the C-115B and are not considered beneficial use or lost gas. If gas from a gas lift is vented, flared, or used on property and is reported on the C-115 should also be reported under the applicable category as defined in rule, 19.15.27 NMAC.

		INJ	ECTION			PRODUC	TION				DISPOSIT	ion of oil,	GAS, AND	WATER		
7	8			11	12				16			19			22	23
POOL NO. AND NAME	С			С	Barrels of	13	14	15	С	17	18	Oil on hand	20	21	С	Oil o
Property No. and Name	0	9	10	0	Dil/conden	Barrels of	MCF	Days	0	Point of	Gas BTU	at	Volume	Transporter	0	hand
Well No. & U-L-S-T-R	D	Volume	Pressure	D	sate	water	Gas	Prod-	D	Dispositior	or Oil API	beginning	Bbls/mcf	Ogrid	D	end o
API No.	E			Е	produced	produced	Produced	uced	E		Gravity	of month			Е	mont
	1			2	·				3						4	
8220 Purple Sage Wolfcamp																
44444 Example Property																
0-15-99999	G	3000	800	G												
0-15-99999	P				0	0	2010	30	G	5555555	1000		1900	777777		
									G				10		U	
									G				50		V	
									G				50		F	

Example below of a C-115 with gas lift reported:

Gas Lift should be reported as a separate record in the resulting the C-115 text file, as demonstrated below.

999999N2203220505Example	OMPRRC990317 1
982203001599999G00030000000800G0000000000000000000	3
982203001599999900000000000000 000000000000000	3
98220444444G0555555000100000000000001900777777 0000000	5
98220444444G00000000000000000000000000000	5
98220444444G00000000000000000000000000000	5
98220444444G00000000000000000000000000000	5

For the C-115B, OCD imports production and sales volume from the C-115. The purpose of the C-115B is to enable operators to report gas as required by 19.15.27 NMAC. In our example, the venting and flaring and the result summary from our example looks as follows:



Any questions regarding the C-115B, are to send an email with your question(s) to: <u>ocd.engineer@emnrd.nm.gov</u>

Note: Accurate data entry information is crucial. Errors for incorrect pool number, incorrect API number, etc. will occur.

Things to consider when filling out the C-115 Excel Template:

- Avoid using invalid symbols on the excel spreadsheet: e.g., #<\$ + % @
- Avoid using the letter, O in place of zeros, 0 and vice versa
- Make sure you are using current property and pool numbers as these numbers change with each operator change, please use well search in permitting to verify correct #'s
- Verify each well by API number to verify **five**-digit pool number, **six**-digit property number and effective dates as this is where errors occur

USING THE ADD-IN FEATURE:

Next, the well operator clicks on the **add-in** feature, under file and home, two "C-115 Electronic Report" is listed. Select either one to import the excel spreadsheet data as a structured format .**txt file.**

AutoS	ave Off	89	(~ 2	-6 EB →	7C1	15Ex cel Teplat	eSpreadsh	eet (3).xls - Co	ompatibilit	y Mode - Excel	
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-ins	Help	ACROBAT	
C-11	5 Electronic	Report									
C-11	5 Electronic	Report									
Me	enu Comman	ds									

Using the Add-in with Windows 7, 8, 10 or newer

- A. Convert your C-115 Excel spreadsheet into a text file
- Step 1: Locate your completed C-115 Excel Spreadsheet
- Step 2: Double click your Completed C-115 Excel Spreadsheet to open
- Step 3: Click on Add-Ins Tab
- Step 4: Click C-115 Electronic Report (it will appear twice it doesn't matter which one you click on)
- Step 5: On the first tab title C-115 Report Settings fill in:
 - OGRID (**Operator** OGRID#)

Report Month (1- or 2-digit report month) Report Year (Must be 4 digits) Contact Name

Phone (ex: 505-123-4567)

C-115 Electronic Reporting Information	×					
C-115 Report Settings Column Settings Output File						
C Amended Report?						
OGRID 123456						
Report Month 6 (one or two digit report month, 1 thru 12) Report Year 2016 (four digit year of period being reported)						
Contact Name Minnie Mouse						
Phone 505-123-4567						
OK Cancel						

Step 6: Click on the Output File Tab Step 7: Uncheck the Confirmation sheet box

C-115 Electronic Reporting Information	×
C-115 Report Settings Column Settings Output File	
C-115 Report	
File Path Name C;/C115/Jun16.TXT	
Confirmation Sheet	
File Path Name A_CONFIRM.TXT	
Leading Number Number Number	
OK Cancel	

Fill in each field, accordingly, click OK to proceed. Step 8: Delete everything in the File Path Name Step 9: Enter the following **C:/C115/MonthYr.TXT**



Remember the unique name will be the file name of your text file (**Example: Feb08.txt**) If you wish to save to a different drive, create a new folder titled "C115" in that drive, then change the capital C to a capital L (**L Drive**) (Example: L:/C115/Feb16.TXT) Step 10: Click Ok Step 11: C-115 Processing Box will appear Step 12: Click Exit

Using the Add-in with Windows XP

A. Convert your C-115 Excel Spreadsheet into a text file

Step 1: Locate completed C-115 Excel Spreadsheet Step 2: Double click completed C-115 Excel Spreadsheet to open

For Microsoft Office Newer than Microsoft Office 2003

Step 1: Locate the Add-Ins tab on the top tool bar Step 2: Click Add-Ins Step 3: C-115 Electronic Reporting appears twice

For Microsoft Office 2003 and older

Step 1: Locate Tools on the Top Tool Bar Step 2: Click on Tools Step 3: C-115 Electronic Report Appears in the list (it should be listed after Options)

- Step 4: Click on C-115 Electronic Report
- Step 5: On the first tab titled C-115 Report Settings fill in: OGRID Report Month (1- or 2-digit report month) Report Year (Must be 4 digits) Contact Name Phone (example: 505-123-4567)
- Step 6: Click on the Output File Tab
- Step 7: Uncheck the Confirmation Sheet box
- Step 8: Delete everything in the File Path Name
- Step 9: Enter the following C:/MonthYr.txt



Remember the unique name as this will be the file name of your text file (Example: Feb16.txt) Step 10: Click Ok Step 11: C-115 Processing Box will appear Step 12: Click Exit

To save to a different drive, change the capital C to a capital L (L Drive) (Ex: L:/Feb16.txt)

Note: Only.txt files will be accepted by OCD permitting.

Submitting the C-115 Form to OCD permitting

To submit your C-115 the form must be completed and converted to a text file(.txt). Errors must be corrected prior to submittal. Comments must be provided with "Allowable Errors" prior to submittal.

Note: Allowable Errors include,

- **K** Code No water production reported with oil or gas production.
- Omissions Out-of-balance conditions, within limits, such as skim oil from an SWD (reported on a C-117A); and rounding errors on SWD injection reports.
- ➢ Omissions Out-of-balance error of +2 or -2 or below.
- The allowable error received, the operator should be described in the comments tab prior to submitting or re-submitting the C-115.

- Step 1: Using your computer's web browser, navigate to select OCD permitting <u>https://www.emnrd.nm.gov/ocd/</u>
- Step 2: Click to select OCD PERMITTING
- Step 3: Locate and Click SIGN-IN option, upper right-hand corner
- Step 4: Enter your User ID and Password
- Step 5: Click Sign In
- Step 6: Under Submissions, All OCD Forms
- Step 7: Select C-115 Monthly Production Report
- Step 8: Click Create New C-115 and Click Here to Upload Files
- Step 9: Click on Browse to find your saved text (.txt) file
- Step 10: Select (C:) Drive
- Step 11: Locate and double click C115 folder to locate saved files
- Step 12: Select saved .txt file
- Step 13: Click Upload Selected Files
- Step 14: Click Validate files
- Step 15: Check for warnings, if "No Errors Exist" then Click Submit

Errors will need to be corrected on C-115 before submitting.

- Step 1: Review and revise any errors you may have received from the validated text file from your saved excel spreadsheet manual data entry. Save Changes to your saved spreadsheet.
- Step 2: Run the Add-In option again by selecting C-115 Electronic Report
- Step 3: Recreate the text file by verifying the fields are still correct. **If a rejected C-115 notification was received,** re-create the .txt file using a different unique file path name on the output file tab, do not overwrite the old file path name as this may cause "duplicate well completion" errors (example on page 27)
- Step 4: Start from the beginning of this current list, delete the previous drafts left in your account

*Errors acceptable on a C-115 are as follows:

Balancing errors due to rounding (three or greater will be rejected) Balancing errors on SWD's Error code K – No Water with Oil Production

*If you have Allowable Errors on the C-115

Comments must be provided under Tab 2 "Comments" prior to submittal. The system will not allow the C-115 to be submitted without comments.

Submitting Amendments (Corrections)

Note: Filing of an amended report requires the submission of the entire file for all wells owned including the wells that do not need changes because the new file submitted will completely erase and take the place of the old file.

- Step 1: Open the C-115 Electronic Report re-create a new text file with its unique name
- Step 2: Submit the C-115 attaching the new text file. The system already recognizes that there is a C-115 accepted for this Month/Year and will code it "amended" by check mark the "Amended Report" when using the add-in option, C-115 electronic reporting.

The user will be notified by an automated e-mail when the operator submitted C-115 has been accepted by OCD.

IMPORTANT - The approved C-115 updates occur nightly. Original production or amendments may be viewed the next business day after approval. Initial Report and Amended Report for the same month cannot be submitted on the same day. Please wait until the system updates occur overnight.

Production Errors/Solutions

	Error Code	Solution
Α	Invalid Pool	The pool code does not exist as a valid pool for the C-115 reporting month. Review the <u>Well</u> <u>list</u> by operator in OCD permitting to view the correct pool code. <i>Note: In Quick Links to the</i> <i>right of the screen in well information, select Well Completions for effective dates, verify active</i> <i>pool code(s) are correct to reflect the C-115 reporting month.</i> Pool codes consist of 5-digit pool #, add leading zeros '0' if necessary. Ex: 01234.
B	Invalid Well	The API number does not exist. Review <u>Well search</u> by well name to locate the correct API#. <i>Note: In Quick Links to the right of the screen in well information, select History to verify effective dates, property codes, and operator ID#s are correct to reflect the C-115 reporting month.</i>
С	Invalid Well completion	OCD records indicate this API does not have an approved completion in this pool for the month of production. Review <u>Well search</u> by API# or well name for approved completions to view corresponding pool codes. <i>Note: In Quick Links to the right of the screen in well information, select well completions to verify effective dates, property codes, and pool codes are correct to reflect the C-115 reporting month.</i>
D	Invalid Operator	OCD records indicate another operator of record for the well. If a Change of Operator took place, verify the effective date of approval. Review <u>Well search</u> by API# or well name to history or well files for approval C-145 Change of Operator. <i>Note: In Quick Links to the right of the screen in well information, select History to verify effective dates for change of operator, property codes, and operator ID#s are correct to reflect the C-115 reporting month.</i>
E	Invalid Fluid	The injected fluid code is not correct. Valid codes are and must be in CAPS: W, G, C or O Definitions W – Water; G – Gas; C - CO ² ; O – Other
F	Invalid Status	The status (code 1) for this completion is not correct. Valid codes are and must be in CAPS: F, P, G, S, T, I, D or A. Definitions F – Flowing; T - Temporarily Abandoned; P – Pumping; I - Injection Well (even if shut-in); G - Gas Lift; D - Salt Water Disposal Well (even if shut-in). S- Shut-in; A – Plugged & Abandon
G	Plugged Zone	The well completion pool code appears as a plugged zone, no longer active for the reporting month. <i>Note: In Quick Links to the right of the screen in well information, select Well completions to verify pool code/name status is correct to reflect the C-115 reporting month.</i>
Н	Duplicate Well Completion	The well completion was reported twice on the same reporting month of the C-115. This may occur if multiple worksheets with the same well information is submitted. Verify excel worksheet(s) is single entries only.
Ι	Non-Numeric	An entry on this line, for example transporter OGRID # or POD#, volumes were reported with an alpha character instead of a number - typically a letter 'O' instead of the numeric zero '0'.
J	Invalid Property	Producing property code is incorrect. Review the <u>Well list</u> by operator in OCD permitting to view the correct property code. <i>Note: In Quick Links to the right of the screen in well information, select Well completions to verify valid property code(s) is correct to reflect the C-115 reporting month.</i> Producing property codes consists of 6-digits, add leading '0' zeros if necessary. ex:000123
K	No Water with Oil Production	This is an allowable error - Per 19.15.18.14 NMAC , an operator is required to report the volume of water produced with the oil and gas from each well. Produced water includes all water that is an incidental by product from drilling or the production of oil and gas, including load water. Please verify if zero water produced from the respective pools oil and/or associated pools with ZERO barrels of water produced, include a comment detailing the situation to allow the OCD to process your C- 115.

Disposition Errors/Solutions

	Error Code	Solution
Α	Invalid Pool	The pool number does not exist as a valid pool during the month you are attempting to report. Review the <u>Well list</u> by operator from OCD permitting to locate the correct pool number. Your Pool numbers must be 5 digits , if it is less than 5 digits add leading zeros, ex. 05550.
В	Invalid Property	The property number does not exist. Review the <u>Well list</u> by operator of current property numbers of the wells affected by the Change of Operator. Property numbers must be 6 digits, if it is less than 6 digits, add leading zeros ex. 002543 . * Note – Property numbers change when a Change of Operator takes place, new property numbers are issued.
C	Invalid Operator for Property	The property number is valid, but the OCD records indicate a different Operator for that property number. Look up the valid property number using the <u>Well list</u> by operator provided through OCD permitting.
D	Invalid Transporter	The transporter OGRID number is not correct or is missing. Check the transporter OGRID number with your transporter or review <u>Well list</u> by operator to confirm the transporter is registered with OCD.
Е	Invalid Product	The product code (Code 3) is incorrect. Valid product disposition codes are and must be in CAPS: O, G, and W . Definitions G - Gas (includes CO ²); O - Crude Oil, Condensate, Drip; W - Water
F	No Completions in the Pool/Property	There are no well completions in this pool/property combination for this month. Review the <u>Well list</u> to locate valid pool/property number for the well. If you believe OCD records are not current, please contact OCD Engineering permitting group.
G	Non-Numeric	An entry on this line, such as the transporter OGRID number or a disposition number, was reported with an alpha character instead of a number - typically a letter 'O' instead of a zero '0'.
H	Cannot report both a transporter OGRID and non- transported disposition code	Entries made from the C-115 disposition column 21, Transporter OGRID# with a non-transported disposition by a transporter in code 4 (column 22). Intended transported volumes entered in column 20 and column 21, Transporter OGRID#, remove coding entered from code 4, column 22. If non- transported volumes from column 20, remove transporter OGRID# and verify the correct code in entered for "code" 4 (column 22).

Other Errors/Solutions:

Omission Error Reports: Well completions not reported on the C-115 production report. Revisions are requested by adding the missing active wells. Review the <u>Well list</u> in OCD permitting for active wells by operator. If you believe OCD's records are not current, contact the OCD Engineering permitting group.

Out of Balance Variance Reports: display pool/properties with balancing variances. 'Variance Totals' displays variance amounts for the entire C-115, 'Variance Details' displays property level detail. *Note: Acceptable out of balance variance of* +2 *or* -2 *or below only.* If the variance is negative (more disposition volumes reported for a pool and property from production volumes). If the variance is positive (more production is reported for a pool and property than disposition). Saltwater Disposal (SWD) and balance variances due to rounding, is exempt from the out of balance variance.

Effective Dates: Errors are caused by effective dates from the C- 115 reporting month and year electronically submitted to OCD permitting.

For example: *Well(s)* sold to Oil Inc. approved 01/01/2010 and Oil Inc. tries to submit production for well(s) for the month of 12/2009, an error will occur since Oil Inc. was not the operator of record.

Note: If a C-145 Change of Operator form is approved by NMOCD during the month, both operators will file a C-115 by pro-rating the days produced and the volumes for the month (see "Days Produced" on page 16).

You may review the Well List by Operator through the OCD website at the following link: <u>https://wwwapps.emnrd.nm.gov/OCD/OCDPermitting/Reporting/Wells/WellList.aspx</u>

To look up individual well files by API, use the following link: <u>https://ocdimage.emnrd.nm.gov/imaging/WellFileCriteria.aspx</u>

DATE FIELD RUN TIME ERROR 2110



Runtime Error 91

- 1. Operators are receiving a Runtime Error 91 when they run the excel add-in or C-115 Electronic Report.
- 2. The problem lies in the C-115 Electronic Report or (Excel Add-In Macro).
- 3. Go to the third tab, titled "Output File Tab"; there is something wrong with the File path name.
- 4. Verify that the Confirmation Sheet is <u>NOT</u> checked; then verify the File Path Name is correct (as shown below).
- 5. For Windows 7, 8, 10 and Vista users; verify that you created the file titled C115 in your C Drive then the file path name should read C:/C115/Jan08.txt



- 1. When making changes to the report DO NOT save the file under the existing File Path
- 2. Name on the Output File tab.
- 3. Change the File Path Name slightly. For example: Original saved as C:/C115/Feb15.txt
- 4. **Amended saved** as C:/C115/2Feb15.txt
- 5. **Never select yes** to, "Do you want to delete the existing file?" Cancel Go back and save under a different name
- 6. If saved under the same File Path Name, a Duplicate Well Completion error will occur.

VERIFICATION, APPROVALS, REJECTIONS AND AMENDMENTS SUMMARY

Operators may access the "Approved" or "Rejected" status verification online by using the computer's web browser and navigating to the OCD's website. A list of C-115's will appear with the status Submitted, Reviewed, Approved, Rejected and Draft. Three reports are available for Operators to view, verify and submit date on C-115 forms.

Operators filing an amended report must wait until the original report has been accepted before submitting an amendment. The System will update overnight. The Operator must submit the entire "Amended" file for all wells owned including the wells that do not need changes. The System will recognize the new file submitted and will completely erase and take the place of the old file.

The reporting system will notify the Operator by automated e-mail when the C-115 has been accepted.

Operators may also utilize the Action Status and C-115 Reports features on OCD Permitting to obtain other information on their C-115's.

C-115 Status Verification Approved/Rejected

Acceptance or Rejection Status Verification Online.

- Step 1: Using your computer's web browser, navigate to the OCD's website located at https://www.emnrd.nm.gov/ocd/ocd-e-permitting/
- Step 2: Select OCD permitting
- Step 3: Select SIGN-IN located, top right-hand corner
- Step 4: Enter Username and Password
- Step 5: Click Sign In (note: sign in is not required for viewing)
- Step 6: Select Operator Data tab located top right-hand corner
- Step 7: Select Action Status
- Step 8: Enter Operator OGRID# or Name (note: If signed in, your company will already appear in the drop-down list, the operators are listed in alphabetic order)
- Step 9: In Action Information, select type (is form accepted/rejected by OCD) in this case select, [C-115] EP Production Monthly Report
- Step 10: Click Continue

Understanding the Status of the C-115 in Permit Status

- 1.A list of C-115's will appear with the status Submitted, Reviewed, Approved, Rejected and Draft
- 2.Submitted: The C-115 has been submitted but not yet reviewed by OCD.
- 3.Reviewed: The OCD is in process of reviewing the C-115.
- 4.**Approved:** The C-115 was Accepted and approved by OCD (*data is updated nightly, changes may be viewed the next day after approval*).
- 5.**Rejected:** The C-115 was rejected by OCD therefore, revisions are requested by operator and resubmitted.
- 6.**Draft:** (*can only be viewed if signed in*) The C-115 is created by the operator but not yet complete and electronically submitted to OCD permitting.

To view the comments in Action Status, complete the following steps:

Step 1: Select Action Id#

Step 2: Select Action ID# provided, scroll to "Comments" section to view details.

Verification of data submitted

View of C-115 report is available online for oil and gas entries.

Three reports are available:

Balancing Report, Detailed Balancing Report or Well Completions Not Reported

- Step 1: Using your computer's web browser, navigate to the OCD's website located https://www.emnrd.nm.gov/ocd/ocd-e-permitting/
- Step 2: Select OCD Permitting
- Step 3: Select Operator Data
- Step 4: Select C-115 Reports
- Step 5: Select the desired report

Verification of Data submitted Well Search Tool

Production/Injection totals submitted on the C-115 by API number are available through the Well Search Tool.

- Step 1: Using your computer's web browser, access OCD permitting <u>https://www.emnrd.nm.gov/ocd/ocd-e-permitting/</u>
- Step 2: Select OCD Permitting
- Step 3: Select Searches
- Step 4: Select Wells
- Step 5: Key in the remaining numbers of the API number
- Step 6: Continue, this will show all the Well Information
- Step 7: Select Production in Quick Links to the right of the screen. This will allow Operators to view the years listed and the production and injection totals summed up for the year.
- Step 8: Select the plus (+) sign to the left of the year to expand and separate the totals by month (This information may also be exported to excel by selecting the Export to Excel button on the upper right- hand corner of the table).

Submitting Amendments (Corrections)

Note: Filing of an amended report requires the submission of the entire file for all wells owned including the wells that do not need changes because the new file submitted will completely erase and take the place of the old file.

Step 1: Open the C-115 Electronic Report re-create a new text file with its unique name

Step 2: Submit the C-115 attaching the new text file. The system already recognizes that there is a C-115 accepted for this Month/Year and will code it "amended".

The user will be notified by an automated e-mail when the operator submitted C-115 has been accepted by OCD.

IMPORTANT - The approved C-115 updates occur nightly. Original production or amendments may be viewed the next business day after approval. Initial Report and Amended Report for the same month cannot be submitted on the same day. Please wait until the system updates occur overnight.

Skim Oil on Saltwater Disposal wells is reported on Form C-117A

C-117A is submitted electronically through the OCD permitting>Submissions>All OCD Forms>select C-117A. Complete the data entry requirements, upload form, no messages appear, submit to OCD.

Text File Format Submission Data Layout Summary

This part displays the submission data layout of the text file that is converted from the Excel spreadsheet. The submission data layout summary is in pages 32-34.

<u>Report Record</u>: Occurs once for each report. This must be the first record in the report. More than one report may be submitted in a file.

Injection/Production Record: Occurs once for each injection or production volume line reported. Do not attempt to combine injection and production volume reports in a single record; if both production and injection are to be reported for a well completion, use a separate record to report each volume. Similarly, report multiple injection products with separate records.

Disposition Record: Occurs once for each line in the "Disposition of Oil, Gas, and Water" portion of the C-115 report.

NMOCD C-115 (Operator's Monthly Report) Text File Format Submission Data Layout

Report Record: Occurs once for each report. This must be the first record in the report. More than one report may be submitted in a file.

Columns	Contents	Notes
1-6	Reporter's OGRID	Oil and Gas Reporting ID (OGRID) code assigned to the operator by the State of New Mexico.
7	Amended Report	Y Report is an amended report N Report is an original report
8-9	Year of Production	Last two digits of the calendar year. For example, report 2006 as 06.
10-11	Month of Production	Calendar month value represented as two digits (01- 12). For example, report July as 07.
12-17	Report Date	<i>YYMMDD</i> format. For example, report July 25, 2006, as 060725.
18-52	Contact Name	Name of the person signing the C-115 report.
53-66	Telephone Number	Telephone number of individuals signing the C- 115 report. For example, 123-456-7890.
67-68	Report Data Type	Code indicating the type of data contained in this report. OM-Operator's Monthly Report (C-115) Blank is presumed to be "C-115".
69-78	Reporter's Tracking Data	Optional field which may be used by the report originator for identification information. Must contain only printable data or spaces.
79	(Reserved for future use)	Fill with space.
80	Record ID	Always "1"

Injection/Production Record: Occurs once for each injection or production volume line reported. Do not attempt to combine injection and production volume reports in a single record; if both production and injection are to be reported for a well completion, use a separate record to report each volume. Similarly, report multiple injection products with separate records.

Columns	Contents	Notes
1-5	Pool Code	Five-character pool code associated with the well completion; for example, 72439.
6-15	API Well Number	First 10 digits of the API Well Number (State Code, County Code and Well Identification Number). do not use punctuation. For example, 3003905113.
16	Well Status Code	 F Flowing P Pumping G Gas Lift S Shut-in T Temporarily Abandoned I Injection Well for Enhanced Recovery D Saltwater Disposal Well A Plugged and Abandoned
17-23	Injection Volume	Barrels of water or MCF of gas injected. Right justify, left zero fill. For example, 0001000.
24-30	Injection Pressure	Injection pressure PSIG. Right justify, left zero fill. For example, 0000100.
31	Injected Fluid Type	For injection reporting, use the following codes: W Water G Gas C CO2 O Other If reporting production, fill with space.
32-38	Oil/Condensate Produced	Barrels of crude oil or condensate produced for the month. Right justify, left zero fill. For example, 0000150.
39-45	Water Produced	Barrels of water produced for the month. Right justify, left zero fill. For example, 0000245.
46-52	MCF Gas Produced	MCF of gas (including CO ₂) produced for the month. Right justify, left zero fill. For example, 0000099. Adjustment to 15.025 psia.
53-54	Days Produced	Number of days that the well completion produced during the month. Right justify, left zero fill. For example, 09.
55-72	(Reserved for future use)	Fill with spaces.
73-78	Producing Property	For OCD use only. For other originators, fill with spaces.
79	Verified	For OCD use only. For other originators, fill with spaces.
80	Record ID	Always "3 "

Disposition Record: Occurs once for each line in the "Disposition of Oil, Gas, and Water" portion of the C-115 report.

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Columns	Contents	Notes
1-5	Pool Code	Five-character pool code associated with the well completion; for example, 72439.
6-11	Property Number	Six-character property code. For example, 011575.
12	Product Code	GGas (includes CO2)OCrude Oil, Condensate, DripWWater
13-19	POD (Point of Disposition) Code	POD number for each product transported from the property or non-transported volume that affects oil storage balance. If a POD is not applicable, fill with spaces.
20-26	API Gravity or BTUs	For oil, report API gravity to one decimal place; for gas, report BTUs to nearest whole number. Right justify, left zero fill, key the decimal point. For example, to report an API gravity value of 41.0, use 00041.0; to report a BTU value of 1126, use 0001126.
27-33	Oil On Hand at Beginning of Month	Beginning oil storage volume. Right justify, left zero fill. For example, 0000100.
34-40	Disposition Volume	Volume of oil, gas, or water transported or otherwise disposed (lost, vented, spilled, used on property, etc.). Right justify, left zero fill. For example, 0000150.
41-46	Transporter OGRID	Transporter OGRID for oil and gas volumes transported from the POD. For example, 007057.
47	Non- Transported Disposition Code	Disposition code from Code 4 table for non- transported products. For transported products, must be a space. (Refer to the C-115 form instructions for the values for this field.)
48-54	Oil On Hand at End of Month	Ending oil storage volume. Right justify, left zero fill. For example, 0000219.
55-72	(Reserved for future use)	Fill with spaces.
73-78	Producing Property	For OCD use only. For other originators, fill with spaces.
79	Verified	For OCD use only. For other originators, fill with spaces.
80	Record ID	Always "5"