

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 their 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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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, ocd.admincomp@emnrd.nm.gov

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 spreadsheets to submit the .txt file. The information from the .txt file will be compared to a list of the Operators that approved well. 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**”)
2. **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 **except C-145’s, Change of Operators exclusively electronically submitted by the Op Admin.**

Authorization of an Operator Administrator User:

Oil and gas companies operating in the State of New Mexico may designate ONLY 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-of-attorney) 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 (Op Admin) 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 <https://www.emnrd.nm.gov/ocd/>.
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)
Note: 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.”



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, ocd.admincomp@emnrd.nm.gov

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 do not 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 that 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 re-assign 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 Remove Users
- 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.
- If 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:

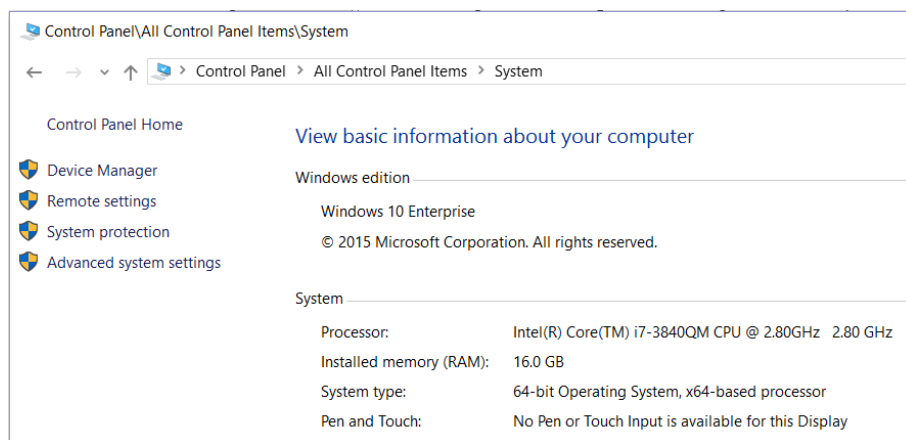
The users who have the Receive Approval Email and Receive Reject Email check-marked will receive an e-mail notification any electronic types were rejected or accepted. You may verify your user ID has been set up to receive approval/rejection e-mails and update your information by following these steps:

- 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 have 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.



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/>

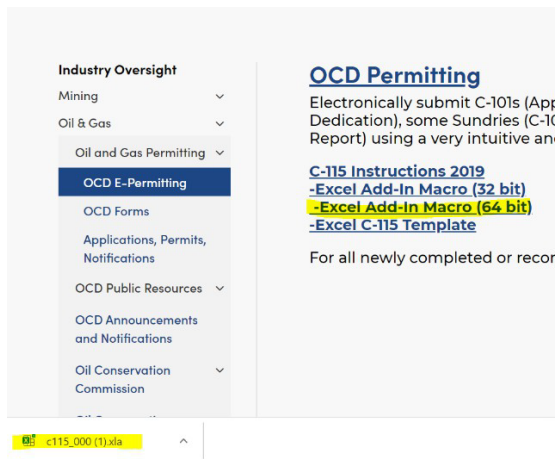
Step 2: C-115 Instructions and Excel Add-In Macros, Excel C-115 Template

C. Download C-115 Add-in Macro

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

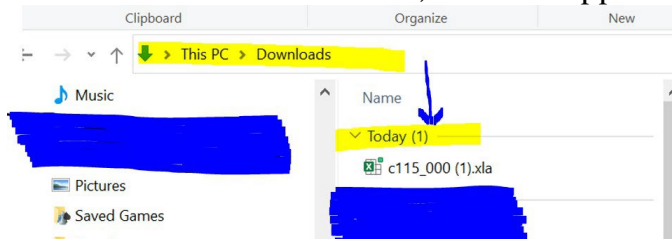
Step 2: Select Save Target As

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

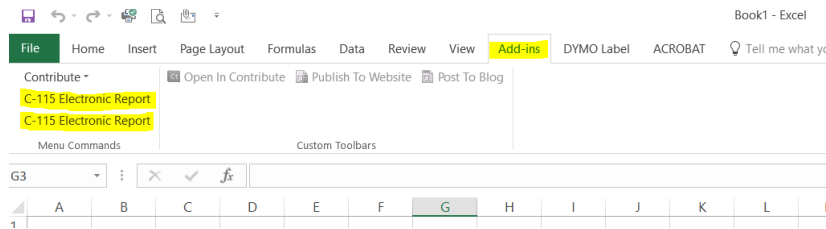
D. Verify the C-115 Add-in Macro is Active

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



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

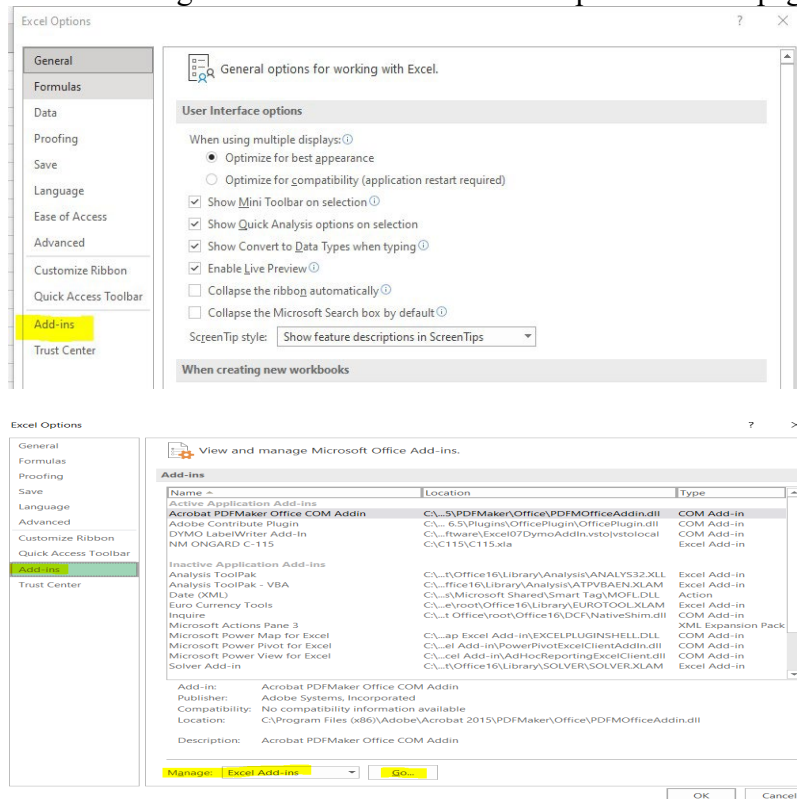
Step 2: Select the File Tab (Located on the upper Left-hand corner)

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

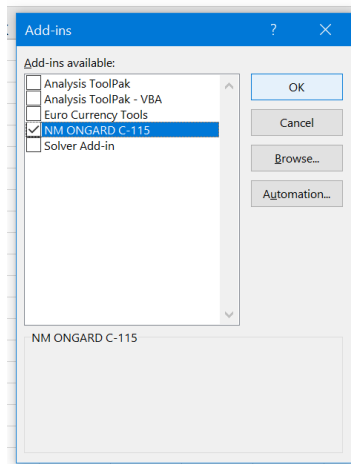
Step 9: Click on the Browse button located on the right-hand side of the box/Click on Look in box

Step 10: Select C Drive (OS Disk C: or Local Disk C:)

Step 11: Double click on the C115 folder

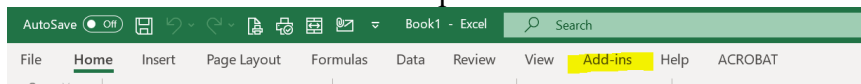
Step 12: Double click on C115.xla (Add-In box will appear with a checkmark in the NM ONGARD option)

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.



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.

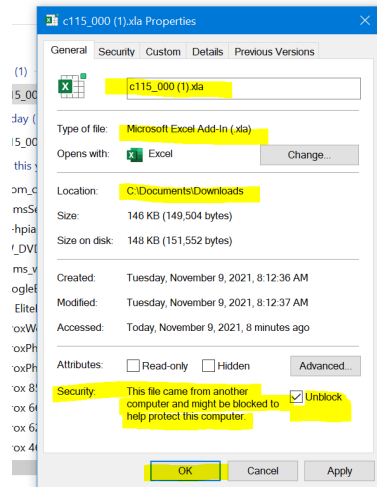
Add-In not showing up on Excel Ribbon

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.

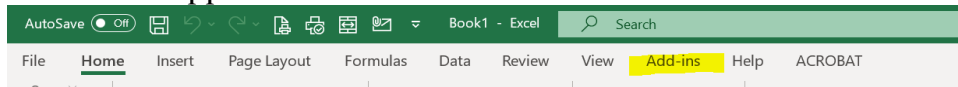
Our suggested fix is to unblock access to c115_000.xla (from the downloaded file saved to the C drive, C115 folder) this will indicate to excel that this is a trusted file. To do this:

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:



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



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

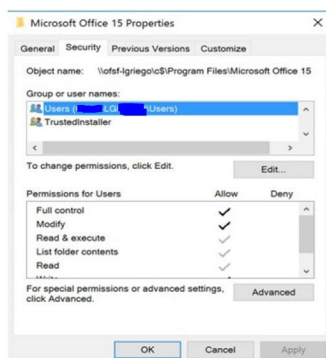
Unable to run the Add-In

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:

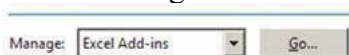
Step 1: Select the Office Button or the File Tab (Located on the upper Left-hand corner)

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



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

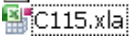
Step 8: Click on Look in Box

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

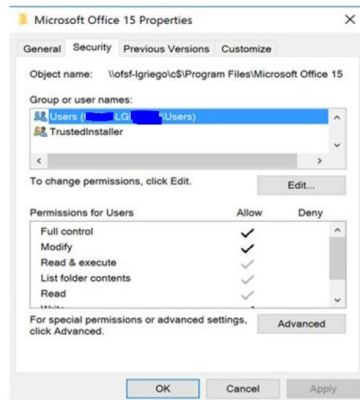
The issue here is that the Add-In is installed, and the Add-In ribbon is visible but clicking on the link does nothing. It appears that the user needs full control of the latest Office folder to run the Add-In.

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)*



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

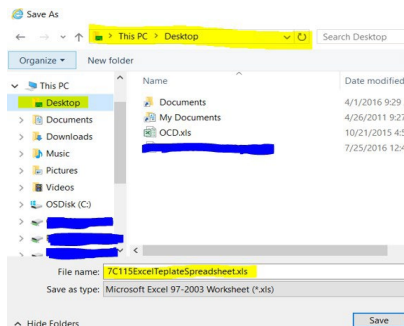
Step 1: Using your computer's web browser, navigate to the OCD's website located at <https://www.emnrd.nm.gov/oed/oed-e-permitting/>

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)



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			
<u>7</u>	8			11	12			
<u>POOL NO. AND NAME</u>	C			C	Barrels of	13	14	15
Property No. and Name	D	9	10	D	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-township-range (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

DISPOSITION OF OIL, GAS, AND WATER							
16			19			22	23
C	17	18	Oil on hand	20	21	C	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	

Column 16-CODE 3

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

G Gas (including 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. If oil or gas is sold (dispositioned) use the appropriate POD number in column 17 and then show the **sold (dispositioned) volumes in column 20**. If the **oil is produced but not sold, the oil storage balance** (column 23) **should increase by the amount of 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 POD. Do not enter a transporter OGRID if the volume in Column 20 corresponds to **non-transported** disposition and a “CODE 4” is entered.

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>		<u>Gas</u>		<u>Water</u>	
C	Circulating Oil	F	Flaring	A	Evaporated
L	Lost	L	Lost	I	Re-injected on Property
S	Sedimentation	R	Repressurizing	P	Pitted
T	Theft	U	Used on Property	O	Other
O	Other	V	Venting		
		O	Other		

Column 23-Oil on hand at end of month

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

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

EXAMPLE C-115 DATA ENTRY COMPLETE

		INJECTION		PRODUCTION				DISPOSITION OF OIL, GAS, AND WATER								
7	8			11	12	13	14	15	16	17	18	19	20	21	22	23
POOL NO. AND NAME	C	O		C	Barrels of Oil/conden- sate produced	Barrels of water produced	MCF Gas Produced	Days Prod- uced	C	Point of Disposition	Gas BTU or Oil API Gravity	Oil on hand at beginning of month	Volume (Bbls/mcf)	Transporter Ogrid	C	Oil on hand at end of month
Property No. and Name	D	9	10	D					D						D	
Well No. & U-L-S-T-R	E	Volume	Pressure	E					E						E	
API No.	1			2					3						4	
96746 HACKBERRY, BS, EAST 012345 ASTI 27 FEDERAL #001H M-11-00S-31E 30-015-99999	P				22000	0	0	31	O	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	O W	2222222 3333333	15.025	350	35	34053		24350
55695 SHIPP STRAWN 315654 HIGHTOWER #001 L-11-10S-31E 30-015-12345	P				0	180	25	15	O W W G	1234567 7890001 7890001 1212123		500	500 100 80 25	33479 34053		A U
10330 CASEY SWD 356510 SHINY SWD #001 M-10-00S-31E 30-015-46789	D	25	10	W					W				25		I	

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 lifts using the injection side of the C-115. This means operators shall select “G – Gas lift” (Column 8 - Code 1).

Production Side of C115										Disposition Side of C115									
Z POOL NO. AND NAME Property No. and Name Well No. & U-L-S-T-R API No. 7. Pool and Name		8 C O D E 1	INJECTION		11 C O D E 2	PRODUCTION				16 C O D E 3	DISPOSITION OF OIL, GAS, AND WATER							22 C O D E 4	23 C O D E 5
			9 Volume	10 Pressure		12 Barrels of Oil/conden- sate produced	13 Barrels of water produced	14 MCF Gas Produced	15 Days Prod- uced		17 Point of Disposition	18 Gas BTU or Oil API Gravity	19 Oil on hand at beginning of month	20 Volume (Bbls/mcf)	21 Transporter Ogrid				

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

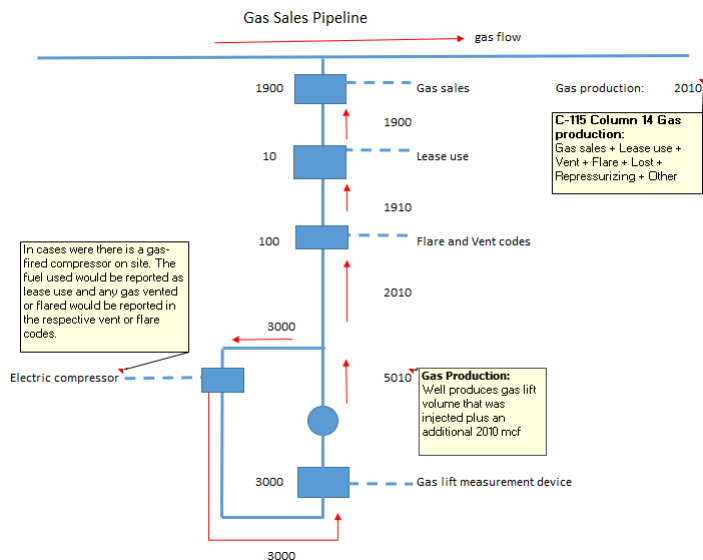
Disposition Side of C115

19 | Page

C-115B Summary

Production/Other Data		
Volume Natural Gas Produced	2010	MCF
Volume Natural Gas Sold	1900	MCF
Volume of Gas Excluded from Percentage calc	1910	MCF
Volume of Gas Lost	100	MCF

Natural Gas Captured (%)
95.02



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

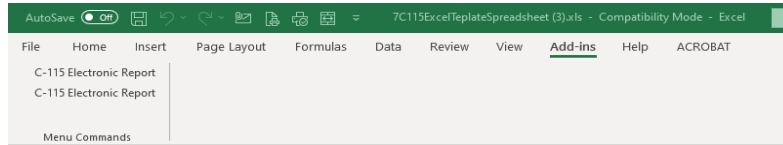
Note: Accurate data entry information is crucial. Errors for incorrect pool number, incorrect API number, etc. will occur.

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.



Using 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**)

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

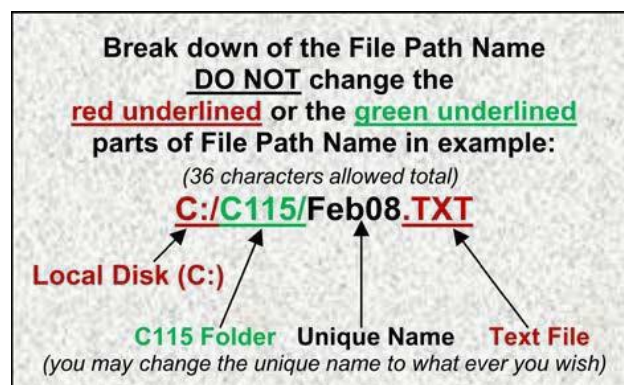
☒ Leading Number ☐ No Leading Number

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

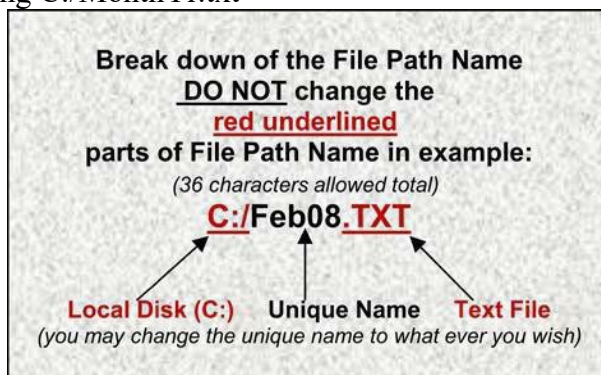
Phone (example: **505-123-4567**)

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 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 into 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 by 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
<https://www.emnrd.nm.gov/oed/>

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.

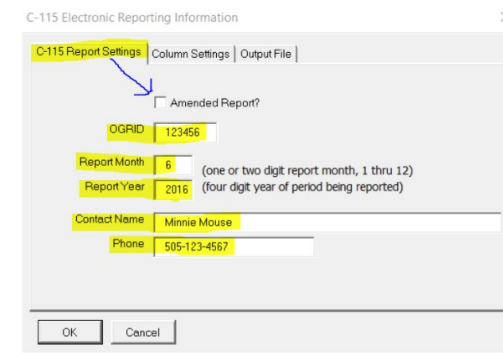
Submitting Amendments (Corrections)

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 and re-create a new text file with its unique name as stated on pages 23 & 25.

Step 2: As written on pages 21-23, follow letter A. Steps 1 – 5 for the “C-115 electronic reporting information” before proceeding to Steps 6 and 7 of the C-115 Report Settings.

Step 3: Check mark “Amended Report”, proceed to the following steps to complete the other data.



The screenshot shows the 'C-115 Electronic Reporting Information' dialog box with the 'C-115 Report Settings' tab selected. A blue arrow points to the 'Amended Report?' checkbox, which is currently unchecked. Below this, the following fields are visible: OGRID (123456), Report Month (8), Report Year (2018), Contact Name (Minnie Mouse), and Phone (505-123-4567). The Report Month and Year fields have explanatory text: '(one or two digit report month, 1 thru 12)' and '(four digit year of period being reported)' respectively. At the bottom are 'OK' and 'Cancel' buttons.

Field	Value
OGRID	123456
Report Month	8
Report Year	2018
Contact Name	Minnie Mouse
Phone	505-123-4567

Step 4: Submit the C-115 attached to 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 of the “Amended Report” option when using the add-in option, C-115 electronic reporting as shown above.

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
A Invalid Pool	The pool code does not exist as a valid pool for the C-115 reporting month. Review the Well list by operator in OCD permitting to view the correct pool code. <i>Note: In Quick Links to the right of the screen in well information, select Well Completions for effective dates, verify active 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 Well search 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>
C Invalid Well completion	OCD records indicate this API does not have an approved completion in this pool for the month of production. Review Well search 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 takes place, verify the effective date of approval. Review Well search 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>
H Duplicate Well Completion	The well completion was reported twice in the same reporting month of the C-115. This may occur if multiple worksheets with the same well information are submitted. Verify excel worksheet(s) is single entries only.
I 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 Well list 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 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
A	Invalid Pool	The pool number does not exist as a valid pool during the month you are attempting to report. Review the Well list 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 .
B	Invalid Property	The property number does not exist. Review the Well list 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 Well list 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 Well list by operator to confirm the transporter is registered with OCD.
E	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 Well list 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 is entered for "code" 4 (column 22).
X	Unable to parse line	Review the line entries in the text file to ensure that all characters are correctly sequenced. An extra number or space may disrupt the expected format, causing the line to be unreadable. To correct this, refer to the "Text File Format Submission Data Layout" on pages 34–36 of the C-115 Instructions.

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 [Well list](#) 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 Change of Operator form was approved in the middle of the month, both operators may report production, but it is helpful if only one operator reports it by using the correct property codes, etc.

Note: You may review the Well Search by going to the OCD website, to view the well information and well files. <https://wwwapps.emnrd.nm.gov/ocd/ocdpermitting/default.aspx>

DATE FIELD RUN TIME ERROR 2110

1st

If the Project Explorer Box or the Properties Window Box do not appear, you will need to click on View and click Project Explorer and Properties Window

2nd

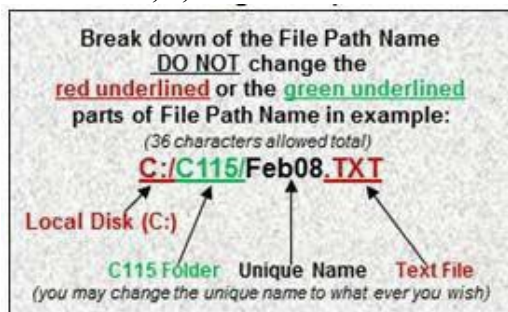
3rd

Directions for fixing the Runtime Error 2110
 When you receive the Runtime Error 2110 you will need to:
 -Click the Debug Option
 -Click on C115.XLS in the Project-C115.XLS box
 -Click on Forms
 -Click on C115 Info
 -The C115 electronic Reporting box will appear
 -Click on the first tab the C115 Reporting Information Tab
 -Then click on the Report year box it will highlight as shown to the left
 -Then you will need to look in the Properties Window to the left to find Max Length and change it from 5 to 10

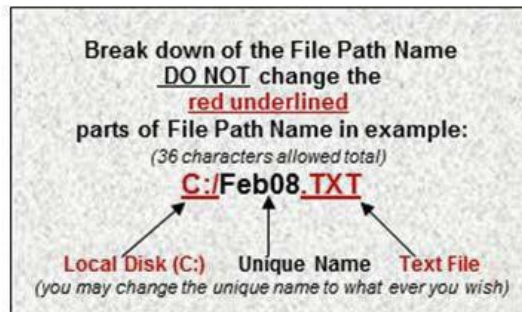
Runtime Error 91

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 NOT 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

Windows 7, 8, 10 and newer



Windows XP



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

<https://www.emnrd.nm.gov/ocd/ocd-e-permitting/>

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.

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.

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
	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, July as 07.
12-17	Report Date	YYMMDD 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 on 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 are 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 code: 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 are produced for the month. Right justify, left zero fill. For example, 0000150.
39-45	Water Produced	Barrels of water are produced for the month. Right justify, left zero fill. For example, 0000245.
46-52	MCF Gas Produced	MCF of gas (including CO2) 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.

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	G Gas (includes CO ₂) O Crude Oil, Condensate, Drip W Water
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 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, there must be 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”