User Guide for the C-115B Upstream Natural Gas Waste Report

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Summary of the C-115B Upstream Natural Gas Waste Report

Any New Mexico OGRID with qualifying wells or facilities must file this report. See *Well and Facility Reporting Rules* section below.

It is assumed operators are registered in the OCD Permitting system and the logged in user has *OpUser* level permissions or above for the operator in question. Once logged into the OCD Permitting system the C-115B Upstream Natural Gas Waste Report is most quickly accessible from here:

Main Menu -> Submissions - > Other -> [C-115B] Upstream Natural Gas Waste Report

The C-115B Upstream Natural Gas Waste Report is being used to capture the first two quarterly reports for October 2021 (10/1-12/31) and January 2022 (1/1-3/31) after which monthly reporting will begin with the April 2022 (4/1-4/30) period. All reports are due on or before the 15th day of the second month following the last month of the filing period.

The C-115B Upstream Natural Gas Waste Report in general functions similarly to other OCD Permitting system electronic permits with respect to creating new drafts, status, deletion, locking behavior, submission, etc.

For each reporting period the C-115B Upstream Natural Gas Waste Report requires the operator to submit an original report containing all required wells and facilities after which successive amendments can be submitted if needed. These C-115B amendments can include only partial data unlike the original and can include at a minimum only a single well or facility that has been edited. Where multiple amendments have been submitted, they are applied in the order of submission.

Methods of Mass Data entry for the C-115B Upstream Natural Gas Waste Report:

The first method is to key the data into the "*2 – Volumes*" tab using the user interface elements available to submit each well or facility gas waste record. This method is recommended for smaller operators or for minor amendments to previous reports. Note that all required wells and facilities must be reported each period even if they have zero waste.

The second method is to use your IT systems to generate a fixed width text file in the "*C-115B Upstream Natural Gas Waste Report Data Layout*" format for the reporting period in question and upload it on the "*1 – General Information*" tab. See the required format and example later in this document. This method is recommended for any operators with significant numbers of wells and facilities requiring to be reported.

Both the first and second methods can be combined as needed, however please ensure your file is uploaded first before making any manual adjustments.

The "*3 – Methods*" tab of the permit requires users to provide a detailed list of the methodologies used to measure/estimate the venting and flaring volumes needed to be provided for the first` midstream natural gas waste report filed by an operator (this includes all operators filing an initial quarterly report for last quarter of 2021). Subsequently, only new or changed methodologies will need to be reported.

The "*4 – Review*" tab of the permit displays any fatal and warning messages, most of which relate to the set of required wells and facilities needed for original reports. All fatal errors must be cleared, and the required acknowledgement confirmed before a permit submission can made.

After successful submission, the user is notified by an automated e-mail.

Well and Facility Reporting Rules

On the "*1 – General Information*" tab the C-115B Upstream Natural Gas Waste electronic permit requires that a Reporting Period to be selected first. The OGRID is automatically known based on the logged in user. Based upon these initial selections the electronic permit calculates the set of wells and facilities that were owned by that Operator OGRID for at least 1 day during the Reporting Period in question.

Then the below Well and Facility Reporting Category Rules classify each well or facility in the above "owned" set of wells and facilities into one of three Reporting Requirement Categories:

1) Those wells/facilities that must be reported, even if 0 waste
2) Those wells/facilities that may optionally be reported
3) Those wells/facilities that cannot and should not be reported

Note that *mineral lease type code* is calculated as the highest priority of mineral ownerships in a well. [Tribal = Priority #1, Federal = Priority #2, State=Priority #3, Private/Fee=Priority #4]

Wells Reporting Category Rules

(these are baselined upon the set of wells that were owned by that Operator OGRID for at least 1 day during the Reporting Period in question)

(1) Wells that must be reported:

- Any Well Types except the following:
  - SWD
  - Water
  - Miscellaneous

  AND

- Any Well Statuses except the following:
  - Cancelled
  - Dry hole
  - Plugged
  - Never Drilled
  - New - except where there have been any of the following dates:
    - Spud
    - Last Production
    - C-104 Approval

  AND

- Any Well Mineral Lease Type Codes except the following:
  - Indian
  - Navajo
  - Jicarilla
  - Ute

(2) Wells that may be optionally reported:

- Well Types including:
  - SWD

  AND/OR

- Well Mineral Lease Type Codes:
  - Indian
  - Navajo
  - Jicarilla
  - Ute

(3) Wells that cannot be reported (overrides any other rules)

- Well Types including:
  - Water

- Miscellaneous

- Well Statuses including:
  - Cancelled
  - Dry Hole
  - Plugged
  - Never Drilled
  - New without Spud, Last Production or C-104 Approval dates.

Facility Reporting Category Rules
(these are baselined upon the set of facilities that were owned by that Operator OGRID for at least 1 day during the Reporting Period in question)

(1) Facilities that must be reported:

- Facility Status:
  - Active

  AND

- Any Facility Surface Owner except:
  - Indian
  - Navajo
  - Jicarilla
  - Ute

  AND

- Facility Types:
  - Gas Storage - (GS)
  - Crude Pump - (CP)
  - Metering/Gathering Satellite - (MGS)
  - Pipeline - Gas - (PLG)
  - Compressor Station - (CS)
  - Tank Battery - (TB)
  - Flare Stack - (FS)

(2) Facilities that may be optionally reported:

- Facility Surface Owner:
  - Indian
  - Navajo
  - Jicarilla
  - Ute

  AND/OR

- Facility Type

    - Treating Plant - (TP)
    - Injection Plant - (INJ)
    - Unknown Source - (UNK)
    - Pipeline - Crude - (PLC)

(3) Facilities that cannot be reported (overrides any other rules)

- Facility Status
    - Inactive
- Facility Type
    - Abatement Plan Underway (Initial Data Load) - (AB)
    - Below Grade Tank - (BGT)
    - Brine Well Facility - (BW)
    - Class II - (C2)
    - Class I - (CI)
    - Closed Loop System - (CLS)
    - **Natural Gas Gathering System - (GGS)**
        - **See C-115 Midstream Natural Gas Waste Report**
    - Gas Plant - (GP)
    - Geothermal - (GT)
    - Pit - (PIT)
    - Pipeline - Water - (PLW)
    - Pit - Emergency - (PTE)
    - Pit - Multi-well Fluid Management - (PTM)
    - Pit - Permanent - (PTP)
    - Pit - Temporary - (PTT)
    - Refinery - (RF)
    - Recycling Facility - (RFL)
    - Remediate - (RM)
    - Service Company - (SC)
    - Sump - (SMP)
    - Well Head - (WH)
    - Waste Management - (WM)

C-115B Upstream Natural Gas Waste Report Data Layout

Report Record:
Occurs once for each report. This must be the first record in the report.

Columns	Len	Contents	Notes
1-6	6	Reporters OGRID	Oil and Gas Reporting ID (OGRID) assigned to the operator by the OCD. Pad left with 0, for example 000778.
7	1	Amended Report	**Y** Report is an amended report. **N** Report is an original report.
8-11	4	Year of Report	Four digit year
12-13	2	Month of Report	Two digit month padded left with 0 as needed, for example 01.
14-19	6	Report Prepared Date	YYMMDD format.
20-39	20	Reporters Tracking Data	Optional field which may be used by the report originator for their identification purposes. (Must contain only printable data or spaces).
40-159	120	(Reserved for future use)	Fill with spaces.
160	1	Record ID	Always 1.

Venting / Flaring Record:
One record should be sent for each combination of category in 19.15.27.8(G)(2) combined with the Referenced Facility or Well. Each MCF of venting or flaring should be declared under a single category to avoid double counting.

Columns	Len	Contents	Notes
1	1	Reference Type	**W** = Well **F** = Facility
2-15	14	Reference Id	The facility OR well API being reported on. APIs are represented without dashes. Examples: Facility: “fPAC0620926082” Well: “30025123450000”
16	1	19.15.27.8(G)(2) Category	**A** = Emergency **B** = Non-Scheduled Maintenance or Malfunction **C** = Routine Repair and Maintenance **D** = Routine Downhole Maintenance

			E = Manual Liquid Unloading **F** = Storage Tanks **G** = Insufficient Availability or Capacity **H** = Natural Gas Not Suitable for Transportation or Processing (N_2, H_2S, CO_2) **X** = Natural Gas Not Suitable for Transportation or Processing (O_2) **I**= Venting as a result of Normal Operator of Pneumatic Controllers and Pumps **J** = Improperly Closed or Maintained Thief Hatch **K =** Venting or Flaring in Excess of 8 hours **L =** Venting and Flaring From An Exploratory Well **M** = Other Surface Waste
17-24	8	Venting Volume	MCF of gas vented. Right justify, left zero fill. For example, 0001000 = 1000 MCF of gas vented.
25	1	Venting Estimated or Measured	**E** = Estimated **M** = Measured
26-75	50	Venting - Method or Equipment Used to Estimate or Measure	The operator shall provide the methodology (measured or estimated using calculations and industry standard factors) used to report the volumes.
76-83	8	Flaring Volume	MCF of gas flared. Right justify, left zero fill. For example, 0001000 = 1000 MCF of gas flared.
84	1	Flaring Estimated or Measured	**E** = Estimated **M** = Measured
85-134	50	Flaring - Method or Equipment Used to Estimate or Measure	The operator shall provide the methodology (measured or estimated using calculations and industry standard factors) used to report the volumes.
135-159	25	(Reserved for future use)	Fill with spaces.
160	1	Record ID	Always 2.

Beneficial Use Record

One record should be sent for each beneficial use category and Referenced Facility or Well. If multiple beneficial use categories apply during a reporting period send multiple rows, however each MCF of beneficial use should be declared under a single category to avoid double counting.

Columns	Len	Contents	Notes
1	1	Reference Type	**W** = Well **F** = Facility
2-15	14	Reference Id	The facility OR well API being reported on. APIs are represented without dashes. Examples: Facility: "fPAC0620926082" Well: "30025123450000"
16-23	8	Beneficial Use Volume (MCF)	MCF of beneficial use. Right justify, left zero fill. For example, 0001000 = 1000 MCF of gas vented.
24	1	Beneficial Use Category in 19.15.27(D)(5)(a-h) NMAC	**A =** power generation on lease **B =** power generation for grid **C =** compression on lease **D =** liquids removal on lease **E =** re-injection for underground storage **F =** re-injection for temporary storage **G =** re-injection for enhanced oil recovery **H =** fuel cell production **I =** other alternative beneficial uses approved by the division.
25-74	50	Other alternative beneficial use description (when "I" is chosen above)	50 characters.
75-159	85	(Reserved for future use)	Fill with spaces.
160	1	Record ID	Always 3.

Example C-115B Upstream Natural Gas Waste Report File

Below is an example text file following the C-115B Upstream Natural Gas Waste Report Data Layout.

```
371838N202210220131GENERATED BY SQL                                                                                                   1
W30039050550000A00015043M                                                  00007246E                                                  2
W30039050570000A00035230M                                                  00014519E                                                  2
W30039050600000A00016774E                                                  00021732E                                                  2
W30039050630000A00018542M                                                  00003796E                                                  2
W30039050650000A00039679E                                                  00029747E                                                  2
W30039050660000A00044009E                                                  00014062M                                                  2
W30039050710000A00022423E                                                  00021373E                                                  2
W30039050740000A00012641E                                                  00023183M                                                  2
W30039050850000A00006162E                                                  00001895M                                                  2
W30039050870000A00009930M                                                  00005332E                                                  2
W30039050900000A00029195E                                                  00023936E                                                  2
W30039050930000A00000257M                                                  00018503E                                                  2
W30039050940000A00034165E                                                  00001979M                                                  2
W30039051020000A00030795M                                                  00041113M                                                  2
W30039051030000A00043560M                                                  00010149M                                                  2
W30039051070000A00038630E                                                  00010403M                                                  2
W30039051090000A00034075M                                                  00004183M                                                  2
W30039051100000A00025259M                                                  00023860M                                                  2
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W30039051290000A00018420M                                                  00015812M                                                  2
W30039051320000A00024410E                                                  00024269M                                                  2
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W30039051380000A00015346E                                                  00013501E                                                  2
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W30039051420000A00011728E                                                  00044257M                                                  2
W30039051430000A00026871M                                                  00005925E                                                  2
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W30039051470000A00015834M                                                  00025361M                                                  2
W30039051480000A00039272E                                                  00003899E                                                  2
FfAPP212364057500024659B                                                                                                              3
FfAPP212364220500035220E                                                                                                              3
FfAPP212364322300045833C                                                                                                              3
FfAPP212364430500028407A                                                                                                              3
FfAPP212364590200037111E                                                                                                              3
FfAPP212364826800014899A                                                                                                              3
FfAPP212364927400000370G                                                                                                              3
FfAPP212364949200031534A                                                                                                              3
FfAPP212364969000038591E                                                                                                              3
FfAPP212374620600021569A                                                                                                              3
FfCS1509841316 00042370A                                                                                                              3
FfCS1510055585 00025160C                                                                                                              3
FfCS1808652823 00033814E                                                                                                              3
FfCS1901151892 00049301E                                                                                                              3
```