



## Updated Well Data Submissions Manual and Requirements for Electronic Submissions

**EFFECTIVE DATE:** Nov. 1, 2014

### Background:

The E-Submission project, part of the BC Oil and Gas Commission's [Business Transition Strategy \(BTS\)](#), has reached phase two of its development. Industry can now send most well data types in electronic format to the Commission by email, and the files are uploaded into the database for processing. The [Well Data Submission Requirements Manual \(Manual\)](#) outlines the expected format for these electronic data submissions to the Commission, and these formats are expected to be the same when the Commission moves to phase three of E-Submission, when industry will be able to upload the files directly into the system. This is estimated to be launched in spring 2015.

In conjunction with the release of phase two of the E-Submission project, the Commission has also released phase one of E-Publishing. E-Publishing automatically makes files received through E-Submission available to the public upon expiry of statutory confidentiality status of the Well Authorization number that appears on the well reports and well data. This information will be published via the Commission's external FTP site, which is referred to as the E-Library. If you have not already done so, please request free access to the E-Library FTP site using the [Well Data Request Form](#).

### Requirement:

The updated Manual guides permit holders through the steps required when submitting well reports and well data, as established in the Oil and Gas Activities Act and the Drilling and Production Regulation. It outlines new and revised requirements for well reports and well data submission formats and naming standards, and supersedes the submission requirements previously outlined in the Well Drilling Guideline.

Submissions must be in the standardized format and all required data elements provided. Permit holders are responsible for the completeness and accuracy of well reports and well data and assume all responsibility for mislabeled and misidentified information that could potentially result in an inadvertent release of confidential data. Please note the Commission will no longer be completing a courtesy check to ensure the formal well name matches the Well Authorization number. Submissions will be accepted and processed based solely on the Well Authorization number.

Failure to adhere to submission requirements may result in a rejected submission. The Commission will request the re-submission of well reports and well data and enforce administrative penalties for non-submission of required data.

The Commission will continue to accept well reports and well data submissions directly from service providers on the behalf of a permit holder, however it is the responsibility of the permit holder to ensure contractors follow prescribed guidelines.

The Commission will keep industry advised of further revisions.

Should you have any questions regarding this bulletin, please contact:

Records and Information Services

BC Oil and Gas Commission

[welldatamail@bcogc.ca](mailto:welldatamail@bcogc.ca)

Well Data Help Line: 250-419-4488

Well Data FAQ: <http://www.bcogc.ca/industry-zone/faq>

### Summary of revisions:

New or revised requirements include but are not limited to:

Preface	Clarified and updated information relating to digital formats and the Business Transition Strategy
Chapter 1.0	Updated the information for Well Data Submissions. All submissions except those listed in section 1.0 are to be submitted by email.
Chapter 1.2	Transmittal Sheets are only required for hard copy submissions.
Chapter 1.6	An additional section was added that contains information about the Responsibility of the Permit Holder.
Chapter 1.8	The BC Oil and Gas Commission will no longer be completing a courtesy check to ensure the formal well name matches the WA number. Submissions will be accepted and processed based solely on the WA number.
Chapter 1.9	The section describing Additional Data Submissions has been removed.
Chapter 2.1	Daily Drilling Reports (Tour Sheets) are to be submitted in electronic format by email. A paper copy is not required.
Chapter 2.2	Logs are to be submitted in electronic format by email. A paper copy is not required. Updated the naming convention for logs. The optional file name component is now a mandatory component. Updated the information to clarify that .tif is the preferred file format for log images. Added additional information about the LAS 3.0 Standard Structure.
Chapter 2.3.4	Removed the section on Multi-Well Core Reports as the BC Oil and Gas Commission can no longer accept Multi-Well Core Reports.
Chapter 2.4	Wellsite Geology Reports are to be submitted in electronic format by email. A paper copy is not required.

Chapter 2.5	Drill Stem and Wire Line Tests are to be submitted in electronic format by email. A paper copy is not required. Added a table outlining the naming conventions for Drill Stem and Wire Line Tests.
Chapter 2.7	Completion Data are to be submitted in electronic format by email. A paper copy is not required.
Chapter 2.8	Reservoir Pressure Survey Test Reports are to be submitted in electronic format by email. A paper copy is not required. Updated the naming conventions table for Reservoir Pressure Survey Test Reports.
Chapter 2.9	Well Deliverability Test Reports are to be submitted in electronic format by email. A paper copy is not required. Updated the naming conventions table for Well Deliverability Test Reports.
Chapter 2.10	Gas and Fluid Analyses are to be submitted in electronic format by email. A paper copy is not required.
Chapter 2.11	Pressure-Volume Temperature Analysis is to be submitted in electronic format by email. A paper copy is not required.
Chapter 3.0	Updated the physical address and the mailing address for the Core Research Facility.
Appendix A	Updated Sample Transmittal to reflect the new requirement for only Core related data submissions to be submitted in hard copy and electronic copy.
Appendix B	Added a Date Guidance field for the naming conventions. A submission type called Pressure Survey Test was added.