



Notes on completing the NOPTA Monthly Production Report Industry Template

v1.2

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Scope

NOPTA has developed a standard template for the submission of Monthly Production Reports which is to be introduced from 1 March, 2014.

The intention is to standardise these submissions to enable the data to be more efficiently aggregated and analysed by NOPTA; and is a step towards future electronic submission.

Purpose

The template is designed to support NOPTA's compliance and resource management activities by ensuring that all information required by the *Offshore Petroleum and Greenhouse Gas (Resource Management Administration) Regulations* (the OPGGSA (RMA) Regulations) is provided.

This document is intended to provide clarification of the new reporting format and provide notes on its completion by Operators.

Instructions

General (applies to all tabs)

- The tab 'OPGGSA' is a quick reference to Section 7.19 of the *OPGGSA Regulations*, which provide the requirements of a Monthly Production Report. Updates will be reflected in this template, however it is also recommended that Operators refer to NOPTA's website for updates to these requirements.
- Operators are requested not to make any changes to the template format other than those suggested in the following instructions to facilitate its use, unless previously agreed by NOPTA.
- Rows 19 to 36 in each worksheet are hidden to facilitate on-line viewing of the template. Operators are welcome to unhide these rows or even to create new lines, if there is the need to increase the data area. Care must be taken however not to change any column headings or cells containing totals.
- To follow the nomenclature used throughout the *OPGGSA (RMA) Regulations*, please provide data by 'Pool' rather than 'Field'.
 - 'Pool' means an underground reservoir containing a common accumulation of oil or gas, or both. Each zone of a structure which is completely separated from any other zone in the same structure such that the accumulations of oil or gas are not common with each other (for example where defined by differential rates of pressure or structural features), is considered a separate pool.
- Units of Measure (UOM) have been established according to the Australian Standard, which follows the International System of Units. Operators are requested to use 'standard cubic meter (sm³)' and 'thousands of standard cubic meters (ksm³)' unless otherwise indicated. See www.bipm.org/utis/common/pdf/si_summary_en.pdf.
- Use the section 'Notes by Operator' to provide any additional information relevant to the submitted report.
- Initially, all totals and cumulative data will need to be entered manually as each Operator will need to set up the template according to their own requirements (e.g. multiple pools accessed by different facilities or titles). After the template is appropriately set up according to the users' needs, Operators are welcome to populate the cells with formulas to automate the summing process.



- Where a reporting requirement is not relevant to a particular activity (e.g. where production activities are limited to individual wells, rather than aggregating production facilities) operators are requested to leave the template blank or insert 'N/A' as required.
- NOPTA accepts that in completing the template, there may be circumstances which prevent Operators from providing all data as requested each month. In these circumstances Operators are requested to provide explanatory notes where appropriate.

'Production-Injection by Well' tab

- This tab provides a table with two pages (pages 1 and 2). Monthly data should be inserted on page 1 and cumulative totals on page 2.
- If the respondent has answered YES for 'Any Work Performed' (column E), a brief and clear summary of all work that has been performed on the well during the month is required. See *OPGGSA—Part 7 Div 3 Reg 7.19(2)(a)(iii)*.
- The work required to be reported is not related to 'day-to-day' operations. The requirement to report is in regards to specialist activity, such as any non-routine maintenance, or well workover operation. In the case of a regulated operation such as an activity undertaken as part of an AAUWA, WOMP or FDP, the Operator may provide a reference to this activity below 'Summary of Work Performed' in the form of an approval reference or date of approving letter.
 - **Note 1:** When Yes is entered in column E, the respective cells in column O are automatically populated with PLEASE EXPLAIN.
 - **Note 2:** Where cumulative data has changed from previous monthly reports through modification of the production model (e.g. arising from tests and/or recalibration) the details should be provided in the rows beneath 'Notes by Operator'.
- 'EOM Status' (End Of Month Status): **PR** - Producing, **IN** - Injecting, **SI** - Shut-in. Having in mind that if the well is shut-in, details should be provided in the rows beneath 'Notes by Operator'.
- If reporting more than one Pool and/or Facility and/or Title, please **copy** rows 41, 42 or 43 and paste below the last well reported in each Pool, Facility or Title. Finally, at the bottom of the table (in rows 41, 42 and 43), enter the total sum of all Pools/Facility/Title reported, to provide aggregated figures.

'Utilisation by Facility' tab

- This tab also provides a table with two pages (pages 3 and 4). Monthly data should be inserted on page 3 and cumulative totals on page 4.
- Worksheet fields 'Operator', 'Reported Month-Year', 'Submission Date' and 'Document Number' are automatically populated with the data inserted on the worksheet 'Production-Injection by Well'.
- The figures should sum to a total reported by facility.
- In the notes below 'Notes by Operator' please indicate from where any 'Imported Gas' and 'Imported Liquid' originated.
- Where a facility is producing from more than one title the template entry should be clearly marked to indicate multiple titles and wells that the reported volumes relate to.
- For the purposes of this report, the terms 'Sales' and 'Shipped' will mean 'delivered from the license area' as required by *OPGGSA (RMA) Regulation 7.19 (2)(b)(vi)*.
- Operators are advised to use the closing inventory for the month to complete the field 'Stored' under Oil and Condensate.



- NOPTA's main interest in requesting LPG and other production data is to identify all different products that have been produced and to obtain data from every marketable liquid and gaseous petroleum product being delivered through a well or facility—where this is available. Where LPG production cannot be isolated to a particular well (such as where LPG is produced as a by-product of other activities) the Operator should indicate N/A in the template.

'Tests' tab

- This tab provides a table of one page (page 5).
- Fields 'Operator', 'Reported Month-Year', 'Submission Date' and 'Document Number' are automatically populated with the data inserted on worksheet 'Production-Injection by Well'.
- Only the latest test is required to be reported.
- Please explain the 'Test Parameters' in the column under 'Parameters' and provide further details as required in the 'Notes by Operator' rows at page bottom. See *OPGGSA—Part 7 Div 3 Reg 7.19(2)(a)(iii)*.
- NOPTA requests that where data is unavailable or provided only in measures other than those stipulated then this be explained in the Notes by Operator section. Where the Operator wishes to report other activities, this may also be outlined in the template under 'Parameters' and in the 'Notes by Operator' section. Where 'Choke' positions are not provided in percentage terms however, Operators are requested to apply an appropriate conversion factor.

Feedback

All comments and feedback on this document and the Monthly Production Reports template should be forwarded to data@nopta.gov.au.