



March 25, 2020

Industry Guidance Bulletin 20-002
Submitting Electronic Reports and Digital Data

The Alaska Oil and Gas Conservation Commission (AOGCC) is implementing electronic reporting procedures to facilitate out-of-office work for both operators and AOGCC staff. For simplicity, this initial system utilizes AOGCC-designed fillable PDF and Excel forms, email, and secure FTP sites provided by each Operator.

Instructions for each type of report are provided below. All materials submitted and subsequent correspondence will be handled and stored in accordance with AOGCC's confidential documents protocols. AOGCC's permitting mailbox (at aogcc.permitting@alaska.gov) will be monitored by AOGCC staff during normal business hours. Once an item is received, AOGCC staff will send an acknowledgement email to the contact email address provided by the Operator on the application or report form and place the submitted item in AOGCC's queue.

Since AOGCC's files constitute the archives for the State of Alaska, all scanned materials submitted must be clearly legible. The State of Alaska currently limits the size of email attachments to 50 MB. Larger applications and reports may be split into two or more clearly labeled PDF files. When filling out the AOGCC's forms, commas are not allowed within numeric data fields. Forms that do not match AOGCC formatting will be rejected.

Sundry Reports (AOGCC Form 10-404) for Non-Confidential Wells

Beginning March 25, 2020, 10-404 Sundry Reports for non-confidential wells may be submitted using the AOGCC-designed, fillable 10-404 form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. On April 1, 2020, all 10-404 sundry reports must be submitted via digital format. The 10-404 form and all supporting documents must be bundled within a single PDF file that is attached to a notification email sent to aogcc.permitting@alaska.gov.

Sundry Reports (AOGCC Form 10-404) for Confidential Wells

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Well Completion Reports (AOGCC Form 10-407) for Non-Confidential Wells

Beginning March 25, 2020, 10-407 Well Completion or Recompletion Reports for non-confidential wells may be submitted using the AOGCC 10-407 form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. On April 1, 2020, all 10-407 reports must

be submitted via digital format. The 10-407 form and all supporting documents must be bundled within a single PDF file that is attached to a notification email sent to aogcc.permitting@alaska.gov.

Well Completion Reports (AOGCC Form 10-407) for Confidential Wells

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Digital Data Required by AS 31.05.030 and 20 AAC 25.050, 20 AAC 25.071, 20 AAC 25.283

Effective April 1, 2020, Operators shall hold data submittals until a secure, operator-hosted FTP server is available for AOGCC access, which shall be no later than April 20, 2020. Data may be submitted by secure FTP server before April 1, 2020.

Non-Confidential Wells

The Operator will place digital well log files, all other information required, and a letter of transmittal in a clearly labeled folder for each singular well Permit to Drill on the Operator's internal, secure FTP server and send an email of notification to abby.bell@alaska.gov. Upon download and cataloging, AOGCC staff will send an email acknowledging receipt accompanied by a digitally signed copy of the transmittal to the email address provided on the Operator's transmittal letter. Folder hierarchy for each log or data type must be maintained.

Confidential Wells

The Operator will store all digital well log files and all other information required on one or more USB flash drives or DVDs and hand-deliver those materials along with a letter of transmittal to AOGCC's front desk. AOGCC staff will inventory the data and, if complete, return a scanned, signed copy of the transmittal via email to the address on the letter of transmittal.

Or the operator may choose to submit Confidential well data as above: digital well log files, all other information required, and a letter of transmittal in a clearly labeled folder on the Operator's internal, secure FTP server and send an email of notification to meredith.guhl@alaska.gov. Upon download, AOGCC staff will send an email acknowledging receipt accompanied by a digitally signed copy of the transmittal to the email address provided on the Operator's transmittal letter. Folder hierarchy for each log or data type must be maintained.

Please share this Guidance Bulletin with all appropriate members of your organization. Questions regarding this guidance should be addressed to Meredith Guhl at meredith.guhl@alaska.gov or Steve Davies at (907) 793-1224.

Sincerely,

//signature on file//

Jeremy M. Price

Chair