



May 1, 2020

Industry Guidance Bulletin 20-004

Paperless Monthly Production (10-405), Injection (10-406), and Gas Disposition (10-422) Reporting

The Alaska Oil and Gas Conservation Commission (AOGCC) is implementing paperless production/injection/gas disposition reporting procedures to facilitate out-of-office work. This system utilizes updated AOGCC-designed fillable PDF and Excel forms, submitted via email to aogcc.reporting@alaska.gov.

AOGCC's reporting mailbox (aogcc.reporting@alaska.gov) will be monitored by AOGCC staff during normal business hours. Reports are due by or on the 20th of the month following the reporting period. When operator reports are received, AOGCC staff will send an email reply indicating that the reports have been received and processed successfully.

Since AOGCC's files constitute the archives for the State of Alaska, all materials submitted must be clearly legible. The State of Alaska currently limits the size of email attachments to 50 MB. Larger reports may be split into two or more clearly labeled PDF files. Forms should be printed to PDF and digitally signed using Adobe Certified Signature, DocuSign, or another certified e-signature program. Forms that do not match AOGCC formatting will be rejected.

Monthly Production Reports (AOGCC Form 10-405)

Beginning with reporting for production during the month of April 2020 (due by May 20, 2020), 10-405 Monthly Production Reports must be submitted using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. Beginning on May 1, 2020, all 10-405 production reports (new or revisions) must be submitted via digital format and it is no longer necessary to mail in paper copies. The 10-405 form and all supporting files must be sent via email to aogcc.reporting@alaska.gov.

Monthly Injection Reports (AOGCC Form 10-406)

Beginning with reporting for injection during the month of April 2020 (due by May 20, 2020), 10-406 Monthly Injection Reports must be submitted using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. Beginning on May 1, 2020, all 10-406 injection reports (new or revisions) must be submitted via digital format and it is no longer necessary to mail in paper copies. The 10-406 form and all supporting files must be sent via email to aogcc.reporting@alaska.gov.

Facility Reports of Produced Gas Disposition (AOGCC Form 10-422)

Beginning with reporting for gas disposition during the month of April 2020 (due by May 20, 2020), 10-422 Facility Reports of Produced Gas Disposition must be submitted using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. Beginning on May 1, 2020, all 10-422 gas disposition reports and associated reports (new and revisions) must be submitted via digital

format and it is no longer necessary to mail in paper copies. The 10-422 form and all supporting files must be sent via email to aogcc.reporting@alaska.gov.

Please share this Guidance Bulletin with all appropriate members of your organization. Questions regarding this guidance should be addressed to Hugh Winston at hugh.winston@alaska.gov or by phone at (907) 793-1241.

Sincerely,

A handwritten signature in black ink, appearing to read "J M Price". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Jeremy M. Price
Chair, Commissioner