



October 1, 2021

Industry Guidance Bulletin 21-003
Updating of Forms for Electronic Submission

In 2020, the Alaska Oil and Gas Conservation Commission (AOGCC) implemented paperless submittals for sundry applications, sundry reports, and production/injection/gas disposition reporting procedures to facilitate out-of-office work and timely form submission.

After more than a year of paperless applications and reports, the AOGCC has identified several minor changes that will make the below listed forms better suited for electronic submittals. The changes on each form are described below.

All materials submitted must be clear and 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. Using a cursive font in lieu of a certified e-signature is not acceptable.

Unless otherwise approved by the AOGCC, operators must use the newly revised forms starting on or before November 1, 2021. Forms must be signed by the authorized person listed on the form. Forms that do not match AOGCC formatting or signature requirements will be **rejected** and will **not be processed** until the operator resubmits the appropriate revised form.

Application for Sundry Approvals (AOGCC Form 10-403)

Beginning no later than November 1, 2021, Application for Sundry Approvals must be submitted to aogcc.permitting@alaska.gov using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. This form was modified to make the signature space more suitable for e-signatures, and Commission was changed to AOGCC in several locations.

Report of Sundry Well Operations (AOGCC Form 10-404)

Beginning no later than November 1, 2021, Report of Sundry Well Operations must be submitted to aogcc.permitting@alaska.gov using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. This form was modified to make the signature space more suitable for e-signatures and to provide an additional box for AOGCC staff reviewers to initial.

Monthly Production Report (AOGCC Form 10-405)

Beginning with reporting for production occurring in October 2021, due on or before November 20, 2021, 10-405 Monthly Production Report must be submitted to aogcc.reporting@alaska.gov using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. Operators may develop and use their own

versions of the form if the AOGCC has reviewed and approved final form design. This form was modified to make the signature space more suitable for e-signatures.

Monthly Injection Reports (AOGCC Form 10-406)

Beginning with reporting for injection during the month of October 2021, due on or before November 20, 2021, 10-406 Monthly Injection Reports must be submitted to aogcc.reporting@alaska.gov using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. Operators may develop and use their own versions of the form if the AOGCC has reviewed and approved final form design. This form was modified to make the signature space more suitable for e-signatures.

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

Beginning with reporting for gas disposition during the month of October 2021, due on or before November 20, 2021, 10-422 Facility Reports of Produced Gas Disposition must be submitted to aogcc.reporting@alaska.gov using the updated AOGCC-designed, fillable form that is available on our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. This form was modified to provide for review and approval of more than one commissioner, as required by [AS 31.05.11 Quorum](#), and to make it more suitable for e-signatures.

Please share this Guidance Bulletin with all appropriate members of your organization. Questions regarding forms 10-405, 10-406, and 10-422 should be addressed to Hugh Winston at hugh.winston@alaska.gov or by phone at (907) 793-1241. Questions regarding forms 10-403 and 10-404 should be addressed to Samantha Carlisle at samantha.carlisle@alaska.gov or by phone at (907) 793-1223.

Sincerely,

Jeremy M. Price
Chair, Commissioner