



North Sea  
Transition  
Authority

# Reporting and disclosure of Information and Samples Guidance

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# 1. Scope and purpose of this document

This document (**'guidance'**) provides updated guidance on the Oil and Gas Authority's (**'OGA'**) requirements for the reporting of Information and Samples that are retained by relevant persons under the Oil and Gas Authority (Offshore Petroleum) (Retention of Information and Samples) Regulations 2018 (the **'Retention Regulations'**<sup>1</sup>), and subsequently must be reported to the OGA in accordance with a notice issued under section 34 of the Energy Act 2016 (**'the Act'**) or in accordance with the exercise of other powers under Part 2, Chapter 3<sup>2</sup> of the Act.

The powers under section 34 commenced in December 2016.

This document also provides information on the Oil and Gas Authority (Offshore Petroleum) (Disclosure of Protected Material after Specified Period) Regulations 2018<sup>3</sup> (the **"Disclosure Regulations"**) and how the OGA will implement them.

This guidance is intended to aid understanding of what specific Information and Samples must be reported, where (or to whom) they must be reported, the timescales allowed for reporting and the "form and manner" in which the Information and Samples must be reported and how, if applicable, the OGA will disclose the Information and Samples. It should be read in conjunction with the OGA's guidance<sup>4</sup> supporting the Retention Regulations ('Retention Guidance').

The OGA is not bound by this guidance and where it departs from this guidance it will explain why. This guidance is not a substitute for any regulation or law and is not legal advice.

This guidance will be kept under review and may be revised as appropriate in the light of further experience and developing law and practice, and any change to the OGA's powers and responsibilities. If the OGA changes this guidance in a material way, it will publish a revised document.

**This edition of the guidance replaces that published in February 2019. It contains various clarifications, updated links and e-mail addresses and, more significantly, revised form and manner requirements for certain data types reported to the National Data Repository (NDR) and directly to the OGA.**

<sup>1</sup> <http://www.legislation.gov.uk/ukxi/2018/514/contents/made>

<sup>2</sup> Part 2, Chapter 3 of the Act covers Information and Samples

<sup>3</sup> <http://www.legislation.gov.uk/ukxi/2018/898/contents/made>

<sup>4</sup> <https://www.ogauthority.co.uk/media/4855/oga-guidance-on-retention-of-information-and-samples-may-2018.pdf>

## 2. Introduction and context

The Oil and Gas Authority's role is to maximise the economic recovery of the UK's oil and gas resources, whilst also supporting the move to net zero carbon by 2050.

The revised OGA Strategy reflects the ongoing energy transition and features a range of net zero obligations on the oil and gas industry, including stepping up efforts to reduce production emissions, support carbon capture and storage (CCS) projects and unlock clean hydrogen production.

In addition, the OGA also has powers in support of its central obligation, including in relation to ensuring greater access to the timely and transparent data necessary for a competitive market.

The retention of petroleum-related Information and Samples by relevant persons, (as defined in section 9A(1)(b) of the Petroleum Act 1998), requires their reporting to the OGA and their subsequent disclosure by the OGA. The requirements for such retention and disclosure are now set out in the Retention Regulations and the Disclosure Regulations.

### **What are Information and Samples?**

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In this guidance, the terms 'information' and 'samples' mean 'petroleum-related information' and 'petroleum-related samples' respectively, both of which are defined in section 27(1) of the Act. The Retention Regulations (and the supporting guidance) set out what categories, and the information and sample types within those categories, that must be retained; these also include those that must be reported.

# 3. Reporting of Information and Samples

## Who must report Information and Samples?

A notice under Section 34 of the Act ('s.34') requires specified relevant persons to provide specified petroleum-related information or a portion of a petroleum-related sample to the OGA. "Relevant persons" are defined in the Act as being those persons listed in section 9A(1)(b) of the Petroleum Act 1998. In this guidance, the provision of such information and/or samples is referred to as "reporting".

In the case of Information and Samples created or acquired under offshore petroleum licences, the requirement to report Information and Samples applies jointly and severally to all licensees in a licence group as they are all relevant persons under the Act. A s.34 notice will therefore apply to all licensees in a licence group and it is for them to decide how to meet their reporting obligations under s.34.

The OGA acknowledges that often the licence or sub-area operator (or field or well operator if different) may carry out reporting requirements on behalf of other licensees in the group. This will normally be acceptable, however, any Information and Samples created or acquired on behalf of a single licensee or subset of licensees (i.e. not the whole licence group) will also need to be reported if requested under s.34.

## Use of Section 34 notices

S.34 gives the OGA the power to require the reporting of such Information and Samples by issuing a notice in writing (a 's.34 notice').

The OGA may require Information and Samples to be reported for several reasons, for example:

- in support of its functions as a regulator
- for the long-term preservation of Information and Samples
- for the subsequent disclosure of Information and Samples under the Disclosure Regulations
- for the purposes of carrying out any of its functions which are relevant to the fulfilment of the principal objective

A s.34 notice may be issued to cover routine reporting activities for a period specified in the notice. This will cover, for example, the reporting of information from all wells drilled, or from all geophysical surveys carried out, or of all petroleum produced in that specified period, or the reporting of certain infrastructure information. In this guidance these are referred to as 'routine s.34 notices'.

A routine s.34 notice can also cover information that is submitted to the OGA as part of its normal regulatory activities, e.g. submissions via the WONS system or field development plans submitted as part of the field development consent process.

A s.34 notice may also be issued in relation to a specific item, sample, piece of information or dataset that may not be in the scope of a routine s.34 notice. In these cases, the OGA will issue a "standalone s.34 notice" that sets out the OGA's particular requirements for the information or sample in question.

When issuing a s.34 notice (and in all other communications with relevant persons regarding Information and Samples), the OGA will generally address it for the attention of the nominated Information and Samples Coordinator (ISC). Guidance on Information and Samples Coordinators is available on the OGA website.<sup>5</sup>

<sup>5</sup> [https://www.ogauthority.co.uk/media/4221/171002\\_oga-guidance-on-information-and-samples-coordinators.pdf](https://www.ogauthority.co.uk/media/4221/171002_oga-guidance-on-information-and-samples-coordinators.pdf)

### Reporting in relation to licence events

In addition to reporting under a routine s.34 notice the OGA may require reporting of information or samples held in accordance with an Information and Samples plan (ISP). ISPs are required in relation to certain licence events and they may provide for either the continued retention of the Information and Samples by the relevant person or its reporting to the OGA in accordance with a stand-alone s.34 notice, or transfer to another person. Guidance on ISPs is available on the OGA website.<sup>6</sup> Information and samples retained under an ISP that the OGA later requires to be reported to it will also be requested under a standalone s.34 notice.

### Reporting in relation to sample disposal

The Retention Regulations allow licensees to dispose of samples subject to giving the OGA a period of notice. The OGA may issue a stand-alone s.34 notice requiring the reporting of these samples during that notice period in order to supplement or enhance the samples held on its behalf by the British Geological Survey (BGS).<sup>7</sup> Guidance on how to inform the OGA about sample disposal is included in the Retention Guidance and in section 7 of this guidance.

### Reporting and relief of Retention Obligations

The Retention Regulations state that, in most cases, where information or samples have been reported to the OGA in accordance with a s.34 notice, the obligation under the Retention Regulations to retain that information will end. A s.34 notice will specify the form and manner in which the information, or portion of a sample, must be provided and the time at which (or period within which) it is to be reported. For relief from the retention obligation to be given, the s.34 notice must be complied with in full.

### Creation and acquisition of Information and Samples

Section 34 imposes an obligation on certain relevant persons to report specified Information and Samples which are either held by such persons at the time of the Retention Regulations coming into force, or are subsequently created or acquired by or on behalf of such persons.

However a s.34 notice does not require relevant persons to acquire or create information or samples; only to report Information and Samples as and when they create or acquire them in the course of carrying out activities which are relevant to the fulfilment of the principal objective set out in section 9A (1) of the Petroleum Act 1998 or, where the relevant person is an offshore petroleum licensee, information or samples they create or acquire in the course of carrying out activities under a petroleum licence. Until reported under a s.34 notice, the Retention Regulations, require the retention of the Information and Samples created or acquired in the course of carrying out these activities. The OGA expects relevant persons to acquire all the Information and Samples necessary to meet all of their regulatory obligations including, but not limited to, those necessary to carry out safe and efficient operations and to properly evaluate prospects and subsurface strata.

The OGA therefore does not specify a minimum Information and Samples acquisition programme for activities carried out under a licence (although the licence may include a work programme that includes a requirement to obtain specified information) but it reserves the right to enforce changes or enhancements to planned activities through consenting or approval processes. For instance, licensees planning a well, who do not wish to collect cuttings samples at standard intervals should contact the OGA early in the well planning stage. Attention is also drawn to the OGA's stewardship expectations in this regard<sup>8</sup>.

### Regulatory compliance

Failure to comply with reporting requirements imposed by a s.34 notice is sanctionable in accordance with Chapter 5 of the Act. Information on the OGA's sanction procedure is available on the OGA website<sup>9</sup>.

<sup>6</sup> [https://www.ogauthority.co.uk/media/4222/171002\\_oga-guidance-on-information-and-samples-plans.pdf](https://www.ogauthority.co.uk/media/4222/171002_oga-guidance-on-information-and-samples-plans.pdf)

<sup>7</sup> <https://www.ogauthority.co.uk/news-publications/publications/2018/retention-of-information-and-samples-guidance/>

<sup>8</sup> Oil and Gas Authority: Expectations - Asset stewardship - Exploration & production (ogauthority.co.uk)

<sup>9</sup> [https://www.ogauthority.co.uk/media/2985/oga\\_sanction\\_procedure\\_r.pdf](https://www.ogauthority.co.uk/media/2985/oga_sanction_procedure_r.pdf)

## Form and manner

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This guidance sets out the form of and manner in which the OGA will normally require Information and Samples to be reported i.e. what digital format or industry standard (for instance, in the case of certain geophysical datasets) and on what media (i.e. tape, USB drive, online submission).

The costs of reporting information and/or samples will be for the account of the relevant person(s).

Information and Samples must be reported to one of the following destinations:

- Directly to the OGA via the Energy Portal (e.g. in the case of consolidated production information or summary well information reported as part of the well consenting process)
- To the National Data Repository (NDR [ndr.ogauthority.co.uk](http://ndr.ogauthority.co.uk)). This is where the majority of information is to be reported (e.g. well logs and reports, seismic data, other licence information)
- Information: the OGA Information and Samples mailbox ([ISC@ogauthority.co.uk](mailto:ISC@ogauthority.co.uk)). Some categories of information (i.e. data that the OGA requires for reasons other than disclosure) can be reported directly to the OGA by this route. For large volumes the OGA may direct the use of a secure OGA FTP facility
- Samples: the British Geological Survey (BGS)

As a general rule, “summary” or general information for example about wells or surveys or infrastructure, should be reported directly to the OGA (for example via the Energy Portal) and acquired or created information such as well logs and reports or seismic volumes should be reported to the NDR.

## 4. Disclosure

One of principal reasons the OGA will ask for Information and Samples to be reported is for their subsequent disclosure in support of the OGA strategy. The Disclosure Regulations give the OGA powers to disclose Information and Samples that are within the scope of the Disclosure Regulations after varying specified periods. To qualify for disclosure under these regulations the information and/or samples in question must:

- be within the scope of the Disclosure Regulations, and;
- have been reported to the OGA in accordance with a s.34 notice

### Protected periods

The time periods during which information or samples may not be disclosed (the “protected period”) and the event (or “trigger”) that determines the start of that protected period, varies according to the type of information or sample. These time periods were determined with regard to the factors set out in s.66(5) of the Act.

Please see the table in section 14 for a summary of protected periods.

### Discretionary nature of disclosure

It is important to note that the OGA’s powers under the Disclosure Regulations are discretionary; i.e. the OGA may disclose information, at the earliest, after the specified periods or may choose to delay disclosure or indeed not disclose the information/sample at all. This might be because:

- a report, document or dataset contains information subject to longer protected periods (for example a seismic line that has been licensed from an exploration licence holder), or;
- the OGA agrees that the information in question is of such a subjective nature as to be potentially misleading and its disclosure might therefore work against the OGA strategy

- any unusual or unexpected circumstance, which might mean the disclosure of the information at the time allowed in the regulations, could work against the OGA Strategy

All requests to delay or withhold disclosure will be considered by the OGA’s specialist teams on a case by case basis, in particular taking into account MER UK, area plans and field stewardship reviews.

### Representation before disclosure

Relevant persons should familiarise themselves with the protected periods for different information types set out in the Disclosure regulations and this guidance and if they wish to request delayed disclosure (or for disclosure to be withheld), should contact the OGA, in writing, before the relevant disclosure dates are due, setting out their reasons for the request. Note that in the case of some information types it will be appropriate for relevant persons to make representation about delayed or non-disclosure before the activity in which the information is created or acquired takes place.

Such written representations should be made to the Information and Samples mailbox [ISC@ogauthority.co.uk](mailto:ISC@ogauthority.co.uk)

More details on making such representations for different information and sample types (including how long before disclosure any representations must be made) are given in the relevant sections in this document. The OGA will inform the relevant persons of their decision in writing giving reasons for its decision (if appropriate) and, where it does not agree with the representations made, before any disclosure occurs.

# 5. Interaction with Petroleum Act 1998 licence clauses

The OGA's powers to disclose information under the provisions of the applicable Model Clauses may continue to apply in certain circumstances including:

- where Information and Samples were created or acquired on licences that were determined before 14th May 2018 i.e. licences that have been fully determined (surrendered) or that part of the licence area that has been partially determined (relinquished),
- where the OGA's powers to disclose are granted under the Petroleum licence rather than the Act.

The OGA will be clear when requesting information whether it is doing so under s.34 or under the licence and therefore what regime applies for the purposes of disclosure. Guidance on reporting under the licence is available in Petroleum Operations Notice (PON) 9<sup>10</sup>.

## Geophysical information

In the case of geophysical information all surveys that took place in 2018 and thereafter are in scope of the Disclosure Regulations; information from surveys acquired prior to 2018 will be disclosed under the terms of the licence.

In the case of reprocessed information, where reprocessing occurred in 2018 or thereafter the resulting data volumes will also be in the scope of the Disclosure Regulations.

## Production information

The disclosure of consolidated production information (i.e. monthly data by field) now occurs under the terms of the Disclosure Regulations. Production information collected before the disclosure regulations came into effect is disclosed under licence terms.

More detailed production information can be disclosed under the Disclosure Regulations following permanent Cessation of Production (CoP) (or, if earlier, licence determination) if it occurred after the Disclosure Regulations came into effect. The OGA will request this information under the licence terms on a case by case basis for fields where CoP occurred (or the licence determined) before the Disclosure Regulations came into effect.

## Other licence information

Disclosure Regulations have been in effect since 13th August 2018, and this information will be disclosed under the Disclosure Regulations for all licence determinations within scope of the relevant s.34 notice. For licence determinations before that date, the OGA will continue to request this information under the licence terms on a case by case basis.

## Well and sample information

Those wellbores that completed in 2018 and thereafter are in scope of the Disclosure Regulations. Wellbores that completed in 2017 and earlier will be disclosed under the terms of the licence. Due to the confidentiality periods under licence terms all wellbores in this category will be disclosed by the end of 2021. Note that the OGA will apply one regulatory regime only to any given wellbore.

<sup>10</sup> <https://www.ogauthority.co.uk/exploration-production/petroleum-operations-notices/pon-9/>

## 6. Well information

### Reporting of summary well information

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Summary well information is a collection of metadata attributes relating to individual wellbores, normally contained within a wellbore header and forms part of the System of Record (SoR) for the wellbore. This information is generally submitted as part of the OGA's well consenting processes, normally via the Energy Portal, specifically the Well Operations and Notification System (WONS). Some of this information is provided in applications for consent to carry out various well operations and some is provided in the subsequent notifications that well operators must provide to confirm the activities they have actually carried out on the well or wellbore. As such this information is reported routinely and will be subject to a routine s.34 notice for the period specified in the notice. The OGA will publish updated guidance on well consents.

Some of this information (for example OGA well number and licence number) originates with the OGA and some of it is made available due to other regulatory processes such as the Environmental regulations (The Offshore Oil and Gas Exploration, Production, Unloading and Storage (Environmental Impact Assessment) Regulations 2020 administered by the Offshore Petroleum Regulator for the Environment and Decommissioning (OPRED).

### Disclosure of summary well information

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Under the provisions of regulation 8 of the Disclosure Regulations the OGA may disclose certain summary wellbore information as soon as the OGA has obtained it. In practice, much summary wellbore information is already publicly available and its disclosure is non-contentious. Disclosure will occur via the OGA's Open Data Centre. However, it is important to note that regulation 8 gives the OGA the powers to publish summary information about the results of a well or wellbore as soon as it has been obtained.

### Representation

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The OGA will only consider delayed or non-disclosure of summary well information, including well results, in exceptional circumstances. Relevant persons wishing to make representations against disclosure should contact the OGA (as indicated in section 4 above), ideally when planning the well, but certainly before the relevant WONS submission is due.

The following table is a synopsis of what summary well information is reported in WONS and its source (including the WONS submission where it originates). The WONS system includes on-screen guidance on the information required, units, the timing of reporting and the reporting of positional information.

**Table 1: Summary well information**

| Attribute                                       | Source                                  | Notes   | Disclosure status and timing   |
|---|---|---|--|
| <b>OGA wellbore number</b>                      | WONS (OGA assigned)                     | Assigned by OGA   | OGA derived within 24 hours of assignment by OGA   |
| <b>Parent wellbore</b><br>(if applicable)       | WONS initial drilling application (IDA) | The wellbore from which a sidetrack wellbore kicked off from (or if the wellbore is a re-spud the name of the original attempt)                   | Disclosed within 24 hours of reporting via spud notification                                     |
| <b>Wellbore alias</b><br>(if applicable)        | WONS (OGA assigned)                     | Assigned by OGA (and normally agreed with well operator)  | Disclosed within 24 hours of assignment by OGA   |
| <b>Sub-area operator at well origin</b>         | WONS IDA                                | The sub-area operator at the surface location (origin) of the wellbore  | Disclosed within 24 hours of spud notification   |
| <b>Sub-area operator at TD</b>                  | WONS IDA                                | The sub-area operator at the total depth (TD) of the wellbore   | Disclosed within 24 hours of spud notification   |
| <b>Responsible company</b>                      | WONS IDA                                | The company entity responsible for reporting wellbore data. May be the subarea operator at well origin (as above), at TD, field operator or other | Disclosed within 24 hours of spud notification   |
| <b>Wellbore intent</b>                          | WONS IDA (but may be revised by OGA)    | Exploration/appraisal/development   | Disclosed within 24 hours of reporting via spud notification                                     |
| <b>Production licence number at well origin</b> | WONS IDA                                | Originates with OGA PEARS system  | Disclosed within 24 hours of spud notification   |
| <b>Production licence number at TD</b>          | WONS IDA                                | Originates with OGA PEARS system  | Disclosed within 24 hours of spud notification   |
| <b>Field name</b><br>(if applicable)            | WONS IDA                                | The name of the associated field is required in IDA   | Disclosed within 24 hours of spud notification (NB also available from submissions made to BEIS) |
| <b>Actual surface location</b>                  | WONS spud notification                  | Latitude and longitude of location at surface (and relevant datum)  | Disclosed within 24 hours of reporting   |

| Attribute                                       | Source                                   | Notes   | Disclosure status and timing           |
|---|--|---|--|
| <b>Actual location at total depth (TD)</b>      | Wellbore update notification (WUN)       | Latitude and longitude of location at total depth (and relevant datum)  | Disclosed within 24 hours of reporting |
| <b>Wellbore TD (measured)</b>                   | Reported by WUN                          | The total depth of the wellbore as measured by the driller along hole from the reference datum  |  |
| <b>Wellbore TD (true vertical depth subsea)</b> | Reported by WUN                          | The total depth of the wellbore as measured vertically from mean sea level  |  |
| <b>Kickoff depth (MD)</b>                       | Sidetrack notification                   | The measured depth at which a sidetrack wellbore commenced  |  |
| <b>Kickoff depth (TVDSS)</b>                    | Sidetrack notification                   | The true vertical depth below sea level at which a sidetrack wellbore commenced   |  |
| <b>Water depth at well location</b>             | WONS spud notification                   | The water depth at the surface location of the well   |  |
| <b>Well datum type</b>                          | WONS IDA                                 | i.e. drill floor, kelly bushing, rotary table   |  |
| <b>Well datum elevation</b>                     | WONS spud notification                   | The height above sea level of the well datum  |  |
| <b>Spud date/kickoff date</b>                   | WONS spud notification                   | The date on which the well spudded (dd/mm/yyyy)   |  |
| <b>Date TD reached</b>                          | Well operator reported                   | The date on which the well reached total depth (dd/mm/yyyy)   |  |
| <b>Regulatory completion date</b>               | Well operator reported                   | The date on which, following reaching its target and TD, operations were finished on a wellbore. (See notes in section 6 table 2 below for full definition) |  |
| <b>Age of reservoir</b>                         | Chronostratigraphic name reported by WUN | The age of the target formation i.e. Eocene, Palaeocene   |  |
| <b>Reservoir formation name</b>                 | Reported by WUN                          | The name of the target formation i.e. Balder, Forties   |  |
| <b>Reservoir thickness</b>                      | Reported by WUN                          | Gross thickness of reservoir target   |  |
| <b>Hydrocarbon presence</b>                     | Reported by WUN                          | Y/N<br>i.e. whether any hydrocarbons were found or if the wellbore was a dry hole   |  |
| <b>Hydrocarbon type</b>                         | Reported by WUN                          | Oil/Gas/Condensate i.e. the type of hydrocarbon (if present)  |  |
| <b>Pressure classification</b>                  | Reported by WUN                          | Normal/high/ultra-high as defined in WONS   |  |
| <b>Temperature classification</b>               | Reported by WUN                          | Normal/high/ultra-high as defined in WONS   |  |

| Attribute                         | Source   | Notes  | Disclosure status and timing           |
|-----------------------------------|--|--|--|
| <b>Wellbore mechanical status</b> | Reported by abandonment/suspension/completion notification | i.e. AB1, AB2, AB3, plugged, completed operating | Disclosed within 24 hours of reporting |
| <b>Flow test results</b>          | i.e. flow rates, pressures, types of fluid                 | Normally included in a well test notification    |  |

### Other well information

For the avoidance of doubt, it should be noted that in the case of this category of wellbore information (i.e. the various logs reports and other information and data derived from drilling a wellbore), the OGA requires all information created or acquired by relevant persons that is in the scope of the Retention Regulations to be reported to the OGA via the NDR following the drilling of a wellbore and other wellbore related operations. All of this information will therefore be subject to a routine s.34 notice.

Much of this information will be in the form of reports created or compiled before, during or after drilling, or other subsequent operations, and may contain information relating to engineering, operations and the geology of the strata. **All reports** produced for a licensee or licence group by a well operator and/or contractors engaged on any aspect of a well and its entire lifecycle must be reported, **in addition to any summaries of those reports** such as those included in the operator's end of well report.

### Disclosure of other well information

In accordance with regulation 9, the OGA may disclose other well information 2 years after it has been received by the OGA or, if earlier, on the date of the determination (or partial determination if the well concerned is in the determined area) of the relevant licence.

Disclosure will occur by making the information publicly available in the NDR. In practice, so that information created or acquired during the drilling and construction phase of the well can be disclosed together in a coherent package (rather than at separate times), the OGA may disclose information on a date which may be later than the earliest possible date for a particular item.

### Representation

The OGA will only consider delaying disclosure of other well information in exceptional circumstances. Relevant persons wishing to make representation should contact the OGA (as indicated in section 4 above), a minimum of 3 months before disclosure occurs, setting out their reasons why they believe the OGA should delay disclosure.

Table 2 (the reporting equivalent of the retention table in the Retention Guidance), sets out which well information the OGA requires to be reported, any particular remarks about the report or data type, the relevant catalogue code under the classification tags (C-tags) for well data, the timescale for reporting and the form and manner generally applicable for each individual type (the s.34 notice will specify the form and manner). All reporting of this category of well information must be carried out via online submission, into the NDR, within 6 months of the regulatory well completion date for the wellbore.

**Table 2: Reporting of well information**

| Well life cycle phase      | Type  | Remarks  | NDR classification tag (C-tag)    | Form and manner   | Reported by  |
|----------------------------|---|--|-----------------------------------|---|--|
| <b>Pre drill</b>           | <b>Authority for expenditure, partner consents, etc</b> | Documentation to be reported. A summary in the Operator's End of Well Report would be adequate   | PRE_PROP (closest match), PRE_GEN | Documents: PDF/A with machine readable text   | 6 months after the regulatory completion date of the wellbore as recorded in WONS                                |
| <b>Pre drill</b>           | <b>Geological/well proposals</b>                        | Providing basic details of well location, seismic structure, basic well evaluation, mud programme and well evaluation plan. May otherwise be included in geological and/or drilling programme  | PRE_PROP                          | Digital deviation data: IOGP P7/2000  | Information arising from subsequent well activity should be reported no later than 6 months after it was created |
| <b>Pre drill</b>           | <b>Geological programme</b>                             | Describing the full structural geological setting, cross sections, stratigraphic column, well evaluation programme – (including coring, logging (wireline/LWD/MWD), mud logging etc.), pore pressure and temperature profiles and other information from geological models, etc. Basic details of contractors, the well operator, and equity partners must also be reported. Alternatively, this may be included in drilling programme | PRE_GPROG                         | Digital log data: LAS or DLIS format<br><br>Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below) |  |
| <b>Pre drill</b>           | <b>Drilling/ operations programme</b>                   | Describing the planned design of the well/wellbore such as drill bit diameters, casing types, shoe depths, kick-off points, deviation, plug depths etc. May be combined with the geological programme, above. For non-drilling operations, a similar level of appropriate information for the type of activity is required   | PRE_DPROG                         |   |  |
| <b>Pre drill</b>           | <b>Site survey</b>                                      | Report on rig site conditions, shallow gas, other hazards, bathymetry for the proposed well. Information arising from 2D shallow seismic surveys must be reported as specified in the geophysics section   | PRE_SITE                          |   |  |
| <b>Pre drill</b>           | <b>Rig positioning report (for mobile unit)</b>         | Documents the actual siting of the rig   | PRE_MOVE                          |   |  |
| <b>Drilling operations</b> | <b>Daily (operations) reports</b>                       | May be reported as separate reports, or included in contractor daily operations reports. Full reports must be reported in addition to any summary included in the end of well report   | DRILL_GEN, DRILL_HSE, DRILL_FLUID |   |  |

| Well life cycle phase                     | Type  | Remarks  | NDR classification tag (C-tag)                        | Form and manner   | Reported by  |
|---|---|--|---|---|--|
| <b>Drilling operations</b>                | <b>Definitive deviation survey</b>                | The final, definitive deviation survey as approved by the well operator on behalf of the other licensees, including the finalised deviation survey data used as a positional reference for all the other data that requires positional referencing, and associated reports (including the deviation survey end of well report) | DRILL_DEV (report),<br>WDD_FILE (digital file)        | Documents: PDF/A with machine readable text<br><br>Digital deviation data: IOGP P7/2000 | 6 months after the regulatory completion date of the wellbore as recorded in WONS                                |
| <b>Drilling operations</b>                | <b>Casing/ cementing end of well report</b>       | Details of casing and cementing operations during the drilling operations phase. Full reports must be reported in addition to any summary in the operator's end of well report   | DRILL_CEMENT  | Digital log data: LAS or DLIS format  | Information arising from subsequent well activity should be reported no later than 6 months after it was created |
| <b>Drilling operations</b>                | <b>Mud contractor end of well report</b>          | Full reports must be reported in addition to any summary in the operator's end of well report  | DRILL_GEN   | Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)                     |  |
| <b>Drilling operations</b>                | <b>LWD/MWD end of well report</b>                 | Full reports must be reported in addition to any summary in the operator's end of well report  | DRILL_MWD   |   |  |
| <b>Drilling operations</b>                | <b>Well Examiner Reports</b>                      | Audit report to verify that drilling and other well operations have been carried out in accordance with all plans and safety criteria  | WELL_EXAM   |   |  |
| <b>Completion Operations</b>              | <b>Completions and Workovers Programme</b>        | Reports detailing plans for Completions and Workovers before the operations take place   | COMPL_PROG  |   |  |
| <b>Completion Operations</b>              | <b>Completion and Workover Operations Reports</b> | Reports detailing Completions and Workovers after the operations have taken place. Details of well stimulation, fracking (Hydrofrac) and production engineering  | COMPL_HSE,<br>COMPL_DAILY,<br>COMPL_EOJR,<br>WELL_ENG |   |  |
| <b>Data Collection and Interpretation</b> | <b>Mud logging end of well report</b>             | Report typically includes expected prognosis, drilling dynamics data, lithology and provisional formation tops, and includes associated logs (formation evaluation, ditch gas, temperature, pressure evaluation, etc.)   | GEOL_MUD,<br>LOG_MUD,<br>DWL_MUD                      |   |  |
| <b>Data Collection and Interpretation</b> | <b>Core operations report</b>                     | Report from the coring contractor. Alternatively, may be included in the Operator's End of Well Report (Conventional or Rotary cut core only)  | CORE_GEN  |   |  |
| <b>Data Collection and Interpretation</b> | <b>Sidewall Core Reports</b>                      | All reports on acquisition, analysis and interpretation of Sidewall Core   | CORE_SIDEWALL   |   |  |

| Well life cycle phase                     | Type  | Remarks  | NDR classification tag (C-tag)  | Form and manner   | Reported by  |
|---|---|--|---------------------------------|---|--|
| <b>Data Collection and Interpretation</b> | <b>Biostratigraphy, palynology, and palaeontology reports</b>       | Typically provided by the contractor. Includes reports on palaeontological and palynological analysis activities, interpretations and conclusions. Will include zones, species listings and range charts, and includes report from wellsite services, where available  | GEOL_BIO, LOG_BIO               | Documents: PDF/A with machine readable text<br><br>Digital deviation data: IOGP P7/2000 | 6 months after the regulatory completion date of the wellbore as recorded in WONS                                |
| <b>Data Collection and Interpretation</b> | <b>Geochemistry report</b>  | Typically provided by the contractor. Includes details of methodology, results, and interpretations  | GEOL_CHEM                       | Digital log data: LAS or DLIS format  | Information arising from subsequent well activity should be reported no later than 6 months after it was created |
| <b>Data Collection and Interpretation</b> | <b>Conventional core analysis report and core photos</b>            | Typically provided by the contractor. Details of conventional core analysis activity and results. Includes lithological descriptions, porosity, permeability, saturations, matrix densities, and core photos, typically referenced using driller's depths  | CORE_CCA, CCA_FILE              | Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)                     |  |
| <b>Data Collection and Interpretation</b> | <b>Special core analysis (SCAL) report</b>                          | Special core analysis performed on preserved samples, including relative permeability data, capillary pressure test data, any other contractor derived data and results  | CORE_SCAL, CORE_PERM, SCAL_FILE |   |  |
| <b>Data Collection and Interpretation</b> | <b>Sedimentology, petrography, and petrology</b>                    | Reports detailing rock properties determined by logging and/or facies descriptions of core   | GEOL_SED                        |   |  |
| <b>Well Testing</b>                       | <b>Pressure, volume, temperature (PVT) and other fluid analysis</b> | Details of measurement of phase behaviour and pressure/volume / temperature of reservoir fluids, as typically performed on samples from wireline well testing e.g. MDT, or drill stem testing. e.g. MDT, RFT, Flowing and Shut-in Bottom Hole Pressure Surveys. Pressure data during production and injection operations if recorded, and including reference depth information where available (TVD, MD, etc.). Frac Pressure Data (via Leak Off tests). Characterisation of all fluids (water and hydrocarbons) within the hydrocarbon leg and if recorded, within the aquifer leg. Chromatographic data if recorded | TEST_FLUID, TEST_PLT, TEST_LUM  |   |  |
| <b>Well Testing</b>                       | <b>Well testing reports</b>   | Reports arising from drill stem tests, Gauge Reports (Flowing Tubing Wellhead Pressure and Temperature, Shut In Tubing Wellhead Pressure and Temperature or equivalent). Data from Distributed Temperature Systems   | TEST_GEN, TEST_DST, TEST_FILE   |   |  |

| Well life cycle phase                     | Type  | Remarks  | NDR classification tag (C-tag)                    | Form and manner   | Reported by  |
|---|---|--|---|---|--|
| <b>Data Collection and Interpretation</b> | <b>Other bespoke contractor reports (engineering, geological, geophysical, petrophysical)</b> | Other specialist reports provided by various contractors, e.g. Rock Properties (strength, compressibility, stress studies) chemostratigraphy, goniometry on cores, etc   | ENG_GEN, GEOL_GEN, CORE_GEN, GEOL_PPHYS, GEOL_DIP | Documents: PDF/A with machine readable text<br><br>Digital deviation data: IOGP P7/2000 | 6 months after the regulatory completion date of the wellbore as recorded in WONS                                |
| <b>Data Collection and Interpretation</b> | <b>Open hole wireline logs</b>  | Images and digital data arising from all logs run (includes gamma ray, sonic, density and neutron logs). All logs recorded using wireline, slickline, TLC pipe conveyed or coiled tubing tool conveyance methods   | LOG_WIRE (images), DWL_WIRE (digital)             | Digital log data: LAS or DLIS format  | Information arising from subsequent well activity should be reported no later than 6 months after it was created |
| <b>Data Collection and Interpretation</b> | <b>Core data curves</b>   | Including core gamma ray. Typically referenced to driller's depths, and used to adjust cores to log depths on the composite log  | LOG_CORE  | Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)                     |  |
| <b>Data Collection and Interpretation</b> | <b>Cased hole and tubing wireline</b>   | Images and digital data arising from all logs run (includes cement bond logs, perforation logs and slickline logs)   | LOG_CASE  |   |  |
| <b>Data Collection and Interpretation</b> | <b>Well test/ formation test logs</b>   | Logs arising from formation testing tools (e.g. PLT, RFT, TDT, MDT etc.). May include details of samples collected   | LOG_TEST (images), DWL_TEST DWL_PROD              |   |  |
| <b>Data Collection and Interpretation</b> | <b>Composite well logs</b>  | Image log with full well header information, showing all primary wellbore measurements, including: formation tops, chronostratigraphy, lithostratigraphy, lithologies, selected log curves, DST intervals (with summary results), cored intervals (depth shifted), sidewall cores, formation tester results, background gas, hydrocarbon shows, casing/liner depths, casing shoe depth, deviation data, measured 2 way times to formation tops | LOG_COMP  |   |  |
| <b>Data Collection and Interpretation</b> | <b>Joined well logs</b>   | Joined set of digital log curves spliced together over full depth range of wellbore. Typically used for correlation purposes it will be the most accurate and complete record of the main log measurements such as sonic, density, neutron and resistivity. Information on the processing of well logs, including a full audit trail, must also be reported  | JWL_FILE, JWL_AUDIT                               |   |  |

| Well life cycle phase                     | Type  | Remarks  | NDR classification tag (C-tag)   | Form and manner   | Reported by  |
|---|---|--|--|---|--|
| <b>Data Collection and Interpretation</b> | <b>Computer processed interpretations (CPI)/ petrophysical data log</b> | Spliced, environmentally corrected log curves for use in petrophysical interpretation. Will normally be specialist curves not normally included in a standard composite log. Associated audit trails should also be reported   | LOG_CPI  | Documents: PDF/A with machine readable text<br><br>Digital deviation data: IOGP P7/2000                         | 6 months after the regulatory completion date of the wellbore as recorded in WONS                                |
| <b>Data Collection and Interpretation</b> | <b>Borehole seismic data</b>  | Includes reports, logs and digital data obtained as part of VSP profile, offset VSP, Velocity survey etc. All sonic/velocity and two-way time (TWT) logs including calibrated sonic and density logs and any derived calculations. Synthetic seismograms. Data acquired by Distributed Acoustic Sensing techniques for Vertical Seismic Profiling purposes only. Where used for 4D surveillance, baseline and final DAS datasets only should be reported. Interim datasets are not required                                | GPHYS_VSP, GPHYS_QCVSP, GPHYS_CSHOT, LOG_VEL, LOG_SEIS, VSP_FILE, VSP_SEGY, CSHOT_FILE | Digital log data: LAS or DLIS format<br><br>Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below) | Information arising from subsequent well activity should be reported no later than 6 months after it was created |
| <b>Data Collection and Interpretation</b> | <b>LWD/MWD log data</b>   | Data and measurements collected while drilling   | LOG_MWD (images), DWL_MWD (digital)  |   |  |
| <b>Data Collection and Interpretation</b> | <b>Dipmeter and borehole imaging data</b>                               | Reports and logs from dipmeter, borehole televiewer and images, etc.   | GEOL_DIP, LOG_DIP  |   |  |
| <b>Data Collection and Interpretation</b> | <b>Wellsite lithology log</b>   | As provided by the wellsite geologist  | LOG_LITH   |   |  |
| <b>Data Collection and Interpretation</b> | <b>Wellsite core logs</b>   | Core descriptions as provided by the wellsite geologist  | LOG_CORE   |   |  |
| <b>Drilling operations</b>                | <b>Operator's drilling end of well report</b>                           | Also known as the drilling report, end of well report or Drilling Well History Includes summaries of all contractor activities, and is generated at the end of each well lifecycle activity. Multiple reports may exist for a single well/wellbore. Typically includes: Daily Drilling Reports, LWD/MWD/mud/mud logging/casing/ cementing/surveys/ etc. plus final well schematic, lessons learned, cementing, mud logging summary, QC reports, well examiner certificate, and barrier pressure test/leak off test summary | DRILL_EOWR, DRILL_GEN, DRILL_DAILY WELL_COMP   |   |  |

| Well life cycle phase                     | Type   | Remarks  | NDR classification tag (C-tag)            | Form and manner   | Reported by   |
|---|--|--|---|---|---|
| <b>Data Collection and Interpretation</b> | <b>Operator's geological end of well reports</b>           | Includes final formation tops, stratigraphy, logging summary, coring summary, core depth shifts (driller to logger) where relevant. Samples collected, and fluid descriptions. Perforated intervals. Studies conducted. Formation pressures and gradients from formation pressure logs. May contain petrophysical interpretation with audit trail. For some wells there may be a Well Summary Report containing an executive summary of all aspects of well operations and results. This is not a substitute for detailed geological and operational reporting | GEOL_GEOW,<br>GEOL_DAILY,<br>WELL_SUMMARY | Documents:<br>PDF/A with machine readable text<br><br>Digital deviation data: IOGP P7/2000<br><br>Digital log data: LAS or DLIS format<br><br>Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below) | 6 months after the regulatory completion date of the wellbore as recorded in WONS<br><br>Information arising from subsequent well activity should be reported no later than 6 months after it was created |
| <b>Data Collection and Interpretation</b> | <b>Operator's petrophysical end of well report</b>         | Petrophysical interpretation with audit trail if not included as part of the geological end of well report   | GEOL_PPHYS                                |   |   |
| <b>Data Collection and Interpretation</b> | <b>Perforation and reperforation reports and logs</b>      | Report on perforating and perforated or reperforated intervals   | LOG_CASE,<br>ENG_COMPS                    |   |   |
| <b>Abandonment Operations</b>             | <b>Well Abandonment Programme</b>                          | Reports detailing plans for well abandonment/decommissioning operations (before the operations take place)   | ABANDON_PROG                              |   |   |
| <b>Abandonment Operations</b>             | <b>Well Abandonment HSE Notification</b>                   | Notification of well abandonment/decommissioning operations to HSE   | ABANDON_HSE                               |   |   |
| <b>Abandonment Operations</b>             | <b>Daily Well Abandonment operations reports</b>           | Well abandonment/decommissioning daily operations reports  | ABANDON_DAILY                             |   |   |
| <b>Abandonment Operations</b>             | <b>Well Abandonment/Decommissioning End of Job Reports</b> | Reports detailing well abandonment/decommissioning operations after the operations have taken place. Includes details of pressure tests on all barriers put in place as part of the well abandonment process and details of stratigraphy for all flowing formations encountered  | ABANDON_EOJR                              |   |   |
| <b>Abandonment Operations</b>             | <b>Well Abandonment/Decommissioning Cementing Reports</b>  | Reports detailing cementing operations as part of well abandonment/decommissioning. Includes cement evaluation, pressure tests and weight tests on casing cement and isolation plugs   | ABANDON_CEMENT                            |   |   |

| Well life cycle phase         | Type                                    | Remarks   | NDR classification tag (C-tag)      | Form and manner   | Reported by  |
|-------------------------------|---|---|-------------------------------------|---|--|
| <b>Abandonment Operations</b> | <b>Abandonment/Decommissioning Logs</b> | Well logs generated in well abandonment/decommissioning operations including cement evaluation tools and casing imaging tools (e.g. pulsed eddy current)  | LOG_<br>ABANDON,<br>DWL_<br>ABANDON | Documents:<br>PDF/A with machine readable text  | 6 months after the regulatory completion date of the wellbore as recorded in WONS                                |
| <b>Abandonment Operations</b> | <b>Well schematic</b>                   | The final (or most current) well schematic for the well as included in the drilling programme (as-is and planned) and in the end of well report, as submitted to WONS. Includes details for all plugs, barriers, casing strings and shoes against MD and TVDSS where available. Final Abandonment (AB3) schematic showing casing cut depths relative to the Mudline | WELL_<br>SCHEM                      | Digital deviation data: IOGP P7/2000<br><br>Digital log data: LAS or DLIS format<br><br>Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below) | Information arising from subsequent well activity should be reported no later than 6 months after it was created |
| <b>Abandonment Operations</b> | <b>Seabed clearance certificate</b>     | A seabed clearance certificate may be applicable to more than one well. Normally included in the end of well report or abandonment report and also provided to WONS   | ABANDON_<br>SEABED                  |   |  |

## Notes

- All documents and data submitted for wellbores drilled after 1st January 2006 are expected to be in machine readable digital format. Scanned images of documents and data are accepted only for wells drilled prior to that date, and only where the master digital version is no longer available.
- All documents and data are to be submitted online to the NDR. Submission on physical media is not permitted, except by prior arrangement.
- Documents submitted in PDF/A format must contain machine readable text, rather than scanned images of text.
- Where a series of wellbores are drilled in quick succession from the same surface location they must be reported within 6 months of the regulatory completion date of the last wellbore before the rig permanently leaves location.
- For a list of C-tags please see <https://www.ogauthority.co.uk/data-centre/national-data-repository-ndr/reporting-and-disclosure-of-information/>
- For well log curve joining standard please see NDR standard 5 (NDRS-5) <https://www.ogauthority.co.uk/data-centre/national-data-repository-ndr/reporting-and-disclosure-of-information/>
- Regulatory Completion Date is defined as the date a wellbore, having reached its target, (or final total measured depth) is first left in of one of the following mechanical states following drilling:
  - Completed for Production (Completed – Shut in, or Completed – Operating) – the date that perforation and setting of tubing and packers is finished and the wellbore is ready to flow, or;
  - Permanently Abandoned (Abandoned Phase 3 – AB3) – the date that the well (i.e. including all connected wellbores), on completion of operations, is left in such a condition that the open hole is plugged and sealed such that it may not be re-entered (in general this will involve the cutting and retrieval of casing strings, removal of all drilling mud and similar fluids, permanent sealing of the wellhead and removal of the well origin with no components remaining at surface) or;
  - Suspended (Abandoned Phase 1 – AB1, Abandoned Phase 2 – AB2, or Plugged) – the date that the wellbore is either abandoned downhole or temporarily plugged so that it may be re-entered at a later date. If the well is suspended before the target has been reached, the OGA will agree the appropriate Regulatory Completion Date with the Licensee through the consenting process
  - In the case of a series of sidetrack wellbores drilled in succession the regulatory completion date for a parent well will be taken as the kick-off date of the subsequent sidetrack unless the OGA is notified to the contrary
- Where photos (i.e. core photos) are submitted they should have a minimum resolution of 300ppi (pixels per inch). jpeg2000, RAW or bitmap files preferred.

# 7. Samples

Petroleum-related samples i.e. samples of strata or petroleum (including gas) and other substances acquired during well operations that must be retained (see the Retention Guidance) will be required to be reported to the OGA. As the BGS curates petroleum-related samples on behalf of the OGA at their National Geological Repository (NGR), this means in practice reporting will be to the BGS.

Reporting will be required either in response to a routine s.34 notice or a standalone s.34 notice requesting particular samples from a particular wellbore. Such samples may also be required to be reported in relation to an agreed Information and Samples Plan (ISP) or in response to a request for disposal of the samples in question. Please refer to the Retention Guidance for further information and note, in this instance, the OGA may issue a standalone s.34 notice. The samples the OGA generally requires to be reported, include those set out in the Retention Guidance are as follows:

- core plugs
- drill cuttings
- sidewall cores
- oil and gas fluid samples
- micro-palaeontological microscope slides and preparations
- thin sections prepared from core, micro-palaeontological or other samples
- polished sections prepared from core, micro-palaeontological or other samples
- grain mounts taken from core, micro-palaeontological or other samples

However, note that at the present time, fluid and formation water samples will only be requested exceptionally, by issuing a standalone reporting notice.

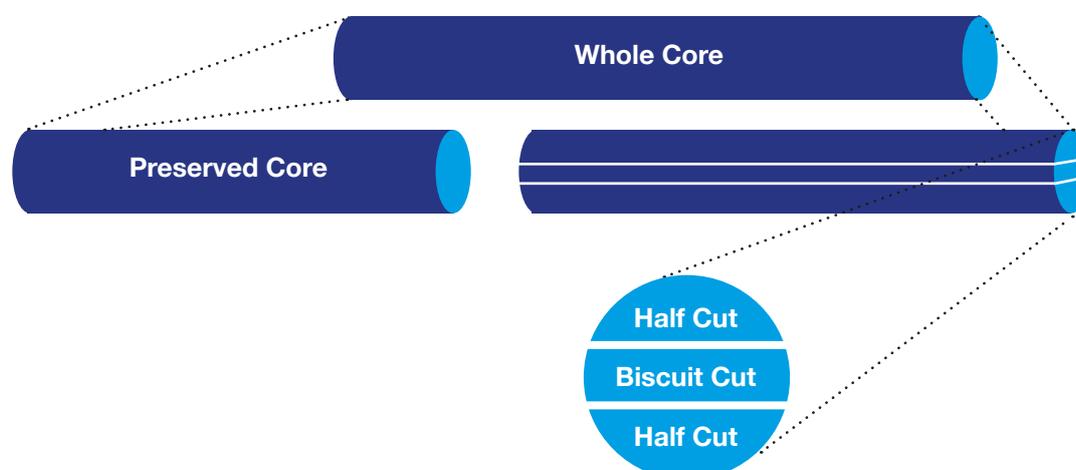
Table 3 summarises the OGA's sample reporting requirements and sets out notes on "form and manner", where and when they should be reported and whether reporting is routine (i.e. following consented drilling activity) or in response to a standalone s.34 notice.

All costs of packaging and delivery are to be met by relevant person(s) and neither the OGA nor BGS shall have any responsibility for such costs.

**Table 3: Samples to be reported**

| Type                      | Description                                    | Form and manner comments   | Reported to   | Reporting notes  |
|---------------------------|--|--|---|--|
| <b>Conventional cores</b> | <b>Slabbed core</b>                            | A complete longitudinal section comprising at least one quarter of the core from exploration wells and one half of the core from development wells. If the core diameter is less than 7.6 cm (3 inches) the OGA collection at the NGR should also receive at least one half of the core from exploration wells<br><br>Please see figure 2 – explanatory diagram and note on core boxes below | The National Geological Repository<br>British Geological Survey<br>Keyworth<br>Nottingham<br>NG12 5GG | Routinely reported no later than 6 months from the date of completion of the wellbore (the “regulatory completion date”) as recorded in WONS   |
|                           | <b>Resinated core</b>                          | Thin resinated slab to facilitate description  | As above  | Not routinely reported but:<br><br>i. may be required to be reported on licence determination (full or partial) as agreed with the OGA in an Information and Samples plan (ISP) or;<br><br>ii. reported in response to a standalone reporting notice (which may be issued in response to a disposal request) |
|                           | <b>Core plugs</b>                              | Generally 1-2" long plugs for poroperm analysis  |   |  |
|                           | <b>Plug trims</b>                              | Trimmed sections used for biostratigraphy etc.   |   |  |
|                           | <b>SCA/preserved samples (full core width)</b> | SCALS – waxed, flaked in brine or Oil Based Mud (OBM) etc.   |   |  |
| <b>Drill cuttings</b>     | <b>Washed and dried</b>                        | Minimum 100g to be reported where collected from each sample   | As above  | Routinely reported no later than 6 months after the date of completion of the wellbore as recorded in WONS   |
|                           | <b>Unwashed samples</b>                        | Bagged samples   |   | Not routinely reported but:<br><br>i. may be required to be reported on licence determination (full or partial) as agreed with the OGA in an Information and Samples plan (ISP) or;<br><br>ii. reported in response to a standalone reporting notice (which may be issued in response to a disposal request) |
|                           | <b>Geochemical samples</b>                     | Tinned unwashed cuttings, with bactericide added, normally stored inverted   |   |  |

| Type                                  | Description  | Form and manner comments  | Reported to: | Reporting notes |
|---------------------------------------|--|---|--------------|-----------------|
| <b>Sidewall cores</b>                 | <b>Sidewall cores (percussion)</b>   | Cores taken from side of borehole normally by (explosive) wireline tool   | As above     | As above        |
|                                       | <b>Sidewall cores (rotary)</b>   | Cores taken from side of borehole normally by rotary drilled, wireline tool (can be used for poroperm analysis) | As above     | As above        |
| <b>Thin sections and grain mounts</b> | <b>Micropalaeontology and palynological slides and preparations</b>  | All those prepared  | As above     | As above        |
|                                       | <b>Thin sections</b>   | Petrographic thin sections  |              |                 |
|                                       | <b>Polished sections</b>   | Petrographic polished sections  |              |                 |
|                                       | <b>Grain mounts</b>  | Resin mounted grains for used for further analysis  |              |                 |
| <b>Fluid samples (DST/MDT etc.)</b>   | <b>Oil samples</b>   | Non-pressurised. No more than 1 litre   | As above     | As above        |
|                                       | <b>Formation water samples (including from aquifers encountered, as well as from hydrocarbon-bearing formations)</b> | No more than 1 litre  |              |                 |
|                                       | <b>Gas samples</b>   |   |              |                 |

**Figure 1: Explanatory diagram of main core cuts**

### Metadata for submitted samples

The metadata for every box of samples submitted to the NGR must be included in a summary spreadsheet, an example of which is given below (note that this metadata will also be included in the scope of the routine s.34 notice). All boxes in an individual delivery from a single source wellbore should be included in one spreadsheet. Boxes should be grouped by sample type/set code and then arranged in ascending box number order. Boxes from several wellbores may be included in the same spreadsheet, provided that they will be delivered together. Spreadsheets should be emailed in advance to [kwcorestore@bgs.ac.uk](mailto:kwcorestore@bgs.ac.uk) and copied to [ISC@ogauthority.co.uk](mailto:ISC@ogauthority.co.uk) with notification of estimated delivery time.

**Figure 2: Sample metadata**

| Box No. | Licence | Top Depth | Base Depth | Units    | Core Run no. | Material Type Code/Name | Set Code/Number | Source Well Name | Comments              |
|---------|---------|-----------|------------|----------|--------------|-------------------------|-----------------|------------------|-----------------------|
| 1       | P1632   | 13040     | 13043      | Imperial | 1            | 1/2 Core                |                 | 13/25- 1         |                       |
| 2       | P1632   | 13043     | 13046      | Imperial | 2            | 1/2 Core                |                 | 13/25- 1         |                       |
| 3       | P1632   | 13046     | 13049      | Imperial | 3            | 1/2 Core                |                 | 13/25- 1         |                       |
| 4       | P1632   | 13049     | 13052      | Imperial | 4            | 1/2 Core                |                 | 13/25- 1         |                       |
| 5       | P1632   | 13052     | 13055      | Imperial | 5            | 1/2 Core                |                 | 13/25- 1         |                       |
| 1       | P473    | 2933      | 3180       | Metric   |              | WSCT                    | D3              | 49/21g- 11       | 92-104g 10m Intervals |
| 2       | P473    | 3180      | 3410       | Metric   |              | WSCT                    | D3              | 49/21b- 11       | 92-104g 10m Intervals |
| 3       | P473    | 3410      | 3670       | Metric   |              | WSCT                    | D3              | 49/21g- 11       | 92-104g 10m Intervals |
| 4       | P473    | 3670      | 3910       | Metric   |              | WSCT                    | D3              | 49/21g- 11       | 92-104g 10m Intervals |
| 5       | P473    | 3910      | 4046       | Metric   |              | WSCT                    | D3              | 49/21b- 11       | 92-104g 10m Intervals |
| 6       | P1632   | 5280      | 7440       | Imperial |              | WSCT                    | B               | 9/02b-A4         | 55-74g 30ft Intervals |
| 7       | P1632   | 7440      | 9912       | Imperial |              | WSCT                    | B               | 9/02b-A4         | 55-74g 30ft Intervals |
| 8       | P1632   | 9912      | 13091      | Imperial |              | WSCT                    | B               | 9/02b-A4         | 55-74g 30ft Intervals |

Further examples of sample template spreadsheets may be downloaded from the links accessed from the NGR section of the BGS website.<sup>11</sup>

Copies of any core photographs, referenced to the driller's depth should also be submitted with the above accompanying metadata (see also Well Information in section 6 above).

<sup>11</sup> <https://www.bgs.ac.uk/data/NGR/home.html>

### Packaging instructions and core box specification

Conventional cores shall be delivered in solid, rigid boxes made from 1.8mm thick acid free card, kraft lined both sides, with heavy duty brass staples. Boxes must have separate full depth lids; tray and sleeve construction is not acceptable. The following sizes (millimetres) are allowable:

- 1000 x 100 x 100
- 1000 x 75 x 75
- 1000 x 100 x 50
- 1000 x 120 x 60

All boxes shall be permanently and clearly marked with the following information (printed self-adhesive labels are acceptable):

- Box number (numbered sequentially downwards from the top)
- Top depth
- Base depth
- Units (Imperial or Metric)
- Core run number (if applicable)
- Material type code or name (WSCT = washed cuttings)
- Set code (if applicable - i.e. the set of cuttings being supplied)
- OGA wellbore name

Twin runs in a single box are acceptable if separated by a cardboard divider. Any empty spaces should be packed with “Plastazote Foam” or card blocks and crumpled acid-free tissue should be added over the core to ensure no movement occurs during transportation.

All boxes should be labelled on the visible end, and the core, samples or cuttings within should “young” away (i.e. get shallower) from the viewer. Boxes should be numbered from the top of the well downwards.

Cuttings should be packed in good quality leak proof bags or high-density polythene containers. These should be packed in 1000mm x 100mm x 100mm boxes.

It should be noted that the cost of any resubmission or re-boxing of samples required through failure to comply with these instructions shall be borne by the relevant person. Any boxes that exceed the standard dimensions by more than 5mm in any direction will be automatically rejected.

### Disclosure of samples

Regulation 16 of the Disclosure Regulations allows the OGA to make samples available to the public two years after they have been reported or, if earlier, the date of determination of the relevant licence or part thereof. The OGA's intention is that well samples in the NGR will be available for inspection at the same time as logs and reports relating to formation evaluation written following the drilling phase in relation to the same well are disclosed. Samples will be made available to the public by appointment with the BGS at their facility in Keyworth.<sup>12</sup>

### Representation

The OGA will only consider delaying disclosure of sample material in exceptional circumstances. Relevant persons wishing to make representation should contact the OGA (as indicated in section 4 above), a minimum of 3 months before disclosure occurs, setting out their reasons for why disclosure should be delayed.

<sup>12</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/205118/1\\_KW\\_Regulations\\_For\\_Access\\_To\\_The\\_BGS\\_Keyworth\\_Core\\_Store.docx](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/205118/1_KW_Regulations_For_Access_To_The_BGS_Keyworth_Core_Store.docx)

# 8. Geophysical survey information

Certain geophysical information, being retained by relevant persons under the Retention Regulations (please see the Retention Guidance<sup>13</sup> for further information) must be reported under a routine s.34 notice covering activity for a specific time period or a standalone s.34 notice for specific information. Reporting of geophysical information may also be required under a standalone s.34 notice in relation to an agreed Information and Samples plan.

## Disclosure of geophysical information

Regulation 2 (General Application) of the Disclosure Regulations states that geophysical information will only be in scope where it is created or acquired before the end of 2018 (being the calendar year in which the Disclosure Regulations commenced). Therefore, information from surveys that took place during 2018 or thereafter can be disclosed in accordance with these regulations. Information relating to surveys created or acquired prior to 2018 will be disclosed under the terms of the licence clauses.

Under regulation 6 of the Disclosure Regulations, the earliest the OGA may disclose information relating to proprietary surveys (i.e. acquired by or on behalf of production licence holders) is 5 years after processing is complete (or upon licence determination in respect of the area of the survey if that happens earlier). Note that where the area of a survey is only partially on a determined licence area (and the remainder is on an area still under an extant licence) the OGA will normally wait until the remaining area(s) is/are determined before disclosing the survey information.

Under regulation 7, the earliest the OGA may disclose processed data relating to surveys acquired by holders of exploration licences (or any survey carried out by or on behalf of other than a production licence holder) is 10 years after processing is complete. The earliest that field data and pre-stack data can be disclosed is 15 years after processing is complete.

## Reprocessed data

Proprietary reprocessed data (i.e. post stack sourced from one or more proprietary surveys), will be disclosed in accordance with regulation 6, if reprocessing was completed in the year the regulations commenced or later. Therefore, post stack reprocessed volumes created in 2018 onwards will be disclosed 5 years after reprocessing is completed or upon licence determination.

The OGA does not currently intend to disclose reprocessed data if it includes data sourced from commercial surveys. Please note that the OGA has published separate guidance on the disclosure of 'Commercial Seismic' information (i.e. that seismic information acquired under an exploration licence)<sup>14</sup>.

## Representation

The OGA will only consider delaying or waiving disclosure of geophysical data in exceptional circumstances. As the relationship between surveys and the related licence(s) can be complex, relevant persons wishing to make representations should contact the OGA (as indicated in section 4 above), a minimum of 6 months before disclosure is due to occur, setting out their reasons why disclosure should be delayed or waived.

<sup>13</sup> <https://www.ogauthority.co.uk/media/4855/oga-guidance-on-retention-of-information-and-samples-may-2018.pdf>

<sup>14</sup> [oga-supplemental-guidance-post-2017.pdf](https://www.ogauthority.co.uk/media/4855/oga-supplemental-guidance-post-2017.pdf) (ogauthority.co.uk)

### Reporting of information for proprietary surveys

The OGA's requirement for reporting of data volumes for proprietary surveys is that all volumes and all associated reports (as set out in table 5 below) should be reported on a routine basis. The information should be reported to the NDR.

### Reporting of information for commercial surveys

Summary information, data volumes and all associated reports (please see Tables 4 and 5) from commercial geophysical surveys (i.e. "speculative" or "multiclient" surveys or in other words any survey carried out other than by or on behalf of a production licence holder) will be required to be reported on a routine basis. Field and pre-stack data is not currently required under a routine s.34 notice. Where the OGA requires field or pre-stack data from these surveys for regulatory purposes it will issue a standalone notice for the data in question (please see table 5) below.

### Reporting of 4D surveys

For 4D surveys, processed data from the baseline and final surveys (prior to CoP) only must be reported on a routine basis. Data from monitor surveys will only be requested by a standalone reporting notice.

### Reporting of information from site surveys

Digital, high resolution, multi-channel seismic acquired as part of a site survey (whether on a production or exploration licence) should be reported routinely on the same basis as other proprietary surveys. Information from other site survey activities, such as single channel sub-bottom profiling (i.e. using chirper, pinger or boomer energy sources) or sidescan sonar should only be reported in response to a standalone s.34 request.

Site surveys reports, if related to the drilling of a well, should be routinely reported as set out in table 2 of the well section. Other site survey reports should be reported if requested under a standalone s.34 request.

### Summary information about geophysical surveys

The OGA will require summary information about all geophysical surveys (whether commercial or proprietary) to be routinely reported.

Until further notice, the OGA will gather most of this information from the OGA survey close out report available from the OGA website (or on request from [ISC@ogauthority.co.uk](mailto:ISC@ogauthority.co.uk)). This must be submitted to the OGA no later than 3 months after acquisition is complete.

The following summary information is required for geophysical surveys:

**Table 4: Summary geophysical survey information**

| Attribute                               | Source  | Notes  |
|---|---|--|
| Survey identifier                       | Close out report  | Please see the survey and line naming standard NDR Data Classification Tag15 <sup>15</sup>   |
| Survey type                             |   | Seismic (2D,3D) gravity, magnetic  |
| Acquisition contractor                  |   | Name of contractor (mainly for proprietary surveys)  |
| Associated licence(s)                   |   | Includes type and number   |
| Proprietary/commercial                  | Determined from close out form (or otherwise reported separately) | i.e. was the survey acquired principally under a production licence for the purposes of finding or getting petroleum under that licence or by an exploration licensee for other purposes (NB where this is not clear from the close out form the OGA will verify this independently) |
| Survey start date                       | Close out report  | Date data acquisition commences  |
| Survey end date                         |   | Date data acquisition ends   |
| Survey area                             |   | i.e. the UKCS area plus the quad/blocks that the survey covers   |
| Boundary co-ordinate and spatial extent |   | Latitude/longitude   |
| Energy source                           |   | e.g. airgun  |
| Shot interval                           |   | In metres  |
| Water depth                             |   | In feet/metres   |
| Record length                           | Reported separately to OGA  | In seconds   |
| Streamer length                         |   | In metres/kilometres   |
| Streamer spacing                        |   | i.e. lateral spacing of the streamers (in metres)  |
| Date processing completed               |   | The OGA considers this to be once the processing report is completed   |

### **Disclosure of summary survey information**

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Under regulation 5 the OGA may disclose the above summary information after the date on which the survey acquisition finishes.

### **Representation**

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Summary survey information is generally uncontentious in nature, however relevant persons who wish to make representation against disclosure should do so before the information is due to be reported to the OGA (and ideally during the period when the survey is being planned).

### **Detailed reporting requirements for geophysical information**

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The following tables set out a detailed list of the information that is routinely created or acquired by or on behalf of the holder(s) of petroleum licences for a geophysical survey and therefore the OGA requires to be reported on a routine basis. Reporting of all seismic volumes and associated volumes will be to the NDR apart from gravity/magnetic data (see table):

**Table 5: Geophysical information: detailed reporting requirements**

| Type  | Remarks   | Report category | Form and manner  | Reported by  |
|---|---|-----------------|--|--|
| <b>Field data</b>                           |   |                 |  |  |
| <b>Recorded trace data</b>                  | Including auxillary channels and source signature, where available                  |                 | <p>SEG-D rev 2.1, rev 3.0 or rev 3.1</p> <p>Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device</p> <p>Data supplied on non-tape media must be without encapsulation and as a single source or receiver per file (depending on native acquisition data grouping, e.g streamer data grouped by source and nodal data grouped by receiver)</p> <p>Data in earlier SEG-D versions and in SEG-A, B, or C formats can be accepted subject to additional charges for conversion to compliant SEG-D before upload</p> | <p><b>Proprietary surveys:</b><br/>No later than 6 months after completion of processing</p> <p><b>Commercial surveys:</b><br/>As per standalone s.34 notice</p> |
| <b>Group formed or final field produced</b> | Where partial processing has occurred during acquisition. Including de-ghosted data |                 | <p>SEG-Y rev 0, rev 1 or rev 2</p> <p>Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device</p>  |  |
| <b>Nav-seis merge data</b>                  | Source/receiver navigation data assigned to CMP positions                           |                 | <p>SEG-Y data must comply with the requirements of the “SEG-Y Data format requirements” – note 8 below this table</p>  |  |

| Type                                 | Remarks                    | Report category | Form and manner   | Reported by   |
|--------------------------------------|----------------------------|-----------------|---|---|
| <b>Pre-stack data</b>                |                            |                 |   |   |
| <b>Pre-stack time migrated data</b>  | Raw and final PSTM gathers |                 | SEG-Y rev 0, rev 1 or rev 2   | <b>Proprietary surveys:</b><br>No later than 6 months after completion of processing<br><br><b>Commercial surveys:</b><br>As per standalone s.34 notice |
| <b>Pre-stack depth migrated data</b> | Raw and final PSDM gathers |                 | Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device<br><br>SEG-Y data must comply with the requirements of the "SEG-Y Data format requirements" – note 8 below this table |   |

| <b>Sub surface parameter data (velocity, anisotropy, attenuation etc)</b>  |  |  |  |   |
|--|--|--|--|---|
| <b>Stacking, migration, anisotropy and water column Velocities</b><br><br><b>Time to depth velocity datasets</b><br><br><b>Seismic attenuation</b> | The final migrated stack after full pre-stack processing |  | SEG-Y rev 0, rev 1, rev 2 or DISKOSV98 as appropriate to the sampling of the model<br><br>Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device<br><br>Velocity data must comply with the requirements of the "Seismic velocity data format requirements" section below and if applicable the "SEG-Y Data format requirements" section – note 8 below this table | <b>Proprietary and commercial surveys:</b><br>No later than 6 months after completion of processing |

| <b>Post-stack data</b>   |  |  |   |   |
|--|--|--|---|---|
| <b>Final migrated stack</b>  | The final migrated stack after full pre-stack processing |  | SEG-Y rev 0, rev 1 or rev 2   | <b>Proprietary and commercial surveys:</b><br>No later than 6 months after completion of processing |
| <b>Final migrated stack after full pre-stack and post stack processing</b> | Includes angle and offset stacks                         |  | Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device<br><br>SEG-Y data must comply with the requirements of the "SEG-Y Data format requirements" – note 8 below this table |   |
| <b>All other post stack depth migrated volumes</b>                         | Includes post stack time migrated volumes if created     |  |   |   |
| <b>Post stack time migrated volumes</b>                                    | If created as part of a PSDM project                     |  |   |   |

| Type  | Remarks   | Report category | Form and manner   | Reported by   |
|---|---|-----------------|---|---|
| <b>Positional data</b>  |   |                 |   |   |
| <b>Raw navigation</b>   | Includes raw navigation, source-receiver navigation, final processed navigation, bathymetry data, and 3D survey bin grids |                 | UKOOA P2/94 ASCII or IOGP P2/11<br><br>Physical media: UKOOA P2/94 ASCII or IOGP P2/11<br><br>Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device | <b>Proprietary surveys:</b><br>No later than 6 months after completion of processing<br><br><b>Commercial surveys:</b><br>As per standalone s.34 notice                         |
| <b>Processed navigation and bathymetric/topographic data</b>                    |   |                 | UKOOA P1/90 ASCII or IOGP P1/11<br><br>SEG SPS Rev 2.1 ASCII if applicable<br><br>Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device             | <b>Proprietary surveys:</b><br>No later than 6 months after completion of processing<br><br><b>Commercial surveys:</b><br>No later than 6 months after completion of processing |
| <b>Projected and geographic coordinate reference systems for processed data</b> |   |                 | UKOOA P6/98 ASCII or IOGP P6/11<br><br>Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device  | <b>Proprietary and commercial surveys:</b><br>No later than 6 months after completion of processing   |

| Type  | Remarks   | Report category         | Form and manner   | Reported by   |
|---|---|-------------------------|---|---|
| <b>Reports</b>  |   |                         |   |   |
| <b>Acquisition, including QC reports and sources/receivers/navigation details</b> | Reports detailing the acquisition and quality checking of seismic surveys, including weekly reports and the final deliverables or outputs from surveys. These include shot point base maps and maps showing the full fold of coverage | Acquisition report      | PDF/A, including machine readable text. Must not be password protected or encrypted<br><br>MS xlsx or CSV ASCII for supporting information<br><br>Online submission OR single copy to be provided on either 3592 JA/JC tape or USB 3/C storage device | <b>Proprietary and commercial surveys:</b><br>No later than 6 months after completion of processing |
| <b>Field tape listings</b>  |   | Field QC output listing |   |   |
| <b>Observers logs</b>   |   | Observers logs          |   |   |
| <b>Source logs</b>  |   | Source logs             |   |   |
| <b>Processing reports</b>   | Information on processing system and sequence, final products, input data etc.  | Processing reports      |   |   |
| <b>Navigation reports</b>   |   | Navigation reports      |   |   |
| <b>Navigation QC reports</b>  |   | Navigation QC reports   |   |   |

| Type                                 | Remarks  | Report category | Form and manner   | Reported by   |
|--------------------------------------|--|-----------------|---|---|
| <b>Gravity data</b>                  |  |                 |   |   |
| <b>Digital raw data</b>              | Acquisition, processing and interpretation. Including information on land gravity tie points, information on reference systems and normal gravity formulas used. Information on geoid models used, if sea-level heights are derived from GPS. Information on bathymetry used if Bouguer anomalies are computed |                 | ASCII   | <b>Proprietary and commercial surveys:</b><br>No later than 6 months after completion of processing |
| <b>Reports</b>                       |  |                 | PDF including machine readable text and must not be password protected or encrypted |   |
| <b>Processed line and grid data</b>  | Data should include latitude, longitude (WGS84), free-air anomaly, gravity (if available), height above sea-level and/or height above ellipsoid, and Bouguer anomaly (if computed)   |                 | ASCII or GEOSOFT  |   |
| <b>Free-air gravity anomaly maps</b> |  |                 | GeoTIFF   |   |
| <b>Maps</b>                          |  |                 | GeoTIFF   |   |

| Type   | Remarks | Report category | Form and manner   | Reported by   |
|--|---------|-----------------|---|---|
| <b>Marine or aerial magnetic data</b>              |         |                 |   |   |
| Acquisition, processing and interpretation reports |         |                 | PDF including machine readable text and must not be password protected or encrypted | <b>Proprietary and commercial surveys:</b><br>No later than 6 months after completion of processing |
| Digital raw data                                   |         |                 | ASCII   |   |
| Processed line and grid data                       |         |                 | ASCII or GEOSOF   |   |
| Residual magnetic intensity map                    |         |                 | GeoTIFF   |   |
| Maps   |         |                 | GeoTIFF   |   |

## Notes

Any data delivered by physical media must be labelled with the following information:

- Data owner
  - NDR9 survey identifier (if one was assigned during data creation)
  - Project/Survey name
  - Survey type 2D, 3D, 4D, OBN, OBC, VSP, Site survey (if applicable)
  - Date data was generated (not date written to media)
  - Data type and Format e.g. velocities, navigation, seismic SEG-Y, SEG-D, Tar, UKOOA P1/90 ASCII etc
  - Processed data description (if applicable) e.g. stack, migration, gather etc
  - Data range (if applicable)
  - Tape number if multiple tapes submitted (i.e. 1 of 2, 2 of 2)
  - Geographical area e.g. Quad15, Southern North Sea, West of Shetlands
1. This also applies to USB media (see below) where a "README" file with the above information should also be included. When signal, navigation and velocity data are stored on tape with the UNIX 'tar' or 'dd' commands, the correct commands to retrieve the data must be provided.
  2. All tapes submitted must be 3592 format. JC tapes preferred (4Tb capacity, suitable for reading in an IBM 3592 E07 generation device), but JA and JB tapes will be accepted exceptionally. Other tape media will not be accepted.
  3. When reporting data on tape, emphasis must be placed on cost effectiveness and practicality in order to minimise loading costs and the burden on the OGA's ongoing data management and duplication costs. Whilst JC tapes are preferred, JA/JB tapes may be acceptable if the data volume and hence the number of tapes is reasonable. Due care should be taken to avoid excessive wastage of capacity (i.e. tapes should be full). In the case of reporting large field and pre-stack volumes, the OGA will discuss with relevant persons on a case by case basis the best way to achieve this aim.
  4. A tape transcription report must accompany all tapes containing field and pre-stack data submitted for loading to the NDR.
  5. All storage devices submitted must provide a USB 3 interface. USB 2 and earlier devices will not be accepted. Seismic data sets must be provided on a single device only. They must not be split across multiple USB devices.
  6. All documentation must be submitted in PDF/A format, including machine readable text. Scanned images will not be accepted; in the case of legacy surveys where no digital master document exists, a pdf should be generated.
  7. A loading sheet must accompany each data submission, providing instructions to ensure the data is loaded and quality controlled correctly. An example may be obtained from the OGA.
  8. SEG-Y Data format requirements are available from <https://www.ogauthority.co.uk/data-centre/national-data-repository-ndr/reporting-and-disclosure-of-information/>

# 9. Production information

## Consolidated information

Production information (data), consolidated at field level and by calendar month, is required to be routinely reported to the OGA on a monthly basis by means of the Petroleum Production Reporting System (PPRS). This applies to all consented fields for their entire production life until permanent Cessation of Production (CoP) occurs. This information includes volumetric information (i.e. the amount of petroleum, gas or other fluids produced or injected) and high-level information on the composition of petroleum or gas (such as density or calorific value in the case of gas).

Guidance on using the PPRS system is available from the OGA website.<sup>16</sup>

## Disclosure of consolidated production information

Under regulation 10 of the Disclosure Regulations the OGA may disclose this information as early as 2 calendar months after the last day of the month to which the information relates.

## Detailed production information

More detailed, daily production data from individual wellbores must also be reported for the whole life of the field and should include all data acquired up to when permanent CoP occurs for the field in question. This data is therefore only required to be reported once. The data to be reported should comply with the minimum frequency required to be retained (24 hours – please see the OGA's PPRS Retention Guidance). This 24-hour period should also be consistent with that used to report production for the whole field prior to permanent CoP.

The OGA will include this data in a routine s.34 notice to cover all fields that have ceased production during a given reporting period. Please note however, that the OGA may also require this information from time to time (including prior to CoP) for specific purposes. In such circumstances, the OGA will issue a standalone s.34 notice.

The OGA recognises that due to the inherent uncertainty in production data (due to, for instance, allocation issues) detailed production information will not always reconcile with the consolidated information reported through PPRS.

Table 6 sets out what detailed production information would normally be reported if routinely acquired for a particular well. It should be noted that, as is the case with other information categories, the Disclosure Regulations do not require information to be created or acquired in the first place; only that data that has been created or acquired and is within scope of those regulations is to be reported. For example, downhole temperatures and pressures cannot be reported if no suitable downhole gauges are in place. Information from sensors installed on a temporary basis will be requested, if required, via a standalone s.34 notice.

Where production was not expected in a given 24-hour period (i.e. due to well maintenance), NULL values should be used. Where production was expected but did not occur, zero values should be used.

The information must be sent to the OGA no later than one calendar month after CoP has occurred (or the licence has determined). The OGA has further supplemental guidance on the form and manner for reporting this information (including an excel template based on table 6 below) which is available from [ISC@ogauthority.co.uk](mailto:ISC@ogauthority.co.uk) can also arrange for access to the OGA's secure FTP service for transfer of the data.

<sup>16</sup> <https://www.ogauthority.co.uk/media/4508/oga-pprs-help-guide-rev-3-141217.pdf>

**Table 6: Reporting of detailed production data**

| Attribute                    | Units<br>(if applicable)   | Notes  |
|------------------------------|--|--|
| Production date              |  | dd/mm/yyyy   |
| Wellbore identifier          |  | OGA well number  |
| Wellbore name or alias       |  | Internal field operator name or alias  |
| Wellbore type                |  | i.e. if wellbore is injector/producer  |
| Change of use date           | dd/mm/yyyy   | if use has changed over time   |
| Field name                   |  | Official OGA name of determined field  |
| PPRS reporting unit code     |  | Code assigned to field/reporting unit  |
| Facility name                |  |  |
| Measurement basis            |  | i.e. allocated or based on separator data  |
| Hours on production          | hr/min   | Hours on production in a 24-hour period  |
| Average downhole temperature | Degrees C/F<br>(celsius preferred)                               | Average measurements, if available, should preferably be calculated over the period the well had potential to flow, although averages over the full 24-hour period will also be accepted. Includes shut-in and flowing measurements from permanent gauges at surface, subsea, and downhole, where available. |
| Average downhole pressure    | Bar/PSIG<br>(bar preferred)                                      | As above; includes shut-in and flowing measurements from permanent gauges at surface, subsea, and downhole, where available.   |
| Average annulus pressure     | Bar/PSIG<br>(bar preferred)                                      | As above   |
| Average wellhead temperature | Degrees C/F<br>(celsius preferred)                               | As above   |
| Average wellhead pressure    | Bar/PSIG<br>(bar preferred)                                      | As above   |
| Average choke size           | Percentage (0-100)<br>or Imperial (1/64")                        | Measurement must be consistent across all wells and for the whole life cycle for the wellbore, i.e. a mix of % and imperial for a wellbore is not acceptable nor is providing some wellbores in % and some in imperial   |
| Produced oil volume (m3)     | sm3 (standard<br>at 15 degrees C<br>as measured at<br>separator) | Barrels (BBL) may be accepted  |
| Produced oil average density | Kg/sm3   |  |
| Produced gas volume (m3)     | sm3/mmscf<br>(m3 preferred)                                      |  |

| Attribute                               | Units<br>(if applicable)   | Notes  |
|---|--|--|
| Produced gas average density            | Kg/sm <sup>3</sup>   |  |
| Produced water volume (m <sup>3</sup> ) | sm <sup>3</sup> /bbl<br>(sm <sup>3</sup> preferred)              | From producing reservoir   |
| Produced aquifer water volume           | sm <sup>3</sup> /bbl<br>(sm <sup>3</sup> preferred)              | Water produced from an aquifer (as opposed to reservoir) for re-injection. If applicable |
| Injected sea water volume               | sm <sup>3</sup> /bbl<br>(sm <sup>3</sup> preferred)              |  |
| Injected produced water volume          | sm <sup>3</sup> /bbl<br>(sm <sup>3</sup> preferred) <sup>3</sup> |  |
| Injected gas volume                     | sm <sup>3</sup> /mmcf<br>(sm <sup>3</sup> preferred)             | As above   |
| Injected gas rate                       |  |  |
| Injected gas average density            | Kg/sm <sup>3</sup>   |  |
| Injected NGLs/natural gas liquids       | sm <sup>3</sup>  | As above (where applicable)  |

### Disclosure of detailed production information

Under regulation 11 of the Disclosure Regulations the OGA can disclose this information after the date production permanently ceases from the field in question, or, if earlier, after the date of determination of the relevant licence.

### Representation

Relevant persons wishing to request delayed or non-disclosure should contact the OGA (as indicated in section 4 above) once a CoP date has been agreed, setting out their reasons why disclosure of detailed production data should be delayed or withheld.

# 10. Field development plans

Under the terms of production licences, relevant persons require consent from the OGA to carry out works for the purpose of getting and conveying petroleum from a licensed area. To get such consent relevant persons must submit a Field Development Plan (FDP).

Guidance on field and production consents and the content of an FDP document is available from the OGA's website.<sup>17</sup>

FDPs should be submitted in PDF/A format including machine readable text.

## Disclosure of FDPs

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Under regulation 14 of the Disclosure Regulations, the OGA may disclose information in the plan which relates to geotechnical engineering or analysis or the geology of the area. It may do so at the earlier of 5 years after first production from the field in question or on licence determination.

The OGA recognises that FDPs contain commercially sensitive information outside the scope of regulation 14; the OGA will discuss with the relevant person the redaction of these documents prior to disclosure.

## Representation

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Representation should be made a minimum of 3 months before disclosure of the FDP is due. Ideally, disclosure of the FDP should be considered during its preparation and should be discussed with the OGA during field planning.

<sup>17</sup> <https://www.ogauthority.co.uk/media/4868/fdp-guidance-may-2018.pdf>

# 11. Other licence information

## Scope of other licence information

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Other specified licence information created or acquired by a licensee in relation to the licence area, that is not associated with a specific activity (i.e. a particular wellbore or survey) must be reported either on a routine basis or in response to a standalone s.34 notice (depending on the type of information).

Included in this category are Cessation of Production (CoP) documents. These are submitted to the OGA by field operators when discussing permanent CoP from a field. Guidance on CoP and the required documentation is available from the OGA website.<sup>18</sup>

## Disclosure of other licence information

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Regulation 15 of the Disclosure Regulations allows the OGA to disclose this information after the date of licence determination i.e. upon a full or partial surrender, expiry or when the licence has been revoked. Where a partial surrender, expiry or revocation occurs, the disclosure will only apply to the determined part of the licence.

## Representation

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As this information can only be disclosed following licence determination (see above) relevant persons (licensees) wishing to make representation against disclosure should raise the matter during the process of preparing an ISP in respect of such a licence event.

As is the case with FDP documents in section 10 above, the OGA acknowledges that information such as that contained in CoP documents is very often of a commercial nature and the OGA will discuss redaction of documents with the relevant person prior to disclosure.

## Reporting

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Other licence information should be reported to the NDR. This is a potentially diverse type of information as many different types of report or study could be carried out on the area. Table 7 sets out examples of other licence information, and how and when it should be reported.

<sup>18</sup> Oil and Gas Authority: Cessation of production - Production - Exploration & <br/>production (ogauthority.co.uk)

**Table 7: Reporting of other licence information**

| Type   | Remarks   | Form and manner  | Reported by  |
|--|---|--|--|
| <b>Computerised reservoir simulation models</b>            | The most recent reservoir simulation models together with supporting documentation on how these models have been created and input data used. These may be both static or dynamic models.   | As specified in the reporting notice.  | Not routinely reported   |
| <b>Computerised geological interpretations</b>             | The most recent geological models together with supporting documentation on how these models have been created and input data used.   |  |  |
| <b>Cessation of production (CoP) document</b>              | Documents evidence that the field development plan has been followed and provides the basis for the OGA to consider permanent CoP.  | As specified in CoP guidance.  | Reported to OGA during the CoP process   |
| <b>Subsurface, reservoir, and other geological studies</b> | Final copies of studies of reservoir information of the sub-surface, including geology of the strata (i.e. stratigraphic interpretations, maps and cross sections); structure of the reservoir; the chemistry of the petroleum; how the petroleum may behave in the reservoir, or how it may be trapped and migrated from source; fault seal analysis; geological information, including biostratigraphical, petrophysical, geophysical, geomechanical, pressure data, geochemical and geotechnical information about the formations and fluids in the licence area including any analysis and/or interpretation of such information; and prognosis of overall prospectivity. | Documents: PDF/A with machine readable text.<br><br>Geospatial and other structured information: by agreement. | Routinely reported (no later than the end of the calendar year in which the study was completed) |
| <b>Multi well reports and field studies</b>                | Final copies of multi well studies or field studies containing interpretations of the subsurface; reports describing the subsidence of the seabed arising from petroleum production activities.   |  |  |

# 12. Upstream petroleum infrastructure, relevant offshore installations information

## **Summary infrastructure and installation information**

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Summary information about surface or subsurface infrastructure and installations must be reported to the OGA on a routine basis. This information should include operator details, positional information, operational status and a simple description. A biannual reporting process for this information will continue to be used, and will continue to be included in a routine s.34 notice for the period in question. Relevant persons who are required to report this information will be contacted in Q2 and Q4 each year with details of how to report and will be provided with standardised reporting templates (these include lists of applicable codes for the various attributes required and notes on how to use the templates and details of identifiers and co-ordinate systems) Table 8 summarises the summary information to be reported.

**Table 8: Reporting of summary infrastructure and installation information**

| Attribute                         | Notes   |
|-----------------------------------|---|
| Installation identifier           | Unique agreed name of the installation  |
| Company identifying installation  | Name of the company that uses the installation title. Will normally be either the owner or operator                         |
| Installation description or title | A description or title of the installation  |
| Surface or subsea?                | Required to be reported on separate templates   |
| Installation owner                | Current owner of the installation. The company who has responsibility under the terms of the licence for the infrastructure |
| Installation type                 | Type of surface installation (i.e. FPSO, TEE PIECE). List of values included in reporting template                          |
| Start date                        | Date of construction (dd/mm/yyyy)   |
| Status                            | Functional status of the installation (i.e. precommissioned, proposed, active, not in use)                                  |
| Easting or longitude              | Easting (metres) or longitude (decimal degrees, negative west) of the installation  |
| Northing or latitude              | Northing (metres) or latitude (decimal degrees) of the installation   |
| Coordinate system                 | EPSG code for coordinate system used for above easting and northing i.e.4326 (lat/lon, WGS84)                               |
| Description of coordinated point  | Description of this position on the installation  |
| Comments                          | Any further useful contextual information that can be provided  |

### Disclosure of summary infrastructure and installation information

Under regulation 20 of the Disclosure Regulations the OGA may disclose this information after the date on which it has been obtained.

### Representation

Summary infrastructure information is generally uncontentious in nature, however relevant persons who wish to make representation against disclosure should do so before the information is due to be reported to the OGA.

### Other infrastructure and installation information

The OGA will not require this information to be reported on a routine basis and will issue a standalone s.34 notice if information is required for disclosure or the OGA's own activities.

Examples of the type of infrastructure information the OGA might request are given in table 9.

**Table 9: Reporting of other infrastructure and installation information**

| Information type                            | Remarks   |
|---|---|
| <b>Basis of design</b>                      | The latest version of the basis of design for infrastructure and installations, detailing the description and justification for the design                  |
| <b>Design and operating philosophies</b>    | The latest version of reports detailing design and operating philosophies for infrastructure and installations, including major process and utility systems |
| <b>Inspection reports</b>                   | The latest reports detailing the condition of installations and infrastructure  |
| <b>General arrangement drawings</b>         | The latest version of plot plans, elevations, equipment layouts and general arrangement drawings of upstream installations and infrastructure               |
| <b>Facilities positional data</b>           | Accurate facilities positional data describing the co-ordinates of infrastructure and installations   |
| <b>Availability and reliability reports</b> | Reports detailing the availability and reliability of infrastructure and installations  |
| <b>Specifications</b>                       | The latest version of specifications of major equipment and structures  |
| <b>Marine documentation</b>                 | Naval architecture reports, structural design reports, moorings reports, turret design reports and metocean studies for infrastructure and installations    |

### Disclosure of other infrastructure and installation information

Under regulation 21 of the Disclosure Regulations the OGA may disclose this information if:

- the installation or infrastructure in question was used to get petroleum under an offshore licence; and
- if production has ceased from every petroleum field which used the installation or infrastructure to get petroleum under an offshore licence.

### Representation

If relevant persons wish to make representation against disclosure of this information this should be discussed promptly when a standalone s.34 notice is received.

# 13. Pipeline information

## General pipeline information

Summary information about pipelines must be reported to the OGA on a routine basis. This information includes ownership details, a simple description, positional information, operational status, fluids conveyed, and dimensions (i.e. diameter).

A biannual reporting process for this information will continue to be used, and will continue to be included in a routine s.34 notice for the period in question.

Relevant persons who are required to report this information will be contacted at six-monthly intervals (in Q2 and Q4) with details (as set out in the s.34 notice) of what and how to report pipeline information and with standardised reporting templates (these include lists of applicable codes for the various attributes required and notes on identifiers and co-ordinate systems). Table 10 summarises the information to be reported.

**Table 10: Reporting of general pipeline information**

| Information type               | Remarks  |
|--------------------------------|--|
| Pipeline identifier            | Unique name for the pipeline   |
| Company identifying pipeline   | Name of the company that uses the pipeline name in question  |
| OGA pipeline identifier        | OGA pipeline number. (i.e. PL1592)   |
| Pipeline positional data       | To be provided with an accompanying P5/94 alignment file, or by completing the Pipeline points sheet (which will be sent out with the reporting template)                      |
| Pipeline owner                 | Current owner of the pipeline. The company who has responsibility under the terms of the licence for the infrastructure  |
| Pipeline type                  | Type of pipeline or cable (the template used for the return will include a code sheet for description of types)  |
| Fluid conveyed                 | Principal fluid conveyed in the pipeline, if applicable  |
| Date installed                 | Date of installation of the pipeline (dd/mm/yyyy)  |
| Status                         | Functional status of the pipeline (i.e. "Active", "Not in Use"). It is important to submit 'Proposed' and 'Precommissioned' data (NB this will not be shared with 3rd parties) |
| Pipeline title                 | Title or description of the pipeline   |
| Units of diameter              | Units for the value in the next column   |
| Diameter                       | Diameter of the pipeline in units from the previous column   |
| KP origin easting or longitude | Easting (metres) or longitude (decimal degrees, negative west) of the coordinated point that is the KP origin  |
| KP origin northing or latitude | Northing (metres) or latitude (decimal degrees) of the coordinated point that is the KP origin   |
| KP origin coordinate system    | EPSG code for coordinate system used in the previous two columns. See note below   |
| KP origin description          | Description of the point used as KP origin   |
| Bundle/piggy back flag         | Flag to indicate pipeline is bundled with (B) or piggy backed on (P) another pipeline for most of its length   |
| Alignment pipeline identifier  | Name of the primary pipeline defining the alignment of the piggy backed or bundled pipelines   |
| Burial status                  | Whether the pipeline is buried, trenched or seabed laid (for freespans see table below)  |
| Comments                       | Any further information you wish to provide (including in relation to freespans)   |

### Pipeline freespan information

Additionally, the OGA will request the following information about pipeline freespans using the same reporting process:

|                              |   |
|------------------------------|---|
| <b>Freespan positions</b>    | Start lat/longs and end lat/longs   |
| <b>Freespan length</b>       | Total length of the freespan (metres)   |
| <b>Freespan height</b>       | Maximum height of freespan (metres)   |
| <b>Survey reporting span</b> | Identifier of the pipeline survey that most recently detected the span (i.e. 2008 SSS survey) |
| <b>Comments</b>              | Any further relevant information  |

### Disclosure of general pipeline information

Under regulation 17 of the disclosure regulations the OGA may disclose certain information about pipelines after the date on which authorisation has been given under the OGA's Pipeline Works Authorisation process. As all the above information relates to the "as built" status of the pipeline the OGA may disclose this information as soon as it is obtained.

### Representation

General infrastructure information is normally uncontentious in nature, however relevant persons who wish to make representations against disclosure should do so before the information is due to be reported to the OGA in the biannual process.

# 14. Summary table of disclosure periods (with minimum representation period)

| Category   | Earliest disclosure under EA 2016  | Representation before disclosure   |
|--|--|--|
| <b>Well information</b>  | Earliest disclosure two years from date that the information is received by the OGA in response to a section 34 reporting notice (or on licence determination if earlier)                              | 3 months   |
| <b>Summary well information</b>  | Information can be disclosed immediately after it has been received by the OGA   | Before reporting via WONS (preferably during well planning)                    |
| <b>Samples</b>   | Earliest disclosure two years from date that the sample is received by the OGA in response to a section 34 reporting notice (or on licence determination if earlier)                                   | 3 months   |
| <b>Proprietary geophysical survey information</b>                              | 5 years after completion of processing (or on licence determination if earlier)  | 6 months   |
| <b>Speculative geophysical survey information</b>                              | Post stack and stacking velocities:<br>10 years from completion of processing<br><br>Field and pre-stack:<br>15 years from completion of processing  | 6 months (a separate guidance document is available for this category of data) |
| <b>Summary geophysical information</b>   | Survey metadata (including: energy source, source depth, seismic record length, sample rate, streamer length, streamer separation and shot interval) can be released once survey acquisition completed | Before reporting to OGA (preferably during survey planning)                    |
| <b>Production data</b>   | Monthly field data: 2 months<br>Detailed data (daily by well):<br>after cessation of production (CoP)  | During CoP discussions   |
| <b>Other licence information (reservoir models, studies etc)</b>               | On licence determination (NB apart from field development plans which are 5 years after first production)  | On ISP submission  |
| <b>FDPs</b>  | 5 years after first production   | 3 months before disclosure (preferably considered during field planning)       |
| <b>Pipeline information</b>  | After pipeline works authorisation (PWA) granted   | Before reporting to OGA  |
| <b>Upstream petroleum infrastructure and offshore installation information</b> | Can be disclosed after CoP of all connected fields   | Before reporting to OGA  |

# 15. Summary of address details for information and sample submission

## Samples

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### **The National Geological Repository**

British Geological Survey  
Nicker Hill  
Keyworth  
Nottingham  
NG12 5GG

### **UK National Data Repository (NDR)**

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#### **Postal address for physical media:**

Moveout Data Seismic Services Ltd  
The Stables  
Lockwood Park  
Huddersfield  
HD4 6EN

#### **Online submissions:**

[ndr.ogauthority.co.uk](http://ndr.ogauthority.co.uk)

## Written representation

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#### **Email address:**

[isc@ogauthority.co.uk](mailto:isc@ogauthority.co.uk)

# 16. Definition of terms

| Term/abbreviation                                 | Description/definition  |
|---|---|
| <b>2D</b>   | Two dimensional – meaning seismic data or a group of seismic lines acquired individually such that there typically are significant distance between adjacent lines  |
| <b>3D</b>   | Three dimensional – meaning seismic data with closely spaced receiver and shot lines so that there usually are no significant gaps in the data coverage   |
| <b>4D</b>   | Four dimensional – meaning 3D seismic data acquired at different times over the same area to assess changes in a producing hydrocarbon reservoir with time  |
| <b>BEIS</b>                                       | Department of Business Energy and Industrial Strategy   |
| <b>BGS</b>  | British Geological Survey   |
| <b>CSEM</b>                                       | Controlled source electro-magnetic  |
| <b>CMP</b>  | Common mid-point  |
| <b>CoP</b>  | See cessation of production   |
| <b>Cessation of production</b>                    | The point at which hydrocarbon production, from a determined field, ceases permanently  |
| <b>Determination</b>                              | Determination of a licence – the licence ceases, whether as a result of surrender, expiry or revocation. Includes partial surrender, expiry and revocation (surrender being sometimes referred to as relinquishment)  |
| <b>D Well</b>                                     | Development well  |
| <b>DST</b>  | Drill stem test   |
| <b>Energy Portal</b>                              | An OGA/BEIS website that acts as a single sign-on gateway to a collection of software applications that allow the UK offshore oil and gas industry to apply for and receive consent or direction electronically on a wide range of activities relating to hydrocarbon exploration, production, development, decommissioning and the protection of the environment |
| <b>FDP</b>  | Field development plan  |
| <b>Freespan</b>                                   | Freespan is a condition when a pipe segment is not supported by the seabed or otherwise   |
| <b>HSE</b>  | The Health and Safety Executive   |
| <b>Petroleum-related information</b>              | As defined in Section 27 (1) of the Energy Act 2016   |
| <b>Petroleum-related samples</b>                  | As defined in Section 27 (1) of the Energy Act 2016   |
| <b>Information and samples coordinator or ISC</b> | As defined in Section 35 of the Energy Act 2016   |
| <b>Information and samples plan or ISP</b>        | As defined in Section 30 of the Energy Act 2016   |

| Term/abbreviation           | Description/definition  |
|-----------------------------|---|
| LWD                         | Logging while drilling  |
| MDT                         | Modular formation dynamics testing  |
| MER                         | Maximising economic recovery  |
| MT (remote sensing)         | Magnetotellurics (impedance tensor)   |
| MWD                         | Measurement whilst drilling   |
| Offshore petroleum licensee | A holder of an offshore petroleum licence   |
| OGA                         | The Oil and Gas Authority   |
| Open Data Centre            | The OGA's webpages where open data can be accessed and downloaded   |
| PEARS                       | The OGA's 'Petroleum e-business assignments and relinquishment system', an online software application, accessed through the OGA's 'energy portal' that allows licensees make applications for, and otherwise manage, their offshore petroleum licences |
| Pipeline                    | As defined in Section 45 of the Petroleum Act 1998  |
| PDF/A                       | An ISO standardised version of PDF suitable for archiving and long term preservation of electronic documents. Optical character recognition information will be included in the file so it is machine readable  |
| PLT                         | Production log test   |
| PPRS                        | Petroleum Production Reporting System. An online system for reporting monthly production data by field  |
| PSDM                        | Post-stack depth migration  |
| PSTM                        | Pre-stack time migration  |
| PVT                         | Pressure, volume, temperature   |
| QC                          | Quality control   |
| Reporting                   | The provision of information and/or samples under s.34  |
| Relevant person             | A person listed under 9A(1) (b) of the Petroleum Act 1998   |
| Relinquishment              | See Determination   |
| RFT                         | Repeat formation testing  |
| SCAL                        | Special core analysis laboratory  |
| SCALS                       | Special core analysis laboratory sample   |
| System of record            | A system (a computer system, related documentation and a process) that holds and maintains an approved record, relating to a data element (data type) and each occurrence (each object) of that data type, within certain defined bounds                |
| TDT                         | Thermal decay time  |
| TLC                         | Trough logging conditions   |
| TWT                         | Two-way time  |
| UKCS                        | United Kingdom Continental Shelf  |
| VSP                         | Vertical seismic profile  |
| E/A Well                    | A wellbore where the original intent is exploration or appraisal  |
| WONS                        | Well Operations and Notifications System. An Energy Portal application for handling well consent submissions and notifications  |

# 17. Contact

**Any questions/comments related to this guidance, should be directed to**

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**[isc@ogauthority.co.uk](mailto:isc@ogauthority.co.uk)**

**Any questions/comments related to Information and Samples plans should be directed to**

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**[isc@ogauthority.co.uk](mailto:isc@ogauthority.co.uk)**



Oil & Gas Authority

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