

Oil and Gas Production Coding Training Agenda:

Monday, March 17, 1997 -

12:00 to 2:15 Brief History - why we are where we are, and what needs to be done statewide.

D  
Goals and objectives of the "Production Coding Swat Team" - The Plan

Introductions - describes the use of production codes, and their definitions. (see mandatory codes checklist)

12:15 to 2:15 Production Coding:

Lease Basis - Dana will describe the appropriate codes for first production memos, last production memos, and segregation:

- Actual
- Allocated
- First Production Prior to Lease Effective Date

Communitization Agreements - Dana will describe the appropriate codes for first production memos, segregations, etc.

Unitization Agreements - will describe the appropriate codes for exploratory and secondary units, participating areas and segregations.

- Exploratory Unit- Dana  
Subsequent Joinder to Unit Agreement
- Secondary Unit Dana (segregation)  
Participating areas - Sharon  
Unit Contraction Cases-Sharon

First production - lease to communitization agreement, lease to unitization agreement, and lease segregation resulting in transfer to new lease.

2:30 to 5:00 - Last production -

- Actual - Dana
- Last production-Allocated Secondary unit termination - Dana
- Participating area termination - Sharon

Special situations:

- Yates Decision - Dana
- Lease terminated and reinstated production coding - Sharon

Special Situation Cont'd:

- Renewal leases - Sharon
  - First Production Prior to Lease Effective Date - Sharon
  - Heavy Oil Royalty Rate Reduction Coding - Lease Basis - Dana  
Unit/Heavy Oil Reduction
- Clarify who is suppose to be doing SOP coding to ALMRS/case recordation.

5:00 to 5:30 - Questions and Answers -

Tuesday, March 18, 1997 -

5:00 to 9:00 - Continuation of Previous Discussion -

9:00 to 10:00 - Plan of Attack for Statewide "Historic" Production coding -

- Who, When, Where, and Why
- What to do with the State reports sent from WSO (921)  
Running AIRS tease ID report (steps)  
need to have case abstracts pulled.  
checklist needs to he copied

10:00 to 10:15 - Break

10:15 to 12:15 - Break into workgroups (3-4)

12:15 to 1:00 - Lunch

1:00 to 3:00 - Break into workgroups (3-4)

Evaluation of the Workshop - check sheet

List of Handouts to be used:

- Handout-IB 92-139 (15 copies) -Dana
- Production Code Outline-Sharon and Dana type and copy (20)
- Checklist Handout (20 copies) -Sharon
- Production Coding IM No. 90-279- Glossary of terms-Dana (20)
- Difference between historical production coding and current production coding.