

INSPECTION TYPE AND ACTIVITY CODES

A. Inspection Type Codes and Definitions

1. Production Inspection Type Codes

BU - Beneficial Use Inspection: An office review of records to determine if volumes claimed for beneficial use on the Oil and Gas Operations Report (OGOR) are reasonable, allowable, and in accordance with approval if applicable.

Important Note: Use this code when reviewing records only for beneficial use and not associated with any other inspection (PI, RA, RV) that is opened, closed, or planned on being performed during the current fiscal year. This inspection is usually started as a specific request or Instruction Memorandum (IM).

PI - Production Inspection: An inspection that, at a minimum, includes field measurement, environmental, site security, and health and safety inspection activities as well as an office review of OGORs.

Important Note: The minimum OGOR review is the most recent 6 months of OGOR reports and most recent 3-year production averages report.

RA - Records Analysis: An in-office detailed review of all production records associated with a case (including but not limited to OGORs, run tickets, gas charts, integration statements, calibration/proving reports, volumes calculations, flaring/venting approval, etc.) for a given reporting period. Other records the field office may review include but are not limited to state or other third party records (e.g., purchaser and/or transporter records).

RV - Records Verification Review: An office only review of production records (e.g., spot checking meter calibration reports, spot checking tank gauging reports, reviewing OGORs, etc.) for a given period(s).

OV - Oversight Inspection: An inspection performed independently to verify results of previous inspections by local or remote inspection personnel to gauge inspection effectiveness, accuracy, and conformance to standards for the inspection work. All OV inspections must include an RR activity code of the inspection documentation (official file and the Automated Fluid Minerals Support System (AFMSS)), coded as OV/RR. If a field inspection is conducted, either with the inspector or independently of the inspector and not for inspector training, the appropriate activity code (SS, MC, TG, etc.) must also be documented in the official file and AFMSS.

Important Note: Do not double code inspection times with other inspection types.

TH - Alleged Theft Inspection: An inspection that is triggered by a report of alleged theft of production.

2. Well Specific Inspection Type Codes

DW - Drilling Well: An inspection related to drilling operations prior to well completion up through cementing of the production casing/liner.

ES - Environmental Inspection: An inspection of the surface environment of a well or facility location. Environmental inspections are documented for all post-approval activities such as pad construction, drilling, production, or abandonment operations. Pre-approval onsite “inspections” in accordance with Onshore Oil and Gas Order No. 1 (part III) are recorded under the *Surface Review (GLB.80)* screen in AFMSS and not under this Inspection Type.

EU - Undesirable Event Inspection (Environmental Specialist): An environmental inspection conducted as a result of a reported undesirable event in accordance with *Notice to Lessees and Operators of Onshore Federal and Indian Oil and Gas Leases (NTL-3A)*.

IW - Idle Well Inspection: An inspection of a well that has had no production reported for the previous 7 years.

PD - Plugging Operations Inspection: An inspection of plugging operations of dry holes or depleted producers.

WK - Workover Inspection: An inspection of operations conducted on a wellbore subsequent to cementing production casing/liner and prior to plugging operations.

UP - Undesirable Event Inspection (Petroleum Engineering Technician): An inspection avoidable/unavoidable loss determination, property, injury, or fatality conducted as a result of a reported undesirable event in accordance with *Notice to Lessees and Operators of Onshore Federal and Indian Oil and Gas Leases (NTL-3A)*.

B. Inspection Activity Codes and Definitions

BO - Blowout Prevention Equipment (BOPE) Inspection: (Well specific) A drilling, workover, or plugging activity to witness BOPE tests. Coded as DW/BO, PD/BO, WK/BO or OV/BO.

C - Cementing Well Inspection: A drilling or workover activity consisting of witnessing cementing activities. Coded as DW/C, WK/C, or OV/C.

CS - Casing Test Inspection: A drilling or workover activity consisting of witnessing a casing test in any type of well. This includes pressure tests (mechanical integrity tests),

mud weight equivalency tests, or any tests for temporarily abandoned or injection/disposal well approvals. Coded as DW/CS, WK/CS, or OV/CS.

CV - Gas Chart/EFM Verification: Field observations, including meter tube length, used to calculate reasonableness of reported volumes on the OGOR and to verify that the recorder or electronic flow meter (EFM) is functioning properly and recording correctly; or an office review of gas meter charts or EFM configuration and/or integration reports not associated with a PR. Coded as PI/CV, RA/CV, RV/CV, OV/CV, or TH/CV.

DI - Detail Drilling/Workover: A detailed activity of all ongoing drilling well operations, and completion of all applicable sections of the Drilling Inspection Record (Form 3160-10), including the General and Surface Use portions of the form. Coded as DW/DI, WK/DI, or OV/DI.

DS - Drill Stem Test: An activity related to witnessing DST operations. Coded as DW/DS or OV/DS.

FA - Fires/Accident: An activity of an Undesirable Event of a fire or a reportable accident involving personnel per NTL-3A. Coded as EU/FA, UP/FA or OV/FA.

GS - Gas Sampling: A field activity to witness gas sampling procedures at a facility or wellhead. Coded as PI/GS.

HS - Health and Safety Inspection: An activity required for health and safety concerns (e.g., hydrogen sulfide or hazardous materials). Coded as DW/HS, ES/HS, PI/HS, PD/HS, WK/HS, or OV/HS.

IR - Surface/Environmental - Interim Reclamation: An activity for the surface/environment of the reclaimed area of a pad location. Initial inspection activity should take place approximately 6 months to 1 year after the well is completed for production (per Onshore Oil and Gas Order No. 1), unless a variance has been granted. Coded as ES/IR.

LV - LACT Run Ticket Verification: An activity to witness a LACT meter calibration, which includes sediment and water grind out, gravity determination, meter readings, and/or preparation of run tickets associated with that sale. Coded as PI/LV, TH/LV, or OV/LV.

MC - Meter Calibration: An activity to witness a meter calibration, including the evaluation of the calibration report for completeness and meter accuracy; or an office review of meter calibration report(s) that includes calculating percent of meter error. Coded as PI/MC, RA/MC, RV/MC, TH/MC, or OV/MC.

MP - Meter Proving: An activity to witness a meter proving, including the evaluation of the proving report for completeness and meter accuracy; or an office review of meter proving report(s). Coded as PI/MP, RA/MP, RV/MP, OV/MP, or TH/MP.

MT - Meter Tube activities: A field activity to witness a meter tube inspection to determine meter tube compliance with AGA Report No. 3 (1985), Section 14.3.4.3 (Meter Tube Specifications), 14.3.4.5 (Straightening Vanes), 14.3.4.6 (Orifice Flanges), 14.3.4.7 (Orifice Fittings), **and** 14.3.4.8 (Pressure Tap Holes), including meter tube replacement. Coded as PI/MT.

Important Note: Inspecting only for 14.3.4.4 (Length of Pipe Preceding and Following Orifice) is coded as PI/CV and does not constitute an MT inspection type.

NI - Non-detailed Drilling/Workover Inspection: At a minimum, an activity for and completion of the first two sections of the drilling/workover inspection record, Form 3160-10. Includes inspection of any drilling/workover operations that have not progressed to the point where the applicable section can be completed entirely. Coded as DW/NI, WK/NI, or OV/NI.

OP - Witnessing Orifice Plate Inspections: A field activity to witness the inspection of an orifice plate to ensure compliance with Onshore Order No. 5. This includes, but is not limited to, witnessing the condition, installation, and/or replacement of the orifice plate, and to confirm the orifice plate size. Coded as a PI/OP.

PD - Plugging of a Depleted Producer/Service Well: An activity to witness the plugging operations of a depleted producer or service well. Coded as PD/PD or OV/PD.

PN - Plugging of a Dry Hole: An activity to witness the plugging operations of a nonproductive well. Coded as PD/PN or OV/PN.

PR - Production Records Review: An office review of all production records (i.e., operator, or third party, such as purchaser or transporter) associated with a case (including but not limited to OGORs, run tickets, gas charts, integration statements, calibration/proving reports, volumes calculations, flaring/venting approvals, etc.) **for a given reporting period.** If a volume discrepancy is detected during a PR, the specific record should be identified in the remarks section of AFMSS. Coded as TH/PR, RA/PR or OV/PR.

Important Note: It is mandatory to review royalty-free (beneficial) use during all Production Records Review (PR) inspections.

PT - Production Test: An activity conducted on a well basis. This activity is to verify test production and ensure proper reporting of these volumes to the Office of Natural Resources Revenue. This activity is required during or after drilling operations, but prior to the completion of the well. Coded as DW/PT.

RD - Variable Royalty Rate Determination: An activity to verify well status and determine well count; or an office-determination of well count and royalty rate based on OGOR information. Coded as PI/RD, RA/RD, RV/RD, TH/RD, or OV/RD.

RR - OGOR Review: An office review of only OGORs in conjunction with a production inspection (PI), records analysis inspection (RA), or records verification review (RV). Coded as PI/RR, RA/RR, RV/RR, BU/RR, or TH/RR. If the RR is being conducted during an oversight (OV) inspection, the RR may include the review of AFMSS data, OGOR data, well, lease, unit, and/or CA official files. Coded as an OV/RR.

Important Note: It is mandatory to review royalty-free (beneficial) use during all OGOR Review (RR).

SA - Surface/Environmental - Abandonment: An activity of the surface/environment of abandoned well site reclamation in progress or completed. Coded as ES/SA, PD/SA, or OV/SA.

SC - Surface/Environmental - Construction: A post-approval environmental activity of a well location prior to well spud. This includes well pad construction activities. Coded as ES/SC or OV/SC.

SD - Surface/Environmental - Drilling: An activity of the surface/environment of a well being drilled. Coded as DW/SD, ES/SD, or OV/SD.

SP - Surface/Environmental - Producing: An activity of the surface/environment of a producing, shut-in, temporarily abandoned, or service well and/or facility. Coded as PI/SP, ES/SP, IW/SP, or OV/SP.

SS - Site Security: An inspection activity to verify seals, valves, meter bypasses, and site facility diagram for a production facility(s); or an office review of the site facility diagram for completeness. Coded as PI/SS, RA/SS, RV/SS, TH/SS, or OV/SS.

SV - Spill/Venting: An activity of an Undesirable Event involving spills or venting of gas as a result of equipment failure or other accidents. Includes blowout inspection or loss of control of a well per NTL-3A. Coded as EU/SV, UP/SV, or OV/SV.

T - Well Test Inspection: An activity related to witnessing or reviewing records of a well test. Coded as DW/T, PI/T, RA/T, RV/T, or OV/T.

TG - Tank Gauge: An activity to witness or independently perform a tank gauge for sales, including verification that run tickets are complete and accurate; or conducting an independent tank gauge to establish a production rate to determine reasonableness as compared to the OGORs or operator gauge report. Coded as PI/TG, TH/TG, or OV/TG.

TR - Transporter and/or Manifest Inspection: An activity to review the transporter’s manifest. Coded as PI/TR, TH/TR, RA/TR or OV/TR.

TV- Run Ticket Verification: An office or field review of run tickets that includes calculating the volume and comparing to the OGOR. Coded as RA/TV, PI/TV, RV/TV, TH/TV, or OV/TV.

WS - Well Status Check: An activity to verify the actual status of a well compared to the reported status. This activity is required with an idle well (IW) inspection or when the primary purpose of the inspection is to check a well status, which may be part of the idle/orphan well initiative. Inspectors can also use this activity with other inspection types when the primary purpose of the inspection is to check a well status. Do not record as a separate inspection activity if a status check is conducted in conjunction with other inspection activity types. Coded as PI/WS, ES/WS, IW/WS, TH/WS, or OV/WS.

Important Note: Inspectors should only use the PI/WS inspection code combination if they perform no other production inspection activities on the case during the current fiscal year.

C. Valid Inspection Type / Activity Code Cross Reference Table

Valid Inspection Type and Activity Codes		
Production Inspection	Inspection Type Code	Inspection Activity Code
Tank Gauge	PI	TG
Meter Proving	PI	MP
Meter Calibration	PI	MC
Site Security	PI	SS
Environmental	PI	SP
Gas Chart/EFM Verification	PI	CV
Lact Run Ticket Verification	PI	LV
Run Ticket Verification	PI	TV
Health and Safety	PI	HS

Valid Inspection Type and Activity Codes		
Transporter and/or Manifest	PI	TR
Well Test	PI	T
Variable Royalty Rate Determination	PI	RD
Well Status Check	PI	WS
Witnessing Orifice Plate	PI	OP
Gas Sampling	PI	GS
Meter Tube Activities	PI	MT
Records Review	PI	RR
Records Analysis (RA)	Inspection Type Code	Inspection Activity Code
Run Ticket Verification	RA	TV
Gas Chart Verification	RA	CV
Meter Proving	RA	MP
Meter Calibration	RA	MC
Site Security	RA	SS
Variable Royalty Rate Det.	RA	RD
Well Test	RA	T
Production Records Review	RA	PR
Transporter and/or Manifest Inspection	RA	TR
Records Review	RA	RR

Valid Inspection Type and Activity Codes		
Records Verification Inspection	Inspection Type Code	Inspection Activity Code
Run Ticket Verification	RV	TV
Gas Chart Verification	RV	CV
Meter Proving	RV	MP
Meter Calibration	RV	MC
Site Security	RV	SS
Variable Royalty Rate Det.	RV	RD
Well Test	RV	T
Records Review	RV	RR
Idle Well Inspections	Inspection Type Code	Inspection Activity Code
Surface Protection	IW	SP
Well Status Check	IW	WS
Beneficial Use Inspections	Inspection Type Code	Inspection Activity Code
Records Review	BU	RR

Valid Inspection Type and Activity Codes		
Undesirable Event Inspection/Environmental Specialist	Inspection Type Code	Inspection Activity Code
Spill/Venting	EU	SV
Fire/Accident	EU	FA
Undesirable Event Inspection/PET	Inspection Type Code	Inspection Activity Code
Spill/Venting	UP	SV
Fire/Accident	UP	FA
Drilling Inspections	Inspection Type Code	Inspection Activity Code
Detailed Drilling Inspection	DW	DI
Non-detailed Drilling Inspect.	DW	NI
BOPE Test	DW	BO
Cementing	DW	C
Casing Test	DW	CS
Drill Stem Test	DW	DS
Environmental	DW	SD
Production Test	DW	PT
Health and Safety	DW	HS

Valid Inspection Type and Activity Codes		
Plugging Inspections	Inspection Type Code	Inspection Activity Code
Environmental	PD	SA
Plugging - Dry Hole	PD	PN
Plugging - Depleted Producer	PD	PD
BOPE Test	PD	BO
Health and Safety	PD	HS
Workover Inspections	Inspection Type Code	Inspection Activity Code
Detailed Inspection	WK	DI
Non-detailed Inspection	WK	NI
BOPE Test	WK	BO
Cementing	WK	C
Casing Test	WK	CS
Environmental	WK	SP
Health and Safety	WK	HS
Alleged Theft Inspection	Inspection Type Code	Inspection Activity Code
Tank Gauging	TH	TG

Valid Inspection Type and Activity Codes		
Meter Proving	TH	MP
Meter Calibration	TH	MC
Site Security	TH	SS
Environmental	TH	SP
Production Records Review	TH	PR
Run Ticket Verification	TH	TV
Gas Chart Verification	TH	CV
LACT Run Ticket Verification	TH	LV
Transporter and/or Manifest	TH	TR
Variable Royalty Rate Det.	TH	RD
Records Review	TH	RR
Well Status Check	TH	WS
Environmental/Surface Inspection	Inspection Type Code	Inspection Activity Code
Drilling	ES	SD
Producing	ES	SP
Abandonment	ES	SA
Health and Safety	ES	HS
Surface Construction	ES	SC
Interim Reclamation	ES	IR

Valid Inspection Type and Activity Codes		
Well Status Check	ES	WS