

INSTRUCTIONS

General Information

The owner or authorized agent of each lease or unit having unplugged oil, gas, or injection wells must file the **original** form with the Department of Environmental Conservation and one copy with EACH of the local agencies listed below:

- New York State Department of Environmental Conservation, Division of Mineral Resources, 625 Broadway - 3rd Floor, Albany, N.Y. 12233-6500
Attn: Annual Well Report
- Local Tax Assessors -- For address, contact Town Offices
- County Coordinator of Real Property Taxes--For address, contact County Offices

DEC will forward copies of this form to New York State Office of Real Property Services and New York Public Service Commission.

This form must show the amount of oil, gas or water produced/injected by each well during the calendar year and be filed as indicated above **NO LATER THAN MARCH 31** of the succeeding year. **All operators must file a report even if the well or wells have not been in operation.**

By law this information is for the confidential use of any agency listed above until six months after the period to which these records apply.

A SEPARATE Form 85-15-4 shall be filed for EACH **DIFFERENT COUNTY**, EACH **DIFFERENT TOWN**, EACH **DIFFERENT FIELD** and EACH **DIFFERENT FORMATION**. The field name and producing formation name shall be those issued by the Division of Mineral Resources.

The numbers below correspond to the numbered boxes on the front of this form.

1. The **PRODUCTION YEAR** is the preceding calendar year.
2. The **OWNER** name is the EXACT name of the company, organization or individual REGISTERED with the Division. The **MAILING ADDRESS** is the owner's current address. If the name or address differs from that registered with the Division, the owner must file a new 85-15-12, Organizational Report.
3. **LOCATION OF WELL(S)**
 - A. **COUNTY**--enter the ONE county in which the well or wells are located. Use a SEPARATE form for EACH DIFFERENT county.
 - B. **TOWN/CITY**--enter the ONE town in which the well or wells are located. Use a SEPARATE form for EACH DIFFERENT town.
 - C. **FIELD**--enter the name assigned by the Division.
 - D. **PRINCIPAL PRODUCING/INJECTION FORMATION**--is the main formation from which the wells produce or brine is injected into. Enter the formation name assigned by the Division. Use a SEPARATE form for EACH DIFFERENT formation.
4. **WELL DATA**
 - A. Each well on each lease must be reported by well name and number.
 - B. The **API WELL IDENTIFICATION NUMBER** is the unique number assigned to each well by the Division when it is permitted, or when an API Identification Number Request Form is submitted on an old well. It is shown on the drilling permit or request form and looks like "31-xxx-xxxx-xx-xx". If you do not know the API number, please contact your regional Minerals Resources Office.
5. **PRODUCTION/INJECTION INFORMATION**
 - A. Check only one **Well Type** for each well.
 - B. Any well which produced commercial quantities of gas, oil or injected brine during the calendar year is defined as "active". Please report the months in operation rounded off to the nearest whole month.
 - C. If a well has been shut in for the entire year due to lack of market, or temporarily abandoned due to the lack of completion, place a 0 in the box marked **MONTHS OPER.**
 - D. The **OIL BUYER'S TANK NUMBER** and/or **GAS BUYER'S METER NUMBER** must be the same as reported by the buyer.
 - E. If a well is inactive for over one year, also file Form 85-16-4, Request for Shut-in or Temporary Abandonment.
 - F. **PRODUCTION** is the amount of oil, gas, and water actually produced from each well. Report production to the nearest MCF or barrel. **Injection** is the amount of brine injected into each well and must be reported to the nearest barrel. If the values reported have not been accurately metered, the initials "EST" (meaning estimated) must be shown after each such entry.
6. **TAX ASSESSMENT DATA** is the information used to compute local taxes. For oil, the tax is based on the total production value. For tax purposes, gas production is separated into gas used on lease and taxable gas.
 - A. **GAS USED ON LEASE** includes home use.
 - B. **TAXABLE GAS** is the amount of natural gas sold, and is the volume of gas remaining after subtracting gas used on lease from the total natural gas volume produced.
 - C. **TAX MAP AND PARCEL NUMBER** is the unique number assigned to each parcel of property by the Local Town/City Tax Assessor and may look like "xxx--x--xxx.x". The number to be shown on this form is the number assigned to the land parcel on which a specific well is located. For assistance in determining this number, please contact your local tax assessor.
7. **DISPOSITION OF GAS**
 - A. The **FIRST TAKER** is the organization that takes or picks up the production.
 - B. **CUSTOMER** is the organization or marketer actually purchasing the production.
 - C. For indigenous natural gas sold or transported to a commercial or industrial **CUSTOMER** (end-user), the volume of gas sold or transported and the full address of the **CUSTOMER DELIVERY POINT** must be reported.
 - D. The total volume sold or transported must be reported by meter number and add up to the total taxable production shown for all wells reported on this or additional well reports.
8. **DISPOSITION OF OIL**

List the barrels of oil sold to each purchaser by tank number.
9. **REMARKS:** If any well has changed ownership, the original owner must report the new owner's full name, complete mailing address, the name(s) of the well(s) transferred, the API well identification number(s) AND whether or not the original owner is retaining ownership of any well(s). Please attach a separate sheet if necessary.

If you need help with this report or have any questions regarding it, please contact the Department of Environmental Conservation at the address above or by telephoning (518) 402-8056.

IF THIS FORM IS RETURNED FOR CORRECTION, CORRECTED FORMS WITH THE REVISED REPORT BOX CHECKED MUST BE SENT TO EACH AGENCY LISTED ABOVE.