Water Well Production Report Template Instructions
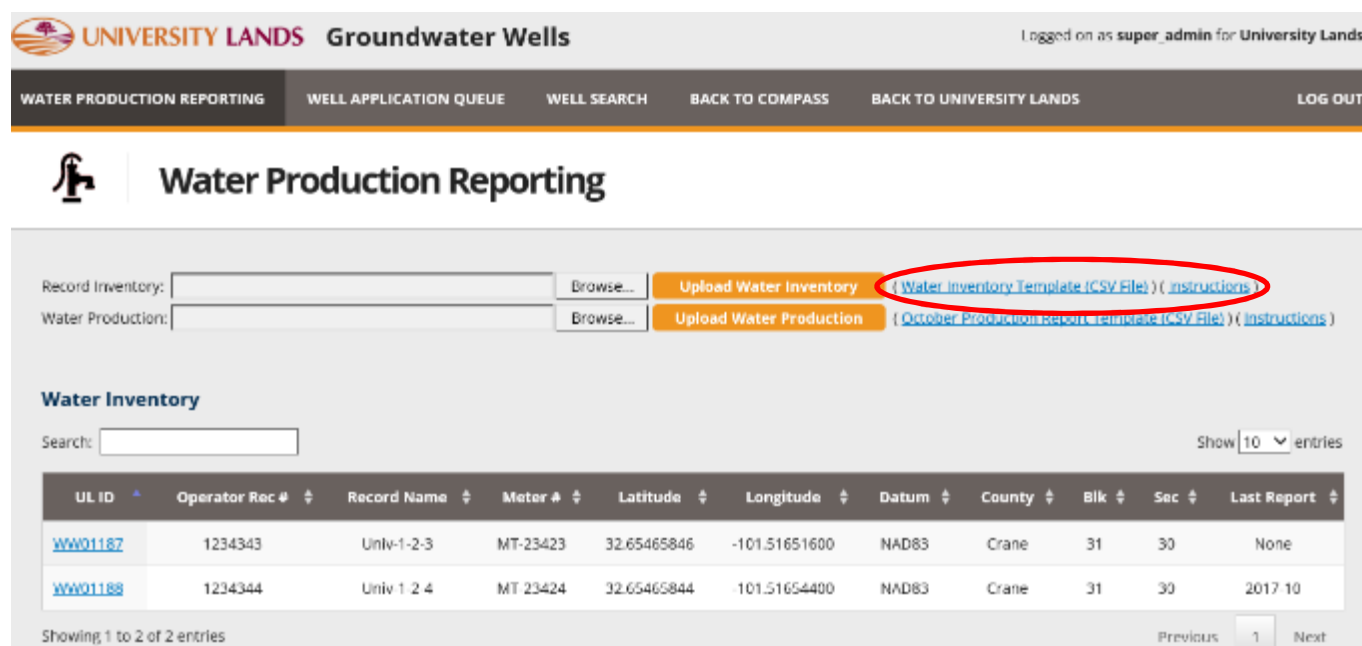
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Template Description

The Water Well Production Report Template is used by oil and gas operators to upload water well volumes for wells in their Water Well Inventory. On the 20th of every month, water volumes are due for the previous month on all wells. For every well, the system will look up every month that is due to be reported that has not been reported to. This includes previously unreported months.

To use the template, download it from the "{MONTH} Production Report Template (CSV)" link shown below. {MONTH} will be replaced with the current month due.

If there are no wells in the Water Well Inventory table, the link to the template will not appear. If there are no wells that are due for reporting, the downloaded template will not contain any report records.

File Format

The Water Well Production Report Template is a simple **C**omma **S**eparated **V**alue (CSV) text file. Like the name suggests, it is a plain text file with a .csv extension that is made up of lines with comma separated values. If your organization uses Microsoft Excel or another type of spreadsheet application, a CSV file will open in that application and allow you to modify the values. Please be aware that you must save the file as CSV file before uploading it the Water Well Reporting System. Files that are not in CSV format and named with a .csv extension will be rejected by the system.

Header Line

The header line; or the first line of the file, names the "columns" in the file and is as follows:

```
ULReportWellID*,Year*,Month*,Operator Record ID*,Operator Unique Well/Record Name,
Latitude,Longitude,Datum,County,Block,Section,Meter Number,Meter Unit of Measure,Meter
Reading Date,Previous Meter Reading,Current Meter Reading,Volume Bbls
```

This header line must be included in the file as the first line in your file and cannot be modified nor reordered. Modification to the header line may result in file being rejected by the system.

Data Definitions

Below are the data definitions for each field. Fields with an asterisk (*) cannot be modified

Field Name	Data Type	Length	Req	Description
ULReportWellID*	Alphanumeric	7	Yes	This is the well identification University Lands give the well for the purpose of invoicing water volume.
Year*	Numeric	4	Yes	The year for the volume report.
Month*	Numeric	MAX 2	Yes	The month for the volume report.
Operator Record ID*	Alphanumeric	MAX 50		The value your organization uses for the well ID. This is to help your organization identify the well in your own systems. Name and ID can be identical. This value cannot be changed
Operator Unique Well/Record Name*	Alphanumeric	MAX 50	Yes	The value your organization uses for the well name. This is to help your organization identify the well in your own systems. Name and ID can be identical. Updating this field will update inventory record.
Latitude	Decimal	Scale 12 Precision 8	Yes	The latitude of the well. Updating this field will update inventory record.
Longitude	Decimal	Scale 12 Precision 8	Yes	The longitude of the well. Updating this field will update inventory record.
Datum	Alphanumeric	5	Yes	Not all Lat/lon values are created equally. Because maps are two dimensional projections on a ellipsoid shape, it is important to know the datum of the lat/lon so we can find it on a map. The values NAD27, NAD83, WGS84 accepted. Updating this field will update inventory record.
County	Alpha	MAX 50	Yes	The name of the county the well resides in. Updating this field will update inventory record.
Block	Alphanumeric	MAX 3	Yes	The block number the well resides in. Updating this field will update inventory record.

Field Name	Data Type	Length	Req	Description
Section	Alphanumeric	MAX 3	Yes/No	The section of the well is required if it is applicable to the county and block. Updating this field will update inventory record.
Meter Number	Alphanumeric	MAX 50	Yes	The meter number is used to track the meter that has been installed as required by university lands. If the well does not have a pump installed, please input "NO PUMP". Updating this field will update inventory record.
Meter Unit of Measure	Alpha	7	Yes	System expect "Barrels" or "Gallons". Anything else will be recorded as "Unknown". Updating this field will update inventory record.
Meter Reading Date	Date	MM/DD/YYYY	Yes	Date of meter reading
Previous Meter Reading		Scale 12 Precision 8	Yes	Previous meter reading. This will be prepopulated if the current month reported.
Current Meter Reading		Scale 12 Precision 8	Yes	Current meter reading
Volume Bbls		Scale 12 Precision 8	Yes	The volume produced for the reporting period in barrels.

Uploading Water Well Inventory File

To upload the Water Well Production Report Template you have filled out and saved, click the "Browse" button of the Water Production file upload, select your file and click the "Upload Water Production" button.

File Validation

The system will validate the file you upload for type, format, field values. If the file is in the incorrect format, you will be shown a message to that effect.

| Well Inventory: | | Browse... | **Upload Water Well Inventory** |
| Water Production: | | Browse... | **Upload Water Production** |

Upload Result

The file you uploaded is not in the correct format.

If the file is in the correct format, the system will attempt to process the data you have entered into the template. If there is a problem with one of the records, the system will show you the problem on the screen and give you the option to download the records with error to correct and resubmit. The records that can be processed will be processed.

| Water Production: | | Browse... | **Upload Water Production** | (August Production |

Upload Result

Problem in line 2: PREVIOUS READING NOT VALID|CURRENT READING NOT VALID|VOLUME NOT VALID|METER READ DATE NOT VALID
Problem in line 3: PREVIOUS READING NOT VALID|CURRENT READING NOT VALID|VOLUME NOT VALID|METER READ DATE NOT VALID

File: MonthlyWaterWellProduction_UniversityLands_2016_8.csv - Records processed: 0 of 2

Download Exception File

If the file you submitted updated well record values, the system will show a message for the lines that modified the records.

| Water Production: | | Browse... | **Upload Water Production** | (|

Upload Result

INFO line 2: RECORD UPDATED - METER NUMBER

File: MonthlyWaterWellProduction_UniversityLands_2016_8.csv - Records processed: 2 of 2

Processed Well Inventory Records

Volume report records that have been successfully processed in the upload will appear in the Water Well Inventory section on the screen with the Last Report Year-Month of the greatest reporting month.

Water Inventory

Search: [   ]

Show [10 ⌄] entries

UL ID ▲	Operator Rec # ⬍	Record Name ⬍	Meter # ⬍	Latitude ⬍	Longitude ⬍	Datum ⬍	County ⬍	Blk ⬍	Sec ⬍	Last Report ⬍
WW01187	1234343	Univ-1-2-3	MT-23423	32.65465846	-101.51651600	NAD83	Crane	31	30	None
WW01188	1234344	Univ-1-2-4	MT-23424	32.65465844	-101.51654400	NAD83	Crane	31	30	2017-10

Showing 1 to 2 of 2 entries

Previous 1 Next

Clicking on the UL ID value (ULReportWellID) in the first column will show volumes reported to the well.

University Lands Water Well: WW00001

Total Reported Volume: 1000.000 barrels

Month	Meter #	Meter UOM	Meter Start	Meter End	Bbls
2016-8	342344	Gallons	0	42000	1000