



Province of British Columbia

# BC-11 NOTICE OF COMMENCEMENT OR SUSPENSION OF OPERATIONS

*Freedom of Information and Protection of Privacy Act* - The personal information requested on this form is collected under the authority of the *Petroleum and Natural Gas Act*, RSBC1996 c. 361 s 74 (1) and will be used for purposes of administering the Petroleum and Natural Gas Royalty and Freehold Production Tax Regulation. If you have any questions about the collection and use of this information, please contact Mineral, Oil and Gas Revenue Branch at P.O. Box 9328 Stn. Prov. Gov't, Victoria, B.C. V8W 9N3 250 952-0192.

WELL DETAILS			
Well Name	A1		
Operator Name	A4	Operator Code	A5
New Status	A6	Effective Date	A7
Field Name	A8	Field Code	A8
Pool Name	A9	Pool Code	A9
Gross Perforated Interval (measured depth)	A10	m KB to	m KB

BOTTOM HOLE									
UNIQUE WELL IDENTIFIER									
S	LE		UNT	B		NTSMAP	P	ES	
S	LE	LSD	SEC	TWP	RGE	W	M	P	ES
A2									

WELL AUTHORIZATION			
A3			

Measured Depth to Top of Pay (MDTP)	A11	m KB
True Vertical Depth (TVD) (Top of Pay)	A12	m KB

COMMENCEMENT/RESUMPTION OF WELL ACTIVITY										
Type of Well	B1		Well Spud Date	Year	Month	Day	Well Completion Date	Year	Month	Day
<input type="checkbox"/> Oil <input type="checkbox"/> Gas	B2			B3						
Heavy Oil Density	B4			kg/m <sup>3</sup>						
Reporting Facility Code	B5					Physical Facility Code		B6		

GAS TESTING										
Period	C1	Year	Month	Day	to	Year	Month	Day	Test Facility Code	C2

OPERATIONS INFORMATION										
Is this well in an oil unit?		<input type="checkbox"/> Yes	D1	<input type="checkbox"/> No	Is this well in a concurrent scheme?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	D2	
Well Production Allowable		Oil	_____ m <sup>3</sup>		D3	<input type="checkbox"/> Project	<input type="checkbox"/> Waived			

COMMENTS									
E1									

OPERATOR CONTACT										
Name	F1				Phone	( ) F2		Date	F3	

MINISTRY USE ONLY									
Title (Lease, Licence or Permit Number)					Title Disposition Date				
					Year	Month	Day		
Well Crown Interest					P.E. Code		Project Code		

Date Management	Reservoir Engineering	Petroleum Geology	Petroleum Lands	Field Operations	Mineral, Oil and Gas Revenue
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## BC-11 NOTICE OF COMMENCEMENT OR SUSPENSION OF OPERATIONS

### PURPOSE

The BC-11 is used to notify the Ministry of any of the following operations at a well:

- testing operations prior to its being tied in to a gas gathering system.
- initial commencement of production.
- initial commencement of injection or disposal.
- suspension of production.
- suspension of injection or disposal.
- resumption of production.
- resumption of injection or disposal.

A separate BC-11 is required for each well or completed zone within a well. A single form may be completed if a well has both a production and a service status in a production month, or if its status changes more than once in a production month (e.g., testing and producing).

### TIMING

The BC-11 must be filed with the Mineral, Oil and Gas Revenue Branch not later than the 20th day of the month following the month in which a well status changed.

### STANDARDS

In data fields where dates are required, use two-digit codes for months; eg. 01 for January, 06 for June.

### WELL

- A1 Well Name** Insert the well name approved on the Application for a Well Authorization, Form 2 as identified in the British Columbia Oil and Gas Handbook.
- A2 Unique Well Identifier ( MANDATORY FIELD)** Insert the 16-character unique well identifier for the bottom hole location, using either the National Topographic Series format or the Dominion Land Survey format, as applicable. A UWI is a 16-character code for a well event. A well event is a significant drilling and/or completion operation that yields a separate and unique set of geological or production data. The UWI provides the survey location, survey system, location exception and event sequence codes for a well event. The event sequence code should indicate the chronological sequence of well events in a drill hole.
- A3 Well Authorization (MANDATORY FIELD)** Insert the 5-digit approval number of the authorization to drill the well.
- A4 Operator Name** Enter the name of the well operator submitting this BC-11.
- A5 Operator Code** Enter the 4-digit code assigned to the well operator submitting this BC-11. See our website for a list of [Operator codes](#).

## WELL cont'd

**A6 New Status** Indicate which of the following is the new status of the well:

- testing
- producing oil
- producing gas
- injection
- disposal
- suspended
- steam injection
- other (specify)

**NOTE:** A suspension must be reported when a well has not produced for 12 consecutive months or the operator's intention is not to produce a well for a period that is greater than or equal to 12 consecutive months. A suspension does not have to be reported under the following circumstances:

- a well is retiring overproduction;
- the suspension is less than 12 consecutive months; or
- a well is being abandoned.

**A7 Effective Date** Enter the effective date of the reported change of status.

**A8 Field Name and Code (MANDATORY FIELD)** Insert the name and code of the field in which the well is located. If the field is not yet named, enter "Other Areas". See our website for a list of [Field codes](#).

**A9 Pool Name and Code (MANDATORY FIELD)** Insert the name and code of the pool in which the well is completed. See our website for a list of [pool codes](#).

**A10 Gross Perforated Interval (MANDATORY FIELD)** Enter the top and base of the perforated interval within the formation. The interval must be measured in meters, from the kelly bushing and rounded to one decimal place.

**A11 Measured Depth to Top of Pay (MDTP)** Enter the measured depth along the wellbore from the intersection with the top of the pay of the well tract to the kelly bushing used in drilling the well.

**A12 True Vertical Depth (TVD)** The distance between the wellbore's intersection with the top of the deepest productive zone of the well to the point, directly above that intersection point, that is the same elevation as the kelly bushing used in drilling that well. This is commonly referred to as True Vertical Depth (TVD).

## COMMENCEMENT/RESUMPTION OF WELL ACTIVITY

**B1 Type of Well: Oil/Gas** Mark the type of well this BC-11 relates to.

**B2 Well Spud Date** Enter the date on which drilling of the well began.

**B3 Well Completion Date** Enter the date on which the well became physically able to produce oil or gas.

## COMMENCEMENT/RESUMPTION OF WELL ACTIVITY cont'd

- B4 Heavy Oil Density** - If the density of oil produced from this well is greater than or equal to 890kg/m<sup>3</sup>, enter the density of the oil. For new and existing wells to receive heavy oil status, an oil analysis, done after July 1999, for the well must be submitted with the BC-11 notice.
- B5 Reporting Facility Code** Insert the 4-digit code of the reporting facility for which the well will be reported on the Monthly Production Statement (BC-S1). A list of [facility codes](#) is available on the Ministry website.
- B6 Physical Facility Code** If the first linkage to the gathering system is not the reporting facility, enter here the 4-digit code of the satellite at which the linkage is made.

## GAS TESTING

**NOTE:** Complete this section ONLY if the testing is being undertaken prior to the well being tied in to a gas gathering system.

- C1 Period** Enter the commencement and termination dates of the gas testing operation.
- C2 Test Facility Code** Insert the appropriate 4-digit test facility code supplied with the test approval.

## OPERATIONS INFORMATION

- D1** Indicate by marking "yes" or "no" if this well is included in an **oil** unit agreement (gas unit agreements do not apply).
- D2** Indicate by marking "yes" or "no" if this well is included in a concurrent production scheme approved under section 85 of the *Petroleum and Natural Gas Act*.
- D3** Insert the Daily Oil Allowable approved for this well under provisions in the Drilling and Production Regulation. Mark the "Project" box if the allowable volume has been approved for a project that includes this well. Mark the "Waived" box if the allowable has been waived under the Drilling and Production Regulation.

## COMMENTS

- E1** Specify any unusual or complex situations that pertain to the information recorded on this BC-11.

## OPERATOR CONTACT

- F1 Name** Insert the name of the individual who is responsible for answering any questions concerning information in the BC-11.
- F2 Phone** Insert the phone number of the contact person named above.
- F3 Date** Enter the date the BC-11 was completed.

## ONLINE SUBMISSIONS

The BC-11 form can be filed [online](#) at the Ministry of Finance website.

### General Specifications

1. To move from field to field, use the TAB key.
2. To move from screen to screen, click the "Continue with BC-11" button.
3. Choices for many data fields are displayed in a drop-down box. To access this information, click on the down-arrow and scroll through the resulting list. To choose one, click on that value.
4. When completed, "Commit and Save" the form and PRINT the result for your records. Confirmation of receipt will not be issued.
5. Once committed the description of some data fields will be displayed.
6. When entered data has been committed, it will be reviewed by the Oil and Gas Commission and Ministry staff before being recorded in official databases. If Ministry or Commission staff have questions, they will call the contact person.

**SAMPLE WEB PAGE SCREEN**

• Ministry Home		• Government of British Columbia		
<b>Mineral, Oil &amp; Gas Revenue Branch</b>		<b>Ministry of Provincial Revenue</b>		
The Minister	News	Search	Reports & Publications	Contacts

**BC11 Form Entry Screen**

**Contact Info:**    Name     Phone     Numbers digits only [10]

**Select UWI/WA entry method:**

New UWI     Old UWI - via UWI     Old UWI - via WA

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## ONLINE SUBMISSIONS cont'd

### Contact Info and UWI Selection

Insert the name and telephone number of the person the Ministry or Commission should contact if they have questions about the entered data. Telephone number should include the area code with no brackets or dashes.

The BC-11 Form Entry screen provides three entry methods: New UWI, an existing UWI using the UWI, and an existing UWI using the well authorization (WA) number.

1. Select "New UWI" option if this is the first information to be filed for the UWI, and there is no completion data. The WA and confidential status is required with this option. This option will bring up the following screen.

**SAMPLE WEB PAGE SCREEN**

• Ministry Home		• Government of British Columbia		
<b>Mineral, Oil &amp; Gas Revenue Branch</b>		<b>Ministry of Provincial Revenue</b>		
The Minister	News	Search	Reports & Publications	Contacts

**BC11 Form Entry Screen**

**Contact Info:**     Jane Doe                      (403)999-9999

**Well Details:**

UWI                WA Number        Confidential?     Yes     No     Unsure

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Circumstances in which a well has confidential status are prescribed in section 60 of the Drilling and Production Regulation. Insert the requested information and move to the next screen.

**ONLINE SUBMISSIONS cont'd**

2. If you want to update the information about a UWI for which a completion report or BC-11 has previously been filed, use "old UWI - via UWI". Enter the 16 digit UWI and hit enter. This option will bring up the following screen.

**SAMPLE WEB PAGE SCREEN**

• Ministry Home		• Government of British Columbia		
<b>Mineral, Oil &amp; Gas Revenue Branch</b>			<b>Ministry of Provincial Revenue</b>	
The Minister	News	Search	Reports & Publications	Contacts

**BC11 Form Entry Screen**

**Contact Info:**      Jane Doe      (403)999-9999

**Well Details:**

UWI            WA Number

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ONLINE SUBMISSIONS cont'd

SAMPLE WEB PAGE SCREEN

• Ministry Home • Government of British Columbia

**Mineral, Oil & Gas Revenue Branch** **Ministry of Provincial Revenue**

The Minister | News | Search | Reports & Publications | Contacts

BC11 Form Entry Screen

**Contact Info:** Jane Doe (403)999-9999 YYYY/MM/DD

**Well Details:**  
 UWI: xxxxxxxxxxxxxxxx WA Number: xxxxx Confidential? Not  
 Well Name: \_\_\_\_\_  
 Operator: [xxxx] ABC Energy Services  
 Old Status Info: Gas Production Active YYYY MM DD  
 Status-and-Date: fluid: operations: mode: effective date:  
 New Status Info: [xxxx] [xxxx] [xxxx] [xxxx] [xx] [xx]  
 Field: [xxxx] xxxxxxxxxxxxxxxxxxxx  
 Pool: [ ] [ ] xxxxxxxxxxxxxxxxxxxx  
 Gross-Perf.Interval: [ ] m KB to [ ] m KB

Client Query

Field Query

Pool Query

**Date/Facility Details:**  
 Dates: (yyyymmdd) [xxxxxxx] Spudded [xxxxxxx] Completed [ ] ReEntered  
 Rept. Facility: [xxxx] xxxxxxxxxxxxxxxxxxxxxxxxxxxx  
 Phys. Facility: [xxxx] xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Facility Query

**Oil Details:**  
 Vintage Percents: [ ] New [ ] Old [ ] Tier-3  
 Heavy Oil density: [ ] kg/cu.m.

**Gas Details:**  
 Test-Start/End-Dates: [xxxx] [xx] [xx] to [xxxx] [xx] [xx]  
 Test Facility: [ ]  
 Roy Base Rate:  09  12  15  Freehold-NonCons  Conservation  N/A

**Operations Details:**  
 Prodn Allowables: [ ] Oil (cu.m.) [ ] Gas (1000 cu.m.)  
 Check if applies:  In a Concurrent Scheme  Freehold Well  
 PE/Unit Info:  Check if in a Royalty Unit  PE Unit Number  
 Check if Project:  Code [ ] Name [ ] Type [ ]

PE Query

**Comments (Maximum of 5 lines):**  
 [ ]

Commit and Save | Create new BC11 | Exit

## ONLINE SUBMISSIONS cont'd

### **BC-11 Form Entry Screen**

If the UWI is new or has confidential status, minimal data will be displayed. If a BC-11 has previously been filed for the UWI and it is not confidential, all current data will be displayed as recorded in the Ministry's and Commission's databases. All data displayed here can be changed by clicking in the data field and inserting new information.

### **Well Details:**

Insert the new status, using the TAB key to move through the fields. Update data as required, or confirm that you agree with the information that is displayed by leaving it unchanged.

Click on the Client, Field or Pool query button to the right of the screen if you are unsure of the codes.

### **Date/Facility Details:**

Add new information or confirm that you agree with the dates displayed by leaving them unchanged. (Do not use a BC-11 to inform us of facility changes only; instead, use a BC-21.) The 4-digit Reporting Facility code is the one that should be used on the BC-S1 and BC-S2 forms. Click on the Facility query button to the right of the screen if you are unsure of the code.

### **Oil/Gas/Operations Details:**

Insert information as it pertains to the product/status of the UWI. Please check to see you have selected correct status. Confirm you agree with any details that are displayed by leaving them unchanged. If uncertain of Gas Royalty, Oil Vintage or Base Rate leave blank. These will be confirmed by Facility Reporting Officer in our Branch.

If a royalty unit agreement applies and you are unsure of the Production Entity (PE) code, click on the PE query button to the right of the screen.

### **Comments:**

Maximum of five lines is allowed. This field can be used to specify any unusual or complex situations that pertain to the UWI which have not been included in any of the fields above.

When you are satisfied with the information you have provided, Commit and Save the form. Once you have committed the form a comment will appear at the top of the form saying that you were successful and suggest you print a copy for your records. If you have more BC-11 forms to submit, click the Create New BC-11 button and you will be able to continue without having to insert the Contact Information again.