



Oil & Gas
Authority

Petroleum Operations Notice 9

Information and Sample requirements for holders of
Offshore UKCS Exploration and Production licences

June 2019

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This guidance can be found on the OGA's website [C&EA will add the link on publication]

OGA Oil and Gas Authority 2019

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1. Scope and purpose of this document

1.1 Purpose of PON 9

The purpose of Petroleum Operations Notice (PON) 9 is to set out the OGA's specific requirements and Licensees' obligations with respect to the retention and reporting of information and physical samples, as set out in the Petroleum Act 1998 (the Petroleum Act) and the relevant model clauses (the model clauses) contained in the seaward petroleum licences granted thereunder.

It also describes how the OGA will disclose (i.e. publish or release) licence information under the terms of the model clauses.

Detailed guidance regarding the retention, reporting, and disclosure of information and samples under the Energy Act 2016 ('2016 Act'), the Retention Regulations and the Disclosure Regulations has been published by the OGA.¹

1.2 Terminology

Previous versions of this document have referred to "licence data" and "records". Henceforth, this document will refer to "information" and "samples" to align with the language used in the 2016 Act. Likewise, previous versions of this document have referred to "release" or "publication". Henceforth it will refer to "disclosure".

All capitalised terms (and, for ease, a number of other terms such as 'licence' and 'licensee') are defined in section 8 of this guidance.

The Retention Regulations and the Disclosure Regulations are together referred to as the '**2018 Regulations**', and the 2018 Regulations and the 2016 Act are together referred to as '**the Act and Regulations**'.

1.3 Scope of PON 9

Following the introduction of the 2016 Act, the OGA consulted on proposed regulations for the retention and disclosure of information and samples in 2017 and the resultant Retention Regulations and Disclosure regulations came into effect respectively in May and August 2018. However, for certain information and samples the provisions of and requirements under the licence will still have effect. PON 9 is intended to provide guidance where these licence requirements still apply.

The OGA is not bound by this guidance and where it departs from this guidance it will explain why. This guidance is not a substitute for any regulation or law and is not legal advice.

This guidance will be kept under review and may be revised as appropriate in the light of further experience and developing law and practice, and any change to the OGA's powers and responsibilities. If the OGA changes this guidance in a material way, it will publish a revised document.

¹ <https://www.ogauthority.co.uk/media/4855/oga-guidance-on-retention-of-information-and-samples-may-2018.pdf>
<https://www.ogauthority.co.uk/media/5353/oga-guidance-on-reporting-disclosure-18-february-2019.pdf>

2. Licences and the Energy Act 2016

The OGA's powers in relation to the retention, reporting and disclosure of information and samples under a licence apply alongside those set out in the Act and Regulations. To ensure all these powers are used clearly and consistently, and so that licensees may be certain regarding compliance with both regimes, the OGA has determined that it will apply its powers in general, as follows:

- Where information and samples were created or acquired on licences that determined before 14th May 2018², i.e. on licences that have been fully surrendered or on licensed areas that have been surrendered before that date, only the powers under the licence will be used to require the retention and reporting of and to disclose information and samples;
- Where both the licence powers and the Act and Regulations apply, the OGA will generally use the Act and Regulations provided that:
 - Where the licence grants the OGA powers of disclosure that are not available to it under the Disclosure Regulations, the OGA's powers under the licence will be used.

In all cases, the OGA will be clear when requesting information and samples, whether it is doing so under the 2016 Act, by issuing a notice under section 34 (s.34) of the 2016 Act, or under the licence, and therefore what regime applies for the purposes of disclosure.

Guidance on reporting and disclosure under the 2016 Act is available in the OGA's Reporting and Disclosure of Information and Samples Guidance³ ('Reporting and Disclosure Guidance').

2.1 Transition to the 2016 Act

It is the OGA's intention to move towards exclusive use of powers under the Act and Regulations where practical, and in particular for the retention, reporting, and disclosure of petroleum related information and samples arising from ongoing licence activities.

It is likely that the volume of new information reported and disclosed under licences will diminish towards the end of 2021, as the relevant licence confidentiality periods expire. However, for unreleased wells for example, as the OGA wishes to apply only one regulatory regime per wellbore, further wellbore maintenance work, oilfield decommissioning and ultimately licence determination is likely to still result in occasional requirements for information to be reported and disclosed under the licence.

The process of transition from reporting under the licence to the Act and Regulations for the most common types of information and samples is set out below.

2.2 Geophysical information

In the case of proprietary geophysical information, the Act and Regulations will be applied where the end of the calendar year in which the information is created or acquired occurs after the Disclosure Regulations have commenced. This means that information arising from proprietary geophysical surveys where acquisition completed prior to 2018 will be requested and disclosed under the terms of the licence, while information from all such surveys where acquisition completed in 2018 onwards will be requested and disclosed under the Act and Regulations. Reprocessed proprietary geophysical information will be disclosed under licence terms only if reprocessing occurs prior to 2018.

The OGA will also publish supplemental guidance on the reporting and disclosure of certain geological survey information created or acquired under exploration licences.

²The Retention Regulations came into force on 14 May 2018

³<https://www.ogauthority.co.uk/media/5353/oga-guidance-on-reporting-disclosure-18-february-2019.pdf>

2.3 Production information

The OGA has now issued its first routine reporting notice under s.34, therefore reporting and disclosure of consolidated monthly production information, via the Petroleum Production Reporting System (PPRS), will from now on be carried out under the Act and Regulations and no longer under the provisions of the applicable licence.

More detailed production information can be disclosed under the Disclosure Regulations as set out in the Reporting and Disclosure Guidance. For fields that ceased production permanently before the Disclosure Regulations came into effect, the OGA will request and disclose production information under the applicable licence, on a case by case basis.

2.4 Well and sample information

The OGA intends that wellbores that have a regulatory completion date prior to 2018 will be governed only by the licence terms. All wellbores with a regulatory completion date in 2018 and thereafter will fall in scope of the Act and Regulations. The OGA will only apply one regulatory regime to any given wellbore so that there is certainty regarding the confidentiality period after which well information may be disclosed. For example, any information arising from wellbore activity performed in 2018 or thereafter on a wellbore that was drilled and completed before 2018 will be retained, reported, and disclosed in accordance with the licence terms, not the Act and Regulations.

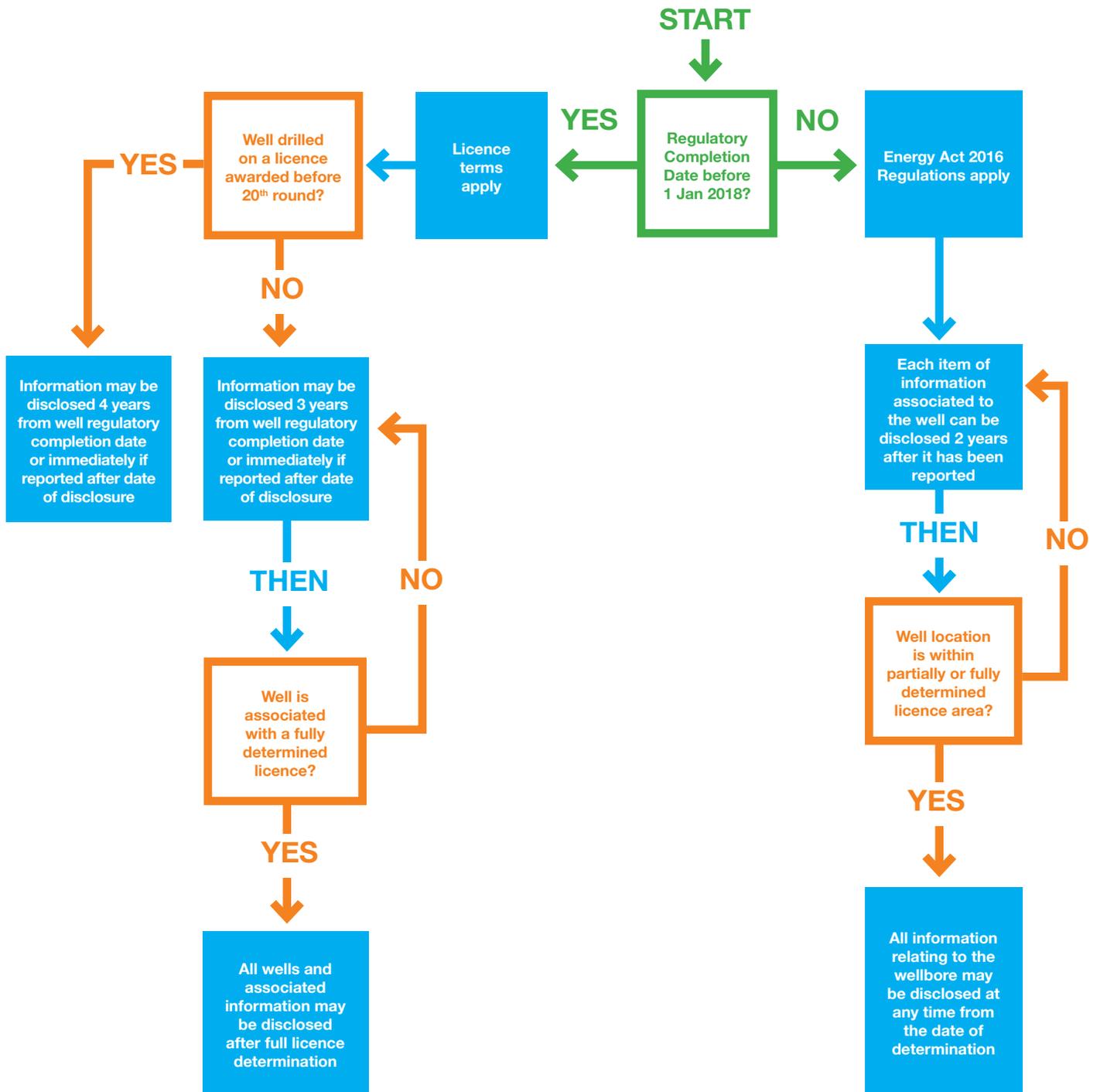
The flow chart in Figure 1 explains which powers will be used for the disclosure of well information and how to determine when disclosure will occur.

2.5 Other licence information

Both the licence and the Act and Regulations grant the OGA powers to require the retention and reporting of, and to disclose a wide variety of other licence information, in particular once the relevant licence is determined (either in part or in full).

The OGA will require and disclose such other licence information under the 2016 Act and Disclosure Regulations for all licence determinations occurring after 13 August 2018, when the Disclosure Regulations came into effect. For licence determinations before this date, the terms of the relevant licence will apply on a case by case basis.

Figure 1: Wellbore disclosure flowchart



3. Retention of information and samples

3.1 Licensees' obligation to retain licence information

Under the terms of a licence, licensees are obliged to hold accurate records in order to preserve all information about the geology of the licensed area. Similar obligations are placed on licensees by the Retention Regulations.

Under the licence, licensees must retain information and samples in an accurate, useable, accessible and reproducible form. The obligation to retain information and samples survives the determination of the licence, except where it is explicitly discharged through implementation of an Information and Samples Plan (ISP)⁴, or in one of the other manners set out below. The costs of such storage and maintenance of information and samples in an accurate and useable form is the licensee's responsibility.

Where the licence was determined (in whole or in part, i.e. it has expired, been revoked or there has been a surrender of rights in relation to all or part of the area in respect of which the licence was granted) before 14 May 2018, information and samples must still be retained under the terms of the licence.

Obligations, to retain and report information and samples to the OGA, are borne jointly and severally by all companies who are the holder of a licence and not by the operator of that licence alone. The OGA acknowledges that often the operator may carry out retention and/or reporting obligations on behalf of all licensees for a licence in fulfilling the licensees' duties under this PON. This will normally be acceptable, however, any information and samples created or acquired on behalf of a single licensee or subset of licensees (i.e. not the whole licence group) will also need to be reported if requested under the licence.

The OGA reserves the right to require any individual licensee company to fulfil its licence obligations independently, but recognises that in situations where an approved assignment of licence interest has taken place, or an agreed ISP has been executed, a previous licensee may no longer hold or have entitlement to the information in question.

Although the licence terms (see Appendix E) require that records are kept in the UK, it may be acceptable to keep records anywhere where they can be easily and quickly provided to the OGA.

3.1.1 Relief of retention obligations

The obligation to retain information and samples survives the determination or expiry of the licence and is, in effect, an obligation that exists in perpetuity. However, the Retention Regulations provide for the relief of the obligation to retain once information and samples are reported to the OGA, and the OGA recognises that, once reported (and providing the OGA's reporting requirements have been followed) it would also be desirable for licensees to be similarly relieved of their obligation under the licence.

Accordingly (and as has previously been the case) the OGA normally intends to give relief from the licence retention obligations in the following circumstances:

3.1.2 Reporting to the National Data Repository (NDR)⁵

Where any information has been reported to the NDR by licensees in the correct form and manner and in a timely manner (or information is deemed reported by its transfer into the NDR during its establishment), the licensee will generally be relieved of its licence obligation to retain such information. This also applies where the information and samples have been deposited in the NDR in the execution of an agreed Information and Samples Plan.

⁴ Refer to Part 2, chapter 3 of the 2016 Act

⁵ <https://ndr.ogauthority.co.uk>

3.2 Licence surrender or transfer of licence interest to another party

Where a licence interest has been surrendered or assigned, the licensee must submit to the OGA for its approval an ISP that describes how the relevant information and samples will be adequately safeguarded and (where appropriate) effectively transferred to the subsequent licensee. The ISP may also make provision (if the OGA agrees) for the destruction of information no longer considered to be of value (for example, if a seismic survey has been overshot by a more recent, higher fidelity survey).

3.3 Arrangements for samples

Samples are intrinsically finite in nature and retention obligations only apply to the licensee-retained portion of any sample. Under the terms of the licence, a licensee is required to retain, for a period of 5 years, well cores and cuttings, portions of sea bed samples and/or cores from boreholes penetrating below the sea bed.

However, at any time after 5 years, Licensees may give the OGA at least 6 months' notification (in writing) of their intent to dispose of the well samples. The OGA may request that the sample (or some of the sample) is sent to the BGS Core Store (who hold samples on the OGA's behalf). If no such request is made within the 6-month period then the Licensee is free to dispose of the samples as it sees fit.

However, the OGA and other stakeholders (including the Geological Society of London, the Petroleum Exploration Society of Great Britain (PESGB) and Oil and Gas UK) strongly encourage Licensees to first offer this surplus material (and cores in particular) to one or more of the organisations listed in Appendix F).

Licensees are also encouraged to post details of these surplus collections to the NDR and to work with the Geological Society and PESGB to explore other ways of avoiding their destructive disposal.

- Oil samples: For oil samples taken in an exploration, appraisal or development well or any well classed as a discovery, licensees may give the OGA 6 months' notice of their intent to dispose of the samples at any time after completion of their analyses. At any time during this 6-month period, the OGA may request the Licensee to submit a one litre sample to the OGA (or a nominated agent of the OGA). If no such request is received within the 6-month period then the Licensee is free to dispose of the samples as it sees fit.

Licensees taking samples might consider taking a dead (i.e. unpressurised) oil sample at the time of gathering the samples. This will reduce the high cost of transferring the sample from pressurised cylinders, if required to provide a sample to the OGA (or a nominated agent of the OGA).

- Gas samples: Gas samples (such as from wireline formation testers) may be disposed of 5 working days after notification to the OGA of the results of tests and analyses that have been performed on the sample, unless the OGA responds within that period requesting further analysis or the retention of the sample.

All notifications regarding the above can be made by email to the OGA's Technical Data Services inbox (email OGA.TechData@ogauthority.co.uk).

3.4 What is to be retained

A Licensee must retain information and samples pertaining to a licence according to the requirements of the Model Clauses and/or the Retention Regulations as applicable. Where both apply, although the licence places a general requirement on licensees to retain information and samples, the OGA will normally accept that if a licensee complies with the Retention Regulations, the licensee will also be considered to have complied fully with retention requirements in respect of such information or sample under the licence.

The OGA has issued supporting guidance describing the information and samples that a licensee must retain under the Retention Regulations.

New licences do not inherit the information and/or samples or obligations from previous licences that governed the same geographical area. Any obligations are set out in the particular licence and do not attach to the area.

3.5 The OGA's policy on information acquisition in wells

The OGA expects that operators will acquire all necessary information and samples to carry out safe and efficient well operations, to properly evaluate the subsurface and to document and record the engineering activities that take place on a well or wellbore.

The OGA therefore does not specify a minimum information acquisition programme, although it reserves the right to enforce changes or enhancements to a planned programme through the well consents process.

4. Reporting of information and samples

4.1 Licensees' obligation to provide information and samples

Under the terms of the licence, licensees are required to provide information and samples to the OGA. This includes:

- a) Wellbore information. This includes header information normally submitted via Well Operations Notification System (WONS) and information such as log data and reports, acquired or created throughout the entire well lifecycle. For the purposes of MER UK the OGA now wishes to supplement the "basic set" of wellbore information reported in the past with additional information. Examples include: joined well logs and items such as completion reports, abandonment reports, workover reports and other types of engineering reports. Please see Appendix B for a full listing of reportable wellbore information.
- b) Well samples. These include bagged cuttings, slabbed cores and other sample types. Sample types not routinely collected in the past may be requested from operators at licence determination or when disposal notices are issued.
- c) Survey header information and various types of geophysical information.
- d) Production data. Only monthly production data consolidated by field must be provided on a routine basis (via the PPRS) and this now takes place under the requirements of the 2016 Act, but the OGA may also require more detailed production data to be reported (i.e. daily well production data).
- e) Any other information required under the licence not in the above categories.

4.2 Seismic survey header information

Licensees are required to complete a geological survey consent activity log and close-out report within 12 weeks of completion of acquisition of all 2D and 3D seismic surveys. Header information for surveys prior to 2018 (and therefore in the scope of this document) should therefore already have been provided. A copy of this completed form should be submitted to the NDR (<https://ndr.ogauthority.co.uk>), together with the specified navigation data, and the NDR Survey Header submission form. For more details of the survey close-out report process please see Appendix D.

Licensees must also complete a geological survey consent activity log and close-out report within 12 weeks of completion of all baseline 4D seismic surveys (including OBS and OBC). A copy of the completed form should be sent to the NDR as above. Navigation data is required for the initial baseline survey only.

However, it should be noted that from 1 January 2018, survey header information will fall within the scope of the Disclosure Regulations and therefore the OGA will issue a routine s.34 Notice⁶ in respect of such information. Header information from surveys conducted in 2018 and thereafter will therefore not be requested under the applicable licence. However, any missing or supplemental header information from surveys conducted prior to 2018 may still be requested under the terms of the licence.

If such information is requested, licensees should quote the OGA Survey Consent Number or the MAT/SAT reference number for Portal consents via PETS in all correspondence regarding the seismic surveys and in IOGP 'P' Format Headers (as an H2600 ancillary information record).

All seismic survey names must follow the NDR Standard – CCYYSSSSSS, where CC is the licensee's company code (assigned by the OGA), YY is the year acquisition was completed,

SS is the type of survey e.g. 2D and SSSS is the survey identifier. This survey name should be used consistently throughout the dataset.

⁶Please see section 3 of the Reporting and Disclosure Guidance: <https://www.ogauthority.co.uk/media/5353/oga-guidance-on-reporting-disclosure-18-february-2019.pdf>

4.3 Other geophysical surveys

Licensees are required to complete a geological survey consent activity log and close-out report within 12 weeks of completion of all other geophysical surveys, including CSEM and gravity and magnetic surveys.

There is no current requirement to submit navigation data. Licensees are reminded however that data for these surveys must in any case be retained in perpetuity in accordance with their licence terms and conditions. The BGS act as a custodian for such data on behalf of the OGA through their Geovault database (see appendix D).

Licensees may submit non-seismic geophysical data to the BGS (notifying the OGA) and by doing so will be considered to be meeting their retention obligations in respect of such information under the licence to the OGA.

4.4 Site surveys

The Marine Environmental Data Network (MEDIN) continues to collect metadata for site surveys through the geological survey consent activity log and close-out report process (formerly PON 14). The geological survey closeout report requires that a map of the survey area plus boundary co-ordinates is supplied by the 'Current Survey Owner'. BGS, who manage site survey data for MEDIN, also send out a survey header form which must be completed by the 'Current Survey Admin'. It is intended that future versions of this document may cover site surveys in more detail, but it should be noted that all bathymetry and high resolution seismic acquired as part of a site survey should be regarded as information and samples pertaining to the licence and should be retained.

4.5 Updating well and seismic survey header information

Updates to well header information must be performed through WONS. The updates are then transferred automatically to the NDR, and to other relevant OGA systems. If a required update cannot be made through WONS, the OGA Information Management team should be contacted for assistance at: wons@ogauthority.co.uk.

Seismic survey header information is maintained within the NDR itself. Licensees should make any required updates directly in the NDR. Guidance in making these updates may be obtained as advised through the 'Help' links within the NDR.

4.6 Well information to be submitted directly to the OGA via the NDR

Well information created or otherwise obtained more than six months after the regulatory completion date must be provided to the NDR no later than six months after it is created or obtained by the licensee.

Information and samples newly created or acquired for wellbores that have previously been disclosed under the terms of the licence will also be disclosed under the terms of the licence. For instance, a workover or abandonment report for a production well that had reports and logs disclosed 4 years after its regulatory completion date may be disclosed immediately it is reported.

The types of well information that must be reported, and the form and manner in which that reporting should take place, are set out in Appendix B.

4.7 Well samples

Geological samples arising from a wellbore must be reported to the BGS, who curate petroleum-related samples on behalf of the OGA, at their National Geological Repository (NGR). In practice therefore, reporting of samples will be direct to the BGS.

Slabbed cores and washed and dried drill cuttings should be routinely reported for wells in the scope of the licence. However, the OGA may request other types of sample under the licence terms including:

- core plugs
- sidewall cores
- micro-palaeontological microscope slides and preparations
- thin sections prepared from core, micro-palaeontological or other samples
- polished sections prepared from core, micro-palaeontological or other samples
- grain mounts taken from core, micro-palaeontological or other samples

As wellbores completed in 2018 or later will be governed by the Act, and Regulations reporting of samples under the licence will increasingly only be required either following receipt of a disposal notice from the licensee or in response to a specific request from the OGA.

The types of sample that must be reported, and the form and manner in which they are to be reported (including how they are to be packaged for transport) are detailed in Appendix C.

At the present time, fluid and formation water samples will only be requested exceptionally, in association with a specific request. Retention and disposal of fluid samples is covered by section 3.3.

4.8 Geophysical surveys

Seismic data, together with the associated navigation data, observers' logs, acquisition and seismic processing reports (including velocity data) and results of gravity, magnetic and other geophysical surveys) must be reported as described in Appendix D.

Seismic trace data must be delivered to the NDR on physical media, as specified in the form and manner requirements in Appendix D. Documents and reports must be loaded directly to the NDR by the licensee.

All data and documents to be routinely reported must be provided to the NDR within 6 months of the date of completion of processing of the survey. Data and documents arising from reprocessing projects must be provided to the NDR within 6 months of the date of completion of reprocessing.

4.8.1 Seismic field and pre-stack data

Whilst seismic field and pre-stack data from proprietary surveys is to be routinely reported under the provisions of the 2016 Act for surveys acquired after 1st January 2018, this is not presently the case for proprietary surveys acquired prior to that date.

The OGA will consider, on a case by case basis, whether to require proprietary data field or pre-stack data from these surveys to be reported to it, via the NDR, under the terms of the licence. Any party wishing to request field or pre-stack data can consider using the NDR 'Seismic Data Loading Request' function within the seismic area of the NDR.

In the meantime however, where the OGA does not require the reporting of this data, licensees are encouraged to share their seismic field and pre-stack data with the requesting party.

4.8.2 Non-routine data requirements

The OGA retains the right under the licence and, for current licensees, under the 2016 Act to request other information and samples required to perform its business functions. For instance, information about the geology and subsurface (such as reservoir and multi-well studies, geological and reservoir models) that has not routinely been requested under licence powers. Likewise, the OGA may request daily well production data for fields that have permanently ceased production prior to 2018.

The OGA may in future request this information on a case by case basis for determined licences. When requested, it should be supplied within 4 weeks, or as otherwise specified within the relevant reporting request. Examples include:

- daily production data from individual wellbores for fields that have permanently ceased production;
- other specified licence information created or acquired by a licensee in relation to the licence area, such as multi well studies, reservoir simulation models and geological models.

4.9 Commercial seismic data

Commercial seismic datasets (i.e. those arising from geophysical surveys shot by holders of exploration licences and other than by or on behalf of a production licensee) are not required to be routinely reported under the licence. The OGA will request any legacy commercial datasets as and when required.

The OGA intends to publish supplemental guidance on the reporting and disclosure of geophysical information of this nature under licences and under the 2016 Act and the Disclosure Regulations.

5. Disclosure of information and samples

5.1 The OGA's right to disclose licence information

Under the terms of the licence, the OGA has a right to disclose information and samples that it has received after the expiry of a specified period of confidentiality. Certain summary information may be disclosed immediately after receipt by the OGA. Other information must be kept protected for a period of months or years before disclosure is permitted. Some information can be disclosed immediately after licence determination.

The prescribed confidentiality periods under the licence are generally:

- 4 years for licences awarded in licensing rounds 1 to 19 inclusive; and
- 3 years (or earlier if the licence is determined) for licences awarded in subsequent licensing rounds.

The OGA is not required to disclose any information and may elect not to do so for its own reasons (for example, in support of MER UK, or in relation to matters of national security). Licensees may also make representations to the OGA against disclosure, by writing to the OGA at OGA.TechData@ogauthority.co.uk

The applicable confidentiality period for information obtained by the OGA depends on the power used by the OGA to obtain it, and (for information obtained under a licence) the licence under which the information was reported.

5.2 How to obtain disclosed licence information

Information disclosed by the OGA will generally be available to download from the NDR, where practical, or to order (for a fee to cover media, handling and delivery) where necessary, or where preferred.

In the case of samples, these are made available for inspection by the BGS at their inspection facilities.

5.3 Wellbore data collection and disclosure

Reporting and disclosure of well data will be carried out through the NDR.

Please see Appendix B below.

5.4 Seismic data disclosure

Disclosure of proprietary seismic data will be made via the NDR. Post stack volumes (together with any associated documentation) if not already present in the NDR may be requested by the OGA and made available in the NDR. Field data may be requested by the OGA on a case by case basis and made available (subject to applicable handling charges) on physical media.

Disclosure of commercial seismic data will be the subject of separate supplemental guidance.

The OGA has a large collection of hardcopy 2D seismic sections, collected up until 1992. Scanned images and vectorised SEG-Y data from these sections continue to be available through CGG Services UK Ltd (<https://geostore.cgg.com>), which acts as the OGA's agent for this particular information.

5.5 Disclosure of CSEM, gravity and magnetic data

Disclosure of these geophysical data types will occur through Geovault (see Appendix D).

6. Communication between the OGA and licensees

6.1 Information and samples coordinators

Up-to-date contact information is essential for efficient communication with licensees, and the OGA requires companies to proactively provide it. Under section 35 of the 2016 Act, holders of current licences have a statutory obligation to appoint an 'Information and Samples Coordinator' (ISC), and to notify the OGA of that person's name and contact details.

For more information on ISC's please refer to the Information and Samples Coordinator Guidance⁷.

6.2 PON 9 coordinators

While the information and samples requirements of the 2016 Act apply only to current licences, the terms of the licence itself remain applicable, whether the licence is extant or determined. Accordingly, the OGA requires licensees to provide a point of contact to coordinate compliance on information and samples requirements applicable after the licence has come to an end. This function may be undertaken by an ISC if the company is required to have one under the 2016 Act (i.e. remains a licensee in extant licences). Otherwise the organisation should appoint a 'PON 9 coordinator' to engage with the OGA on all PON 9 compliance matters, including (but not limited to):

- Compliance with well and seismic survey naming standards;
- Correct well and seismic survey ownership within the NDR;
- Confirmation of completeness of information submission to the OGA; and
- Future PON 9 consultation and review.

6.3 How to nominate a PON 9 coordinator

Functional contact details (a generic email and company postal addresses, direct company telephone number) for the nominated PON 9 coordinator must be sent to the OGA by email to ISC@ogauthority.co.uk

The licensee must advise the OGA directly and promptly of any subsequent changes in the identity or contact details of the PON 9 coordinator (and/or ISC). The OGA's policy on dealing with personal information and its privacy policy is available on the OGA's website.

The PON 9 Coordinator may also act as the ISC for the licensee, if the licence is extant, and the same person may act as PON9 Coordinator/ISC for multiple licences held within a company group, if desired, to enable efficient and effective dialogue on all information and samples issues.

⁷ https://www.ogauthority.co.uk/media/4221/171002_oga-guidance-on-information-and-samples-coordinators.pdf

7. Relief from obligations

7.1 Transfer of obligations for licence data

The transfer of licence interests to a new licensee requires the OGA's consent and this is conditional on an assignment being executed in a form approved by the OGA. This form (a deed of assignment or appropriate wording as set out in the LOGIC Execution Deed) ensures that all obligations and liabilities are legally transferred, including in respect of data ownership.

Additionally, under section 31 of the 2016 Act the OGA now requires an Information and Samples Plan (ISP) in relation to certain licence events, including a transfer of rights under a licence. An ISP may provide for either the continued retention of information and samples by the licensee or its storage. Guidance on ISPs is available on the OGA website⁸.

A new licensee is responsible for data provision upon completion of the transfer of the licence interest and should therefore ensure that all well and geophysical records and physical samples are accounted for when an asset is transferred.

Licensees who acquire wells and surveys through the transfer of rights in a licence should advise the NDR by using the Change of Well Ownership form and the Change of Seismic Ownership form available from the Data Submission page on the NDR. The OGA will confirm these transfers with the transferor's ISC or PON 9 Coordinator before the ownership change is updated in the NDR. In the case of WONS, the OGA will also update well ownership. The change of ownership should be notified to the NDR as soon as the transfer becomes effective.

7.2 Hardcopy seismic

Where seismic sections for 2D surveys have been reported to the BGS (acting on the OGA's behalf), the licensee is relieved of its licence obligations to retain these sections. The existence of a single hardcopy section, for a particular 2D line in the BGS collection, in one of the approved processed versions at an approved vertical and horizontal scale (as specified in NDR Standard CS-17 available from the NDR website <https://ndr.ogauthority.co.uk/>), will be sufficient to relieve the licensee of its licence obligation to retain all processed versions and scales that it holds for that line.

Where a seismic section for a particular 2D survey/line (or part-line) does not exist in the BGS collection, the licensee which is the current survey owner for the 2D survey to which the line (or part-line) belongs, may (if it wishes) create a scanned image in the prescribed form (as specified in NDR Standard CS-17) of a qualifying process and scale version (refer to NDR Standard CS-17) and submit this image to the NDR.

⁸ https://www.ogauthority.co.uk/media/4222/171002_oga-guidance-on-information-and-samples-plans.pdf

8. Definition of terms used in this document

Term	Description / Definition
2016 Act	Energy Act 2016
2018 Regulations	Retention Regulations and Disclosure Regulations
Act and Regulations	2016 Act and 2018 Regulations
BEIS	Department for Business Energy and Industrial Strategy
Commercial seismic	Information relating to a geophysical survey carried out by or on behalf of the holder of an exploration licence; sometimes referred to as 'speculative' or 'multiclient' seismic
Disclosure Regulations	The Oil and Gas Authority (Offshore Petroleum) (Disclosure of Protected Material after Specified Period) Regulations 2018
Exploration licence	An offshore licence which confers on the holder of that licence the right to search for petroleum
Information and Samples Coordinator or ISC	As defined in Section 35 of the Energy Act 2016
Information and Samples Plan or ISP	As defined in Section 35 of the Energy Act 2016
IOGP	International Association of Oil and Gas Producers. The IOGP Surveying and Positioning Committee completed a revision of P formats and the P1/11, P2/11 and P6/11 formats were published at the end of 2012. The IOGP are also custodians of legacy positioning formats, including UKOOA P1/90, UKOOA P6/98 and UKOOA P7/2000 which are referred to later in this document
Licence	An exploration licence or a production licence
Licensee	A person who holds a licence
MEDIN	The Marine Environmental Data and Information Network, co-sponsored by BEIS. MEDIN collects marine data including site surveys
MER UK	The principal objective – of maximising the economic recovery of UK petroleum – set out in section 9A of the Petroleum Act 1998, together with obligations on the OGA and industry to comply with the OGA's strategy for enabling the principal objective to be met
NDR	The OGA's National Data Repository, to which well, survey, and other information may be reported in fulfilment of a licensee's reporting obligations, and from which licensees, the OGA, and the general public may obtain that information, either by specific entitlement, by right as the regulator, or once publicly disclosed
NDR Survey Header	Header information for a geophysical survey reported to the NDR comprising of the survey identifier and other information about the survey derived from the close out process

Term	Description / Definition
OGA	The Oil and Gas Authority
PETS	BEIS's Portal Environmental Tracking System (part of the BEIS Energy Portal). This is BEIS's system for tracking environmental reporting and issuing permits to work
PON 9 coordinator	Nominated by a licensee to co-ordinate that company's compliance with the requirements of PON 9. See also ISC
PON 14a	The former application to carry out a marine survey, now replaced with an online application in the OGA Energy Portal
Production licence	A licence to search and bore for, and get, petroleum
Proprietary seismic	Information relating to a geophysical survey carried out by or on behalf of the holder of a production licence
Regulatory completion date	See note 7 to Appendix B
Reporting and Disclosure Guidance	The OGA's Reporting and disclosure of Information and Samples Guidance which can be found here: https://www.ogauthority.co.uk/media/5353/oga-guidance-on-reporting-disclosure-18-february-2019.pdf
Retention Regulations	The Oil and Gas Authority (Offshore Petroleum) (Retention of Information and Samples) Regulations 2018
s.34	Section 34 of the Energy Act 2016
Samples	A specific class of licence data including well and seabed cores, cuttings, fluid and gas samples
SATS	Subsidiary Application made under BEIS's Portal Environmental Tracking System (PETS) for e.g. geological surveys
Slabbed core	A continuous vertical section comprising at least the width of the core that will allow standard poro-perm plugs to be taken
WONS	Well Operations Notification System (WONS), accessed via the OGA Energy Portal, is an application that supports a digital well consenting process. It also allows operators to notify the OGA of operations on wells and for the OGA to issue official well numbers. (Also used to supply updated well header info)

Appendix A: Address details for information submission

This section provides all shipping addresses needed for submission of licence data

A.1 Shipments to the OGA/BGS

Cores and cuttings

National Geological Repository

British Geological Survey
Environmental Science Centre
Nicker Hill
Keyworth
Nottingham
NG12 5GG

Tel. 0115 936 3228/3413

Email: kwcorestore@bgs.ac.uk

A.2 Shipments to NDR

Seismic and well data

UK National Data Repository

c/o Schlumberger Software Integrated Solutions
NDR Helpdesk
Peregrine Road
Westhill Business Park
Westhill
AB32 6JL

Tel. 01224 755555

Email: ndrhelp@slb.com

Gravity, gradiometry, magnetic and controlled source electromagnetic data

Geovault

c/o BGS
British Geological Survey
Environmental Science Centre
Nicker Hill
Keyworth
Nottingham
NG12 5GG

Email: nhda@bgs.ac.uk

n.b. this intentionally directs to the NHDA inbox

Appendix B: Reporting of well information

Well information previously included in the “basic set” (i.e. the minimum reported content of various well reports, logs and other data defined in previous versions of this document) should, in theory, have already been reported. The OGA will determine where there are gaps in collections for particular wells and will be requesting information under licence powers where necessary. However, in addition to the “basic set” and to align with its requirements under the Energy Act (and for the benefit of MER UK) the OGA intends that information relating to the entire well lifecycle should also be reported. This includes data as follows:

Table 2: Reporting of well information

Type	Remarks	NDR standard 8 (formerly CS8) code	Form and manner	Reported by
Authority for expenditure, partner consents, etc	Documentation to be reported. A summary in the Operator's End of Well Report would be adequate	PRE_PROP (closest match), PRE_GEN	Documents: PDF/A with machine readable text	6 months after the date of completion of the well as recorded in WONS (should therefore have already been reported if included in "basic set" set out in previous versions of this document) Information arising from subsequent well activity should be reported no later than 6 months after it was created
Geological/well proposals	Providing basic details of well location, seismic structure, basic well evaluation, mud programme and well evaluation plan. May otherwise be included in geological and/or drilling programme	PRE_PROP	Digital deviation data: IOGP P7/2000	
Geological programme	Describing the full structural geological setting, cross sections, stratigraphic column, well evaluation programme – (including coring, logging (wireline/LWD/MWD), mud logging etc.), pore pressure and temperature profiles and other information from geological models, etc. Basic details of contractors, the well operator, and equity partners must also be reported. Alternatively, this may be included in drilling programme	PRE_GPROG	Digital log data: LAS or DLIS format Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)	
Drilling/ operations programme	Describing the planned design of the well/wellbore such as drill bit diameters, casing types, shoe depths, kick-off points, deviation, plug depths etc. May be combined with the geological programme, above. For non-drilling operations, a similar level of appropriate information for the type of activity is required	PRE_DPROG		
Site survey	Report on rig site conditions, shallow gas, other hazards, bathymetry for the proposed well. Information arising from 2D shallow seismic surveys must be reported as specified in the geophysics section	PRE_SITE		
Rig positioning report (for mobile unit)	Documents the actual siting of the rig	PRE_MOVE		
Daily (operations) reports	May be reported as separate reports, or included in contractor daily operations reports. Full reports must be reported in addition to any summary included in the end of well report	DRILL_HIST (closest match)		
Definitive deviation survey	The final, definitive deviation survey as approved by the well operator on behalf of the other licensees, including the finalised deviation survey data used as a positional reference for all the other data that requires positional referencing, and associated reports (including the deviation survey end of well report)	DRILL_DEV (report), WDD_FILE (digital file)		

Type	Remarks	NDR standard 8 (formerly CS8) code	Form and manner	Reported by
Casing/cementing end of well report	Full reports must be reported in addition to any summary in the operator's end of well report	DRILL_HIST, DRILL_GEN	Documents: PDF/A with machine readable text	6 months after the date of completion of the well as recorded in WONS (should therefore have already been reported if included in "basic set" set out in previous versions of this document) Information arising from subsequent well activity should be reported no later than 6 months after it was created
Mud contractor end of well report	Full reports must be reported in addition to any summary in the operator's end of well report	DRILL_GEN	Digital deviation data: IOGP P7/2000	
LWD/MWD end of well report	Full reports must be reported in addition to any summary in the operator's end of well report	DRILL_MWD	Digital log data: LAS or DLIS format	
Mud logging end of well report	Report typically includes expected prognosis, drilling dynamics data, lithology and provisional formation tops, and includes associated logs (formation evaluation, ditch gas, temperature, pressure evaluation, etc.)	DRILL_MUD	Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)	
Core operations report	Report from the coring contractor. Alternatively, may be included in the operator's end of well report	CORE_GEN		
Biostratigraphy, palynology, and palaeontology reports	Typically provided by the contractor. Includes reports on palaeontological and palynological analysis activities, interpretations and conclusions. Will include zones, species listings and range charts, and includes report from wellsite services, where available	GEOL_BIO		
Geochemistry report	Typically provided by the contractor. Includes details of methodology, results, and interpretations	GEOL_CHEM		
Conventional core analysis report and core photos	Typically provided by the contractor. Details of conventional core analysis activity and results. Includes lithological descriptions, porosity, permeability, saturations, matrix densities, and core photos, typically referenced using driller's depths	CORE_CCA		
Special core analysis (SCAL) report	Special core analysis performed on preserved samples, including relative permeability data, capillary pressure test data, any other contractor derived data and results	CORE_SCAL		
Sedimentology, petrography, and petrology	Reports detailing rock properties determined by logging and/or facies descriptions of core	GEOL_SED		
Pressure, volume, temperature (PVT) and other fluid analysis	Details of measurement of phase behaviour and pressure/volume /temperature of reservoir fluids, as typically performed on samples from wireline well testing e.g. MDT, or drill stem testing	TEST_FLUID, TEST_PLT		

Type	Remarks	NDR standard 8 (formerly CS8) code	Form and manner	Reported by
Contractor well testing reports	Reports arising from drill stem tests or equivalent	TEST_GEN, TEST_DST	Documents: PDF/A with machine readable text	6 months after the date of completion of the well as recorded in WONS (should therefore have already been reported if included in “basic set” set out in previous versions of this document) Information arising from subsequent well activity should be reported no later than 6 months after it was created
Other bespoke contractor reports (engineering, geological, geophysical, petrophysical)	Other specialist reports provided by various contractors, e.g. chemostratigraphy, goniometry on cores, etc	ENG_GEN, GEOL_GEN, CORE_GEN, GEOL_PPHYS, GEOL_DIP	Digital deviation data: IOGP P7/200 Digital log data: LAS or DLIS format	
Open hole wireline	Images and digital data arising from all logs run (includes gamma ray, sonic, density and neutron logs). All logs recorded using wireline, slickline, TLC pipe conveyed or coiled tubing tool conveyance methods	LOG_WIRE (images), DWL_WIRE (digital)	Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)	
Core data curves	Including core gamma ray. Typically referenced to driller's depths, and used to adjust cores to log depths on the composite log	LOG_CORE		
Cased hole and tubing wireline	Images and digital data arising from all logs run (includes cement bond logs, perforation logs and slickline logs)	LOG_CASE		
Well test/ formation test logs	Logs arising from formation testing tools (e.g. PLT, RFT, TDT, MDT etc.). May include details of samples collected	LOG_TEST (images), DWL_TEST		
Composite well logs	Image log with full well header information, showing all primary wellbore measurements, including: formation tops, chronostratigraphy, lithostratigraphy, lithologies, selected log curves, DST intervals (with summary results), cored intervals (depth shifted), sidewall cores, formation tester results, background gas, hydrocarbon shows, casing/liner depths, deviation data, measured 2 way times to formation tops	LOG_COMP		
Joined well logs	Joined set of digital log curves spliced together over full depth range of wellbore. Typically used for correlation purposes it will be the most accurate and complete record of the main log measurements such as sonic, density, neutron and resistivity. Information on the processing of well logs, including a full audit trail, must also be reported	JWL_FILE, JWL_AUDIT		

Type	Remarks	NDR standard 8 (formerly CS8) code	Form and manner	Reported by
Computer processed interpretations (CPI)/ petrophysical data log	Spliced, environmentally corrected log curves for use in petrophysical interpretation. Will normally be specialist curves not normally included in a standard composite log. Associated audit trails should also be reported	LOG_CPI	Documents: PDF/A with machine readable text	6 months after the date of completion of the well as recorded in WONS (should therefore have already been reported if included in "basic set" set out in previous versions of this document) Information arising from subsequent well activity should be reported no later than 6 months after it was created
Borehole seismic data	Includes reports, logs and digital data obtained as part of VSP profile, offset VSP, Velocity survey etc. All sonic/velocity and two-way time (TWT) logs including calibrated sonic and density logs and any derived calculations. Synthetic seismograms	GPHYS_VSP, GPHYS_QCVSP, GPHYS_CSHOT, LOG_VEL, LOG_SEIS, VSP_FILE, VSP_SEGY, CSHOT_FILE	Digital deviation data: IOGP P7/2000 Digital log data: LAS or DLIS format Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)	
LWD/MWD log data	Data and measurements collected while drilling	LOG_MWD (images), DWL_MWD (digital)		
Borehole imaging data	Includes dipmeter logs, borehole televiewer images, etc.	LOG_DIP		
Wellsite lithology log	As provided by the wellsite geologist	LOG_LITH		
Wellsite core logs	Core descriptions as provided by the wellsite geologist	LOG_CORE		
Operator's end of well report	Also known as the drilling report, end of well report or end of job report. Includes summaries of all contractor activities, and is generated at the end of each well lifecycle activity. Multiple reports may exist for a single well / wellbore. Typically includes: LWD/MWD/mud/mud logging/casing/cementing/surveys/etc. plus final well schematic, lessons learned, cementing, mud logging summary, QC reports, well examiner certificate, and barrier pressure test/leak off test summary. May contain a summary of daily drilling reports.	WELL_COMP; also referencing ENG_GEN, ENG_PROD, ENG_COMPS, ENG_ABAND, DRILL_HIST, DRILL_GEN depending on content		
Abandonment reports	all abandonment reports (including intermediate abandonments that occur as part of suspension operations) must be provided even if included in Operators End of Well Report	ENG_ABAND		
Operator's geological end of well reports	Includes final formation tops, stratigraphy, logging summary, coring summary, core depth shifts (driller to logger) where relevant. Samples collected, and fluid descriptions. Perforated intervals. Studies conducted. Formation pressures and gradients from formation pressure logs. May contain petrophysical interpretation with audit trail	GEOL_GEOW		

Type	Remarks	NDR standard 8 (formerly CS8) code	Form and manner	Reported by
Operator's petrophysical end of well report	Petrophysical interpretation with audit trail if not included as part of the geological end of well report	GEOL_PPHYS	Documents: PDF/A with machine readable text	6 months after the date of completion of the well as recorded in WONS (should therefore have already been reported if included in "basic set" set out in previous versions of this document)
Perforation and reperforation reports and logs	Report on perforating and perforated or reperforated intervals	LOG_CASE, ENG_COMPS	Digital deviation data: IOGP P7/2000	
Well schematic	The final (or most current) well schematic for the well as included in the drilling programme (as-is and planned) and in the end of well report, as submitted to WONS	ENG_ABAND	Digital log data: LAS or DLIS format	
Seabed clearance certificate	A seabed clearance certificate may be applicable to more than one well. Normally included in the end of well report or abandonment report and also provided to WONS		Photographs: JPEG, PNG, or multi-page PDF (please see note 8 below)	

Notes

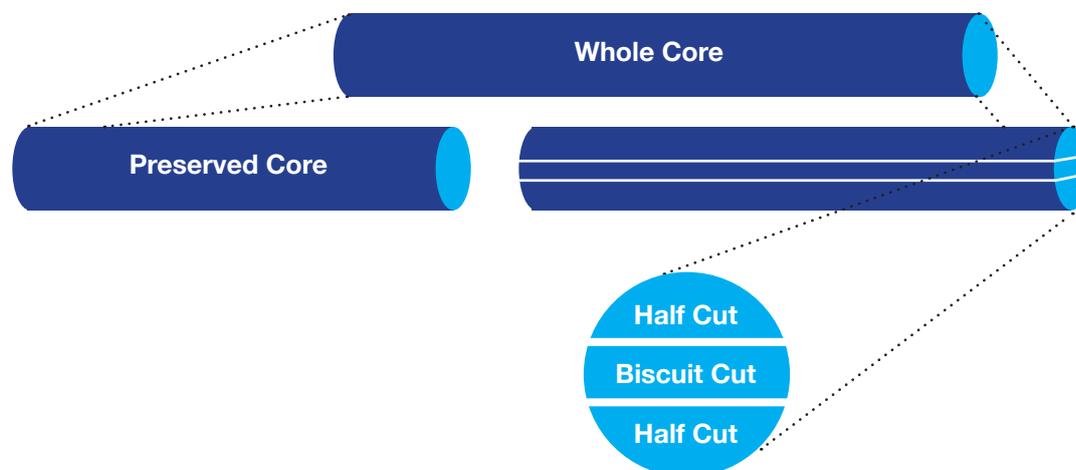
- All documents and data submitted for wellbores drilled after 1st January 2006 are expected to be in machine readable digital format. Scanned images of documents and data are accepted only for wells drilled prior to that date, and only where the master digital version is no longer available.
- All documents and data are to be submitted online to the NDR. Submission on physical media is not permitted, except by prior arrangement.
- Documents submitted in PDF/A format must contain machine readable text, rather than scanned images of text.
- Where a series of wellbores are drilled in quick succession from the same surface location they must be reported within 6 months of the regulatory completion date of the last wellbore before the rig permanently leaves location.
- For an explanation of the NDR/CS8 standard please see here (<https://cdal.com/index.php/data-regulations/>)
- For well log curve joining standard please see NDR/CS5 <http://cdal.com/wp-content/uploads/2015/09/CS-5-Curve-Joining-Standard-Aug-2010.pdf>
- Regulatory Completion Date is defined as the date a wellbore, having reached its target is first left in one of the following mechanical states following drilling:
 - Completed for Production (Completed – Shut in, or Completed – Operating) – the date that perforation and setting of tubing and packers is finished and the wellbore is ready to flow, or;
 - Permanently Abandoned (Abandoned Phase 3 – AB3) - the date that the well (i.e. including all connected wellbores), on completion of operations, is left in such a condition that the open hole is plugged and sealed such that it may not be re-entered (in general this will involve the cutting and retrieval of casing strings, removal of all drilling mud and similar fluids, permanent sealing of the wellhead and removal of the well origin with no components remaining at surface) or;
 - Suspended (Abandoned Phase 1 – AB1, Abandoned Phase 2 – AB2, or Plugged) - the date that the wellbore is either abandoned downhole or temporarily plugged so that it may be re-entered at a later date. If the well is suspended before the target has been reached, the OGA will agree the appropriate Regulatory Completion Date with the Licensee through the consenting process
 - In the case of a series of sidetrack wellbores drilled in succession the regulatory completion date for a parent well will be taken as the kick-off date of the subsequent sidetrack unless the OGA is notified to the contrary
- Where photos (i.e. core photos) are submitted they should have a minimum resolution of 300ppi (pixels per inch). jpeg2000, RAW or bitmap files preferred.

Appendix C: Reporting of samples

Table 3: Samples to be reported

Type	Description	Form and manner comments	Reported to	Reporting notes
Conventional cores	Slabbed core	A complete longitudinal section comprising at least one quarter of the core from exploration wells and one half of the core from development wells. If the core diameter is less than 7.6 cm (3 inches) the OGA collection at the NGR should also receive at least one half of the core from exploration wells Please see figure 2 - explanatory diagram and note on core boxes below	The National Geological Repository British Geological Survey Keyworth Nottingham NG12 5GG	Routinely reported no later than 6 months from the date of completion of the wellbore (the "regulatory completion date") as recorded in WONS NB Slabbed core should therefore already have been reported for wellbores in the scope of PON 9
	Resinated core	Thin resinated slab to facilitate description	As above	Not routinely reported but:
	Core plugs	Generally 1-2" long plugs for poroperm analysis		i. may be required to be reported on licence determination (full or partial) as agreed with the OGA in an information & samples plan (ISP) or;
	Plug trims	Trimmed sections used for biostratigraphy etc.		ii. OGA will request on a case by case basis (requests may be issued in response to a disposal notice)
	SCA/preserved samples (full core width)	SCALS - waxed, flaked in brine or Oil Based Mud (OBM) etc.		

Type	Description	Form and manner comments	Reported to	Reporting notes
Drill cuttings	Washed and dried	Minimum 100g to be reported where collected from each sample	As above	Routinely reported no later than 6 months after the date of completion of the wellbore as recorded in WONS NB washed and dried cuttings should therefore already have been reported for wellbores in the scope of PON 9
	Unwashed samples	Bagged samples		Not routinely reported but: i. may be required to be reported on licence determination (full or partial) as agreed with the OGA in an information & samples plan (ISP) or;
	Geochemical samples	Tinned unwashed cuttings, with bactericide added, normally stored inverted		ii. OGA will request on a case by case basis (requests may be issued in response to a disposal notice)
Thin sections and grain mounts	Micropalaeontology and palynological slides and preparations	All those prepared	As above	As above
	Thin sections	Petrographic thin sections		
	Polished sections	Petrographic polished sections		
	Grain mounts	Resin mounted grains for used for further analysis		
Fluid samples	Oil samples	Non-pressurised. No more than 1 litre	As above	As above
(DST/MDT etc.)	Formation water samples	No more than 1 litre		
	Gas samples			

Figure 2: Explanatory diagram of main core cuts

Metadata for submitted samples

The metadata for every box of samples submitted to the National Geological Repository must be included in a summary spreadsheet, an example of which is given in Figure 3 below. All boxes in an individual delivery from a single source wellbore should be included in one spreadsheet. Boxes should be grouped by sample type/set code and then arranged in ascending box number order. Boxes from several wellbores may be included in the same spreadsheet, provided that they will be delivered together. Spreadsheets should be emailed in advance to kwcorestore@bgs.ac.uk and copied to OGA.TechData@ogauthority.co.uk with notification of estimated delivery time.

Figure 3: Sample metadata

Box No.	Licence	Top Depth	Base Depth	Units	Core Run no.	Material Type Code/Name	Set Code/Number	Source Well Name	Comments
1	P1632	13040	13043	Imperial	1	1/2 Core		13/25- 1	
2	P1632	13043	13046	Imperial	2	1/2 Core		13/25- 1	
3	P1632	13046	13049	Imperial	3	1/2 Core		13/25- 1	
4	P1632	13049	13052	Imperial	4	1/2 Core		13/25- 1	
5	P1632	13052	13055	Imperial	5	1/2 Core		13/25- 1	
1	P473	2933	3180	Metric		WSCT	D3	49/21g- 11	92-104g 10m Intervals
2	P473	3180	3410	Metric		WSCT	D3	49/21b- 11	92-104g 10m Intervals
3	P473	3410	3670	Metric		WSCT	D3	49/21g- 11	92-104g 10m Intervals
4	P473	3670	3910	Metric		WSCT	D3	49/21g- 11	92-104g 10m Intervals
5	P473	3910	4046	Metric		WSCT	D3	49/21b- 11	92-104g 10m Intervals
6	P1632	5280	7440	Imperial		WSCT	B	9/02b-A4	55-74g 30ft Intervals
7	P1632	7440	9912	Imperial		WSCT	B	9/02b-A4	55-74g 30ft Intervals
8	P1632	9912	13091	Imperial		WSCT	B	9/02b-A4	55-74g 30ft Intervals

Further examples of sample template spreadsheets may be downloaded from the links accessed from the NGR section of the BGS website⁹.

Copies of any core photographs, referenced to the driller's depth should also be submitted with the above accompanying metadata (see also Well Information in Appendix B above).

⁹ <https://www.bgs.ac.uk/data/NGR/home.html>

Packaging instructions and core box specification

Conventional cores shall be delivered in solid, rigid boxes made from 1.8mm thick acid free card, kraft lined both sides, with heavy duty brass staples. Boxes must have separate full depth lids; tray and sleeve construction is not acceptable. The following sizes (millimetres) are allowable:

- 1000 x 100 x 100
- 1000 x 75 x 75
- 1000 x 100 x 50
- 1000 x 120 x 60

All boxes shall be permanently and clearly marked with the following information (printed self-adhesive labels are acceptable):

- Box number (numbered sequentially downwards from the top)
- Top depth
- Base depth
- Units (Imperial or Metric)
- Core run number (if applicable)
- Material type code or name (WSCT = washed cuttings)
- Set code (if applicable - i.e. the set of cuttings being supplied)
- OGA wellbore name

Twin runs in a single box are acceptable if separated by a cardboard divider. Any empty spaces should be packed with “Plastazote Foam” or card blocks and crumpled acid-free tissue should be added over the core to ensure no movement occurs during transportation.

All boxes should be labelled on the visible end, and the core, samples or cuttings within should “young” away (i.e. get shallower) from the viewer. Boxes should be numbered from the top of the well downwards.

Cuttings should be packed in good quality leak proof bags or high-density polythene containers. These should be packed in 1000mm x 100mm x 100mm boxes.

It should be noted that the cost of any resubmission or re-boxing of samples required due to failure to comply with these instructions, shall be borne by the relevant person. **Any boxes that exceed the standard dimensions by more than 5mm in any direction will be automatically rejected.**

Appendix D: Reporting of geophysical information

Type	Remarks	Report category	Form and manner	Reported by
Field data				
Recorded trace data	Including source signature, where available		SEG-D rev 3.1 (little endian, IEEE 9058) to be provided on 3592 format tapes (two identical copies) or on a USB 3-connected storage device. Data in earlier SEG-D versions and in SEG-A, B, or C formats may exceptionally be accepted by agreement	<p>Proprietary surveys: OGA will request on a case by case basis</p> <p>Commercial surveys: OGA will request on a case by case basis</p>
Group formed or final field produced	Where partial processing has occurred during acquisition. Including de-ghosted data		SEG-Y rev 2 (little endian, IEEE floating point) preferred; SEG-Y rev 1 may be accepted exceptionally. To be provided on 3592 format tapes (two identical copies) or on a USB 3-connected storage device	
Nav-seis merge data	Source/receiver navigation data assigned to CMP positions			
Pre-stack data				
Pre-stack time migrated data	Raw and final PSTM gathers		SEG-Y rev 2 (little endian, IEEE floating point) preferred; SEG-Y rev 1 may be accepted exceptionally	<p>Proprietary surveys: OGA will request on a case by case basis</p> <p>Commercial surveys: OGA will request on a case by case basis</p>
Pre-stack depth migrated data	Raw and final PSDM gathers			
Stacking and migration velocities	As used in depth migration processing		SEG-Y Rev 1 or ESSOV2 on a USB 3-compatible storage device	

Type	Remarks	Report category	Form and manner	Reported by
Post-stack data				
Final migrated stack	The final migrated stack after full pre-stack processing		SEG-Y rev 2 (little endian, IEEE floating point) preferred; SEG-Y rev 1 may be accepted exceptionally To be provided on a USB 3-connected storage device. May be accepted on 3592 format tape by agreement	Proprietary surveys: No later than 6 months after processing (if not already reported in accordance with previous versions of this document) Commercial surveys: OGA will request on a case by case basis
Final migrated stack after full pre-stack and post stack processing	Includes angle and offset stacks			
All other post stack depth migrated volumes	Includes post stack time migrated volumes if created			
Post stack time migrated volumes	If created as part of a PSDM project			

Positional data				
Positional data	Includes raw navigation, source-receiver navigation, final processed navigation, bathymetry data, and 3D survey bin grids		Raw navigation: IOGP P2/11; processed navigation: IOGP P1/11; bin grids: IOGP P6/11 format. Earlier IOGP / UKOOA formats may exceptionally be accepted by agreement To be provided on a USB 3-compatible storage device	Proprietary surveys: No later than 6 months after processing (if not already reported in accordance with previous versions of this document) Commercial surveys: OGA will request on a case by case basis Other: OGA will request on a case by case basis

Reports				
Acquisition, including QC reports	Reports detailing the acquisition and quality checking of seismic surveys, including weekly reports and the final deliverables or outputs from surveys. These include shot point base maps and maps showing the full fold of coverage	Acquisition report	PDF/A, including machine readable text. Scanned images in PDF or TIFF format may exceptionally be accepted by agreement To be submitted online to the NDR. Not accepted on physical media	Proprietary surveys: No later than 6 months after processing (if not already reported in accordance with previous versions of this document) Commercial surveys: OGA will request on a case by case basis
Field tape listings		Field QC output listing		
Observers logs		Observers logs		
Processing reports	Information on processing system and sequence, final products, input data etc.	Processing reports		
Navigation reports		Navigation reports		
Navigation QC reports		Navigation QC reports		

Type	Remarks	Report category	Form and manner	Reported by
Gravity and magnetic				
Gravity and magnetic	All raw and processed and gridded data	N/A	Data type submitted to Geovault (see notes below)	<p>Proprietary surveys: No later than 6 months after processing (if not already reported in accordance with previous versions of this document)</p> <p>Commercial surveys: OGA will request on a case by case basis</p>
Electromagnetic	Field data (both raw and calibrated), time series data, magnitude and phase data, traces (transient CSEM) and impedance tensor (MT)	N/A	Data type submitted to Geovault (see notes below)	<p>Proprietary surveys: No later than 6 months after processing (if not already reported in accordance with previous versions of this document)</p> <p>Commercial surveys: OGA will request on a case by case basis</p>

Notes

All tapes and other media must be labelled with the following information:

- Survey owner
- NDR/CS9 survey identifier
- Survey name
- Acquisition dates
- Data type (or list of contents if space permits)
- Processing version e.g. Near/Far/Full/Ufar
- Format i.e. SEG-Y, SEG-D as appropriate
- Inline/crossline
- Tape number if multiple tapes submitted (i.e. 1 of 2, 2 of 2)
- Survey area (ie. Western Approaches, Southern North Sea)

1. This also applies to USB media (see below) where a "README" file with the above information should also be included. When signal, navigation and velocity data are stored on tape with the UNIX 'tar' or 'dd' commands, the correct commands to retrieve the data must be provided.
2. All tapes submitted must be 3592 format. JC tapes preferred (4Tb capacity, suitable for reading in an IBM 3592 E07 generation device), but JA and JB tapes will be accepted exceptionally. Other tape media will not be accepted.
3. When reporting data on tape, emphasis must be placed on cost effectiveness and practicality in order to minimise loading costs and the burden on the OGA's ongoing data management and duplication costs. Whilst JC tapes are preferred, JA/JB tapes may be acceptable if the data volume and hence the number of tapes is reasonable. Due care should be taken to avoid excessive wastage of capacity (i.e. tapes should be full). In the case of reporting large field and pre-stack volumes, the OGA will discuss with relevant persons on a case by case basis the best way to achieve this aim.
4. A tape transcription report must accompany all tapes containing field and pre-stack data submitted for loading to the NDR.
5. All storage devices submitted must provide a USB 3 interface. USB 2 and earlier devices will not be accepted. Seismic data sets must be provided on a single device only. They must not be split across multiple USB devices.
6. All documentation must be submitted in PDF/A format, including machine readable text. Scanned images will not be accepted; in the case of legacy surveys where no digital master document exists, a PDF should be generated.
7. A loading sheet must accompany each data submission, providing instructions to ensure the data is loaded and quality controlled correctly. An example may be obtained from the OGA.
8. GeoVault is a data management service for gravity, magnetic and other non-seismic geophysical exploration data <http://www.geo-vault.com/>

Appendix E:

Model clauses for reference

The following extracts are taken from the Schedule to The Petroleum Licensing (Production) (Seaward Areas) Regulations 2008, 'Model clauses for seaward area production licences'.

They are included for assistance only, however, licensees should refer to the terms and conditions of the actual licence to which they are a party, as they may vary from the clauses set out here.

Licensee to keep records

Clause 29.¹⁰

- (1) The Licensee shall keep accurate records in a form from time to time approved by the Minister of the drilling, deepening, plugging or abandonment of all Wells and of any alterations in the casing thereof. Such records shall contain particulars of the following matters—**
- (a) the site of and number assigned to every Well;
 - (b) the subsoil and strata through which the Well was drilled;
 - (c) the casing inserted in any Well and any alteration to such casing;
 - (d) any Petroleum, water, mines or workable seams of coal encountered in the course of such activities; and
 - (e) such other matters as the Minister may from time to time direct.
- (2) The Licensee shall keep within the United Kingdom accurate geological plans and maps relating to the Licensed Area and such other records in relation thereto as may be necessary to preserve all information which the Licensee has about the geology of the Licensed Area.**
- (3) The Licensee shall deliver copies of the said records, plans and maps referred to in the two foregoing paragraphs to the Minister when requested to do so either—**
- (a) within any time limit specified in the request; or
 - (b) if there is no time limit specified, within four weeks of the request.

¹⁰ Clause 29 of the Schedule to The Petroleum Licensing (Production) (Seaward Areas) Regulations 2008

Licensee to keep samples

Clause 31¹¹

- (1) As far as reasonably practicable the Licensee shall correctly label and preserve for reference for a period of five years samples of the sea bed and of the strata encountered in any Well and samples of any Petroleum or water discovered in any Well in the Licensed Area.
- (2) The Licensee shall not dispose of any sample after the expiry of the said period of five years unless—
- (a) they have at least six months before the date of the disposal given notice in writing to the Minister of his/her intention to dispose of the same; and
- (b) the Minister or any person authorised by him/her has not within the said period of six months informed the Licensee in writing that he/she wishes the sample to be delivered to him/her.
- (3) The Minister or any person authorised by him/her shall be entitled at any time—
- (a) to inform the Licensee in writing that he/she wishes the whole or any part of any sample preserved by the Licensee to be delivered to him/her; or
- (b) to inspect and analyse any sample preserved by the Licensee.
- (4) The Licensee shall forthwith comply with any request for the delivery of the whole or any part of any sample which is made in accordance with the preceding provisions of this clause.

Reports to be treated as confidential

Clause 32

All records, returns, plans, maps, samples, accounts and information (in this clause referred to as “the specified data”) which the Licensee is or may from time to time be required to furnish under the provisions of this licence shall be supplied at the expense of the Licensee and shall not (except with the consent in writing of the Licensee which shall not be unreasonably withheld) be disclosed to any person not in the service or employment of the Crown—

Provided that—

- (a) the Minister shall be entitled at any time to make use of any of the specified data for the purpose of preparing and publishing such returns and reports as may be required of the Minister by law;
- (b) the Minister shall be entitled at any time to furnish any of the specified data to the Natural Environment Research Council and to any other body of a like nature as may from time to time be carrying on activities of a substantially similar kind to the geological activities at present carried on by the said Council;
- (c) the Minister, the said Council and any such other body shall be entitled at any time to prepare and publish reports and surveys of a general nature using information derived from any of the specified data;
- (d) the Minister, the said Council and any other such body shall be entitled to publish any of the specified data of a geological, scientific or technical kind either—
- (i) after the expiration of the period of three years beginning with the date when the data were due to be supplied to the Minister in accordance with clause 29 or 30 of this licence, or if earlier, the date when the Minister received those data;
- (ii) after the licence ceases to have effect, whether because of its determination, revocation or the effluxion of time; or
- (iii) after the expiration of such longer period as the Minister may determine after considering any representations made to him/her by the Licensee about the publication of data in pursuance of this sub-paragraph.

¹¹ Clause 31 of the Schedule to The Petroleum Licensing (Production) (Seaward Areas) Regulations 2008

Appendix F:

Donation of surplus samples

Licensees are strongly encouraged to consider alternatives to disposal, and where possible to offer sample materials which are not required either by the OGA or the BGS to one or more of the organisations suggested below. The OGA will make arrangements in the future to post details of surplus samples online to notify subscribers of their availability.

There are many benefits to donating sample materials; while the material may no longer be of economic use to licensees, it has great potential to others in Geoscience, including education, science communication and science, technology, engineering and mathematics (STEM) outreach. The availability of practical materials can be highly beneficial to the teaching of STEM subjects and enhances the impact and effectiveness of science communication to non-experts.

Awareness of the importance of science communication and public engagement is growing, both within the public sphere and government (House of Commons Science Communication and Engagement Report 2017). Donation may provide an opportunity to improve public perception of both the licensee and the wider oil and gas industry. In turn, this may lead to improvements in the uptake of STEM related subjects and maintain the geoscience workforce for industry.

While all matters relating to sample disposal remain at the discretion of the holder, if donation is the preferred option, the holder may wish to consider meeting the costs of transporting the sample to the chosen organisation and/or providing other help with redistribution or activities involving the donated material.

Organisations are listed in alphabetical order

Earth Science Education Forum for England and Wales (ESEFEW)

<https://www.bgs.ac.uk/esef/home.htm>

Contact: ESEFEW@gmail.com

About: The aim of the Earth Science Education Forum for England and Wales is to promote earth science in education at all levels, with links to all relevant organisations in pursuit of this.

Earth Science Education Unit (ESEU)

<https://www.earthscienceeducation.com/>

Contact: eseu@earthscienceeducation.com

About: The Earth Science Education Unit (ESEU) is a national provider of CPD in Earth science to UK teachers, through workshops, teacher meetings and teacher education institutions and organisations.

Earth Sciences Teachers' Association (ESTA)

<https://www.esta-uk.net/>

Contact: contact@esta-uk.net

About: The aim of the Earth Science Teachers' Association (ESTA) is to advance geoscience education and support teachers by encouraging and developing the teaching of Earth Sciences at all levels. ESTA will be able to provide a network to all the Earth Science teachers in the UK.

The Geologists Association (GA)

<https://geologistsassociation.org.uk/>

Contact: president@geologistsassociation.org.uk

About: The Geologist Association actively promoted the study of geology to all, with membership open to both amateur and professional geologists. The association provides lectures, conference, field trips, educational outreach and research grants.

Geological Curators' Group (GCG)

<https://www.geocurator.org/>

Contact: chair@geocurator.org

About: The Geological Curators' Group (GCG) is a specialist group of The Geological Society of London and is dedicated to better care, maintenance and furthering the use of geological collections worldwide. Can provide a network to all the museum curators and academics within the UK.

North Sea Core

<https://www.northseacore.co.uk>

Contact: northseacore@gmail.com

About: North Sea Core is an initiative set up in response to the release of core material by oil and gas companies, through the relinquishment, abandonment and decommissioning of fields in the North Sea. Can provide a global platform to making the core available to the wider geological community for education, science outreach and use in personal and professional collections.

Rockwatch

<https://www.rockwatch.org.uk/>

Contact: hello@rockwatch.org.uk

About: Rockwatch is a nationwide club for young geologists and their families, with events ranging from field trips, residential trips and museum events. It is the junior arm of the Geologists Association with their own governance.

Scottish Earth Science Education Forum

<https://scottishgeodiversityforum.org/charter/case-studies/case-study-scottish-earth-science-education-forum-sesef/>

Contact: projects@sesef.co.uk

About: The Scottish Earth Science Education Forum (SESEF) is an association of educators and scientists established to promote the development and understanding of Geoscience in Scottish schools and colleges.

University Geoscience UK

<https://www.geolsoc.org.uk/>

UniversityGeoscienceUK

Contact: Prof. Mark Anderson

M.Anderson@plymouth.ac.uk

(correct as of Dec 2018)

About: University Geoscience UK is the association of Geoscience Departments/Schools within the Universities of the UK. The association is hosted by the Geological Society of London and promotes a platform for discussion and the exchange of information. Can provide a network to all the Geoscience universities in the UK.

