

Petroleum Operations Notice

PON 9

Record and Sample Requirements for Seaward Surveys and Wells

Version and change control

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Notices

Any comments or queries on the contents of this notice should be directed to:

Sue Pain (sue.pain@decc.gsi.gov.uk) tel: 0300 068 6047
Energy Development Unit
Department of Energy and Climate Change
3 Whitehall Place
London SW1A 2AW

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1. INTRODUCTION

1.1. Purpose of PON 9

- a) The purpose of PON 9 is to set out DECC's specific requirements and Licensees' obligations with respect to the retention and provision of Licence Data.
- b) The specific requirements for Seaward well and seismic Licence Data set out in this PON were agreed in principle through consultation with industry, Oil & Gas UK and PILOT in the 'PILOT Data Lifecycle Initiative' endorsed in May 2003.
- c) Ongoing industry consultation has led to further initiatives to improve data and these are detailed in this document.

1.2. Scope of the Notice

- a) PON 9 applies to all Seaward surveys and all Exploration, Appraisal and Development wells in Seaward areas.
- b) This PON does not include notices covered elsewhere i.e.:
 - Application for consent to drill wells (WONS – see definitions in paragraph 1.3 below)
 - Application to abandon or temporarily abandon a well (WONS)
 - Application to complete and/or workover a well (WONS)
 - DECC Well Numbering System [PON 12](#)
 - Application for consent for geophysical surveys Reporting of petroleum production under the Petroleum Production Reporting System PPRS (<https://www.gov.uk/oil-and-gas-uk-field-data>)

1.3. Definitions used in this Document

Basic Set Well Data	The minimum content of the collection of Well Reports and Well Logs published or 'released' by Data Release Agents.
CDA	Common Data Access Limited, a not-for-profit subsidiary of the United Kingdom Oil & Gas Industry Association Limited ('Oil & Gas UK') and operator of the UKOilandGasData site.
CDA Members	UKCS Licensees who participate in CDA.
CDA Well DataStore	The digital collection of Well Reports and Well Logs established by CDA on behalf of CDA Members - now re-branded under CDA's new "UKOilandGasData" banner.
CDA Seismic DataStore	The digital collection of Post Stack Seismic data established by CDA - now also rebranded under CDA's new "UKOilandGasData" banner.
Completion Date	See Well Completion Date.
Composite Log	All basic logs run over different depth intervals spliced together to give a single composite record.
Current Survey Owner	The current (or most recent) operating Licensee as nominated under a Joint Operating Agreement (or similar) for a particular licence (or discrete part thereof) which is deemed to carry the current obligations for Licence Data for a specific seismic survey (on behalf of a Licence Group). This company should appear on UKOilandGasData as the Current Survey Owner of a survey. In the context of PON 9, the word ownership is merely an indication of where obligations lie for the records under the Model Clauses.

Current Well Owner	The current (or most recent) operating Licensee as nominated under a Joint Operating Agreement (or similar) for a particular licence (or discrete part thereof) which is deemed to carry the current obligations for Licence Data for a specific well (on behalf of a Licence Group). This company should appear on UKOilandGasData as the Current Well Owner of a well. In the context of PON 9, the word ownership is merely an indication of where obligations lie for the records under the Model Clauses.
Data Release Agent	Data Release Agents (DRAs) are appointed by DECC for the gathering, preparation and publication of Licence Data at the end of its confidentiality period. There are several DRAs each specialising in one or more types of well or seismic data.
DEAL	DEAL was launched in September 2003 as a PILOT initiative. It was managed by CDA (an Oil & Gas UK subsidiary) and was superseded by UKOilandGasData (www.UKOilandGasData.com) in November 2013.
DECC	Secretary of State for the Department of Energy and Climate Change.
Licence Data	Records relating to activities conducted under or pursuant to Exploration Licences and Production Licences, which the Secretary of State has requested, or would be entitled to request, from Licensees pursuant to applicable Model Clauses.
Licence Operator	The Licensee for a particular licence who is nominated from time to time as operator for that licence. The definition includes operators for Promote, Traditional Production and Exploration Licences.
Licensee	A company who is party to an Exploration Licence or a Production Licence with the Secretary of State.
MATS	Master Application made via DECC's Portal Environmental Tracking System (PETS) for e.g. drilling operations, well intervention operations and Subsidiary Applications (see also SATS).
MEDIN	The Marine Environmental Data and Information Network, co-sponsored by DECC. MEDIN collects marine data including site surveys.
Model Clauses	The Model Clauses which have from time to time been incorporated into Licences granted under, or treated as granted under, the Petroleum Act 1998.
NHDA	National Hydrocarbons Data Archive. A PILOT initiative where Licensees may, at the discretion of DECC, be granted relief from their obligation to retain Licence Data by archiving Licence Data with the NHDA.
OGP	International Association of Oil and Gas Producers. The OGP 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. Within this document the former UKOOA P1/90, UKOOA P6/98 and UKOOA P7/2000 are referred to as OGP P1/90, OGP P6/98 and OGP P7/2000, pending release of these in revised form.
Oil Portal	DECC's Oil Portal allows the UK Oil Industry to apply for and receive consent or direction electronically on a wide range of activities relating to Hydrocarbon Exploration, Production, Development, Decommissioning and the protection of the Environment.

PETS	DECC's Portal Environmental Tracking System (part of the DECC Oil Portal). This is DECC's system for tracking environmental reporting.
PILOT	PILOT is the body that unites the senior management of operators, contractors, suppliers, unions and relevant Government Departments, thereby working to address the need to reduce the cost base of activity in the UKCS.
PON 9 Co-ordinator	Nominated by a Licensee to co-ordinate that company's compliance with the requirements of PON 9.
PON 14a Application	PON 14a can only now be used to make amendments to existing permits and closeout forms for PON 14a completed surveys. New applications are now made via the DECC Oil Portal (see also MATS and SATS).
PON 14a Closeout	Seismic Survey Closeouts should continue to be made to DECC's Environmental Management Team. They are not yet part of DECC's Portal Environmental Tracking System (PETS).
Proprietary Seismic	Seismic data acquired and owned by Oil and Gas Exploration and Production companies, acquired either under a Petroleum Production Licence or under an Exploration Licence.
Release Date	The date on which the confidentiality period of a well bore or seismic survey ends. This will be either 3 years or 4 years (depending upon licence conditions) after the Completion Date of the well bore or, for seismic surveys, 3 or 4 years after the end of the year following the completion of acquisition. For wells or surveys under licences in the 20th Round onwards, it is the date of determination (i.e. expiry) of the licence if less than 3 years from the Completion or Acquisition Date. The last day of the calendar quarter in which the Release Date falls is usually the date on which data products first become available for purchase from DECC's Data Release Agents.
Samples	A specific class of Licence Data including well and seabed cores, cuttings, fluid and gas samples.
SATS	Subsidiary Application made under DECC'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.
Speculative Seismic	Seismic data acquired and owned by Geophysical contractor companies acquired under an Exploration Licence for the purpose of selling on under licence.
UKOilandGasData	A website (www.UKOilandGasData.com) launched in November 2013 as a replacement for DEAL, the Well DataStore and the Seismic DataStore. The site is managed by CDA (an Oil & Gas UK subsidiary) and operated by Schlumberger Information Systems (SIS).
Well Completion Date	The date a well is left in one of three mechanical states following drilling i.e. <ol style="list-style-type: none"> 1. <u>Completed for Production</u> - the date that perforation and setting of tubing and packers is finished and the well is ready to produce; 2. <u>Abandoned</u> - the date that the well bore, 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, and permanent sealing of the wellhead with no components remaining at surface); or

3. Suspended (temporarily abandoned) - the day that the casing above the mud line is severed following the setting of cement plugs.

Where a completion date has not been provided, a nominal completion date of spud date + 6 months will be used.

WONS

Well Operations Notification System (WONS), accessed via the DECC Oil Portal, is a fully electronic method for submitting well applications to DECC and receiving consent electronically. It also allows operators to notify DECC of operations on wells and for DECC to issue official well numbers.

1.4. DECC Information Policy

- a) In 2004 DECC reviewed its requirements for Licence Data in line with new Government information guidelines, changing business requirements and changing technology. Under the revised strategy, DECC will only directly request Licensees to provide Licence Data that:
- it requires to perform its business functions; or
 - is required for publication by DECC or its agents.
- b) However DECC still retains the power under legislation to request any Licence Data at any time in any format determined by DECC. DECC also has obligations as a public sector body to ensure that its public sector information systems:
- align with the Internet;
 - adopt XML as the primary standard for data integration and presentation;
 - adopt the browser as the key interface; and
 - add metadata to government information resources.
- c) To ensure that these powers and obligations are discharged in a sensible manner, DECC has been consulting with the oil industry and has been working closely with [Energistics](#) (the oil industry IT standards body), [Oil & Gas UK](#), [CDA](#), API (American Petroleum Institute), NPD (Norwegian Petroleum Directorate) and other Regulatory Bodies on a number of standards initiatives.
- d) DECC's policy, wherever possible, is to specify a comprehensive set of digital exchange formats, using XML (where possible), based upon internationally accepted standards. The formats will cover all of DECC's data requirements.

1.5. Licensees' Obligation to Keep Licence Data

- a) Under the terms of the Petroleum Act 1998, and the licences granted thereunder, Licensees are obliged to hold accurate records in order to preserve all information about the geology of the licensed area.
- b) Licensees must retain Licence Data in an accurate (useable, accessible and reproducible) form in perpetuity, even where such Licence Data has also been published by DECC. This obligation survives the life of the licence and the licence agreement. Storage and maintenance of Licence Data in an accurate and useable form is regarded as an expense that should be borne by licensees as part of their normal ongoing licence obligations to DECC.
- c) The obligation to keep Licence Data ceases to apply only in the following circumstances:
- where transfer of licence interests to another party is executed by a [Deed of Assignment in a form approved by DECC](#); or
 - where relief from this obligation is given in writing by DECC; or
 - data is archived with the National Hydrocarbons Data Archive ([see Section 5.1 below](#)); or
 - under specified arrangements for Samples (see [Section 5.2](#) below).
- d) Obligations towards DECC for Licence Data are borne jointly and severally by all companies who are party to a licence and not by the Operator of that licence alone. The Operator may act on behalf of all licensees for a licence in fulfilling the licensees' duties

under this PON. DECC reserves the right to look to any individual licensee to fulfil its licence obligations independently but recognises that in situations where an approved Deed of Assignment has been used, previous licensees may no longer hold or have entitlement to the data.

- e) Although the Model Clauses (see Appendix D) require that records are kept in the UK, it may be acceptable to keep records within the EU or anywhere where they can be easily and quickly provided to DECC.

f) For the avoidance of doubt, new licences do not inherit the data or obligations from previous licences over the same geographical area. Any obligations attach to the particular licence and not to the area.

1.6. DECC's Right to Publish Licence Data

- a) Licensees are required to provide DECC with Licence Data acquired during the term of the licence. In practice and in order to reduce unnecessary burden and expense to licensees, DECC has retained the right to receive all Licence Data on demand rather than routinely collect it.
- b) DECC has a right to publish (release) Licence Data after expiry of the agreed period of confidentiality unless representations made by licensees to the contrary are successfully upheld.
- c) For the purpose of data release, the 'due delivery date' to DECC (and start of the confidentiality period) is deemed to be the Well Completion Date for well data and the end of the calendar year when data acquisition was completed for seismic data.
- d) DECC may publish such Licence Data either directly or via its appointed Data Release Agents.
- e) Special arrangements have been made with licensees for the release of certain seismic data (see [Section 4.3](#)).

1.7. Licensees' Obligation to Provide Licence Data

Licensees are required to provide some Licence Data directly and routinely to DECC:

- a) Well Header and Survey Header Information (see [Section 2](#))
- b) Certain well and geophysical data types (see [Section 3](#))

1.8. Communication between DECC and Licensees

Up-to-date contact information is essential for efficient communication with Licensees and DECC requires companies to proactively provide it. In the case of PON 9 requirements:

1. Each Licence Operator must appoint a single focal point to co-ordinate PON 9 compliance for that company (the PON 9 Co-ordinator). This requirement includes the owners of speculative seismic surveys acquired under Exploration licences.
2. Other parties to a licence (including the owners of speculative seismic surveys acquired under Exploration licences) will have data obligations and may be contacted for data if required by DECC.
3. The PON 9 Co-ordinator will be the first point of contact between DECC and each Licence Operator for all PON 9 compliance matters, including (but not limited to):
 - Compliance with well and seismic survey naming standards;
 - Correct well and seismic survey ownership on UKOilandGasData;
 - Verification of header information on UKOilandGasData for which the Licensee is the Current Well/Survey Owner;
 - Confirmation of completeness of data submission to DECC and its agents; and
 - Future PON 9 consultation and review.
4. Contact details (email address, postal address and direct telephone number) for the nominated PON 9 Co-ordinator must be sent to DECC (sue.pain@decc.gsi.gov.uk).

5. The Licence Operator must advise DECC directly and promptly (by email to sue.pain@decc.gsi.gov.uk) of any subsequent changes in the identity or contact details of the PON 9 Co-ordinator.
6. PON 9 Co-ordinators should make sure that company contacts are kept current on their UKOilandGasData company information page. Amendments should be sent to cdahelp@slb.com

1.9. DECC's Policy on Data Acquisition in Wells

DECC expects that competent operators will acquire all the data and samples necessary to carry out safe and efficient drilling operations and to properly evaluate formations encountered in a well. DECC therefore does not specify a minimum data acquisition programme although it reserves the right to enforce changes or enhancements to a planned programme through the well consents process (see Section 3 below).

2. WELL AND SURVEY HEADER RECORDS

2.1. Well Header Information

- a) DECC WONS system (accessed through the Oil Portal <http://www.og.decc.gov.uk/portal.htm>) requires Licensees to provide basic header information for their wells. All drilling and other operational applications, subsequent consents, spudding and other well events such as abandonment and completion must be notified through WONS. DECC issues official well names, based on the PON 12 standard, through WONS. This well name and header information is automatically communicated to UKOilandGasData. Timely and accurate WONS submissions are therefore necessary to keep this information complete and correct.
- b) At well completion, it is the responsibility of the Current Well Owner to check¹ that the Well Header Information² on UKOilandGasData is complete and accurate (to confirm for example that final well co-ordinates are recorded and that all attributes have been populated). This checking must be completed, so that the status of the header can be updated on UKOilandGasData to 'verified', within three months of well completion.
- c) For legacy data, companies should work through and complete, by relevant operator, data for wells completed before January 2014 using reasonable endeavours to complete within a reasonable time.
- d) The use of the well name shown on UKOilandGasData is mandatory for all data submissions to DECC and UKOilandGasData.

2.2. Seismic Survey Header Information

- a) Licensees are required to complete a [PON 14a Closeout](#) within 12 weeks of completion of all 2D and 3D seismic surveys. A copy of this completed form should be sent to SIS (cdahelp@slb.com), together with the specified navigation data and the UKOilandGasData Survey Header submission form³. DECC intends to migrate the PON 14a Closeout to PETS in 2015 and will inform PON 9 co-ordinators well in advance.
- b) Licensees must also complete a PON 14a Closeout 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 UKOilandGasData (cdahelp@slb.com). Navigation data is required for the initial baseline survey only.
- c) It is recommended as best practice that Licensees quote the DECC Survey Consent Number or the MAT/SAT reference number for Portal consents via PETS in all correspondence regarding the seismic surveys and in OGP 'P' Format Headers (as an H2600 ancillary information record).
- d) All seismic survey names must follow the CS 9 Generic Standard – CCYSSSSSS, where CC is the Licensee's company code (assigned by DECC), 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.
- e) Within one month of submitting the PON 14a Closeout, the 'Current Survey Owner' is required to check and verify⁴ that the Survey Header Information⁵ on UKOilandGasData is complete and accurate.

¹ A full description of procedures for carrying out Well Header Verification is available on UKOilandGasData via the 'verification procedure for well headers' link.

² Comprehensive definitions of Well Header attributes are available on UKOilandGasData via the 'well attribute glossary' link and can be reached via the UKOilandGasData homepage.

³ The documentation for seismic header requirements is available on UKOilandGasData –Data Download - Data Submission. (Users must register on the UKOilandGasData site to be able to download the Header submission form)

⁴ A full description of procedures for carrying out this checking and verification can be found in the UKOilandGasData Ops Procedures for Registered and Subscriber Users, section 5.4.

⁵ Comprehensive definitions of Seismic Survey header attributes are available on the UKOilandGasData Seismic Data page via the 'seismic attribute glossary' link via the UKOilandGasData Information Tab.

- f) For legacy data, companies should work through and complete, by relevant operator, data for surveys completed before January 2014 using reasonable endeavours to complete within a reasonable time.

2.3 Other Geophysical Surveys

Licensees are required to complete a PON 14a Closeout 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 as per their licence conditions.

2.4 Site Surveys

The Marine Environmental Data Network ([MEDIN](#)) continues to collect metadata for site surveys through the PON 14 process. The PON 14a Closeout 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 Owner'. Future versions of this document will 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 Licence Data and should be retained.

2.5 Updating Well and Seismic Survey Header Information

- a) The identity of the Original Well/Survey Operator is a fixed attribute. The identity of the 'Current Survey Owner' is also shown on UKOilandGasData and changes as assets change hands. The 'Current Well/Survey Owner' must be tracked and the attribute maintained accurately on UKOilandGasData to reflect the Licensee's rights and obligations to DECC under the Licence.
- b) Notices of change of ownership should be submitted to UKOilandGasData by the new Current Well/Survey Owner via the Change Ownership Request function in UKOilandGasData (www.UKOilandGasData.com).
- c) The Current Well/Survey Owner should report errors found when verifying well and seismic survey headers using the header update and verification function in UKOilandGasData.
- d) All other UKOilandGasData users (including Licensees wishing to claim well/survey ownership) are also encouraged to report data errors by using the survey/well feedback function on the well/survey information pages on UKOilandGasData, or by email to cdahelp@slb.com. UKOilandGasData representatives will contact the appropriate PON 9 Co-ordinators to confirm any changes.

3. LICENCE DATA TO BE SUBMITTED DIRECTLY TO DECC

3.1. Well Composite Log

- a) The Composite Log is a graphical log containing all the primary measurements in a well bore. As a minimum it will contain:
- Well header data;
 - A description of the geological columnar section using selected petrophysical logs e.g. a lithology indicating log, a porosity log and a resistivity log;
 - Geological zones;
 - Measured two-way times to tops of geological zones, if available;
 - Lithology core intervals;
 - Testing intervals (and summary of results); and
 - Casing/liner seats.
- b) The final Composite Log should be available (as specified in Appendix A) within 6 months of completion of the well.

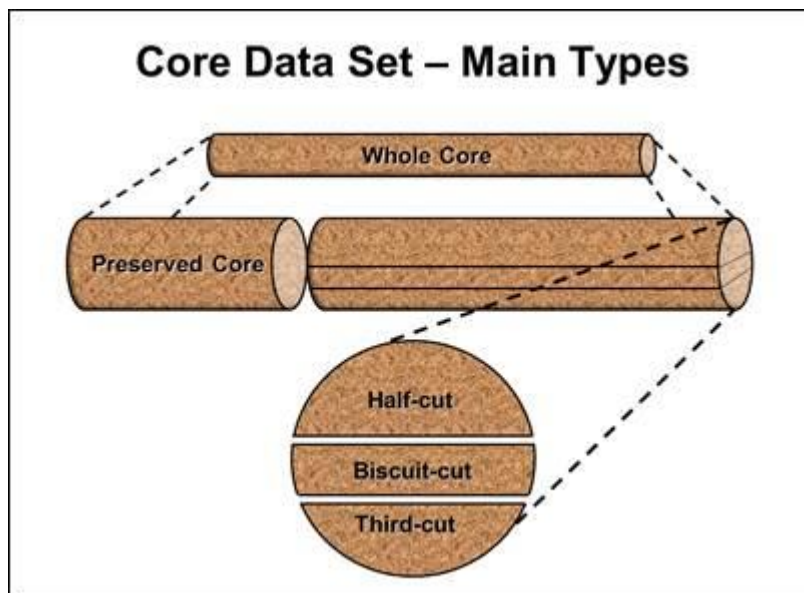
3.2. Well Samples

DECC requires the following:

a) Cuttings Samples

Representative, washed and dried samples, depth labelled, collected whilst drilling the well at selected intervals. Each sample must be at least 100g weight. The collection of cuttings samples in development wells drilled from a single surface location may be waived following discussions with DECC.

(Note: 100g is a minimum. DECC welcomes additional samples, especially from Exploration and Appraisal wells and may request extra samples from time to time. Please contact the BGS National Geological Repository (kwcorestore@bgs.ac.uk) to discuss.



b) Slabbed Cores

From all cores taken as a continuous vertical section comprising the full width of the core, which will allow standard poro-perm plugs to be taken.

c) Fluid Samples

No fluid samples are required to be submitted directly to DECC. Retention and disposal of fluid samples is covered by [Section 5.2](#).

3.3. Geophysical Surveys

- a) 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 all be retained as specified in 'Licensees' Obligation to Keep Licence Data' (see [Section 1.5](#)).
- b) With the exception of the seismic navigation data mentioned in Section 2.2, DECC no longer routinely collects seismic data from Licensees.

3.4. Seismic Navigation Data

- a) Navigation data for all seismic surveys should be sent to UKOilandGasData (see also [Section 2.2](#)).
- b) Seismic navigation data for 2D surveys must be submitted in an OGP P1/90 exchange data file for the surveyed lines and for 3D surveys as an OGP P6/98 exchange data file for the full fold polygon. All navigation data files must be submitted with fully completed header records.
- c) Data for each survey must be submitted independently, within 12 weeks of survey acquisition for new surveys (together with the PON 14a Closeout) or for legacy surveys within 4 weeks of request.
- d) In the case of site surveys, the PON 14a Closeout requires that a map of the survey plus boundary co-ordinates should be submitted to the MEDIN co-ordinator at BGS.

3.5. Non-routine Data Requirements

DECC retains the right to request any other Licence Data required to perform its business functions. When requested it should be supplied within 4 weeks.

3.6. Where to send Licence Data

Appendix A provides address details for Licence Data to be submitted to DECC and elsewhere.

4. LICENCE DATA TO BE MADE AVAILABLE FOR PUBLICATION (RELEASE)

4.1. General

- a) As stated in section 1.6 above, DECC has the right to collect Licence Data from Licensees but must keep such data confidential for a prescribed confidentiality period of 4 years for licences awarded in Licence Rounds 1 to 19 inclusive, and for 3 years (or earlier if the licence is determined) for licences awarded in subsequent Licence Rounds.
- b) DECC has a right to publish (release) Licence Data after expiry of the prescribed period of confidentiality unless representations are successfully made by Licensees.

4.2. Well Data Collection and Release

- a) With the exception of the Well Composite Log (see [Section 3.1](#) above) DECC no longer routinely collects well reports or well log data for wells. DECC however retains the right to publish (release) this data and requires that Licensees make such Licence Data available to its Data Release Agents for the purpose of publication.
- b) Those Licence (Well) Operators who are not storing and reporting their well data via UKOilandGasData as CDA Members shall make well report and well log data available directly to each of the DECC Data Release Agents no later than **12 months from the Well Completion Date** (or, if the licence is determined, as soon as the data is ready). However, the Composite Log as stated for exploration and appraisal wells must be available to DECC within 6 months of request.
- c) Licence (Well) Operators who are CDA Members shall make well report and well log data available to each of the Data Release Agents from UKOilandGasData via entitlement and CDA Members must therefore ensure that their data is submitted in full and within **12 months of the Well Completion Date** (or, if the licence is determined, as soon as the data is ready). However, the composite log as stated for exploration and appraisal wells must be available to DECC within 6 months of request.
- d) The changes concerning timing described in 4.2b) and 4.2c) above apply to those wells completed after 31 December 2006. The previous arrangement described in earlier versions of this PON 9 (under which Operators were required to make well report and well log data available to each of the Data Release Agents no later than 12 months prior to the Release Date) remains in place for wells completed before 1 January 2007, **however** DECC strongly encourages Operators to comply with any reasonable requests from the Data Release Agents to give earlier access to the data for such wells.
- e) DECC encourages Licence (Well) Operators to make the maximum amount of Licence Data available to the Data Release Agents for release but, as a minimum, expects Basic Set Well Data to be made available (see Appendix B for details).
- f) With the exception of the continuing requirement to provide paper copies to DECC (stipulated in paragraph 3.1 above), provision of digital image files for the Composite Log, other Graphic Well Logs and Well reports is now mandatory for wells completed after 31 December 2006. Whilst hardcopy versions of these well data types will continue to be accepted for wells completed before 1 January 2007, DECC has a strong preference for this data also to be made available as a digital image file where possible (see Appendix B for details).
- g) The Data Release Agents will keep all well report and well log data received from Licensees strictly confidential until the Release Date.
- h) Well reports and well logs will be released by DECC's Data Release Agents either 4 years after the Well Completion Date (for wells drilled in licences awarded in Licensing Rounds up to and including the 19th Round) or 3 years after the Well Completion Date (for wells drilled under Licences issued for the 20th and subsequent rounds).

4.3. Seismic Data Release

- a) Guidelines for Proprietary Seismic Data release have been agreed between DECC and Oil & Gas UK. The Guidelines set out DECC's arrangements for Licensees to release Proprietary Seismic Data directly to third parties. The release of Proprietary Seismic Data by Licensees under the Guidelines is viewed by DECC as being equivalent to: (1) a request being made by DECC under the provision of the Model Clauses headed 'Reports to be treated as confidential' (at the request of a third party); and (2) the release of such data by DECC.
- b) Proprietary Seismic Data will be released by the Licence Operator on the 4th anniversary (or the 3rd anniversary or licence determination for data acquired under 20th or subsequent Licensing Rounds) of the end of the year in which data acquisition was completed. Guidelines for Proprietary Seismic Data release have been agreed between DECC and Oil & Gas UK and are available by following this link
<http://www.oilandgasuk.co.uk/cmsfiles/modules/publications/pdfs/OP066.pdf>
- c) Released Proprietary surveys will be available to CDA members and third parties from UKOilandGasData if the owner is a CDA full seismic participant and has loaded the data. Surveys will be available to other CDA members and to third parties.
- d) Speculative Seismic Data will be released by the Licensee upon the 10th anniversary following completion of the original data processing, or from the date of the first Licensing Round in the area following acquisition of the relevant survey, whichever is the later. Guidelines (https://www.og.decc.gov.uk/information/data_release/dtispec.pdf) for the release of certain Speculative Seismic Data have been agreed between DECC and IAGC.
- e) DECC has a large collection of hardcopy 2D seismic sections which it collected up until 1992. Scanned images and vectorised SEG-Y data from these sections are available through DECC's Data Release Agent CGG (www.cgg.com/).

4.4. Release of CSEM, Gravity and Magnetic Data

- a) DECC or its agents will contact the PON 9 Co-ordinator to request a copy of the data if required for release.
- b) The Licensee shall make CSEM, gravity and magnetic data available to DECC or its agents for publication 12 months prior to the intended date of publication (during which period DECC and its agents will keep such Licence Data confidential).

4.5. Title in Licence Data made available for Release

It is the duty of the Licensee to ensure that Licence Data made available for release does not infringe third party intellectual property rights or raise other legal issues; or, at a minimum, to advise DECC if data release would create such problems.

5. RELIEF FROM OBLIGATIONS

Under certain circumstances, and upon application by Licensees, DECC may at its discretion grant relief to Licensees from their obligation to retain Licence Data in perpetuity. Such circumstances include:

5.1. National Hydrocarbons Data Archive (NHDA)

The NHDA is a PILOT initiative where Licensees may, at the discretion of DECC, be granted relief from their obligations to retain Licence Data provided that they transfer an agreed selection of data to the NHDA. Licensees who have used the NHDA so far have found it gives significant medium to long term cost savings in data storage and provision. Whilst the archiving of whole Licence Data is preferable, recent changes have been made to the archive process with the aim of making it more streamlined and flexible, as follows:

- a) Seismic surveys can be archived as separate entities. To qualify, a survey or group of surveys must be whole (i.e. not "cookie cut" to separate out distinct lines) and must include certain data types including field data.
- b) Wells can be archived separately. To qualify, wells must be plugged and abandoned and located on licences or blocks which are now determined or surrendered. Licensees will be required to provide complete sets of logs and reports (including additional items to those set out in Appendix B below) and are encouraged to archive wells in logical groupings (for instance wells from a particular quadrant).
- c) The process for archiving fields has been streamlined. To qualify, fields must be at or approaching cessation of production (CoP) and must be clearly expressed in terms of their associated licences. If the field is sold during or after the archive process then relief will only be granted on data archived up to that point. New Licensees will have continuing obligations for data collected after that point.

DECC strongly encourages use of the NHDA and would prefer Licence Data for all surrendered licences and fields which have ceased production to be archived as a matter of course. Full details of the new arrangements can be found in the Archive Handbook which is available at www.bgs.ac.uk/nhda/home

5.2. Samples

- a) A Licensee is required to retain well cores and cuttings, portions of sea bed samples and/or cores from boreholes penetrating below the sea bed for a minimum period of 5 years. However, at any time after 5 years, Licensees may give DECC 6 months' advance notification of their intent to dispose of the well samples. DECC may request that some of the material is sent to the BGS Core Store to complete or replenish their collection. 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. **However**, DECC and other stakeholders (including the Geological Society of London, the Petroleum Exploration Society of Great Britain and Oil & Gas UK) strongly encourage Licensees first to offer this surplus material (and cores in particular) to one or more of the organisations listed in Appendix E). They are also encouraged to post details of these surplus collections on UKOilandGasData and to work with the Geological Society and PESGB to explore other ways of avoiding their destructive disposal.
- b) For oil samples taken in an exploration, appraisal or development well, or any well classed as a discovery, Licensees may give DECC 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, DECC may request the Licensee to submit a one litre sample to DECC (or a nominated agent of DECC). 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.
- c) Licensees taking samples might consider taking a dead oil sample at the time of gathering the samples. This will reduce the high cost of transferring the sample from pressurised cylinders, to provide the sample to DECC (or a nominated agent of DECC).

- d) Gas samples (such as from wireline formation testers) may be disposed of 5 working days after notification to DECC of the results of tests and analyses that have been performed on the sample, unless DECC responds within 5 working days requesting further analysis or the retention of the sample.
- e) All notifications regarding the above can be made by email to DECC's Regulatory Compliance Officer (sue.pain@decc.gsi.gov.uk).

5.3. Transfer of Obligations for Licence Data

- a) The transfer of licence interests to a new Licensee requires the Secretary of State's consent and since 1994 this has been conditional on being executed by a Deed of Assignment in a form approved by DECC. This form of Deed ensures that all rights, interests, obligations and liabilities are legally transferred and includes data ownership.
- b) For the avoidance of doubt, a new Licensee is responsible for data provision upon execution of the Deed of Assignment and should therefore ensure that all well and geophysical records and physical samples are accounted for when an asset is transferred.
- c) Licensees who acquire new wells and surveys through the purchase of licence assets are required to advise UKOilandGasData by using the Change of Well Ownership form and the Change of Seismic Ownership form available from the Data Submission page on UKOilandGasData. CDA will confirm these transfers with the PON 9 Co-ordinator of the previous owner before the ownership change is updated on UKOilandGasData (Ownership Change). DECC requires the change of ownership to be notified to UKOilandGasData no later than 1 month from the completion of the Deed of Assignment. For transfers involving large assets (i.e. more than 10 wells or surveys) DECC requires that UKOilandGasData is notified within 3 months.

5.4. Seismic Data Redundancy

DECC will consider applications for seismic data to be declared redundant (and therefore exempt from the obligation to be retained in perpetuity) where better seismic data is available over the same area. Licensees wishing to submit an application should contact Phil Harrison (phil.harrison@decc.gsi.gov.uk). Guidelines on Seismic Data Redundancy are currently being developed.

5.5. Hardcopy Seismic

- a) Where seismic sections for 2D surveys for which the licensee is the Current Survey Owner are held on DECC's behalf by the BGS, licensees shall be released automatically from their obligations to retain their own hardcopy versions of 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 CS-17 available from the CDA Website www.cdal.com), will be sufficient to allow a licensee to dispose of all processed versions and scales that it holds for that line.
- b) 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 CS-17) of a qualifying process and scale version (refer to Standard CS-17) and submit this image to UKOilandGasData. Once the image has been approved by DECC, the licensee is free to dispose of all processed versions and scales that it holds.

APPENDIX A
Address Details for Data Submissions

A. ADDRESS DETAILS FOR DATA SUBMISSIONS

This section provides all shipping addresses needed for submission of Licence Data.

A.1 SHIPMENTS TO DECC/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

NHDA (National Hydrocarbons Data Archive)

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

Email: nhda@bgs.ac.uk

A.2 SHIPMENTS TO CDA

UKOilandGasData

c/o Schlumberger Information Solutions
CDA Helpdesk
Kirkhill House, Aberdeen Business Park
Dyce Avenue, Aberdeen
AB21 0LQ

Tel. 01224 755555

Email: cдахelp@slb.com

Seismic and Well Data (CDA Members only)

UKOilandGasData
c/o Schlumberger Information Solutions
CDA Helpdesk
Kirkhill House, Aberdeen Business Park
Dyce Avenue,
Aberdeen
AB21 0LQ

Tel. 01224 755555

Email: cдахelp@slb.com

A.3 SHIPMENTS TO DECC DATA RELEASE AGENTS

Well Data

IHS Energy Limited

Richard Longhurst
Enterprise House
Cirencester Road
Tetbury
Gloucestershire
GL8 8RX

Tel. 01666 501822 (direct line)
Tel. 01666 501200 (switchboard)
Fax 01666 501280
Email: richard.longhurst@ihs.com

CGG

Donna Williams, Maelgwn House
Parc Caer Seion
Conwy
North Wales
LL32 8FA

Tel. 01492 5645001
Fax 01492 564545
Email: donna.williams@cgg.com or DMS.NWEdatasteam@cgg.com

TGS

Gopal Virdee
1 The Crescent
Surbiton
Surrey
KT6 4BN

Tel: 020 8339 4200
Fax: 020 8339 4249
Email: Gopal.Virdee@tgs.com

Gravity, Gravity Gradiometry, Magnetic & Controlled Source Electromagnetic Data

ARKeX

Lyndsey Smith
1 Mercers Manor Barns
Sherington
Newport Pagnell
MK16 9PU

Tel : 01908 518359
Fax: 01908 518355
Email: lyndsey.smith@arkex.com

APPENDIX B

Well Data for Release

- B1. BASIC SET WELL DATA**
- B2. MEDIA & FORMAT STANDARDS**

B. WELL DATA FOR RELEASE

Those Licence (Well) Operators who are not members of CDA must make well report and well log data available directly to each of the DECC Data Release Agents. Licence (Well) Operators who are CDA Members must make well report and well log data available to each of the Data Release Agents from UKOilandGasData via entitlement.

DECC encourages Licence (Well) Operators to make the maximum amount of well report and well data available to the Data Release Agents for release but in any event, as a minimum, expects Basic Set Well Data to be made available.

B.1 BASIC SET WELL DATA

The information required to be made available to DECC and/or its agents for the purposes of release is defined in this Appendix as the Basic Set Well Data.

Basic Set Well Data comprises that log data acquired for a well and those reports produced for a well which the Data Release Agents publish ('release') on behalf of DECC:

1) Basic Set Well Reports

- Concatenated Well Report
- Pre-drill Reports
 - Drilling Programme
 - Rig Move
 - Rig Positioning
 - Site Survey
 - Geological Programme
- Drilling Reports
 - Deviation Survey
 - Drilling History
 - Mudlogging End of Well Report
 - MWD End of Well Report
- Core Reports¹
 - Conventional core analysis
 - Core photographs
 - Special Core Analysis Report
- Well Engineering Reports
 - Completion Reports
 - Workover Reports
 - Abandonment Reports
 - Production Engineering Final Report
- Geological Reports
 - Dipmeter Report
 - Geological End of Well Report
- Geophysical Reports
 - Checkshots
 - QC Report on VSP
 - VSP
- Testing Reports
 - DST Reports
 - Fluid Analysis
 - RFT Reports
 - Luminescence Fingerprinting
 - PLT Reports
 - TDT Reports
- Well Completion Report

¹ Here CAL (Core Analysis) and SCAL (Special Core Analysis) data is intended to refer to measured rock properties. Related interpretative analysis information can be included at the licensees' discretion

Well Reports: Minimum ContentBasic Well Data:

- DECC Well Registration Number and the target reference for the well.
- Status of well i.e. abandoned, suspended, production, injection or observation.
- Well Chronicle – dates of rig on location, drilling commenced (spud), drilling completed, operations completed and rig off location. Intermediate dates and depths should be included where operations were suspended for any reason prior to end of operations on the well.
- Height of drilling reference point (e.g. KB or RT or RF) above mean sea level and sea bed and water depth.
- Sea bed location – Latitude and Longitude and Geodetic Datum (UTM Eastings and Northings with Central Meridian used if calculated) with final positioning report. For wells drilled from templates or platforms, provide the co-ordinates (Latitude and Longitude and Geodetic Datum plus UTM E and N) of the centre of the installation and slot number location.
- Total Depth - if there is significant deviation programmed, or give TVD of total depth, Latitude and Longitude and Geodetic Datum plus UTM E and N with bearing and distance from top hole location.
- Licence number and round with licence operator.

Geological and Petroleum Engineering Data:

- Geological table of formations encountered giving depths (MD and TVDSS) and thickness (apparent and TVTH). A brief geological description, with significant age determinations and structural information (dips and faults, include true stratigraphical thickness if applicable).
- A listing or log of hydrocarbon indications recorded whilst drilling.
- A record of all cores and side wall cores, intervals and recoveries together with stratigraphical core log, conventional poro-perm results and any special core analyses including those to determine petrophysical rock parameters.
- A record of all logs taken with brief determinations of porosity and water saturations in reservoirs and potential reservoir.
- The depths (MD and TVDSS) and results of all repeat formation tests performed in the well. State whether psi(a) or psi(g).
- The depths (MD and TVDSS) and results of all drill stem and/or production tests of the well. This should include details of intervals, chokes, rates and/or volumes of hydrocarbons and/or water obtained and their gravities, together with pressure and temperatures measured with computer extrapolated reservoir pressure and reference depth. Additionally the results of the test should include perforation details of type, size, density of shots and where applicable, details of stimulation such as type, volume, rate, pressures.
- The results of chemical and physical analyses of fluids produced by testing or of minerals found in the well.

Drilling Data:

- Drilling history of the well.
- Details of the well's casings/liners and their seat depths including cement volumes, location of cement tops outside the casings and the method of location. Details of all formation integrity tests, whether or not immediately below casing seats are required. Information should be supplied as total pressure versus depth indicating either that leak off has been achieved or that it was a simple limit test.
- The kick-off point of a side-tracked or deviated hole.
- If the well is abandoned or suspended, details of packers, plugs, casing retrieval and site cleanup certification i.e. the abandonment/suspension schematic or diagram showing all components, cement, perforations and obstructions left in the hole.
- If the well is completed, details of packers, subsurface chokes, nipples and safety valves, tubing size, grade weight and pipe thread and well head Christmas tree. In the case of sub-sea satellite completions, details of flow line connection are required.

- A completion diagram or schematic (where applicable) showing components of the completion, casing strings, cement tops, perforations and obstructions left in the hole is required.

Other data:

- The results of any velocity surveys and vertical seismic profiling.
- Results of any significant chemical and physical analysis of petroleum including PVT analyses, water or minerals found in the well or injected into the formation subsequent to well completion report.
- Results of any significant physical analysis carried out on rock samples or fluid from the well including special analyses to determine matrix or fluid parameters subsequent to well completion report.
- Results of any significant tests on production, injection and observation wells including down-hole formation pressure and temperature surveys carried out, and also including time, pressure and flow listings of draw down and build-up surveys subsequent to well completion report.
- Any measurements relating to well-head down-hole pressures (static or flowing) should be reported.
- Details of any changes in perforations or completion hardware or any further operations to stimulate or inject fluids. The TVD or drilled depth of flowing perforation intervals should be reported.
- Reservoir unit tops as depths (MD and TVDSS) and thickness (apparent and TVTH).
- Fluid contacts or limits i.e. gas/oil, or oil/water, or gas/water or lowest known occurrences of hydrocarbon fluids as depths (MD and TVDSS).
- Sub-sea geographical (plan) co-ordinates of reservoir unit tops and fluid contacts.
- Net pay-thickness (apparent and TVTH) for units and total reservoir.
- Reservoir units average porosities and water saturations.

2) Basic Set Well Logs:

- Casing and tubing
- Composite Log
- Core Description Log, Core Gamma
- Dipmeter
- Lithological log
- MWD, LWD
- Mudlog, Formation Evaluation Log, Pressure Evaluation Log
- Seismic information
- Test Log Data, PLT, TDT, RFT
- Velocity log, Seismic Calibration Log
- All Wireline Logs, including:
 - Caliper
 - Density
 - Natural Gamma Ray, Spectral Gamma
 - Inclinerometry
 - Neutron, PEF
 - Resistivity, Conductivity, Induction
 - Sonic, Compressional, Shear

B.2 MEDIA & FORMAT STANDARDS

DECC's current requirements concerning media and format standards are specified below. The specific requirements stated do not in any way abrogate DECC's general right to request Licensees to provide Licence Data in any reasonable medium and format stipulated by DECC.

The following standards apply to well report and well log data submitted directly to DECC Data Release Agents and to data submitted by members to UKOilandGasData.

This section is also summarised in [Table C5](#) in Appendix C.

1) Composite (or Completion) Log

Medium: Digital image file on CD, DVD or via email (see [Section 4.2](#) for details of the acceptability of hardcopy versions).

Image File Format: A vector format which has no dependencies or links to other source files and for which a public viewer is available (such as CGM¹ and PDS) is preferred. TIFF² is an acceptable alternative format (CCITT group IV; see CDA Standard [CS-6](#))

<http://www.cdal.com/cda-documents/>

Files in PDF format are acceptable in instances where these other formats are not available but with as few page breaks as possible.

Latest date to be made available: (See [Section 4.2](#))

Shipping Address: See Appendix A

2) Raw Logs – Digital

Medium: CD, DVD, 3590, 3592 or via email.

Digital File Format: LIS, DLIS, LAS, BIT, ASCII

Latest date to be made available: (See [Section 4.2](#))

Shipping Address: See Appendix A

3) Graphical Logs

Medium: Digital image file on 3590, 3592,, CD, DVD or via email (see [Section 4.2](#) for details on the acceptability of hardcopy versions).

Image File Format: A vector format which has no dependencies or links to other source files and for which a public viewer is available (such as CGM and PDS) is preferred.

TIFF is an acceptable alternative format (CCITT group IV; see CDA Standard [CS-6](#)).

<http://www.cdal.com/cda-documents/>

Files in PDF format are acceptable in instances where these other formats are not available but with as few page breaks as possible).

Latest date to be made available: (See [Section 4.2](#))

Shipping Address: See Appendix A

4) Digital Well Deviation Data

Medium: CD, DVD, 3480, 3590, 3592 or via email.

Digital File Format: OGP P7/2000³ (previously known as UKOOA P7/2000).

Latest date to be made available: (See [Section 4.2](#))

Shipping Address: See Appendix A

¹ Freeware available from <http://www.cgmlarson.com>

² TIFF is a raster file – a digital file where the image information is made up of pixels

³ A detailed specification is available at <http://info.ogp.org.uk/geodesy/Exchange/P7.pdf>.

WellPathML is the XML version of this standard and will be incorporated by POSC into WITSML. P7/2000 and WellPathML are 'realisations' (not 'versions') of each other. Licensees and their contractors should have the capability of handling both the ASCII P7/2000 and XML realisations of the standard.

5) Well Reports

Medium: Digital image file on DAT, Exabyte, CD, DVD or via email (refer to paragraph 4.2 for details on the acceptability of hardcopy versions).

Image File Format: PDF or TIFF format (the version of PDF with image searchable text is preferred but the standard PDF version is also accepted).

Latest date to be made available: (See [Section 4.2](#))

Shipping Address: See Appendix A

Specification/Scope: The Well Completion Report or the collection of Well Reports for a well should include the minimum content detailed above.

APPENDIX C

PON 9 Summary Tables

- C1. WELL DATA
- C2. PROPRIETARY SEISMIC DATA
- C3. SPECULATIVE SEISMIC DATA
- C4. SITE SURVEY DATA
- C5. WELL DATA MEDIA AND FORMAT STANDARDS

C. PON 9 SUMMARY TABLES

C1 WELL DATA

Timing/Triggering Event	Action	Where	Responsibility
Well Consent Events (i.e. drilling application, spud notification, completion notification)	Provide initial Well Header Information	Through WONS	Well Operator
Within 3 months of Well Completion	Verify Well Header	Through the UKOilandGasData website	Well Operator
Within 6 months of Well Completion			
	Send Cores and Cuttings	BGS	Well Operator (or Current Well Owner)
No later than 12 months after Well Completion Date	Provide Basic Well Data to Data Release Agents (in the formats specified in Appendix B)	To each DRA (or via CDA, if a member)	Current Well Owner
On Licence Surrender or Field COP	Consider archiving to NHDA for relief from perpetual storage obligation	Contact NHDA at BGS	Current Well Owner

C2. PROPRIETARY SEISMIC DATA

Timing/Triggering Event	Action	Where	Responsibility
On completion of a 2D, 3D or 4D (baseline) Seismic Survey	Send PON14a Closeout form, Seismic Navigation file and UKOilandGasData Survey Header Information submission. Any associated gravity and magnetic data should be indicated on the Closeout Form	To DECC Aberdeen To UKOilandGasData	Current Survey Owner
Within 3 months of completion of a 2D, 3D or 4D (baseline) Seismic Survey	Check and verify Survey Header information	Through the UKOilandGasData website	Current Survey Owner
12 months before Survey Release Date	Provide associated gravity and magnetic data for release to DRA	To DRA for Grav/Mag	Current Survey Owner
4 (or depending on licence 3) years after the end of the year in which a survey was shot	Make Seismic Data available to public (See http://www.oilandgasuk.co.uk/cmsfiles/modules/publications/pdfs/OP066.pdf)	Directly from Current Survey Owner, or via CDA if a member	Current Survey Owner
On Licence Surrender or Field COP	Consider archiving to NHDA for relief from perpetual storage obligation	Contact NHDA at BGS	Current Survey Owner

C3. SPECULATIVE SEISMIC DATA

Timing/Triggering Event	Action	Where	Responsibility
On completion of a 2D, 3D or 4D (baseline) seismic survey	PON 14a Closeout form, Seismic Navigation file and UKOilandGasData Survey Header Information submission	To DECC Aberdeen To UKOilandGasData	Current Survey Owner
Within 3 months of completion of a 2D, 3D or 4D (baseline) Seismic Survey	Check and Verify Survey Header information	Through the UKOilandGasData website	Current Survey Owner
12 months before Survey Release Date	Provide associated gravity and magnetic data for release to DRA	To DRA for Grav/Mag	Current Survey Owner
~10 years after the end of the year in which a survey was shot.	Make Seismic Data available to public (See IAGC Guidelines)	Directly from Current Survey Owner	Current Survey Owner

C4. SITE SURVEY DATA

Timing/Triggering Event	Action	Where	Responsibility
On completion of a Site Survey	PON 14a Closeout form should be completed and sent	To DECC Aberdeen To BGS for MEDIN	Current Survey Owner
On Licence surrender, field COP	Consider archiving with the NHDA	Contact NHDA at BGS	Current Survey Owner

C5. WELL DATA MEDIA AND FORMAT STANDARDS

SUMMARY OF PRESCRIBED AND ALTERNATIVE MEDIA AND FORMAT STANDARDS (Refer to paragraph 5.2 and Appendix B)						
Data Type	Medium			Format		
	Hardcopy (paper or film)	Digital Image	Vector Image	Raster Image		Other Digital Formats
				TIFF	PDF	
Composite or Completion Log	Allowed for wells completed before 1 January 2007 (but digital image preferred). For E & A wells a paper copy must be sent to the DECC core store (see Section 3.1)	Mandatory for wells completed after 31 December 2006	CGM or PDS strongly preferred	Acceptable alternative to a vector image	Allowed only where provided as a single file and as a continuous feed without any page breaks	
Raw Logs - Digital	n/a	n/a	n/a	n/a	n/a	LIS, DLIS, LAS, BIT, ASCII
Graphical Logs	Allowed for wells completed before 1 January 2007 (but digital image preferred)	Mandatory for wells completed after 31 December 2006	CGM or PDS strongly preferred	Acceptable alternative to a vector image	Allowed only where provided as a single file and as a continuous feed without any page breaks	
Digital Well Deviation Data	n/a	n/a	n/a	n/a	n/a	OGP P7/2000
Well Reports	Allowed for wells completed before 1 January 2007 (but digital image preferred)	Mandatory for wells completed after 31 December 2006	-	Preferred	Allowed	

APPENDIX D

Model Clauses

- D1. Licensee to keep records
- D2. Licensee to keep samples
- D3. Reports to be treated as confidential

D. MODEL CLAUSES

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

<http://www.legislation.gov.uk/ukxi/2008/225/regulation/1/made>

Licensee to keep records

29.—(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.

D2. Licensee to keep samples

31.—(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) he has at least six months before the date of the disposal given notice in writing to the Minister of his intention to dispose of the same; and
- (b) the Minister or any person authorised by him has not within the said period of six months informed the Licensee in writing that he wishes the sample to be delivered to him.

(3) The Minister or any person authorised by him shall be entitled at any time—

- (a) to inform the Licensee in writing that he wishes the whole or any part of any sample preserved by the Licensee to be delivered to him; 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.

Companies should look at the actual licence they hold which may contain variations of the Model Clauses above. These can be found at:

https://www.og.decc.gov.uk/web_files/recent_licences/oglicences.htm

<https://www.gov.uk/oil-and-gas-licence-data>

(see scanned licences)

D3. Reports to be treated as confidential

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 by the Licensee about the publication of data in pursuance of this sub-paragraph.

APPENDIX E
Surplus Samples

E. SURPLUS SAMPLES

As noted in 5.2a) DECC and other stakeholders (including the Geological Society of London, the Petroleum Exploration Society of Great Britain and Oil & Gas UK) strongly encourage Licensees to offer samples material (and cores in particular) which are not required either by DECC or the BGS (subject to section 5.2 above) to one or more of the organisations listed below.

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

UK Universities

Co-ordinated via:

Heriot-Watt University

Edinburgh

Scotland

EH14 4AS,

Tel: +44 (0)131 449 5111

Contact Point: Prof. John Underhill John.Underhill@pet.hw.ac.uk

Museums

Geological Curators' Group

c/o Natural History Museum, Department of Earth Sciences

Cromwell Road

London

SW7 5BD

UK

Tel: +44 (0)20 7942 5415

Contact Point: Dr Giles Miller G.Miller@nhm.ac.uk

Schools and Higher Education

Earth Sciences Teachers' Association

c/o Earth & Ocean Sciences

Jane Herdman Building

4 Brownlow Street

Liverpool

L69 3GP

Contact Point: Maggie Williams hiatus@liverpool.ac.uk

Email: contact@esta-uk.net

Earth Science Education Unit

School of Public Policy and Professional Practice

Keele University

Staffordshire

ST5 5BG

Tel: +44 (0)1782 734437

Contact Point: Chris King

Email: eseu@keele.ac.uk

Scottish Earth Science Education Forum

Drummond Library

Surgeon's Square

Drummond Street

Edinburgh

Scotland

EH8 9XP

+44 (0)131 651 7048

Contact Point:

Email: projects@seseef.co.uk