

**UNITED STATES DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE**

NTL No. N04

Effective Date: July 9, 2009

**NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL AND GAS  
LEASES IN THE OUTER CONTINENTAL SHELF**

**Submitting Semiannual Well Tests Electronically**

This Notice to Lessees and Operators (NTL) explains how you can electronically submit Semiannual Well Tests and supersedes NTL No. 2001-N02.

**Background**

The Minerals Management Service (MMS) regulations (30 CFR 250.1102(b)(3)) require lessees/operators to conduct well tests at least once every 6 months for each producing completion and submit the results on Form MMS-128, Semiannual Well Test Report. Many operators comply with this requirement by completing and submitting numerous paper copies of Form MMS-128. While it is not currently a regulatory requirement to submit these data electronically, MMS strongly encourages operators to do so.

**Acceptable Formats**

In addition to paper forms, MMS accepts flat files in either a fixed-length format or comma-delimited format ASCII file. Operators interested in submitting electronic semiannual well test results should follow the instructions at <http://www.gomr.mms.gov/homepg/mmsforms/formMMS-128-inst.pdf> that explain the acceptable formats in more detail.

Since all data required on Form MMS-128 are public information, most operators are comfortable with submitting the flat files as e-mail attachments. If you prefer, you may also mail the file(s) on a compact disk (CD).

**Regional Addresses and Contacts**

You should submit the data to the appropriate region at the mailing or e-mail address shown below. If you have questions about this method or need further assistance, the regional office telephone numbers are also provided.

Gulf of Mexico OCS Region  
Minerals Management Service  
Rate Control Unit, MS 5331  
1201 Elmwood Park Blvd.  
New Orleans, LA 70123-2394  
rate.control.unit@mms.gov  
(504) 736-2891

Alaska OCS Region  
Minerals Management Service  
Field Operations  
949 E, 36<sup>th</sup> Ave., Suite 300  
Anchorage, AK 99508-4363  
fieldops\_alaska@mms.gov  
(907) 271-6065

Pacific OCS Region  
Minerals Management Service  
Production, Development and  
Resource Evaluation MS 7100  
770 Paseo Camarillo  
Camarillo, CA 93010  
Allan.shareghi@mms.gov  
(805) 389-7704

**Guidance Document Statement**

The MMS issues NTL's as guidance documents in accordance with 30 CFR 250.103 to clarify, supplement, and provide more detail about certain MMS regulatory requirements and to outline the information you provide in your various submittals. Under that authority, this NTL sets forth a policy on, and an interpretation of a regulatory requirement that provides a clear and consistent approach to complying with that requirement.

**Paperwork Reduction Act of 1995 Statement**

This NTL provides clarification, description, or interpretation of requirements in MMS regulations at 30 CFR 250, Subpart K. The Office of Management and Budget (OMB) has approved the information collection requirements in these regulations and assigned OMB Control Number 1010-0041. This NTL does not impose any additional information collection requirements subject to the Paperwork Reduction Act of 1995.

7/9/09

Date

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