

## REPORT COMPLETION GUIDELINES

### 6.16 ADDITIONAL FORMS

The following forms are used by several sections of the Ministry. The following descriptions are restricted to the utilization of the forms by the Mineral, Oil and Gas Revenue Branch. Any further instructions on how to fill out these forms can be found in the British Columbia Oil and Gas Handbook published by the Oil and Gas Commission.

#### MONTHLY GAS INJECTIONS OPERATIONS REPORT (FORM 15A)

**Purpose** The Form 15A is used by the Mineral, Oil and Gas Revenue Branch in its compliance and control function. The Validations/Audit Section uses this report to monitor the movement of gas volumes into and out of storage reservoirs.

**Timing** Operators of storage schemes must submit this report to the Mineral, Oil and Gas Revenue Branch not later than the 25th day of the month following the reporting month. When the 25th falls on a Saturday, Sunday or statutory holiday, the report is required on the next normal business day.

#### MONTHLY REFINERY OPERATIONS REPORT (FORM 19)

**Purpose** To report volumes of crude oil and refined products consumed by refineries and the products produced and shipped.

**Timing** To be submitted in duplicate by the refinery operator to the Victoria office not later than the 25<sup>th</sup> day of the month following the reported month.

#### MONTHLY CRUDE OIL AND CONDENSATE/PENTANES-PLUS PURCHASER'S STATEMENT (FORM 20)

**Purpose** The Form 20 is used by the Mineral, Oil and Gas Revenue Branch in its compliance and control function. The Validations/Audit Section primarily use this statement to monitor all oil, condensate and pentanes-plus sales and purchases made between the wellhead and the refinery. All purchasers of the above mentioned products must complete the Form 20.

**Timing** Purchasers must submit this statement, in duplicate, to the Mineral, Oil and Gas Revenue Branch no later than the 25th day of the month following the reported month. When the 25th falls on a Saturday, Sunday or statutory holiday, the statement is required on the next normal business day.