

Form EIA-23L  
Reserves Information Gathering System  
(RIGS)

User's Guide

Version 2021  
For Report Year 2020



*Independent Statistics & Analysis*

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Administration

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EIA-23L Reserves Information Gathering System (RIGS) User's  
Guide

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## Introduction

The Form EIA-23L, "Annual Report of Domestic Oil and Gas Reserves," gathers and summarizes credible and timely data regarding proved reserves and production of crude oil, natural gas, lease condensate and other related matters. The government uses the resulting information to develop national and regional estimates of proved reserves of domestic crude oil and natural gas to facilitate national energy policy decisions.

Each year EIA posts an electronic version of the Form EIA-23L (including form completion instructions) to the EIA website:

<http://www.eia.gov/survey/#eia-23l>

The form and instructions describe who is required to file a Form EIA-23L and provide definitions of the data requested. The form last underwent significant changes as of Report Year 2016, and these changes are reflected in the Form EIA-23L Reserves Information Gathering System (RIGS). For Report Year 2020, the process for importing prior-year data has changed; these new steps are described on page 4 of this guide.

RIGS provides respondents with an efficient and effective means for filing the form using a personal computer. It is available for download:

[http://www.eia.gov/survey/form/eia\\_23l/rigs.cfm](http://www.eia.gov/survey/form/eia_23l/rigs.cfm)

You must submit your data via Secure File Transfer, an industry standard method for sending information over the Internet using encrypted processes (see section titled "Create Submission File" for detailed instructions). This User's Guide provides instructions for using RIGS.

If you require any assistance in installing or running RIGS, call EIA at 1 (800) 879-1470 between 8:30 a.m. and 5:00 p.m. EST.

## Hardware / Software Requirements

The minimum hardware requirements needed to install and use RIGS are:

- o An IBM-compatible computer
- o Windows operating system (7 or higher)
- o A hard drive with at least 20 megabytes of free disk space
- o Internet connection and browsing software (Chrome, Firefox, etc.) to download the installation program and submit via Secure File Transfer

## Installing the RIGS Software

To install the EIA-23L RIGS software on your PC:

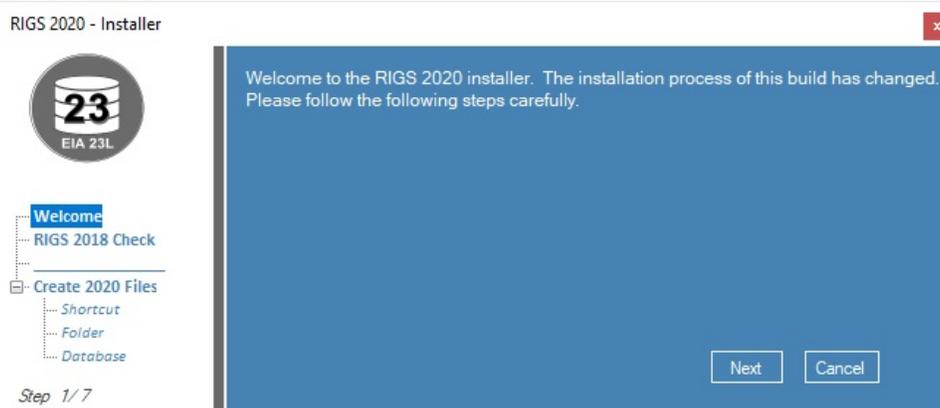
- 1) Open your Internet browser (Internet Explorer, Firefox, etc.), and go to:

[http://www.eia.gov/survey/form/eia\\_23l/rigs.cfm](http://www.eia.gov/survey/form/eia_23l/rigs.cfm)

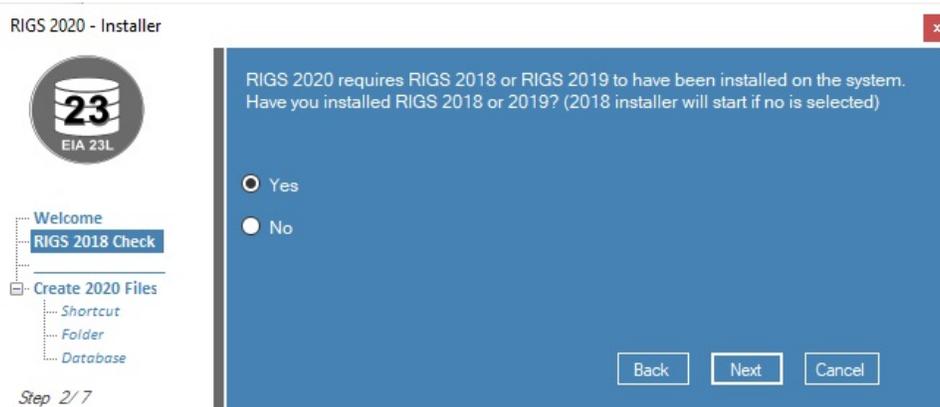
- 2) Click the "Download RIGS Application" link under the "Downloading and Installing" heading. This will open the "RIGS Installer" page.

- 3) Click the **Run** button. An "Application Run - Security Warning" may be displayed. Click the **Run** button to proceed.

- 4) The "RIGS 2020 – Installer" box is displayed. From the initial "Welcome" box (shown below), click **Next**.

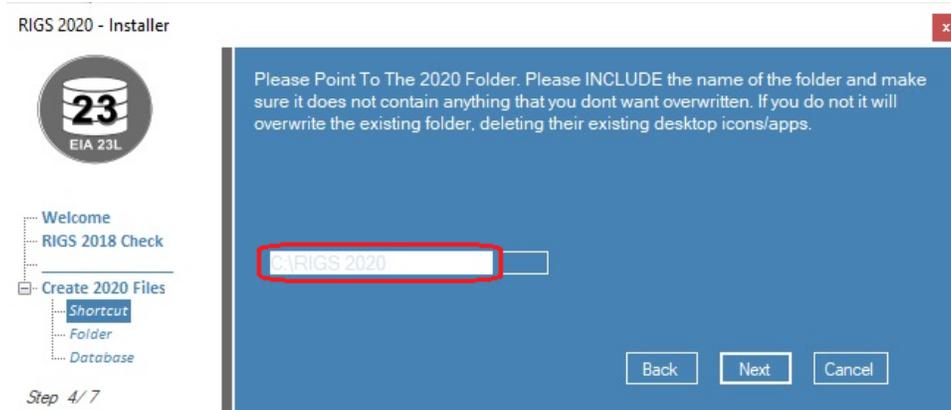


- 5) The next box asks if you have RIGS 2018 or RIGS 2019 already installed on your PC.



- If you do not have last year's version (or the 2018 version), select **No** and click **Next**. RIGS 2018 will then be installed to your PC; follow the prompts to complete its installation. When it's finished, you will be returned to the RIGS 2020 installation screen.
- If you do have last year's version (or the 2018 version) on your PC, select **Yes** and click **Next** to proceed to the next step.

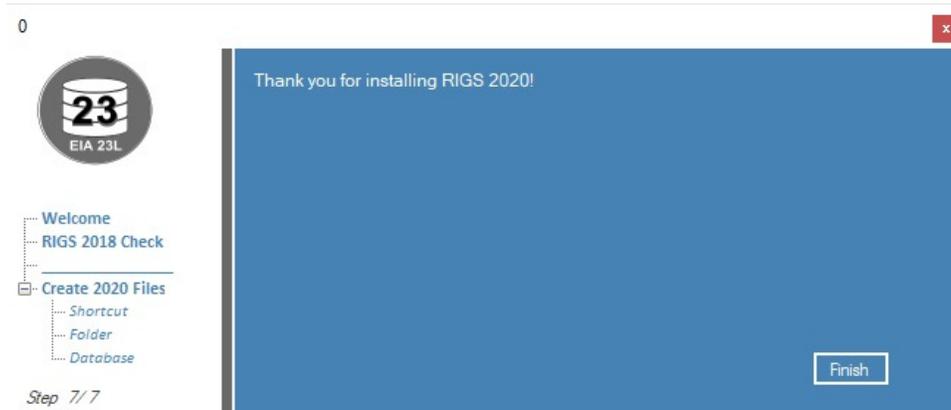
6) The next screen asks to point to the folder to which you wish to install RIGS 2020. The default folder to which the system will be installed is: C:\RIGS 2020. If you wish to change the directory, click the button to the right of the folder name, as shown below (note that the text showing the default destination folder – C:\RIGS 2020 – is shown in the circled box):



After entering the desired location for RIGS in the highlighted box above (or accepting the default location), click the **Next** button to continue the installation.

7) The next box says it's creating the 2020 folder. Click **Next**.

8) Next, a shortcut to RIGS is created. Click **Next**. RIGS is then installed; click the **Finish** button to exit the Installer.



You are now ready to run the RIGS 2020 program!

## Using the EIA-23L Reserves Information Gathering System (RIGS)

From your Windows Desktop, click the **Start** button, then the Programs button. Select the EIA Applications item, and then click RIGS 2020. The following introduction screen is displayed:

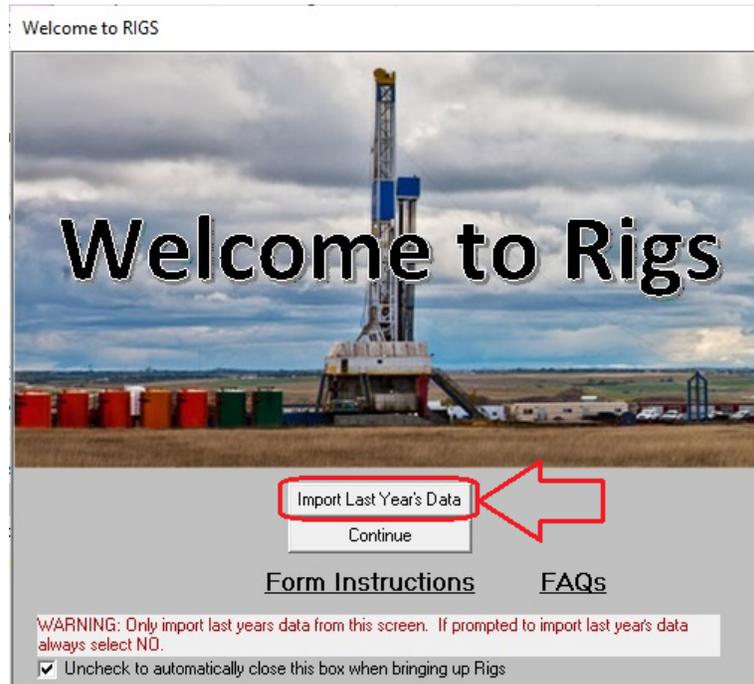


**NEW FOR REPORT YEAR 2020:** The import of last year's RIGS data, which has, in prior versions, been performed via the "Import From File" button on the RIGS Main Menu, **must now be performed from this screen**. This process is described in the section below.

### Initial Data Import from Last Year's RIGS Submission File

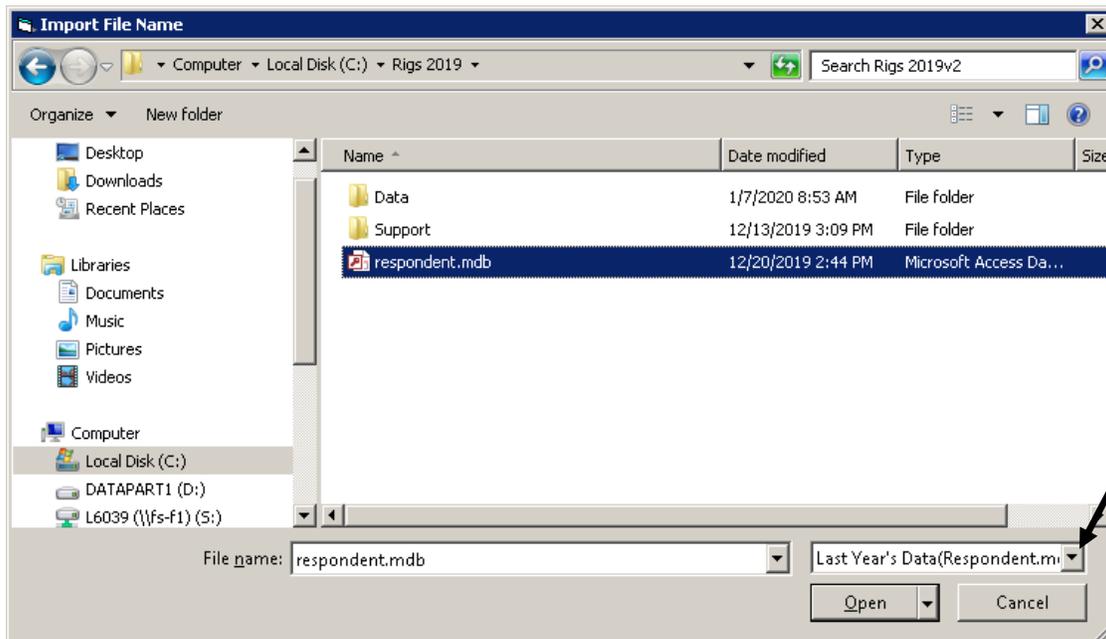
This is useful if you have data for a large number of counties to enter manually. Importing last year's file will move last year's Total Proved Reserves data (from column H of the 2019 EIA-23L data) to this year's Total Proved Reserves (column A). If you are using the same PC for filing RIGS as you used last year, the import file should be located in the previous year's \RIGS yyyy\data directory, where yyyy is the four-digit previous filing year.

If you wish to import your data from last year, click **Import Last Year's Data** from the RIGS Introduction screen, as shown below:



(NOTE: If you do not wish to import last year's data, click the **Continue** button below the **Import Last Year's Data** button, to open the RIGS program and view the Main Menu. Proceed to page 7 of this manual for further instructions.)

After you click the **Import Last Year's Data** button, the following screen is displayed:



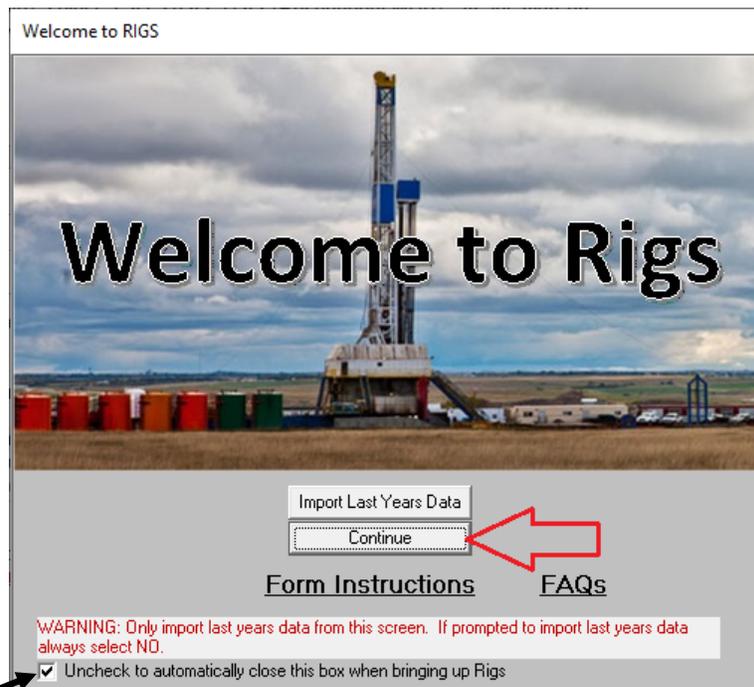
Import From File - Import File Name

In the bottom right field (shown above), select "Last Year's Data (Respondent.MDB)." Its location on your hard drive depends on where you loaded the RIGS system the previous year.

In the "File Name" field, select last year's "Respondent.MDB" file name, containing the previous year's filing data.

Click the **Open** button. A confirmation box is displayed, informing you that the import is complete. (You may receive an error message if the file is not in the correct format.) On the import confirmation box, click **OK** and the RIGS Main Menu is displayed. When you click the "Select Company" option, the company or companies from last year's filing should appear in the "Company Selection Screen." All data entered in the previous year, now grouped by county, will appear when you select the "View/Modify Existing Counties" on the Schedule A tab, along with the Total Proved Reserves data for the prior year.

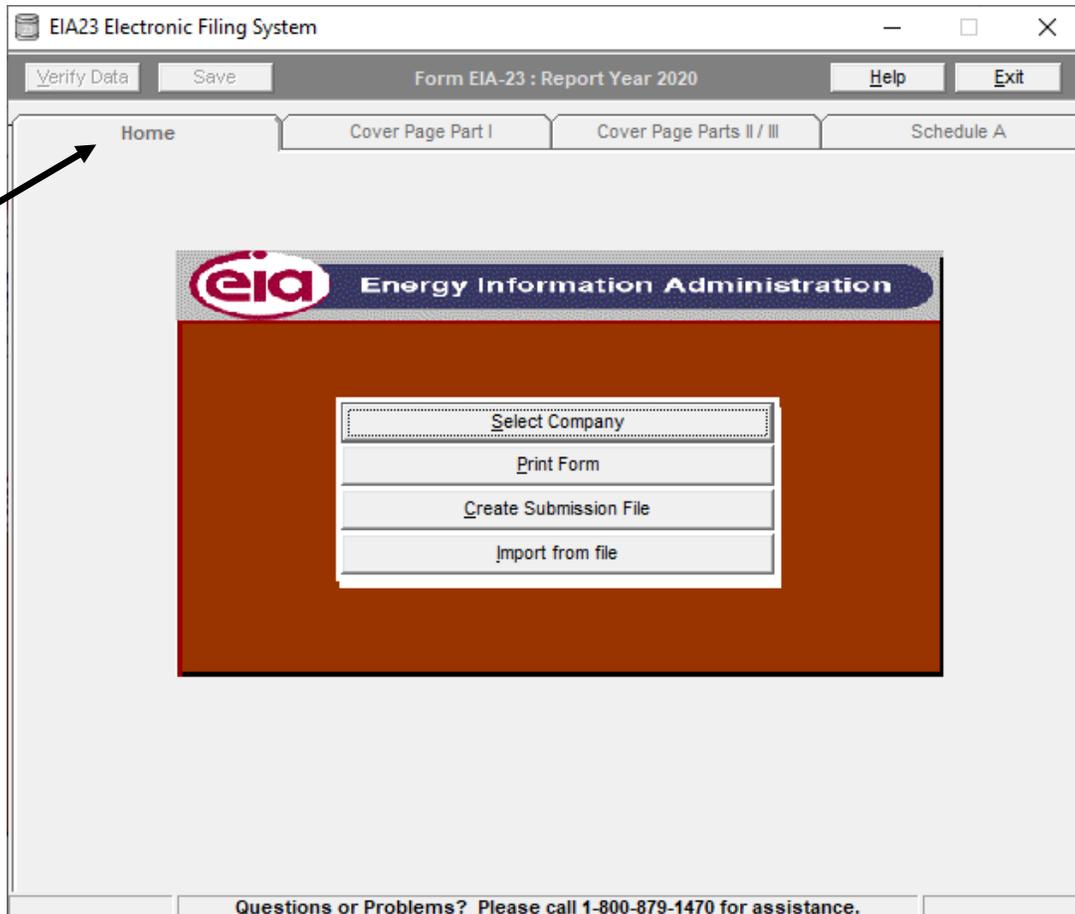
After completing this initial import, you are ready to enter data for the current year. The introduction screen is displayed again; click the **Continue** button to proceed to the RIGS Main Menu.



Note that you may uncheck the box at the bottom of the screen to skip this screen when you open RIGS, going forward.

## The RIGS Main Menu Screen

After you have successfully imported last year's data (or clicked **Continue**) from the RIGS Introduction screen, the Main Menu Screen of RIGS is displayed, as shown below:



Main Menu Screen

The four main options available in RIGS are accessed via this menu:

- 1) **Select Company:** Click this button to add a company to RIGS, select a current company for editing, or remove a company from RIGS.
- 2) **Print Forms:** Click this button to print a copy of the current version of the active company's EIA-23L form.
- 3) **Create Submission File:** Click this button to generate a file containing all entered county data for submission to EIA.
- 4) **Import from File:** Click this button to load prior-year data, which will now be grouped by county, or an externally-created data file, into RIGS.

Each option is described in the sections that follow.

## Select Company

After clicking the Select Company button on the Main Menu Screen, the following Company Selection Screen is displayed:

The screenshot shows a dialog box titled "Company Selection Screen". At the top, there are three tabs: "Select", "Add", and "Remove Company". Below the tabs, there are two text input fields: "EIA ID Number" and "Company Name". Below these fields, there is a message: "Please enter the six digit ID number supplied by EIA and your company name." On the right side of the dialog, there are two buttons: "Ok" and "Cancel". Three arrows labeled "Tabs" point to the "Select", "Add", and "Remove Company" buttons.

Select Company - Company Selection Screen

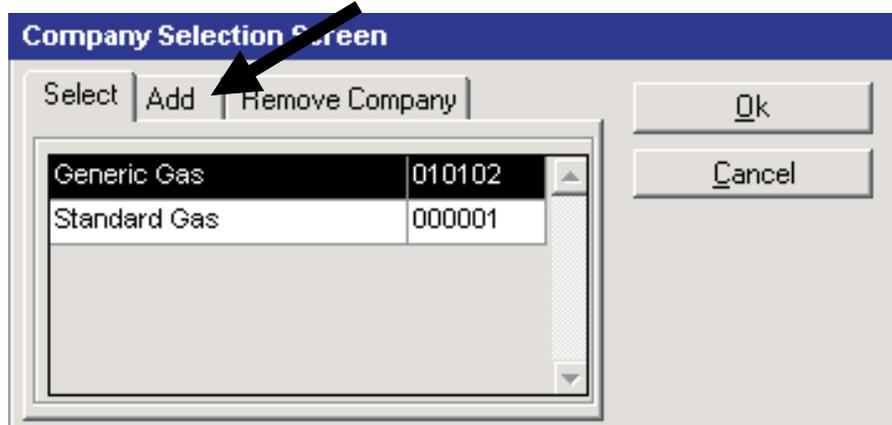
On this screen, there are three tabs, representing the three options available. You may select a company to edit (Select), add a new company to RIGS (Add) or delete a company from your current list of EIA-23L companies (Remove Company).

“Select” List: This list shows the name and ID number of each company for which the respondent intends to submit EIA-23L data. Companies can be easily added and removed from this list. Once the list is completed, the user can select any company to edit or validate from the “Select” List.

## Add a Company

To add a company to your list of current companies, follow these procedures:

- 1) Click the **Select Company** button from the Main Menu Screen.
- 2) If you have not yet added any companies to RIGS, go to step 3 (the **Add** tab is the default tab displayed). If you have already added one or more companies but need to install another company, click the **Add** tab, as shown below:



Select Company - Add tab

- 3) After the **Add** tab is clicked, the following screen is displayed:

The screenshot shows the "Company Selection Screen" with the "Add" tab selected. The "Select" and "Remove Company" tabs are also visible. Below the tabs are two input fields: "EIA ID Number" and "Company Name". Below these fields is a message: "Please enter the six digit ID number supplied by EIA and your company name." To the right of the input fields are two buttons: "Ok" and "Cancel".

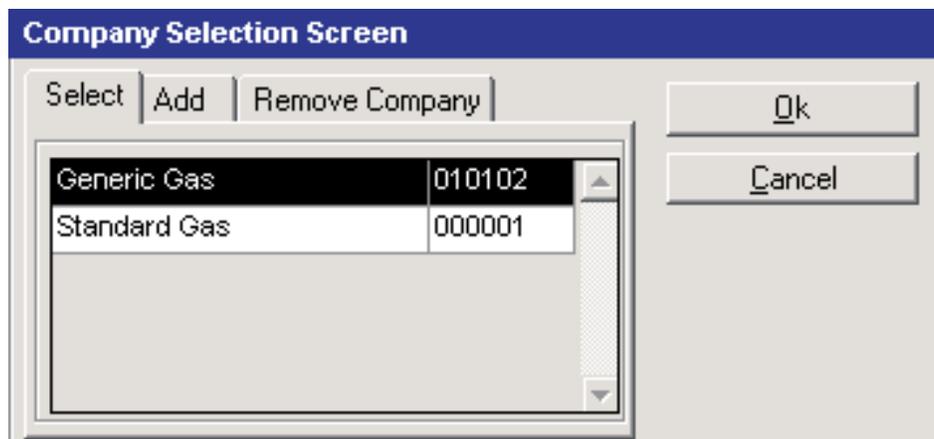
Select Company - Add

- 4) The cursor should appear in the EIA ID Number box; type in the ID number of the new company. If you do not know the company's ID number, contact EIA at 1 (800) 879-1470 –do not make one up!
- 5) Tab to the Company Name box, and type in the new company's name.
- 6) Click the **OK** button to add the new company to your "Select" List. The Cover Page Part I screen is displayed, and you are ready to enter data for the new company. This new company will also be added to the "Select" List (if you wish to edit, print, or submit it at a later time).

## Select a Company

To enter data for a company that you have already added to the EIA-23L respondent database, follow these procedures:

- 1) Click the **Select Company** button from the Main Menu Screen.
- 2) Click the **Select** tab. A list of companies that have already been added is displayed, as shown below:



Select Company - "Select" tab

- 3) Scroll down the list to locate the company you wish to edit. Once you've located the desired company, click the company name, then click the **OK** button. The selected company is then displayed in the Cover Page Part I screen, ready for data editing.

## Remove Company

To remove a company from the "Select" List, follow these procedures:

- 1) Click the **Select Company** button from the Main Menu Screen.
- 2) Click the **Remove Company** tab. A list of current companies is displayed (identical to the list displayed under the "Select" tab).
- 3) Scroll down the list to locate the company you wish to remove from the "Select" List, and click the company name, then click the **OK** button.
- 4) A confirmation box is displayed, asking if you are sure you wish to delete the company. Click the **Yes** button to confirm removal of the company, or **No** to cancel the removal process. If you click **Yes**, the selected company is removed from the "Select" List, and the Remove Company screen tab is still displayed, in case you wish to remove more companies.

Note: If you decide you removed a company by mistake, you must click on the **Add** tab and "re-add" the deleted company, and re-enter any data for that company.

## Enter Data

After you have added at least one company to your "Select" List, you may begin to enter data for that company. To begin updating company data, follow these procedures:

- 1) Click the **Select Company** box from the Main Menu Screen.
- 2) The default tab selection is "Select." Single click on a company in the "Select" List box, then click the **OK** button to enter data for that company. The Cover Page Part I screen is displayed, as shown below:

The screenshot shows the 'Cover Page Part I' form in the EIA23 Electronic Filing System. The form is titled 'Part I: Identification' and contains the following sections:

- Company Name, Address and/or Contact Information:**
  - Company Name: Standard Gas
  - Address: 456 26th Street
  - City: Mytown
  - State: TX Zip: 38289
- Contact Information:**
  - Primary Contact: James Smith, Phone Number: (548)548-7888, Ext: 5444, E-mail: jsmith@standard.com, Fax Number: (838)273-6677
  - Secondary Contact: Kim Jones, Phone Number: (568)989-5552, Ext: , E-mail: kjones@standard.com, Fax Number: (458)546-5852
- Was your company an oil and gas field operator during calendar year 2020?**
  - No. Complete Parts 4 - 13 but do not complete Schedule A.
  - Yes. Complete all of the form.
- Company Status, Name and/or Address Change or Correction:**
  - Company name, contact person, and mailing address are correct
  - Company was sold or merged.
  - Company went out of business.
- Please check all boxes where applicable for the report year:**
  - You acquired an oil and gas operating company(s).
  - You are completing this form for a subsidiary or affiliated company.
- EIA ID:** 010203
- Questions or Problems? Please call 1-800-879-1470 for assistance.**

EIA  
Identification  
Number

Enter Data - Cover Page Part I

### Note

The currently-active company's EIA identification number is displayed constantly at the bottom of the screen (as indicated above).

The three sections that follow describe the three screens on which data can be entered. Click on the tabs at the top of the screen to access each: Cover Page Part I, Cover Page Parts II/III, and Schedule A.

### Cover Page Part I

This tabbed page is used to enter company identification information. After clicking Select Company from the Main Menu Screen, click on a company to edit from the "Select" List. Follow the procedures below to add/edit company identification data:

1) After selecting a company to edit, the cursor will be automatically positioned on the first input data entry box of the Cover Page Part I. After entering or modifying identification data, including primary and secondary contact information, you can press the **Enter** or **Tab** key to continue to the next input data entry box. Press the **Shift + Tab** key combination to move the cursor to the previous input data entry box.

2) Enter any applicable company identification information on the Cover Page Part I. In the middle of the screen, you are asked "Was your company an oil and gas field operator during calendar year 2020?" Click the appropriate radio button:

- If you select "**No**," you only need to fill in Parts I, II and III in RIGS. No Schedule A company data can be entered if "No" is selected here.
- If you select "**Yes**," you must complete Parts I, II, III and Schedule A, which includes county data. If you have Schedule A data to report for the current year, you must select "Yes" here.

3) Check any applicable boxes in the "Company Status, Name, and Address Change or Correction":

- Confirm that the current name/address information is correct by checking the first box.
- If your company was sold or merged with another company during the report year, click the second box, and type in the company name, address, and contact information for the company to which yours was sold or merged with, in the "Sold to or Merged with Company Information" box that is displayed when you check the box.

Company Name :		Buyers, Inc	
Address :		387 Lanham Drive	
City :		Galveston	
State :	TX	Zip :	38278
Contact :			
James Public			
Phone Number :	(383)763-2979	Ext :	8798
Fax Number :	(097)689-7767		
E-mail :	jpublic@buyers.com		
		OK	Cancel

- If your company went out of business during the report year, check the third box. Enter the company name, address, and contact information of the company that has taken over your accounts in the "Company Information that Took Over Accounts" box that is displayed when you check the box. It looks very similar to the "Sold to or Merged with Company Information" box shown above.

**Note:** If you need to edit the company information for either the “sold or merged” or “taken over accounts” company, click the small **Edit** button that appears after you have entered information in either of these categories, as shown below:

**Company Status, Name and/or Address Change or Correction:**

Company name, contact person, and mailing address are correct

Company was sold or merged.

Company went out of business.

**Edit**

Also, note that only one of the two boxes, “Company was sold or merged” or “Company went out of business,” may be selected for your company. If you try to select both, the first one you selected will revert back to unchecked.

4) The final section on the Cover Page Part I screen describes two scenarios; please check the applicable box if either applies to your company:

- “You acquired an oil and gas operating company.” If your company purchased an oil and gas operating company during the report year, the acquired company’s information should be entered in the dialog box that is displayed when you check the applicable box. Include the acquired company’s name, the states in which the acquired company operates, and the approximate date operations transferred to your company. If the acquired company operates under a different name from your company, include the new name as well. Click **OK** to save your information. A sample is shown below:

**Acquired Oil and Gas Operating Companies**

**Name the acquired companies, the state(s) the properties are located in, and the approximate Date of acquisition**

*Example: Company ABC in CO, NM, and UT acquired May 2016*

Basic Oil Company acquired in NM and AZ; transferred operations as of May 2020 and now doing business as Dakota Oil in NM and Phoenix Gas in AZ.

OK Cancel

**Note:** This box is for reporting *entire companies or divisions* that you have acquired. Report any individual reserves assets sold and purchased throughout the year as usual on Schedule A (columns D and E).

- “You are completing this for a subsidiary or affiliated company.” If your company has different divisions or affiliated companies that report as one organization on the EIA-23L form, list the companies in the box that is displayed when you check this option. Click **OK** to save your information. A sample is shown below:

#### Cover Page Parts II/III

This tabbed page is used to enter parent company information and your approval. After clicking Select Company from the Main Menu Screen, click on a company to edit from the “Select” List. Follow the procedures below to add/edit parent company identification data and/or approval data:

- 1) Click the Cover Page Parts II/III tab at the top of the screen, as shown below:



#### Enter Data - Cover Page Parts II/III Tab

- 2) The Cover Page Parts II/III tab screen is displayed. Fill in Part II as described below:

If your company is controlled by a parent company, click **Yes** and fill in the parent company's name and address.

If your company is NOT controlled by a parent company, click **No** and proceed to Part III, Approval.

Type in any applicable comments in the Comments box.

- 3) In Part III, Approval, enter the name of the Contact Person and his/her title in the boxes provided.

## Schedule A

This tabbed page is used to enter county information and data. After clicking **Select Company** from the Main Menu Screen, click on a company to edit from the "Select" List. Follow the procedures below to add or delete a county for that company, or to edit county data:

- 1) Click the **Schedule A** tab at the top of the screen, as shown below:



Enter Data - Schedule A Tab

Notes: A message may appear, alerting you that there is no need to fill in Schedule A data, because you have answered "No" to the question, "Was your company an oil and gas field operator during the current report year?" in Part I. You cannot access the Schedule A Tab Screen unless you have already selected "Yes" for that question on the Cover Page Part I tab screen.

If you have not yet entered any counties, the "Add/Delete Counties" box is displayed first, as shown on the next page, requiring you to enter at least one county before displaying the "Schedule A Tab Screen."

- 2) The Schedule A Tab Screen is displayed, as shown below:

 A screenshot of the EIA23 Electronic Filing System window showing the "Schedule A" data entry screen. The title bar and menu bar are the same as in the previous screenshot. The "Schedule A" tab is active. The screen contains several input fields and sections:
 

- Fields for: 1. State Code, 2. Subdiv Code, 3. County Code, 4. County Name, 5. Type Code, 6. Field, Play or Prospect Name (Optional).
- Section 7: Proved NonProducing Reserves, with sub-sections:
 

a. Crude Oil (Mbbbl)	b. Gas (MMcf)	c. NonAssociated Gas (MMcf)	d. Lease Condensate (Mbbbl)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Field 8: Footnote (Schedule B) with a checkbox.
- Fields for: 9. # of Producing Wells in 2020, 10. # of Wells Completed or Purchased in 2020, 11. # of Wells Abandoned or Sold in 2020.
- Summary table for reserves:
 

Total Proved Reserves Dec. 31, 2019 (A)	Revision Increase (B)	Revision Decrease (C)	Sales (D)	Acquisitions (E)	Extensions and Discoveries (F)	Report Year Production (G)	Total Proved Reserves Dec. 31, 2020 (H)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Fields for: 12. Crude Oil (Mbbbl), 13. Associated-Dissolved Gas (MMcf), 14. NonAssociated Gas (MMcf), 15. Lease Condensate (Mbbbl).

 At the bottom, there is a footer with "EIA ID : 010203" and "Questions or Problems? Please call 1-800-879-1470 for assistance."

Enter Data - Schedule A Tab Screen

In order to enter data on this screen, you must first select a county for the company. This can be done by one of two methods:

- Add a county
- Modify a county

Add a County

If the county that you wish to update has not yet been added for the company you've selected, click the **Add / Delete Counties** button, as shown below:

Enter Data - Add / Delete Counties Button

The following Add / Delete County Maintenance Screen is displayed:

Enter Data - Add / Delete County Maintenance Screen

First, you must select the state in which the county resides. You may type in the state's two-character code, or select from the drop-down list (as shown on the previous screen). If you type in the state code manually, click the **Retrieve County** button (just to the right of the state code box) to display a list of counties for that state; if you select the state code from the drop-down list with the mouse, the list of counties for that state is displayed automatically.

An example of a county list is shown below:

County Name	County Code	Subdivision Code
ARKANSAS	001	
ASHLEY	003	
BENTON	007	
BOONE	009	
BRADLEY	011	
CALHOUN	013	

Enter Data - County List

Note: If the county you wish to add does NOT appear on this list (only counties that have historically filed reserves data are shown in the drop-down list), click the **Click here if County is not in list** button (located to the right of the County Name box). The county list disappears, and you must then type in the following information for the new county:

County Name

County Code

Subdivision Code

It is important to note that this is the only time you can change these identification fields. After a county is added, these data entry boxes are read-only and cannot be edited. After entering the appropriate data in the boxes listed above, click the **OK** button to add the county to the current company. County Name is required; all other boxes can be left blank if you're unsure what to enter.

If the desired county is located on the county list (scroll up and down by clicking on the up and down arrows along the right side of the county list), click on that county name. The county's name, subdivision code, and county code are automatically filled into the Add /Delete County Maintenance screen, as shown on the next page.

Enter Data - County Selected

**Note that type code is not shown on this screen.** Type code is considered a **MANDATORY** field, and must be selected on the Schedule A main screen **after** the county has been added.

After the desired county's data are displayed in the Add / Delete County Maintenance Screen, click the **OK** button, as shown above. The selected county's data are then displayed on the Schedule A Tab Screen, as shown below:

Total Proved Reserves Dec. 31, 2019 (A)	Revision Increase (B)	Revision Decrease (C)	Sales (D)	Acquisitions (E)	Extensions and Discoveries (F)	Report Year Production (G)	Total Proved Reserves Dec. 31, 2020 (H)

Enter Data - Schedule A: County Data

The type code drop-down menu is automatically displayed if the selected county does not have a previously selected type code. The first thing you must do on this screen is select a type code from this drop-down menu, highlighted above. Select the description that best describes the reservoir in which the reserves lie. Type code options include conventional, coal bed, low permeability, and shale. If you aren't sure about the nature of the reservoir, select "Unknown." **As of Report Year 2018, Coalbed is no longer accepted as a Type Code. If you previously entered Coalbed as the Type Code for the selected County, please select "C" for Conventional. Also, "Shale" only appears on the Type Code drop-down menu if the selected County reported Shale as its Type Code in the past. Most counties, including the sample shown above, will not include Shale as an option in this latest version of RIGS.**

Note that if you do not select a type code, and then attempt to click another tab (Home or Cover Page), the Type Code drop-down will again be displayed, until you select one of the listed types.

After selecting the type code, continue by entering the appropriate data in each box. Use the **Tab** (or **Enter**) key to move to the next box, or use the mouse to move around the screen.

#### Enter Schedule A Data

Recent updates to the RIGS Schedule A data entry process include:

- If you report Sales data (in column D) or Acquisitions data (in column E), **an edit check will require that you add a footnote** identifying all operators involved in the sale or acquisition, and the month of the transaction as it was reported to state agencies.
- Data thresholds were added for Extensions and Discoveries. If you enter data higher than these values shown below, for the specified line numbers, an edit check is triggered when you run the RIGS "Verify Data" option:
  - Line 12, Crude Oil: If value entered in cell F (Extensions and Discoveries) is greater than 10,000 Mbbl, a footnote is required.
  - Line 13, Associated-Dissolved Gas: If value entered in cell F (Extensions and Discoveries) is greater than 25,000 Mmcf, a footnote is required.
  - Line 14, NonAssociated Gas: If value entered in cell F (Extensions and Discoveries) is greater than 25,000 Mmcf, a footnote is required.
  - Line 15, Lease Condensate: If value entered in cell F (Extensions and Discoveries) is greater than 5,000 Mbbl, a footnote is required.

Where numeric values are expected:

- All data entry boxes must have positive values
- Enter the appropriate number, or leave the data entry box blank.
- Use the right arrow key or the left arrow key to move within the active data entry box.

- o For Items 12, 13, 14, and 15, the following calculation is used to determine the Total Proved Reserves (Column H):

$$\text{Column A} + \text{B} - \text{C} - \text{D} + \text{E} + \text{F} - \text{G} = \text{H}$$

As you enter data into any of the columns A through G, the Total Proved Reserves field in Column H will be auto-filled with the calculated total, using the formula above. The four Column H data fields cannot be edited, as they are automatically calculated, as shown below.

Total Proved Reserves Dec. 31, 2019 (A)	Revision Increase (B)	Revision Decrease (C)	Sales (D)	Acquisitions (E)	Extensions and Discoveries (F)	Report Year Production (G)	Total Proved Reserves Dec. 31, 2020 (H)
56,426	12	4,527	395	1,548	2,559	6,695	48928
171,596	6,519					18,717	146360
161,657	28,024					32,684	156997
44,465	9,021				8,882		62368

As you enter data in any of the Row 12 through 15 data fields....

...the value in Column H is automatically calculated and filled. It cannot be edited manually by the user.

#### Enter Data - Schedule A: Calculated Total Reserves

Auto-calculated data in Column H, Total Proved Reserves, cannot be changed manually by the user. Fields 12-H, 13-H, 14-H, and 15-H are read-only.

- o Click the **Save** button in the upper left portion of the screen to save your work at any time.

## Delete a County

If you wish to delete a county from your RIGS database, click the **Add/Delete Counties** button.

Click the Delete County tab (on the right of the screen) to view all counties that have been added to the currently-selected company. Select the county you wish to delete, then click the **OK** button. A confirmation box is displayed, asking if you are sure that you wish to delete this county. Click the **Yes** button to delete the county (or **No** to return to the Add/Delete County Maintenance Screen).

## View/Modify Existing Counties

If you wish to view or edit data for a county which has already been added to the currently-selected company, click the **View/Modify Existing Counties** button. A list of all counties that have been added to the currently-selected company is displayed. Click on the county that you wish to edit, and its Schedule A data are displayed. Follow the data editing procedures in the "Enter Schedule A Data" section of this document to change the data you have already entered for the selected county.

## Add a Footnote

If you wish to add a footnote (Schedule B) for any Schedule A data you enter, follow these procedures:

- 1) Click the **Footnote** button, as shown below:

EIA23 Electronic Filing System

Verify Data Save Form EIA-23 : Report Year 2020 Help Exit

Home Cover Page Part I Cover Page Parts II / III **Schedule A**

1. State 2. Subdiv 3. County 4. County Name 5. Type 6. Field, Play or Prospect  
Code Code Code Name Code Name (Optional)

TX 10 011 ARMSTRONG C

7. Proved NonProducing Reserves

a. Crude Oil (Mbbbl)	Assoc-Dissolved b. Gas (MMcf)	NonAssociated c. Gas (MMcf)	Lease Condensate d. (Mbbbl)
45,001	145,245	154,878	42,577

8. Footnote (Schedule B)

9. # of Producing Wells in 2020 : 201 10. # of Wells Completed or Purchased in 2020 : 10 11. # of Wells Abandoned or Sold in 2020 : 6

Total Proved Reserves Dec. 31, 2019 (A)	Revision Increase (B)	Revision Decrease (C)	Sales (D)	Acquisitions (E)	Extensions and Discoveries (F)	Report Year Production (G)	Total Proved Reserves Dec. 31, 2020 (H)
56,426	12	4,527	395	1,548	2,559	6,695	48928
-12. Crude Oil (Mbbbl)							
171,596		6,519				18,717	146360
-13. Associated-Dissolved Gas (MMcf)							
161,657	28,024					32,684	156997
-14. NonAssociated Gas (MMcf)							
44,465	9,021				8,882		62368
-15. Lease Condensate (Mbbbl)							

EIA ID : 010203 Questions or Problems? Please call 1-800-879-1470 for assistance.

Add a Footnote - Footnote Button

2) The Footnote box is displayed, as shown below:

Add a Footnote - Footnote Box

3) In the Footnote box, type in the item number and column letter (if applicable) into the appropriate boxes, then type in the footnote in the area at the bottom of the box, as shown above.

For example, if you wish to enter a footnote for Nonassociated Gas - Sales, type "14" in the item number box (for nonassociated gas) and "D" in the column letter box (for sales). This indicates that the footnote applies to that specific data entry box.

4) After typing in the desired footnote, click the **OK** button. The system retains the footnote and it will appear on the hard copy when the "Print Form" option is used.

#### Modify a Footnote

If you wish to alter a footnote after entering it, follow these procedures:

1) Click the **Footnote** button on the main screen. The Footnote box is displayed, and footnotes can be changed by clicking the **Modify** tab, as shown below:

Footnote Box - Modify Footnotes

2) A list of all footnotes is displayed (by item number and column letter); click on the footnote you wish to edit. The footnote text will appear in the area at the bottom of the Footnote Box, and you may edit it as you wish. Be sure to click the **OK** button when you have completed editing the footnote to save your changes.

### Delete a Footnote

If you wish to delete a footnote, click the **Delete** tab (to the right of the Modify tab shown above), and select the footnote you wish to delete from the list that is displayed. Click the **OK** button to delete the selected footnote.

### Verify Data

After you have entered your data for the county (or counties), it is recommended that you verify the form data. RIGS uses numerous edit checks to assist you in making sure the data you enter are correct. To run these edit checks, click the **Verify Data** button in the upper left corner of the screen, as shown below:

The screenshot shows the 'EIA23 Electronic Filing System' window. The title bar includes 'Verify Data', 'Save', 'Form EIA-23 : Report Year 2020', 'Help', and 'Exit'. The main window has tabs for 'Home', 'Cover Page Part I', 'Cover Page Parts II / III', and 'Schedule A'. The 'Verify Data' button is located in the top-left corner of the main window area and is highlighted with a red arrow. The form contains various data entry fields for county information, reserves, and production data.

1. State Code	2. Subdiv Code	3. County Code	4. County Name	5. Type Code	6. Field, Play or Prospect Name (Optional)
TX	10	011	ARMSTRONG	C	

7. Proved NonProducing Reserves			
a. Crude Oil (Mbbbl)	b. Gas (MMcf)	c. Gas (MMcf)	d. (Mbbbl)
45,001	145,245	154,878	42,577

9. # of Producing Wells in 2020 :	10. # of Wells Completed or Purchased in 2020 :	11. # of Wells Abandoned or Sold in 2020 :
201	10	6

Total Proved Reserves Dec. 31, 2019 (A)	Revision Increase (B)	Revision Decrease (C)	Sales (D)	Acquisitions (E)	Extensions and Discoveries (F)	Report Year Production (G)	Total Proved Reserves Dec. 31, 2020 (H)
56,426	12	4,527	395	1,548	2,559	6,695	48928

12. Crude Oil (Mbbbl)	13. Associated-Dissolved Gas (MMcf)	14. NonAssociated Gas (MMcf)	15. Lease Condensate (Mbbbl)
56,426	171,596	161,657	44,465

EIA ID : 010203      Questions or Problems? Please call 1-800-879-1470 for assistance.

Verify Data - Verify Form Button

1) A dialog box appears, asking if you want to verify data for the selected county only, or for all counties. This box is shown below:

The 'Verification' dialog box has a title bar with a close button. It contains a red 'X' icon and the following text: 'Do you want to verify this County only?' followed by '(Yes - Verifies this County only)' and '(No - Verifies all Counties)'. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel'.

Verify Data - Verification Dialog Box

If you wish to only verify data for the county currently selected, click **Yes**. If you wish to verify data for all counties you've entered, click **No**.

If you do not wish to verify any counties at this time, click **Cancel** to return to the Schedule A Tab Screen.

2) After running the Verify Data option, progress messages are displayed, indicating that counties are being validated. Once validation is completed, you may receive a message stating that no errors have been detected. In that instance, your data are clean and you may proceed to send your filing to EIA. However, if errors are found, the following screen is displayed:

EIA23 Electronic Filing System

County Name: ARMSTRONG St: TX Sub: 10 Cnty: 011 Type: C

Problem: **ERROR: NonProducing Reserves of Crude Oil must be <= Ending Reserves of Crude Oil.**

Footnote:

Previous Edit Next Edit Restart Edits Done

1. State Code	2. Subdiv Code	3. County Code	4. County Name	5. Type Code	6. Field, Play or Prospect Name (Optional)
TX	10	011	ARMSTRONG	C	

Add / Delete Counties  
View / Modify Existing Counties  
Sort Order

7. Proved NonProducing Reserves			
a. Crude Oil (Mbbbl)	b. Gas (MMcf)	c. Gas (MMcf)	d. Lease Condensate (Mbbbl)
49001	145,245	154,878	42,577

8. Footnote (Schedule B)

9. # of Producing Wells in 2020: 201    10. # of Wells Completed or Purchased in 2020: 10    11. # of Wells Abandoned or Sold in 2020: 6

Total Proved Reserves Dec. 31, 2019 (A)	Revision Increase (B)	Revision Decrease (C)	Sales (D)	Acquisitions (E)	Extensions and Discoveries (F)	Report Year Production (G)	Total Proved Reserves Dec. 31, 2020 (H)
56,426	12	4,527	395	1,548	2,559	6,695	48928
13. Associated-Dissolved Gas (MMcf)							
171,596	0	6,519	0	0	0	18,717	146360
14. NonAssociated Gas (MMcf)							
161,657	28,024	0	0	0	0	32,684	156997
15. Lease Condensate (Mbbbl)							
44,465	9,021	0	0	0	8,882	0	62368

EIA ID: 010203    Questions or Problems? Please call 1-800-879-1470 for assistance.

Verify Data - Validation Screen

3) The top portion of the screen shows the results of the validation. See the explanation on the next page for details on navigating through the validation process.

The screenshot shows a software window titled "EIA23 Electronic Filing System". On the left, there are two vertical tabs: "Navigate" (selected) and "List". The main area contains several input fields: "County Name" with "ARMSTRONG", "St" with "TX", "Sub" with "10", "Cnty" with "011", and "Type" with "C". Below these fields, a red error message is displayed: "Problem: ERROR: NonProducing Reserves of Crude Oil must be <= Ending Reserves of Crude Oil." Below the error message is a large text area labeled "Footnote:" which is currently empty. At the bottom of the window, there are four buttons: "Previous Edit", "Next Edit", "Restart Edits", and "Done".

#### Verify Data - Navigate

At the top of the screen, the county name is listed, along with the state code, subdivision code, county code, and type code.

Next, the edit issue is shown. The reason that the system flagged the data is given, and the data value in error is highlighted in the county data area (the lower part of the screen). Thus, you can easily correct the errant data.

If flagged data are acceptable to you, you can enter an explanation for the discrepancy in the Footnote box. This footnote will automatically be saved to the item and column which have been flagged. For example, if an error is flagged for the data in item 12, column A, you may enter a footnote when the verification process displays item 12, column A's edit issue. The new footnote will then be "attached" to item 12, column A, when you return to the main data entry portion of the Schedule A Tab Screen. For further details, see the "Add a Footnote" section.

Along the bottom of the Verify Form - Navigation screen (shown above) are four buttons:

**Previous Edit:** Click this button to return to the edit prior to the one currently displayed.

**Next Edit:** Click this button to display the next edit discovered during verification.

**Restart Edits:** Click this button to restart the verification process. The Verification Dialog Box is displayed -- follow instructions earlier in this section to run the Verify Form process. "Restart edits" is available in case you wish to make changes to county data while the "Verify Form - Navigation" screen (shown above) is displayed (county data is still viewable and editable in the lower portion of the screen), and you want to verify these new updates.

**Done:** Click this button when you are finished reviewing the edits; the Verify Form screen disappears, and the complete Schedule A Tab Screen is re-displayed.

There are two tabs that can be clicked while using the Verify Form option:

**Navigate:** The default option. Click this tab to scroll through the discovered edits using the features described above.

**List:** Click this tab to display the following:



Verify Data - List

The list option displays the first page of the printable version of the "RIGS Error Report," a list of all edits discovered for the current company's counties.

Use the horizontal and vertical scroll bars along the right side of the list box to view the first page of the report.

Click the **Print** button to print the full report.

Click the **Done** button to close the Verification window; the Schedule A Tab Screen is re-displayed.

## Sort Order

This option can be used to set the order that the counties will be listed when you use any of the county selection options (Add/Delete Counties or View/Modify Existing Counties). This is especially useful if your company reports for a large number of counties.

To change the default county sort order (state, subdivision, county name, type code), click the **Sort Order** button on the Schedule A Tab Screen, as shown below:

The screenshot shows the 'Schedule A' tab in the EIA23 Electronic Filing System. The 'Sort Order' button is located in the 'Add / Delete Counties' and 'View / Modify Existing Counties' dropdown menu, which is highlighted with a red arrow.

Total Proved Reserves Dec. 31, 2019 (A)	Revision Increase (B)	Revision Decrease (C)	Sales (D)	Acquisitions (E)	Extensions and Discoveries (F)	Report Year Production (G)	Total Proved Reserves Dec. 31, 2020 (H)
56,426	12	4,527	395	1,548	2,559	6,695	48928
171,596	0	6,519	0	0	0	18,717	146360
161,657	28,024	0	0	0	0	32,684	156997
44,465	9,021	0	0	0	8,882	0	62368

Sort Order - Sort Order Button

The following Specify Sort Order box is displayed:

The 'Specify Sort Order' dialog box shows the following fields and controls:

- 1. Highlight entry in List
- 2. Use Arrows to move entries between lists
- Source Fields: State (highlighted), SubDivision, County Name, Type Code
- Sort Order: (Empty list)
- Buttons: OK, Cancel

Sort Order - Specify Sort Order Box

Click on the Source Field name that you wish to use as the primary sorting method, then click the uppermost green arrow to move that Source Field into the "Sort Order" box. Continue selecting Source Field names to set your secondary sorting methods, clicking the green > button to move the Source Field to the Sort Order list.

- Click the green < button to move Source Fields from the Sort Order box back to the Source Field box.
- Click the green >> button to move all Source Fields to the Sort Order box.
- Click the green << button to move all Source Fields from the Sort Order box back to the Source Field box.

After you have selected the Sort Order that you wish to retain, click the **OK** button. A message box appears, stating that your new sort order has been saved as the default sort order.

Example: You can use the Sort Order option to change to the following default sort order:

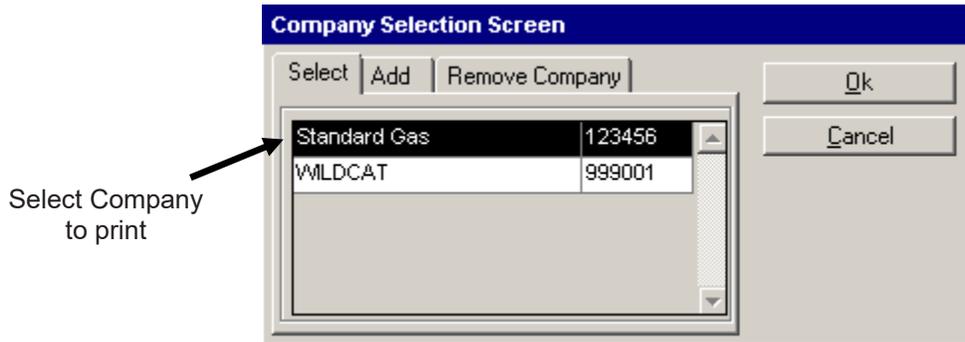
County Name, Type Code, Subdivision, State.

Any time you select Add/Delete County or View/Modify Existing Counties, the counties listed will be sorted initially by county name. You may have added multiple versions of the same county, if their type codes are different from each other. In this instance, for the Sort Order shown above, counties with the same county name will then be sorted by type code. You can change your default sort order anytime by using the Sort Order option again.

## Print Form

The Print Form function is used to print out a hard copy of the EIA-23L Form. This can be done as follows:

- 1) From the Main Menu Screen (click the Home tab if one of the other tabs is currently displayed), click the **Print Form** button. The following Print Selection Screen is displayed:



Print Form - Print Selection Screen

- 2) On the left side of the Print Selection Screen, a list is displayed, showing all companies currently entered in RIGS. Select the company for which you wish to print the form (as shown above).
- 3) If the company's filing is a resubmission, click the resubmission box (as shown above). If the resubmission box is checked, the printed Cover Sheet of the Form EIA-23L will show an X in the "Resubmission?" box, found in the top right corner of the form.
- 4) Click the **OK** button to display the Print Preview screen, as shown on the following page.

**U.S. DEPARTMENT OF ENERGY**  
ENERGY INFORMATION ADMINISTRATION  
Washington, D.C. 20585

OMB No. 1905-0057  
Expiration Date: 8/31/2022  
Product No.: 2020.01  
Burden: 45 hours

**FORM EIA-23L**  
**ANNUAL REPORT OF DOMESTIC OIL AND GAS RESERVES**  
**REPORT YEAR 2020**

This report is mandatory under the Federal Energy Administration Act of 1974 (Public Law 93-275). For the provisions concerning the confidentiality of information and sanctions statements, see Sections VII and VIII of the instructions. Resubmission?

**PART I: IDENTIFICATION**

<p>Complete and return by May 2, 2021 to <a href="https://signon.eia.doe.gov/upload/noticeoog.jsp">https://signon.eia.doe.gov/upload/noticeoog.jsp</a> Email: OOG_Surveys@eia.gov Fax to: (202) 588-1078 Mail: Oil and Gas Surveys U.S. Department of Energy, EIA Ben Franklin Station P.O. Box 279 Washington, DC 20044-0279 <b>Questions? Call 1-800-879-1470</b></p>	<p>EIA Operator ID Code: 154879 Company Name: RIGS TEST 1 Street or Post Office Box: 4655 Daggie Place City, State, Zip Code: Erom LA 32828</p>
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<p><b>1. Contact Information</b> (person most knowledgeable about the reported data)</p> <p>Contact Person: James Jonast Phone Number: (415) 221 - 5488 Ext: 6588 Fax Number: (415) 221 - 5466</p>	<p><b>2. Secondary Contact Information (Optional)</b></p> <p>Contact Person: Karen Hoss Phone Number: (584) 654 - 8878 Ext: 8478 Fax Number: (584) 458 - 4522</p>
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Print Form - Print Preview Screen

5) The Header Page is the default page displayed when the Print Preview Screen appears. You may view any of the parts of the form of the selected company by clicking the buttons along the left side of the screen:

**Header Page:** The first two pages of the Form EIA-23L, showing Part I: Identification; Part II, Parent Company Identification; and Part III, Approval. This page contains no oil and gas data, only company identification information. Note that, as of Report Year 2016, the Header Page is now two pages long, and contains new data-entry boxes for Acquisitions and Subsidiaries/Affiliated Companies.

**Schedule A:** The next page of the Form EIA-23L, showing all county oil and gas data entered for the selected company. Click the Sort Options - Schedule A button (below the five Print Preview buttons) to set the sort order in which the counties will be displayed and printed.

**Schedule B:** This page(s) displays all footnotes entered in RIGS for the selected company. Click the Sort Options - Schedule B button to set the sort order in which the footnote information will be displayed and printed.

**Error Report:** The RIGS Error Report, which is the same validation report that is run by clicking the Verify Data button.

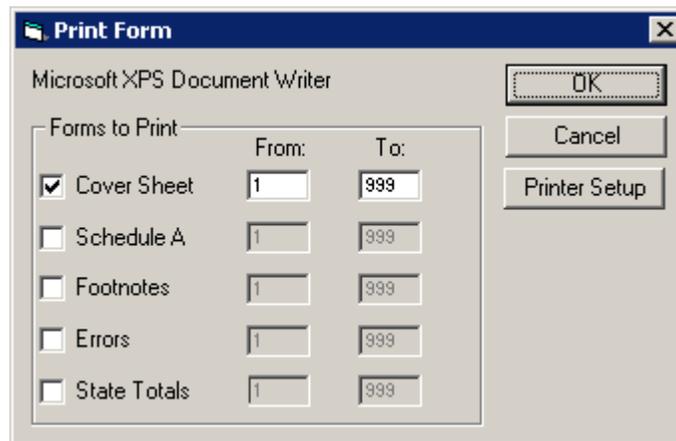
**State Totals:** This page will display the totals for each state for which you have entered a county.

6) After previewing the forms as you wish on the screen, click the **Print** button  (as shown below) to print the desired form(s).



Print Form - Print Button

The following "Print Form" box is displayed.



Print Form Box

7) You may select any or all parts of the form to print. The default form to be printed is the form that is currently selected on the Print Preview Screen. However, you may select any or all forms to print from this screen, and you may also dictate which page numbers of each form that you wish to print, by typing in the desired page numbers in the "From" and "To" boxes. You may also change your printer setup by clicking the Printer Setup button.

8) After selecting the form(s) you wish to print, click the **OK** button. The form(s) that you selected (in # 7 above) is then sent to your printer.

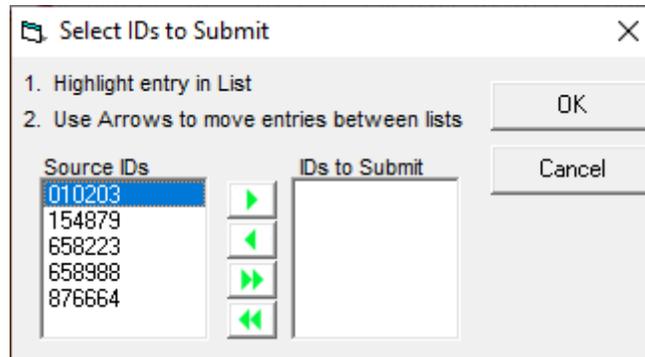
9) The Print Preview Screen is re-displayed. Click the **Exit** button in the upper left corner of the screen to return to the RIGS Main Menu.

## Create Submission File

After entering and validating all companies' county data for which you are responsible, you must submit your final data to EIA via Secure File Transfer. Use RIGS to create a single file (containing all respondent companies' data that you've added or updated) to submit electronically.

To create a file to send via Secure File Transfer, follow these procedures:

- 1) From the Main Menu Screen, click the **Create Submission File** button. If you are attempting to submit data for more than one company, the following Select IDs to Submit box is displayed:



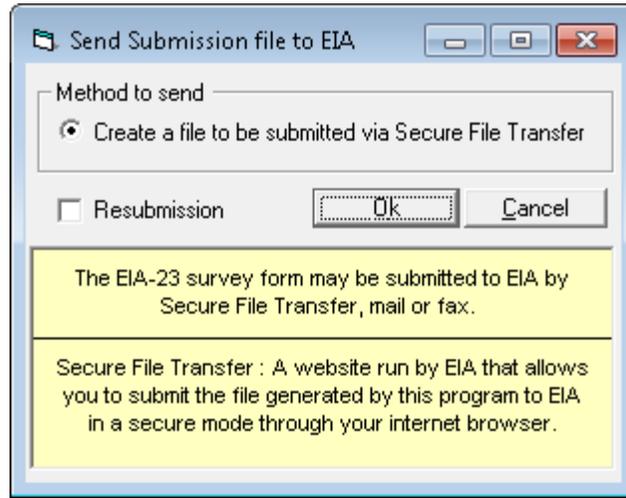
Create Submission File - Select IDs

**NOTE:** When you click the Create Submission File button, all county data you have entered in RIGS are run through the validation process. If a validation error is found, a "Data Failed" box appears, informing you that a validation check has discovered a potential error in your data. Follow the instructions in the "Data Failed" box to either correct the data or proceed with data submission (a validation report will automatically be printed if you elect to continue). See the "Verify Data" section for more details.

- 2) This gives you the option of submitting companies separately, if you wish. From the left column of "Source IDs," click on the Company ID(s) that you wish to submit—hold down the shift key to select multiple IDs—and click the top green arrow to move the selected companies into the IDs to Submit column. Move the IDs back and forth as necessary using the  and  arrows. To move all companies from one column to the other, use the  and  arrows.

After filling the "IDs to Submit" field with the desired companies, click the **OK** button to continue the submission process.

The "Send Submission file to EIA" box is displayed:



Create Submission File - Select Method

3) "Create a file to be submitted via Secure File Transfer" (SFT) is pre-selected when the "Send Submission file to EIA" box is displayed. If the filing you are sending is a resubmission, click the "Resubmission" box.

4) Click the **OK** button. A message is displayed, describing the process for submitting via SFT.

You have two options: a) Allow RIGS to try to open your web browser to the SFT page on EIA's website, and commence the submission process from there; or b) Create the submission file and open your web browser on your own, copying the SFT web address and submitting from there. As the message states, the file containing your company data can be found at:

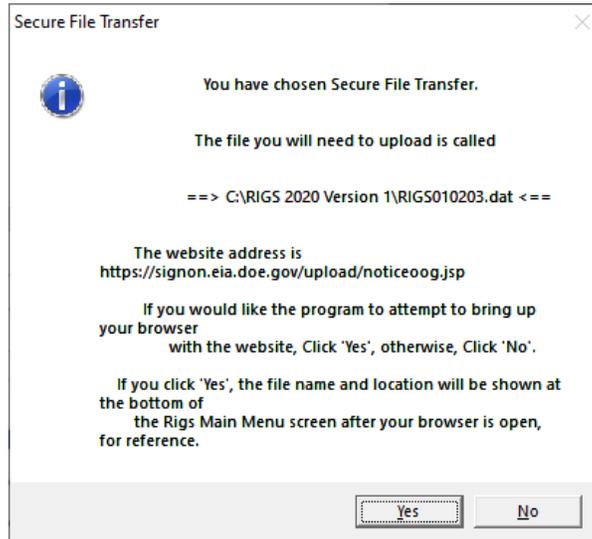
C:\RIGS 2020\RIGSXXXXXX.DAT

where C:\RIGS 2020 is the directory to which you installed RIGS; if you opted to change from the default installation directory during the install process, the file will be copied to whatever drive/directory to which RIGS was installed

where XXXXXX is the company control number

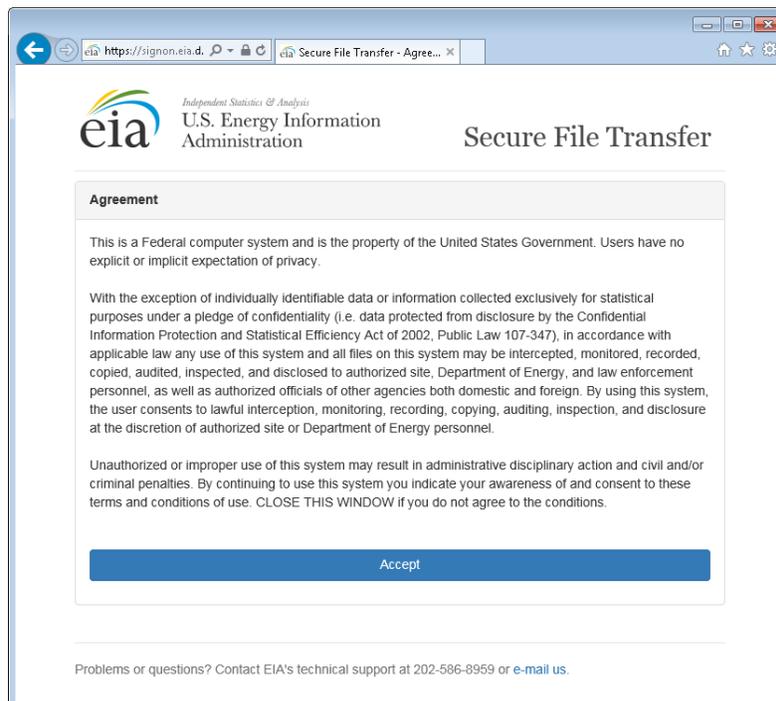
All companies that you have added to RIGS are found in a single file.

5) To allow RIGS to attempt to open your web browser to the EIA SFT site, click **Yes** when the following message is displayed.



Secure File Transfer – Dialog Box

Your browser should open, and the SFT “Notice to Users” should be displayed, as shown below:



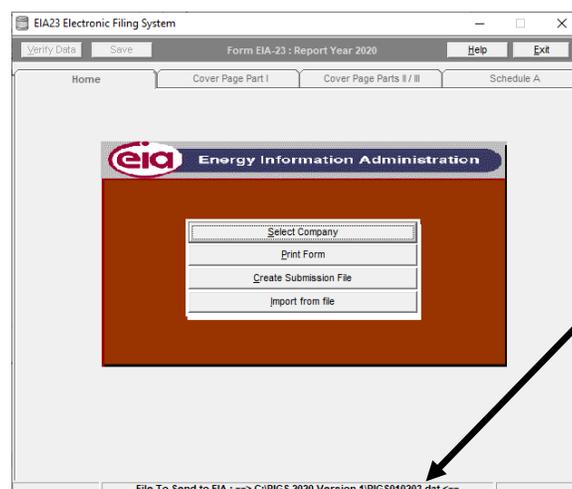
Secure File Transfer – Web Site

If you do not want RIGS to open your browser, click **No** on the SFT message box and print the instructions when the “Print” box is displayed. Open your browser and type in the SFT site address (<https://signon.eia.doe.gov/upload/noticeoog.jsp>); the “Notice to Users” is displayed, as shown above.

If you accept the conditions, click the **Accept** button. The main SFT screen is displayed, as shown below:

Enter your contact information in the appropriate fields at the top of the screen. In the “File(s)” field, click the **Browse** button and locate the submission file that has been created by RIGS, located here: “C:\RIGS 2020\RIGSXXXXXX.DAT.”

NOTE: The file name and location (on your hard drive or network drive, depending on where you installed RIGS) can be seen at the bottom of the RIGS Main Menu screen after you click **Yes** on the Secure File Transfer message box to open your browser. Use the Alt-Tab key combination to bring RIGS back to the foreground of your Desktop. The filename is shown at the bottom of the screen as shown below:



When you click on any Main Menu item, this message will revert back to showing the “Questions or problems?” phone number information.

When you are finished filling in all the required information, the SFT screen should look similar to this sample screen:

The screenshot shows the 'Secure File Transfer' interface. At the top left is the EIA logo with the tagline 'Independent Statistics & Analysis' and 'U.S. Energy Information Administration'. The title 'Secure File Transfer' is on the top right. A 'Required Field' indicator and a 'Help' button are at the top. The 'Contact Information' section includes fields for Name (James Smith), Company (Standard Gas), Email (jsmith@standard.com), and Phone (555 555-5555). Below this is the 'File(s) to Be Transferred' section, which includes instructions on allowed file formats and a file selection area showing 'RIGS010203.dat' selected. A green 'Submit File(s)' button and a white 'Reset Form' button are at the bottom. A footer note provides technical support contact information.

Secure File Transfer – Filled In Screen

Click the “Submit” button and your RIGS filing will be sent to EIA. A confirmation screen is displayed, alerting you that the submission was successful.

Use the **Alt-Tab** key combination to switch back to RIGS. The Main Menu should be shown; you can exit the program; after you submit via SFT, your filing is now complete.

## Import from File

There are three types of File Importing available within RIGS. These are:

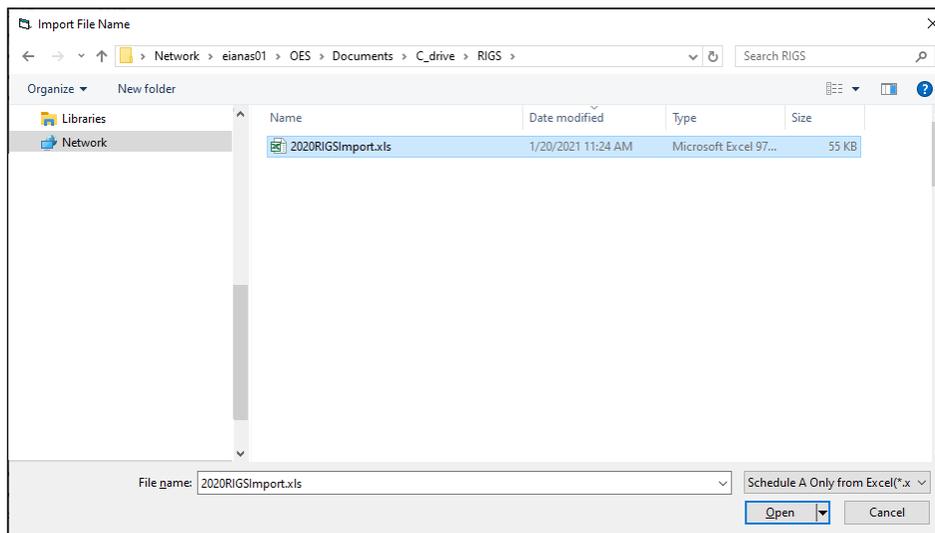
1. Import last year's data from the RIGS MS Access file (No longer available from this menu – please see “Initial Data Import from Last Year's RIGS Submission File” on page 4 of this manual for instructions on how to import last year's data via the RIGS Introduction screen)
2. Import Schedule A data from an Excel file
3. Import current year's data from a text file

### Import Schedule A data from an Excel file

This feature allows the user to import Schedule A data from an Excel spreadsheet, assuming that it is in the correct format. The format of the spreadsheet is shown in Appendix A, Import File Formats. You may choose to add the company or companies for which you are importing data before performing the Schedule A Excel import, or the import process will add the company/companies for you. Companies added via the Schedule A import will appear with no company identification information on "Cover Page Part I;" you must add that information (including company name) after the import. However, if the companies have already been added to RIGS, the Schedule A Excel import will simply add the county information from the spreadsheet to the existing company (or companies), as identified by the six-digit ID shown in the first column of the imported Excel spreadsheet. See Appendix A, “Import File Formats,” for more information about the specific format of the Excel file.

To import Schedule A data into RIGS via an Excel spreadsheet, follow these procedures:

- 1) From the Main Menu Screen, click on the **Import from File** button. The following screen is displayed:



### Import from File - Import File Name

- 2) In the bottom right field, select “Schedule A Only from Excel (\*.xls),” as shown above (its location on your hard drive will vary depending on where you store your RIGS Excel file).
- 3) Select the .xls file name that is to be imported (“2020RIGSImport.xls” in the sample above), and click the **OK** (or **Open**) button. A confirmation box is displayed, informing you that the import is complete.

4) When you click Select Company from the Main Menu, you should see the ID number of the company for which you have imported data via Excel. Click on the company and you can add a company name on the "Cover Page Part I" tab. Your newly-imported data will appear in the "Schedule A" tab—click View/Modify Existing Companies to see your company data.

**Note:** When performing the import, you may receive a message informing you that the data file you are attempting to import is invalid. Check the format of the data file you are using; it must match the format described in Appendix A, "Import File Formats."

**Note:** When prior year data are loaded into Columns A through H, incorrect values in Column H will be automatically recalculated as soon as you begin entering data into any of the data entry fields for that county. As you enter data into Columns B through G, Column H will adjust automatically, to ensure that the calculated Total Proved Reserves for the current year is correct.

#### Import current year's data from a text file

Some companies that maintain a large amount of data keep their own EIA-23L data file up-to-date throughout the year in a text file. If you have such a file, you can load it into RIGS and avoid having to enter your data manually. The three types of file(s) to be imported must follow the format below:

**Schedule A Data:** These data are identified by the Record Type "A." Data recorded as "County Data" on the Form EIA-23L are listed in this format.

**Company Data:** This file contains company identification information. These data are identified by the Record Type "C."

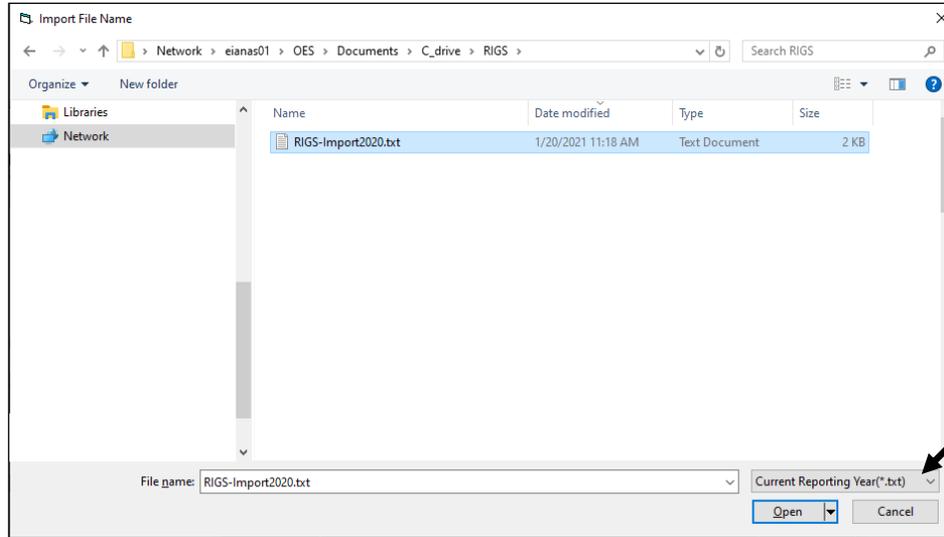
**Footnote Data:** This file contains all footnotes entered. These data are identified by the Record Type "F."

For detailed descriptions of each of these three types of import files, see Appendix A, "Import File Layouts." To view a Form EIA-23L facsimile, showing data cell names for company data files and Schedule A data files, see Appendix B, "Data Cell Codes."

Valid state codes, used in Schedule A data files and footnote data files, are listed in Appendix C, "State Abbreviation and Geographic Subdivision Codes."

To import any of the three data files containing current year data into RIGS, follow these procedures:

1) From the Main Menu Screen, click on the **Import from File** button. The following screen is displayed:



#### Import From File - Import File Name

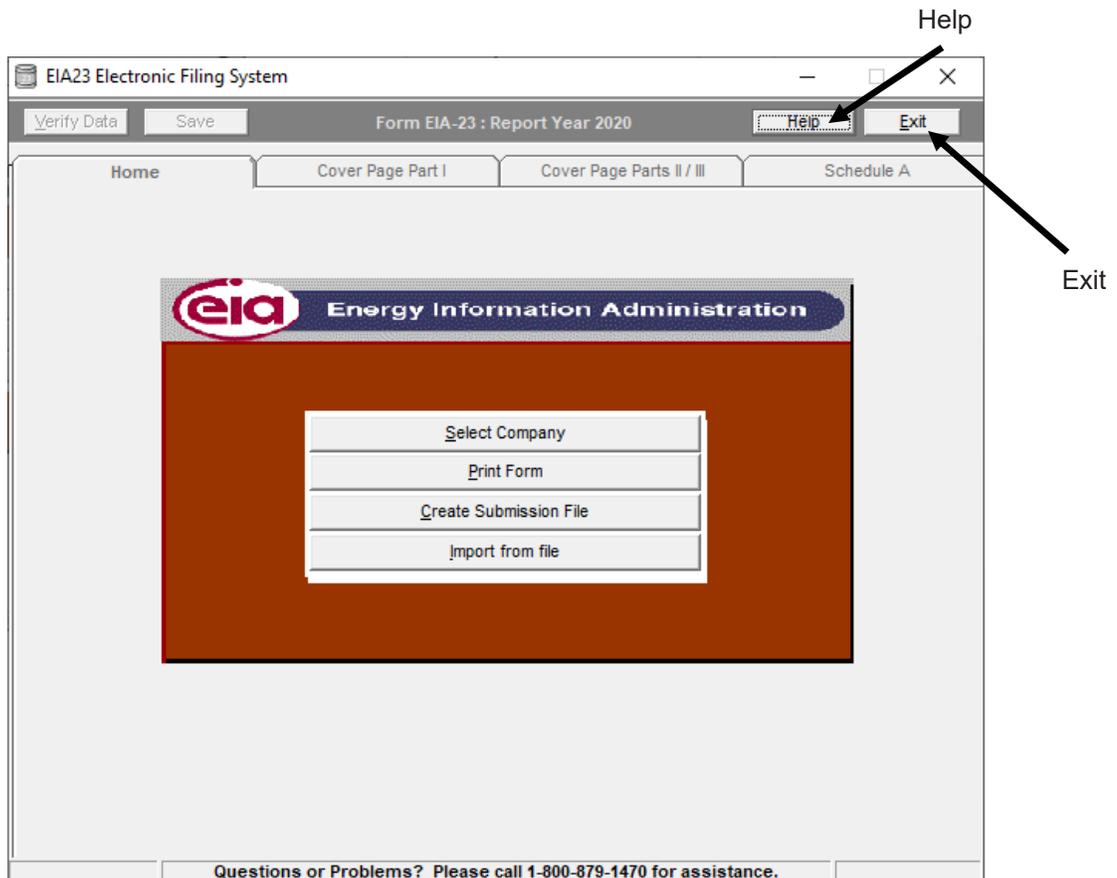
2) In the bottom right field, select "Current Reporting Year (\*.txt)" (its location on your hard drive depends on where you store your company data).

3) Select the file name that is to be imported, and click the **OK** (or **Open**) button. A confirmation box is displayed, informing you that the import is complete.

Note: You may receive a message informing you that the data file you are attempting to import is invalid. Check the format of the data file you are using; it must match the format described in Appendix A, "Import File Formats."

## Help

To get information about the various functions available within RIGS, you may click the **Help** button (in the upper right corner of the screen) at any time, as shown below. The Help button opens this "RIGS User's Guide" in your Internet browser ([http://www.eia.gov/survey/form/eia\\_23l/RIGS\\_Users\\_Guide.pdf](http://www.eia.gov/survey/form/eia_23l/RIGS_Users_Guide.pdf)).



Help / Exit

## Exit

To exit RIGS, click on the **Exit** button in the upper right corner of the screen, as shown above.

## Appendix A - Import File Layouts - Part I: Current Year Text File Format

There are three types of TXT records that can be imported into the EIA-23L system when importing current year's data:

- 1) Schedule A Data
- 2) Company Level Data
- 3) Footnote Data

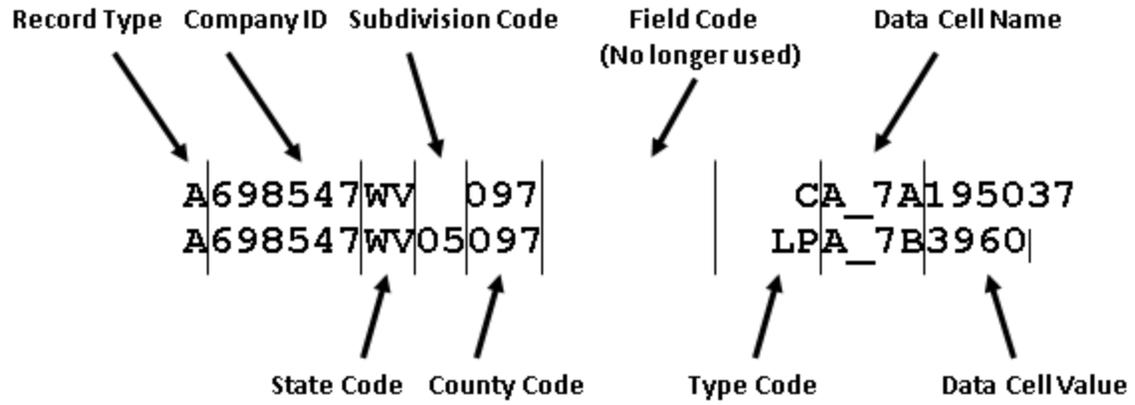
Each is described below:

- 1) Schedule A Data: These data are identified by the Record Type "A". Data recorded as "County Data" on the Form EIA-23L are listed in this format. Each record consists of the following:

Field name	Type of data	# of characters	Description	Examples
RECORD TYPE	Alpha-numeric	1	Identifies the record as Schedule A data	A
COMPANY ID	Numeric	6	EIA-supplied identification number	123456
STATE CODE	Alpha-numeric	2	Identifies the state to which data apply	TX, AL
SUBDIVISION CODE	Alpha-numeric	2	Identifies the subdivision of the state to which data apply	A blank shall be one of the choices on the list (some states do not have subdivisions).
FIPS COUNTY CODE	Numeric	3	Identifies the county to which data apply	995 shall represent the county for all federal offshore, state offshore is represented by 990.
FIELD CODE	Alpha-numeric	6	Identifies the field to which data apply. This field is no longer used as of Report Year 2016. These 6 characters should be left blank in your import file.	Should be six blank spaces in your import file.
TYPE CODE	Alpha-numeric	5 (2 characters, followed by 3 spaces)	Identifies the type of reservoir. These include conventional, low permeability, shale, and unknown	C, LP, SH, UN
DATA CELL NAME	Alpha-numeric	5	Identifies the data cell to which data apply. Data cell names are identified on the EIA-23L Form, included with this document.	A_12A
DATA CELL VALUE	Alpha-numeric	Up to 50 (varies)	Contains the data value for the data cell (identified on the Form EIA-23L Form)	59872

\* The complete list of state subdivisions is found in the form instructions.

**Sample Schedule A Data Record:**



2) Company Data: These data are identified by the Record Type "C." Each record consists of the following:

Field name	Type of data	# of characters	Description	Examples
RECORD TYPE	Alpha-numeric	1	Identifies the record as Company data	C
COMPANY ID	Numeric	6	EIA-supplied identification number	123456
DATA CELL NAME	Alpha-numeric	5	Identifies the data cell to which data apply. Data cell names are identified on the EIA-23L Form, included with this document.	I_1A
DATA CELL VALUE	Alpha-numeric	Up to 50 (varies)	Contains the data value for the data cell (identified on the Form EIA-23L Form)	59872, Smith Gas Company, etc.

Sample Company Data Record:

The diagram illustrates three sample company data records. Each record is a line of text with vertical bars separating the fields. Labels with arrows point to specific parts of the records:

- Record Type:** Points to the first character 'C' in each record.
- Data Cell Name:** Points to the five-character code (e.g., 'I\_A', 'I\_1A', 'I\_1B') in each record.
- Company ID:** Points to the six-digit number (e.g., '123456') in each record.
- Data Cell Value:** Points to the text value (e.g., 'Smith Gas Company', 'John Doe', '7035551212') in each record.

The sample records are:

```

C|123456|I_A |Smith Gas Company
C|123456|I_1A |John Doe
C|123456|I_1B |7035551212

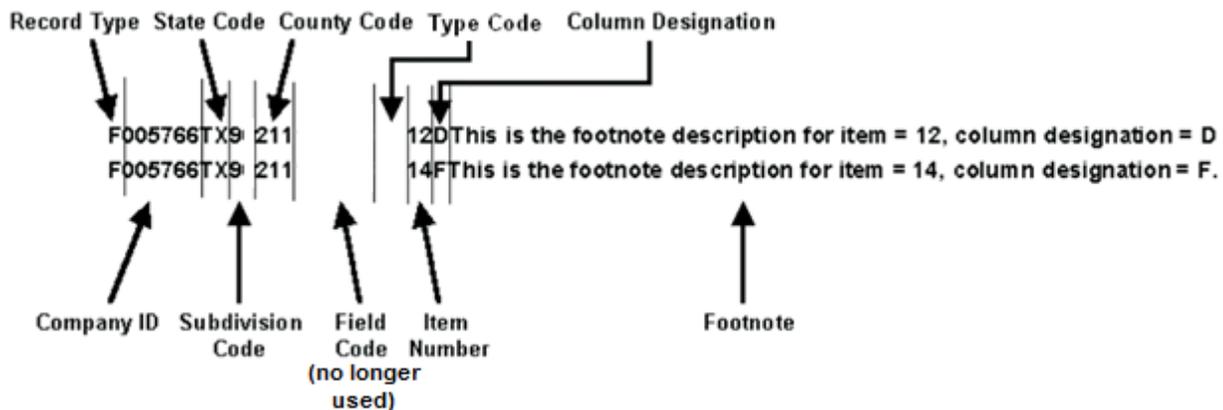
```

NOTE: As shown in the sample records, all data fields must contain the exact number of characters described. If necessary, a blank space (or several blank spaces) must be inserted if a field value does not fill the required character length. For example, in the sample company data record above, note that there is a blank space at the end of the data cell name portions of the record, because those particular cell names (I\_A, I\_1A, and I\_1B) are less than 5 characters long – the fourth and fifth characters must be filled with a blank space, where applicable. However, the final data field (in both Schedule A and company records), data cell value, need NOT have any blank spaces inserted, as it is at the end of the record and place holders are not necessary.

3) Footnote Data: These data are identified by the Record Type "F." Each record consists of the following:

Field name	Type of data	# of characters	Description	Examples
RECORD TYPE	Alpha-numeric	1	Identifies the record as Footnote data	F
COMPANY ID	Numeric	6	EIA-supplied identification number	123456
STATE CODE	Alpha-numeric	2	Identifies the state to which the footnote applies	TX, AL
SUBDIVISION CODE	Alpha-numeric	2	Identifies the subdivision of the state to which the footnote applies	A blank shall be one of the choices on the list (some states do not have subdivisions).
COUNTY CODE	Alpha-numeric	3	Identifies the county to which the footnote applies	101, 205
FIELD CODE	Numeric	6	Identifies the field to which the footnote applies. This field is no longer used, as of Report Year 2016. These 6 characters should be left blank in your import file.	Should be blank
TYPE CODE	Alpha-numeric	2	Identifies the type of reservoir. These include conventional, coal bed, low permeability, shale, and unknown	C, CB, LP, SH, UN
ITEM NUMBER	Alpha-numeric	2	Identifies the item number to which the footnote applies (corresponds to the item number found on the EIA-23L form).	1, 2, 3, 4, 5,...15
COLUMN DESIGNATION	Alpha-numeric	1	Identifies the column to which the footnote applies	A, B, C, D, E, F, G, H
FOOTNOTE	Alpha-numeric	Up to 255	Text of the footnote	This data entry changed over 20% in 2020 due to unusual increase in cost.

Sample Footnote Record:



## Import File Layouts - Part 2: Schedule A Spreadsheet File Format

The format that must be used in the Schedule A spreadsheet file in order to successfully import it into RIGS is as follows:

ID	A_1	A_2	A_3	A_4	A_5	Cnty	A_6	A_7A	A_7B	A_7C	A_7D	A_8	A_9	A_10	A_11	A_12A
577296	VA		027		C	BUCHANAN	DIXON FIELD	533.00	230.00				3		1 2	219.00

The sample above shows only a portion of the complete file. All import data columns are described below. The column names correspond to the following fields in RIGS:

- ID: Company ID Number
- A\_1: Two-character State abbreviation
- A\_2: Subdivision Code
- A\_3: County Code
- A\_4: NO LONGER USED
- A\_5: Type Code
- Cnty: County Name
- A\_6: Field, Play, or Prospect Name (Optional)
- A\_7A: Proved Non-Producing Reserves - Crude Oil
- A\_7B: Proved Non-Producing Reserves - Associated-Dissolved Gas
- A\_7C: Proved Non-Producing Reserves: Nonassociated Gas
- A\_7D: Proved Non-Producing Reserves: Lease Condensate
- A\_8: Footnote Code
- A\_9: Number of Producing Wells
- A\_10: Number of Wells Completed or Purchased
- A\_11: Number of Wells Abandoned or Sold
- A\_12A: Total Proved Reserve: Crude Oil, as of Dec 31, 20xx

The remaining fields are not shown in the sample file above. They correspond with fields 12A through 12H (Crude Oil) on Schedule A, followed by 13A through 13H (Associated-Dissolved Gas), then 14A through 14H (Nonassociated Gas), and 15A through 15H (Lease Condensate).



**Appendix B – Data Cell Codes  
FORM EIA-23L**

**ANNUAL REPORT OF DOMESTIC OIL AND GAS RESERVES  
I REPORT YEAR 2020 COVER PAGE**

This report is mandatory under the Federal Energy Administration Act of 1974 (Public Law 93-275) concerning the confidentiality of information and sanction statements, see Section VII and VIII of the

**NOTE:** Data Cell Codes are listed in **Bold**; Number of Characters accepted in the field shown in parentheses ( ), where applicable. If no Data Cell Code is shown in the field, that data cannot be imported.

**PART I. IDENTIFICATION**

Complete and return by April 14, 2020, via:

- File electronically using **RIGS**
- EIA Secure File Transfer  
<https://signon.eia.doe.gov/upload/noticeoog.jsp>
- FAX: 202 586-1076
- Mail to: Oil and Gas Surveys  
U.S. Department of Energy, EIA  
Ben Franklin Station P.O. Box 279  
Washington, DC 20044-0279

Questions? Call 1-800-879-1470

Enter EIA Operator

EIA Operator ID Code	<b>ID (6)</b>
Operator Name	<b>I_A (50)</b>
Street or PO Box	<b>I_B (50)</b>
City, State, Zip Code	<b>I_C (city; 30) I_D (state; 2) I_E (ZIP; 10)</b>

If any Contact Person Information has changed since the last report, please check this box.

**1. Primary Contact Information (person most knowledgeable about the reported data)**

Contact Person **I\_1A (50)**

Phone Number **I\_1B (10)** Ext **I\_1C (4)**

Fax Number **I\_1D (10)**

Email Address **I\_1E (50)**

Enter any changes in Item 5.

**2. Secondary Contact Information (optional)**

Contact Person **I\_1F (50)**

Phone Number **I\_1H (10)** Ext **I\_1I (4)**

Fax Number **I\_1J (10)**

Email Address **I\_1G (50)**

**3. Was your company an oil and gas field operator at any time during report year 2019? (See Section B Who Must Submit, page 2 in instructions.)**

Yes Complete all of the form **I\_2 (1)**

No Complete only items 4 -13 below and return this page **I\_3C (1)**

**4. Company Status, Name, and/or Address Change or Correction (Check appropriate box and update any information in box 5.)**

**I\_3A (1)** Company name, contact person, and mailing address are correct

**I\_3B (1)** Company was sold to or merged with company entered below

**I\_3C (1)** Company out of business and operations transferred to company below

**5. Enter Company Name, Address, and/or Contact Information**

Company Name (please print) **I\_4A (50)**

Street or PO Box **I\_4B (50)**

City, State, Zip Code **I\_4C (10) I\_4D (2) I\_4E (10)**

Contact Person **I\_4G (50)**

Phone Number **I\_4H (10)** Ext **I\_4I (4)** Fax **I\_4J (10)** Email Address **I\_4K (50)**

**6. During report year 2019 did you acquire any oil and gas operating companies?**

Yes **I\_3D (1)** Report the name of the acquired companies, the state(s) the properties are located in, and the approximate date operations transferred

No Skip to Item 7

*Example: Company ABC in CO, NM, and UT acquired May 2019*  
**I\_3G (1,000)**

Title 18 USC 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.



OFFICIAL USE ONLY		2020	FORM EIA-23L ANNUAL REPORT OF DOMESTIC OIL AND GAS RESERVES SCHEDULE A - OPERATED PROVED RESERVES, PRODUCTION, AND RELATED DATA BY COUNTY					OMB No. 1905-0057 Expiration Date 8/31/2022 Burden: 45 hours.					
Report All Liquid Volumes in Thousands of Barrels [MBbls] at 60°F						Report All Volumes of Natural Gas in Millions of Cubic Feet [MMcf] at 60°F and 14.73 psia							
1.0 OPERATOR DETAILED DATA REPORT													
1.1 EIA OPERATOR ID CODE		1.2 OPERATOR NAME				REPORT DATE		1.3 ORIGINAL		1.4 AMENDED	1.5 PAGE		
						12 31 16					___ OF ___		
2.0 COUNTY DATA (OPERATED BASIS)													
2.1	1. STATE CODE	2. SUBDIV CODE	3. COUNTY CODE	4. COUNTY NAME	5. TYPE CODE	6. FIELD, PLAY, OR PROSPECT NAME (OPTIONAL)	7. PROVED NONPRODUCING RESERVES - DECEMBER 31, 2016				8. FOOTNOTE		
							CRUDE OIL (a) (MBbls)	ASSOCIATED-DISSOLVED GAS (b) (MMcf)	NONASSOCIATED GAS (c) (MMcf)	LEASE CONDENSATE (d) (MBbls)			
	A 1 (2)		A 2 (2)		A 3 (3) CNTY		A 5 (2)	A 6 (25)		A 7A (8)	A 7B (8)	A 7C (8)	A 7D (8)
9. # OF PRODUCING WELLS AS OF DECEMBER 31, 2020				A 9 (5)		10. # OF WELLS COMPLETED OR PURCHASED IN 2020		A 10 (5)		11. # OF WELLS ABANDONED OR SOLD IN 2020		A 11 (5)	
TYPE OF HYDROCARBON		TOTAL PROVED RESERVES DECEMBER 31, 2019 (A)	REVISION INCREASES (B)	REVISION DECREASES (C)	SALES (D)	ACQUISITIONS (E)	EXTENSIONS AND DISCOVERIES (F)	REPORT YEAR PRODUCTION (G)	TOTAL PROVED RESERVES DECEMBER 31, 2020 (H)				
12. CRUDE OIL (MBbls)		A 12A (8)	A 12B (8)	A 12C (8)	A 12D (8)	A 12E (8)	A 12F (8)	A 12G (8)	A 12H (8)				
13. ASSOCIATED-DISSOLVED GAS (MMcf)		A 13A (8)	A 13B (8)	A 13C (8)	A 13D (8)	A 13E (8)	A 13F (8)	A 13G (8)	A 13H (8)				
14. NONASSOCIATED GAS (MMcf)		A 14A (8)	A 14B (8)	A 14C (8)	A 14D (8)	A 14E (8)	A 14F (8)	A 14G (8)	A 14H (8)				
15. LEASE CONDENSATE (MBbls)		A 15A (8)	A 15B (8)	A 15C (8)	A 15D (8)	A 15E (8)	A 15F (8)	A 15G (8)	A 15H (8)				
2.2	1. STATE CODE	2. SUBDIV CODE	3. COUNTY CODE	4. COUNTY NAME	5. TYPE CODE	6. FIELD, PLAY, OR PROSPECT NAME (OPTIONAL)	7. PROVED NONPRODUCING RESERVES - DECEMBER 31, 2016				8. FOOTNOTE		
							CRUDE OIL (a) (MBbls)	ASSOCIATED-DISSOLVED GAS (b) (MMcf)	NONASSOCIATED GAS (c) (MMcf)	LEASE CONDENSATE (d) (MBbls)			
	A 1 (2)		A 2 (2)		A 3 (3) CNTY		A 5 (2)	A 6 (25)		A 7A (8)	A 7B (8)	A 7C (8)	A 7D (8)
9. # OF PRODUCING WELLS AS OF DECEMBER 31, 2020				A 9 (5)		10. # OF WELLS COMPLETED OR PURCHASED IN 2020		A 10 (5)		11. # OF WELLS ABANDONED OR SOLD IN 2020		A 11 (5)	
TYPE OF HYDROCARBON		TOTAL PROVED RESERVES DECEMBER 31, 2019 (A)	REVISION INCREASES (B)	REVISION DECREASES (C)	SALES (D)	ACQUISITIONS (E)	EXTENSIONS AND DISCOVERIES (F)	REPORT YEAR PRODUCTION (G)	TOTAL PROVED RESERVES DECEMBER 31, 2020 (H)				
12. CRUDE OIL (MBbls)		A 12A (8)	A 12B (8)	A 12C (8)	A 12D (8)	A 12E (8)	A 12F (8)	A 12G (8)	A 12H (8)				
13. ASSOCIATED-DISSOLVED GAS (MMcf)		A 13A (8)	A 13B (8)	A 13C (8)	A 13D (8)	A 13E (8)	A 13F (8)	A 13G (8)	A 13H (8)				
14. NONASSOCIATED GAS (MMcf)		A 14A (8)	A 14B (8)	A 14C (8)	A 14D (8)	A 14E (8)	A 14F (8)	A 14G (8)	A 14H (8)				
15. LEASE CONDENSATE (MBbls)		A 15A (8)	A 15B (8)	A 15C (8)	A 15D (8)	A 15E (8)	A 15F (8)	A 15G (8)	A 15H (8)				
2.3	1. STATE CODE	2. SUBDIV CODE	3. COUNTY CODE	4. COUNTY NAME	5. TYPE CODE	6. FIELD, PLAY, OR PROSPECT NAME (OPTIONAL)	7. PROVED NONPRODUCING RESERVES - DECEMBER 31, 2016				8. FOOTNOTE		
							CRUDE OIL (a) (MBbls)	ASSOCIATED-DISSOLVED GAS (b) (MMcf)	NONASSOCIATED GAS (c) (MMcf)	LEASE CONDENSATE (d) (MBbls)			
	A 1 (2)		A 2 (2)		A 3 (3) CNTY		A 5 (2)	A 6 (25)		A 7A (8)	A 7B (8)	A 7C (8)	A 7D (8)
9. # OF PRODUCING WELLS AS OF DECEMBER 31, 2020				A 9 (5)		10. # OF WELLS COMPLETED OR PURCHASED IN 2020		A 10 (5)		11. # OF WELLS ABANDONED OR SOLD IN 2020		A 11 (5)	
TYPE OF HYDROCARBON		TOTAL PROVED RESERVES DECEMBER 31, 2019 (A)	REVISION INCREASES (B)	REVISION DECREASES (C)	SALES (D)	ACQUISITIONS (E)	EXTENSIONS AND DISCOVERIES (F)	REPORT YEAR PRODUCTION (G)	TOTAL PROVED RESERVES DECEMBER 31, 2020 (H)				
12. CRUDE OIL (MBbls)		A 12A (8)	A 12B (8)	A 12C (8)	A 12D (8)	A 12E (8)	A 12F (8)	A 12G (8)	A 12H (8)				
13. ASSOCIATED-DISSOLVED GAS (MMcf)		A 13A (8)	A 13B (8)	A 13C (8)	A 13D (8)	A 13E (8)	A 13F (8)	A 13G (8)	A 13H (8)				
14. NONASSOCIATED GAS (MMcf)		A 14A (8)	A 14B (8)	A 14C (8)	A 14D (8)	A 14E (8)	A 14F (8)	A 14G (8)	A 14H (8)				
15. LEASE CONDENSATE (MBbls)		A 15A (8)	A 15B (8)	A 15C (8)	A 15D (8)	A 15E (8)	A 15F (8)	A 15G (8)	A 15H (8)				



**Appendix C - State Abbreviation and Geographic Subdivision Codes**

State Name and Geographic Subdivisions	State Abbreviation	Subdivision Code	State Name and Geographic Subdivisions	State Abbreviation	Subdivision Code
Alabama - Onshore.....	AL	Blank	Minnesota.....	MN	Blank
Alabama - State Offshore <sup>1</sup> .....	AL	99	Missouri.....	MO	Blank
Alaska - North Onshore.....	AK	N	Mississippi - Onshore .....	MS	Blank
Alaska - North State Offshore <sup>1</sup> .....	AK	88	Mississippi - State Offshore <sup>1</sup> .....	MS	99
Alaska - South Onshore .....	AK	S	Montana.....	MT	Blank
Alaska - South State Offshore <sup>1</sup> .....	AK	99	North Carolina.....	NC	Blank
Arkansas .....	AR	Blank	North Dakota.....	ND	Blank
Arizona.....	AZ	Blank	Nebraska.....	NE	Blank
California - Los Angeles Basin Onshore .....	CA	1	New Hampshire .....	NH	Blank
California - Coast Region Onshore.....	CA	2	New Jersey.....	NJ	Blank
California - San Joaquin Basin Onshore.....	CA	3	New Mexico - East.....	NM	E
California - State Offshore <sup>1</sup> .....	CA	99	New Mexico - West.....	NM	W
Colorado.....	CO	Blank	Nevada.....	NV	Blank
Connecticut.....	CT	Blank	New York .....	NY	Blank
District of Columbia.....	DC	Blank	Ohio .....	OH	Blank
Delaware.....	DE	Blank	Oklahoma.....	OK	Blank
Federal Offshore - Atlantic (Lower 48 East Coast).....	FA	EC	Oregon.....	OR	Blank
Federal Offshore - Alaska Arctic (North of Bering Strait, Chuckchi, and Beaufort Seas).....	AK	AA	Pennsylvania.....	PA	Blank
Federal Offshore - Alaska Pacific (South of Bering Strait, Bering Seas, and Pacific) .....	AK	PA	Rhode Island .....	RI	Blank
Federal Offshore - Gulf of Mexico Eastern Planning Area.....	FG	EP	South Carolina .....	SC	Blank
Federal Offshore - Gulf of Mexico Central Planning Area.....	FG	CP	South Dakota .....	SD	Blank
Federal Offshore - Gulf of Mexico Western Planning Area.....	FG	WP	Tennessee.....	TN	Blank
Federal Offshore - Pacific (Lower 48 West Coast).....	FP	WC	Texas - Railroad Commission District 1....	TX	1
Florida - Onshore.....	FL	Blank	Texas - Railroad Commission District 2 Onshore .....	TX	2
Florida - State Offshore <sup>1</sup> .....	FL	99	Texas - Railroad Commission District 3 Onshore .....	TX	3
Georgia.....	GA	Blank	Texas - Railroad Commission District 4 Onshore.....	TX	4
Hawaii.....	HI	Blank	Texas - Railroad Commission District 5....	TX	5
Iowa.....	IA	Blank	Texas - Railroad Commission District 6....	TX	6
Idaho.....	ID	Blank	Texas - Railroad Commission District 7B.	TX	7B
Illinois.....	IL	Blank	Texas - Railroad Commission District 7C.	TX	7C
Indiana.....	IN	Blank	Texas - Railroad Commission District 8....	TX	8
Kansas.....	KS	Blank	Texas - Railroad Commission District 8A.	TX	8A
Kentucky.....	KY	Blank	Texas - Railroad Commission District 9....	TX	9
Louisiana - North (Monroe and Shreveport Districts).....	LA	N	Texas - Railroad Commission District 10.	TX	10
Louisiana - South (Lafayette District).....	LA	S	Texas - State Offshore <sup>1</sup> .....	TX	99
Louisiana - State Offshore <sup>1</sup> .....	LA	99	Utah .....	UT	Blank
Massachusetts.....	MA	Blank	Virginia.....	VA	Blank
Maryland.....	MD	Blank	Vermont.....	VT	Blank
Maine.....	ME	Blank	Washington.....	WA	Blank
Michigan.....	MI	Blank	Wisconsin.....	WI	Blank
			West Virginia.....	WV	Blank
			Wyoming.....	WY	Blank
			<b>Company Totals .....</b>	<b>ZZ</b>	<b>ZZ</b>

<sup>1</sup> If you are not certain whether an offshore field lies in the Federal or the state domain, assume that it lies in the state domain and indicate this in a footnote in Schedule B.