



Douglas A. Ducey
Governor

State of Arizona
Oil and Gas Conservation Commission

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Dennis L. Turner, Oil and Gas Administrator

Commissioners:
Frank Thorwald, Chair
J. Dale Nations, Ph.D., Vice Chair
Stephen R. Cooper
William C. Feyerabend

CHECKLIST FOR COMPLETION REPORTS [A.A.C. R12-7-121]

❖ **Use Form 4 – Well Completion or Recompletion Report and Well Log**

- **One hard copy**
- **One electronic copy**

❖ Submit a well completion report to the Arizona Oil & Gas Conservation Commission **within 30 days after drilling is completed**

NOTE: this applies to a well that is finished drilling. If a well is not immediately placed into production, the “Initial Production” section may remain temporarily incomplete, although the Commission expects operators to provide as much data as soon as possible.

❖ Submit other well data to the Commission **within 30 days after the work is completed**, including any:

- Lithologic, mud, or wireline log;
- Directional survey;
- Core description and analysis;
- Stratigraphic or faunal determination;
- Formation or drill-stem test;
- Formation fluid analysis; or
- Other similar information or survey.

❖ Provide samples of drilled cuttings, at a maximum interval of 10 feet, to the Commission **within 30 days after drilling is completed**. The operator may furnish samples of continuous core in chips at 1-foot intervals. The operator shall:

1. Wash and dry all samples;
2. For each sample, place approximately 3 tablespoons of the sample in an envelope with the following identifying information: the well from which the sample originates, the location of the well, the Commission’s permit number for the well, and the depth at which the sample is taken; and
3. Package sample envelopes in protective boxes and ship prepaid to

Arizona Oil and Gas Conservation Commission
ATTN: Mark Pilgrim
c/o Arizona Department of Environmental Quality
400 W. Congress Street, Suite 433
Tucson, AZ 85701

R12-7-121. Well Completion and Filing Requirements

A. An operator shall file a completion report with the Commission within 30 days after a well is completed. The completion report shall contain a description of the well and lease, the casing, tubing, liner, perforation, stimulation, and cement squeeze records, and data on the initial production. The operator shall submit other well data to the Commission within 30 days of the date the work is done, including any:

1. Lithologic, mud, or wireline log;
2. Directional survey;
3. Core description and analysis;
4. Stratigraphic or faunal determination;
5. Formation or drill-stem test;
6. Formation fluid analysis; or
7. Other similar information or survey.

B. An operator shall furnish samples of drilled cuttings, at a maximum interval of 10 feet, to the Commission within 30 days after drilling is completed. The operator may furnish samples of continuous core in chips at 1-foot intervals. The operator shall:

1. Wash and dry all samples;
2. For each sample, place approximately 3 tablespoons of the sample in an envelope with the following identifying information: the well from which the sample originates, the location of the well, the Commission's permit number for the well, and the depth at which the sample is taken; and
3. Package sample envelopes in protective boxes and ship prepaid to: [Oil and Gas Administrator]

C. Confidential records:

1. The Commission shall keep the completion report and all well information required by this Section for any well drilled for oil and gas in unproven territory confidential for one year after the drilling is completed unless the operator gives written permission to release the information at an earlier date. The Commission shall provide notice to the operator 60 days before confidential records become subject to public inspection and, at the operator's request, extend the confidential period for six months to two years from the date of the request if the Commission finds that the operator has provided credible evidence that disclosure of the information is likely to cause harm to the operator's competitive position with respect to unleased land in the vicinity of the well.
2. The Commission shall keep the completion report and all well information required by this Section for any well drilled in search of geothermal resources confidential for one year after drilling is completed upon operator request.