

## INSTRUCTIONS FOR COMPLETING FORM 6

### General

All production must be reported by the **producer**-if some other company owns a share of your lease, **you**, as the producer, **are required to report all of the production irrespective of what your share is. Production is to be reported as follows:**

- (1) Each unit or lease is to be reported on a separate form.
- (2) Producing and Shut-in wells are to be listed individually on the form.
- (3) The total production for the unit or lease must be divided among the producing wells according to one of the following rules:
  - (i) Write the actual production from each well.
  - (ii) Estimate the production from each well.
  - (iii) Average the production over the several wells.
  - (iv) Use the allocation factor in the unitization agreement.
- (4) Shut-in wells are listed with zero production.
- (5) Water injection wells and water disposal wells are not reported on the Form 6.

This report of production must be postmarked no later than the last day of the month following the month of production.

**Amended Report:** If a report is incorrect because of omissions or inclusion of incorrect information, a copy will be mailed back to the agent who signed it, with an explanation of the problem. An amended report will be due within 40 days of the date shown on the explanation letter enclosed with the return form.

**Gas Pressure:** All gas reported must use **14.73 PSIA** as the pressure base, and 60°F as the temperature base.

### Top Portion of Form

1. Type or write the producer company name.
- 2-5. Type or write the address of the agent who completes the form.
6. The agent completing the form is required to sign.
7. Type or write the correct field name.
8. Type or write the correct lease (or unit) name, **only one lease per form**.
9. Type or write county in which the **lease** is located.
10. Check (X) if there is a change of agent name, address, or phone number. If phone changes, please write new phone number after signature in box 6.
11. Type or write the month and year of the report.
12. Check (X) if you are filing an amended report; when filling out an amended form, type or write **all** information, not just that which is being amended.
13. Check (X) oil wells if you are reporting oil production or oil with associated gas production. Check (X) natural gas wells if you are reporting only natural gas production.
14. Type or write the number of wells which produced during the month, and the number of wells which were shut-in all month.

### Middle Portion of Form

15. Type or write your well number.
16. Type or write the 8 digits (county and sequence numbers) of the API well number.  
The complete API number can be found on the Montana Board of Oil and Gas Conservation Form 22, lower left corner. An original copy of this form was returned to your company as a permit to drill.
17. Type or write the number of days operated.
- 18,19, 20. Type or write the Section, Township, and Range in which your well is located.
21. Type or write the formation from which your well is producing-**if a well is producing (oil, gas, or water) from more than one formation (unless commingling has been approved)**, supply a line entry for **each** formation and its production.  
If it is unclear how much was produced from a given **formation**, you may use estimates.
22. Type or write the number of barrels of oil and condensate produced.
23. Type or write the number of barrels of water produced.
24. Type or write the MCF (thousands of cubic feet) of gas produced at 14.73 PSIA.

### Bottom Portion of Form

#### 25. Inventory Summary

##### Oil and Condensate

Type or write total BBLs for the **lease** of oil on hand on the first day of the month, produced, sold, spilled or lost, used on the lease, injected, and other.

##### Gas

Type or write the total MCFs for the **lease** of gas (@ 14.73 PSIA) produced, sold, flared or vented, used on lease, injected, and other.

##### Water

Type or write the total BBLs for the **lease** of water produced, injected, stored in surface pits (tanks, etc.) and other.

#### 26. Disposition Information

##### Oil and Condensate

Type or write the number of BBLs sold, the name of the company to whom the oil was sold (buyer), and the name of the company who transported (transporter) the oil from the lease.

##### Gas

Type or write the MCF (@ 14.73 PSIA) sold, and the name of the company to whom the gas was sold (buyer), and the name of the company who transported (pipeline or other transporter) the gas from the lease.

NOTE: Each line of sales and/or transportation information must represent only **one** purchaser and **one** transporter. Do not lump your sales to multiple purchasers together. In the case of multiple transporters for the same sale, type or write the sale on multiple lines so that the volume transported by each transporter is separately and correctly identified.

If additional space is needed, use a separate sheet.

\*For help, contact: (406) 656-0040