



## **Instructions for Annual Well Report Form**

1. Enter the name of the well as it appears on the Well Permit as approved by the Department. IDAPA 20.07.02.500.03 pertains to permit and producing status for activity during the preceding calendar year. Wells that have been plugged and abandoned or permits that have expired in earlier calendar years do not need to be included in the current years Annual Report.
2. Enter the US API Number for the well as it appears on the Well Permit as approved by the Department.
3. Enter the Well Completion Number or name of the completed zone for the well. If the well is a dual completion well, enter each completion in a separate line.
4. Enter the Field Name from which the well is producing. If the field has more than one producing pool designation, enter both the field and pool names.
5. Use the following definitions to enter the current status of the well bore as of December 31st of the reporting year. "Active – producing" status: The Department defines any well that has continuous or intermittent production during the previous calendar year, and has reported production volumes during the last six (6) months of that year as "Active - Producing." "Active – idle" status: The Department defines any well that has no reported production volumes for six (6) consecutive months, including the last month of the previous calendar year, and has not been plugged and abandoned (P&A'd) as "Active - idle." "Active - shut in" status: The Department defines any well that has no reported production for twenty-four (24) consecutive months, and has been granted an extension of Active status by the Department as "Active - shut in." "Drilled - Uncompleted" (DUC): The Department defines any well that has completed its initial drilling process, but the first well completion process has not been completed, and a Well Completion Report has not been filed with the Department as "Drilled - Uncompleted."
6. Enter the last calendar day in which production occurred from the well and corresponding completion.
7. Enter the total number of days the well produced any volume of hydrocarbons or produced water during the reporting year.
8. Enter the depth range, in Measured Depth (MD) overall (OA) for the perforated interval in the current producing zone. If there are unperforated intervals within the current producing horizon, include the uppermost and lowermost (overall) perforation depths of the perforations in Measured Depth.
9. List any additional perforated intervals that have not been isolated, cemented or squeezed in the well and are not part of the active producing zone being reported.
10. Pursuant to Idaho Code § 47-324(3) all operators in the state of Idaho are required to test all producing gas or oil wells for a twenty-four (24) hour period every six (6) months and provide copies of the Well Production Potential Test Reports to the Department. Enter the date the last Production Potential Test was completed on the well for the producing zone.
11. If a copy of the Well Production Potential Test Report for the well was submitted to the Department, enter the date the report was submitted. If a copy of the Well Production Potential Test Report was not submitted to the Department, enter "No."
12. Enter the date of the last Bottom Hole Pressure was taken in the well.
13. Enter the most recent Bottom Hole Pressure for the set of perforations entered in Section 8, in psi(a).
14. Pursuant to IDAPA 20.07.02.320, Mechanical Integrity Testing is required on any open well bore, regardless of well status. Enter the date of the last Mechanical Integrity Test for the well bore.
15. Pursuant to IDAPA 20.07.02.500.03, the Annual Well Report shall include plans for future operations for the well. Please attach a written summary of planned activities for the well during the next twelve (12) months.