

**UNITED STATES DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE  
GULF OF MEXICO OCS REGION**

NTL No. 2009-G20

Effective Date: August 6, 2009  
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NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL, GAS, AND SULPHUR  
LEASES, OUTER CONTINENTAL SHELF, GULF OF MEXICO OCS REGION

**Standard Reporting Period for the Well Activity Report**

This Notice to Lessees and Operators (NTL) supersedes NTL No. 2004-G04, dated March 7, 2004. It makes minor technical amendments and includes a guidance document statement.

Pursuant to 30 CFR 250.468(b), you must submit a Form MMS-133, Well Activity Report (WAR) and, when applicable, the accompanying Form MMS-133S, Open Hole Data Report, to report ongoing well operations to the Minerals Management Service (MMS) Gulf of Mexico OCS Region (GOMR) on a weekly basis. Until 2004, the MMS GOMR had not defined the reporting week or established the due date for submitting WAR's. Before that time, lessees and operators used many different reporting weeks and submitted WAR's at different times. This practice led to many inaccuracies and placed a heavy burden on both lessees and operators and MMS GOMR personnel to resolve these inaccuracies. Additionally, with the onset of computer generated and submitted forms, standardization of submittal procedures had become necessary for developing an application to manage and process WAR's.

To resolve these reporting issues, the MMS GOMR has established the reporting week as beginning at Sunday midnight (Sunday a.m.) and ending on the following Saturday at midnight (Saturday p.m.). This reporting week corresponds to a week (Sunday through Saturday) on a standard calendar. Report any well operations that extend past the end of this weekly reporting period on the next WAR. The reporting period for the WAR is never longer than seven days, but it could be less than seven days for the first reporting period and the last reporting period for a particular well operation.

Submit each WAR and accompanying Open Hole Data Report to the MMS GOMR by the close of business on the Friday immediately after the close of the reporting week.

**Guidance Document Statement**

The MMS issues NTL's as guidance documents in accordance with 30 CFR 250.103 to clarify, supplement, and provide more detail about certain MMS regulatory requirements and to outline the information you provide in your various submittals. Under that authority, this NTL sets forth a policy on and an interpretation of a regulatory requirement that provides a clear and consistent approach to complying with that requirement. However, if you wish to use an alternate approach for compliance, you may do so, after you receive approval from the appropriate MMS office under 30 CFR 250.141.

**Paperwork Reduction Act of 1995 Statement**

The information referred to in this NTL is intended to provide clarification, description, or interpretation of requirements contained in 30 CFR Part 250, Subpart D. The Office of Management and Budget (OMB) has approved the information collection requirements in this regulation under OMB control number 1010-0141. This NTL does not impose any information collection requirements subject to the Paperwork Reduction Act of 1995.

**Contact**

If you have any questions regarding this NTL, please contact the appropriate MMS GOMR District Office.

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Regional Director