

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

NTL No. 2004-G04

Effective Date: March 7, 2004

**NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL AND GAS LEASES  
ON THE OUTER CONTINENTAL SHELF, GULF OF MEXICO OCS REGION**

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

This Notice to Lessees and Operators (NTL) is issued pursuant to 30 CFR 250.103 and standardizes the weekly reporting period for submitting Form MMS-133, Well Activity Report (WAR) for well operations in the Gulf of Mexico.

Pursuant to 30 CFR 250.468(b), you must submit a WAR to report ongoing well operations to the appropriate District Supervisor on a weekly basis. The Minerals Management Service (MMS) Gulf of Mexico OCS Region (GOMR) has never defined the reporting week or established the due date for submitting WAR's. Currently, lessees and operators use many different reporting weeks and submit WAR's at different times. This practice has led to many inaccuracies and has 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 has become necessary for developing an application to manage and process WAR's.

To resolve these reporting issues, the MMS GOMR hereby establishes 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.

In transitioning from your existing weekly reporting period to the established weekly reporting period, end the reporting period you are in at midnight, March 6, 2004 (Saturday p.m.), and begin the next weekly reporting period at midnight, March 7, 2004 (Sunday a.m.).

Submit each WAR to the appropriate MMS GOMR District Office by the close of business on the Friday immediately after the close of the reporting week.

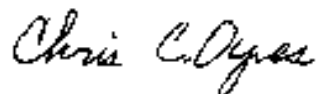
**Paperwork Reduction Act of 1995 Statement**

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 Mr. Bob Lanza by telephone at (504) 736-2450 or by e-mail at [robert.lanza@mms.gov](mailto:robert.lanza@mms.gov).

Sincerely,

A handwritten signature in black ink that reads "Chris C. Oynes". The signature is written in a cursive style with a large initial "C" and a distinct "Oynes" at the end.

Chris Oynes  
Regional Director