

## ***Approved form of digital data submissions (excluding geophysical data) under Regulation 50 of the Petroleum and Geothermal Energy Regulations 2013***

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## Introduction

In South Australia, submission of relevant petroleum and geothermal energy data by operators is a requirement of the Petroleum and Geothermal Energy Act 2000 and Regulations. All reports submitted under the Act must be digital and meet these digital data submission guidelines.

Data discussed in this Guideline are held confidential for a two year period (from Rig Release date, or core sampling date) then released publicly. This Guideline covers data submissions relating to the following activities:

- drilling,
- logging,
- core sampling

Submission of seismic and geophysical data and reports is not covered by this Guideline. For information on the submission of geophysical reports:

- [Guidelines for the preparation and submission of geophysical reports as required under the South Australian Petroleum and Geothermal Energy Act 2000](#) and,
- [Guidelines for submission of geophysical data as required under the South Australian Petroleum and Geothermal Energy Act 2000.](#)

While the Act follows the principals of objective-based regulation, data submission requires a degree of prescription to achieve compliance, hence these Guidelines.

The Act can be viewed here:

<https://legislation.sa.gov.au/LZ/C/A/PETROLEUM%20AND%20GEO THERMAL%20ENERGY%20ACT%202000.aspx>

The Regulations here:

<https://legislation.sa.gov.au/LZ/C/R/Petroleum%20and%20Geothermal%20Energy%20Regulations%202013.aspx>

## Well data requirements

### 1. Media

Only the following media will be accepted

- Optical disc – CD/DVD/BluRay
- USB, when prior approved by Energy Resources Division
- Submission by Drop Box/Sky Drive or similar will not be accepted

Note: The media used should be appropriate to the volume of data being submitted.

### 2. Operating System

Reports/files and/or data (eg WORD, EXCEL files) must be compatible with Windows operating system.

### 3. File Compression (excluding wireline DLIS submission)

Files may be submitted in compressed form, however:

- They must be self-extracting or instructions for decompression must be included
- If software other than WINZIP is used the relevant decompression software must be included and be Windows compatible
- Files must be accompanied a full verification file listing, detailing the contents of the compressed file

### 4. Security

Submitted digital files (PDF's, MS Office, data etc) must not be password protected.

### 5. Transmittals

A transmittal should accompany all submissions. ERD will date stamp and sign the transmittal and return it. The returned submission is to confirm we have received the data, not that it has been checked for compliance.

### 6. Resubmissions

If digital data are resubmitted, the submissions must be accompanied by a hardcopy summary of how the new data differs from the previous submission, and the reason for error/revision.

## 7. Daily drilling reports

Energy Resources Division requires the following data (in addition to that specified in Regulation 38) for wells that are currently drilling.

- Leak off test
- Cement calculations

Please note:

- PDF Format is preferred, however WORD files may be accepted with previous permission.
- Mudlogs and plots are to be submitted at 1:200 scale.
- Include deviation survey in ASCII or Excel format
- Preliminary drill stem test report must be submitted

Energy Resources Division does not require the following data (unless specified otherwise).

- Tubing tally reports
- Casing tally reports
- Raw data files (DST's) – to be provided with Well Completion Report
- Tour Reports

Note: Daily workover or fracture stimulation reports are not required, unless specified otherwise (eg. Condition of approval).

Daily Drilling Reports must be emailed to [DSD.Drilling@sa.gov.au](mailto:DSD.Drilling@sa.gov.au)

## 8. Well Completion Reports (WCRs)

### 8.1 Introduction

Well completion reports are due within six months of the date of rig release. This section describes the requirements for the submission of text based reports.

When compiling digital reports please ensure:

- The ordering of report components is clear
- All data are included

The reports should follow the well-established structure & sequence including title page, authors, data, list of contents, main body of text, attachments (plans, figure etc) and appendices (additional reports, tabular data etc.)

## 8.2 Text

- The preferred format for text in the body of the report and any separate reports that are included as appendices is Adobe Acrobat PDF format.
- Licensees will need to convert the text from the native format (WORD, EXCEL etc) to PDF format.
- When using PDF, the report text (including tables of contents, abstract, etc) and any figures, tables, graphs, small plans etc that form part of the report can be embedded into the PDF.
- This report should be bookmarked to reflect the contents page/pages, and to assist navigation through the document.
- Table data and photographs should be included in the PDF of the document, but also supplied in the other formats listed below.

## 8.3 Plans, figures, plates, images etc

- Most of the small to medium (up to A3, 420 x 297mm) figures and plans will be embedded into the PDF.
- Larger plans, greater than A3, embedded into the report PDF is not considered acceptable and must be submitted as high quality image files.
- Plans, images etc are preferably to be left in their native form as either as TIFF, JPEG, original CGM or high quality PDF's.
- Minimum resolution for plan Tiffs, JPEG's and CGM's is 200 dpi.

## 8.4 Logs

Composite logs and mudlogs are to be submitted at 1:200 scale.

## 8.5 File Name Conventions

Filenames for well completion reports should conform to the following: WELLNAMEwellnumber\_report.PDF

ie. Albert 1 Well Completion Report will have a directory name of Albert\_1 containing the following files:

- Albert1\_report.pdf
- Albert1\_compositelog.tif or .jpg or .cgm or .pds
- Albert1\_mudlog.tif or .jpg or .cgm or .pds
- Other filenames should be logical, such as figure1.tif, appendix1\_figure1.jpg etc.

## 8.6 Photographs

All photographs including core photographs, environmental photographs etc., are to be submitted as quality JPEG files with a minimum resolution of 300 dpi and a minimum 64k colours. Photos should also be submitted within the WCR PDF.

## 8.7 Tabular Data

All tabular data, including mudlog data are to be supplied as delimited ASCII (space delimited preferred) or Excel spreadsheets for analytical data. Files should include column headings, units and explanations of any abbreviations.

## 9. Wireline Logs

All logs should be submitted within 2 months of the activity date, including, routine processed data (eg dipmeter/FMS) must also be submitted as prints/plots and digital data.

Submission of the following data is not required:

Any logging runs which do not acquire any new technical information about the formation or casing eg DST correlation logs, sidewall core sampling record, perforation tools, junk basket, tubing/casing cutters punchers, packer setting, CCLs, etc) need not be submitted in any form.

However, routine processed data (eg dipmeter/FMS) must also be submitted as prints/plots and digital data.

### 9.1 Plot files

- Plot files must be at the largest scale available (ie at 1:200 not 1:500)
- Plot files must be in colour if the original service company plot is in colour
- If available, plot files must be supplied in PDS/META or CGM format and PDF. TIFF, JPEG etc may be substituted with the agreement of Energy Resources Division
- Plot files must be a true representation of the digital data.

NOTE: Compliance with Regulation 39 will not be recorded until complete and consistent data are submitted to Energy Resources Division.

### 9.2 Digital data

- Data to be submitted must be supplied in the format as originally recorded and be a direct copy of the data supplied by the contracting company to the licensee.
- Data which have been exported from other software packages will not be accepted.
- The digital data must contain all the curves recorded in the plot files, and be consistent in depth with the plot files
- DLIS file compressed in to a zip file and submitted on DVD will not be accepted.
- If any errors are detected (or any other revisions to the data are made) at any time subsequent to submission of the original data to Energy Resources Division, then the revised digital data and plot files must be submitted to Energy Resources Division.
- **If digital data are resubmitted, the submission must be accompanied by a hardcopy summary of how the new data differs from that previously submitted, and the reasons for the error/revision.**

## 10. Core Sampling reports

The SA Department of State Development operates a Drill Core Library to store core and cuttings submitted by operators, and to enable examination and sampling after a 2 year confidentiality period. For more information on the facility and bookings:  
[http://petroleum.statedevelopment.sa.gov.au/data\\_and\\_publications/drill\\_core\\_reference\\_library](http://petroleum.statedevelopment.sa.gov.au/data_and_publications/drill_core_reference_library)

Energy Resources Division requires the following data (in addition to that specified in Regulation 49) generated by removal of samples from the wellsite or from the SA Drill Core Library for analyses:

- Inspection number(s) must be on the title page of the report
- Core sample numbers provided to the sampler by Core Library staff must be used to identify each sample in the report.
- Digital Core Sampling reports must meet the above Guidelines and are due six months from sample date.
- If the report is delayed (e.g. by slow laboratory turn around) a time extension must be applied for before the six month reporting deadline. This request must indicate the reason for the delay and likely timeframe to submit results. Applications will be promptly assessed by ERD geoscientists.
- All thin sections must be submitted to DSD where they will be added to the State's thin section collection for access by future researchers when open file.
- JPGs of thin section images included in reports are to be submitted for addition to the SA digital thin section library and will be held confidential until 2 years after the core inspection.

**Table 1 – Data types**

| <b>Data Required</b>                                     | <b>Data Type Required</b>                           | <b>Remarks</b>  |
|--|---|---|
| <b>Reports</b>   |   |   |
| Report text  | PDF   | PDF must be bookmarked  |
| Colour plans/maps/logs >A3                               | TIFF in addition to PDF supplied above              | Minimum resolution 200 dpi  |
| Composite logs   | CGM or TIFF or JPEG and PDF                         | Minimum resolution 200 dpi  |
| Digital petrophysical, geochemical or other analyses     | ASCII, MS Excel (in addition to PDF supplied above) | As a space ASCII file with column headings, units and explanations of any abbreviations   |
| Photographs  | JPEG (in addition to PDF supplied above)            | Minimum resolution 300 dpi and 64K colours  |
| <b>Field and processed data</b>                          |   |   |
| Edited field and processed data for all wireline logs    | Digital (DLIS)                                      | Format supplied same as originally recorded with verification listing of the data supplied. The data shall include full header information  |
| Edited field and processed data for all MWD or LWD tools | DLIS  | Format supplied same as originally recorded with verification listing of the data supplied. The data shall include full header information. |
| Plot files for log prints                                | PDF, META, CGM                                      |   |
| Mudlogging data  | ASCII   | With a header giving field names and units of measure   |
| Borehole deviation survey                                | LIS, DLIS, LAS, MS Excel                            | Azimuth reference must state whether it's (True, magnetic or grid north)  |
| Engineering, production, digital log data                | DLIS, LAS   |   |



## 11. Delivery Address

*For courier or hand deliveries (including transmittal)*

Manager Geological Data Services  
Energy Resources Division  
Department of State Development  
Level 7, 101 Grenfell Street  
Adelaide SA 5000

*For further information in respect of this guideline, or feedback, please contact:*

Manager Geological Data Services  
Geology and Exploration  
Energy Resources Division  
Department of State Development  
Phone: (08) 8463 3220  
Email: [DSD.petroleum@sa.gov.au](mailto:DSD.petroleum@sa.gov.au)