

**UNIVERSITY LANDS OIL & GAS LEASES  
REQUIRED REPORTING & COMPLIANCE PROCEDURES**

*(Updated May 1, 2024)*

Reporting and compliance procedures have been adopted and are the basic procedures to be followed by lessees and/or operators on University Lands.

**SUBMIT INFORMATION TO:**

**Postal Mail:** University Lands  
P. O. Box 553  
Midland, Texas 79702  
Business: (432) 684-4404

**Emails:**

PUF Oil & Gas Lease & Contract inquiries Division of Interest Orders	<a href="mailto:UL_LandMinerals@utsystem.edu">UL_LandMinerals@utsystem.edu</a>
Oil & Gas Lease Sales	<a href="mailto:LeaseSale@utsystem.edu">LeaseSale@utsystem.edu</a>
Daily Drilling Reports Well Completion Information Well Workover Reports	<a href="mailto:DrillingReport@utsystem.edu">DrillingReport@utsystem.edu</a>
Railroad Commission Forms & Documents	<a href="mailto:OGRegulatory@utsystem.edu">OGRegulatory@utsystem.edu</a>
Digital Well Logs	<a href="mailto:WellLogs@utsystem.edu">WellLogs@utsystem.edu</a>
Inquiries re: Well Logs Inquiries re: Natural Resources Development	<a href="mailto:ULDevelopment@utsystem.edu">ULDevelopment@utsystem.edu</a>
Commingle Inquiries	<a href="mailto:ULCommingle@utsystem.edu">ULCommingle@utsystem.edu</a>
Gas Lift Inquiries	<a href="mailto:ULGasLift@utsystem.edu">ULGasLift@utsystem.edu</a>
Royalty Reporting Accounting & Audit	<a href="mailto:ULAccounting@utsystem.edu">ULAccounting@utsystem.edu</a>

Go to <https://universitylands.utsystem.edu/Home/ContactUs> for the most up-to-date contact information for:

- Accounting & Audit
- Easements, Commercial Leases, & Water
- Energy Field Representatives
- Range Conservationists
- Royalty Reporting

All the following information and more can be found on our website:

<https://universitylands.utsystem.edu/>

## **Reporting Requirements**

### **A. Notice of Move-Ins**

Operator must submit a notice of move-in prior to the commencing of any move-in, drilling or reentry activity. Such notices must include the location of the well, the lease name, well number and the address and phone number of the operator. (A copy of the Railroad Commission Form W-1, accompanied by a plat of the well site and lease premises, will satisfy this requirement.)

### **B. Copies of Railroad Commission Forms and Documents**

Operator must submit copies of all forms and documents, including all corrected reports, pertaining to a University lease and filed with the Railroad Commission of Texas. These copies must be simultaneously transmitted to University Lands when filed with the Railroad Commission of Texas. This required reporting category also includes all information submitted for Railroad Commission of Texas hearings and all corrected reports.

### **C. Copies of Drilling Records**

Operator must submit reports or copies of all daily drilling or activity reports, records, memoranda, accounts, core analysis, drill stem tests, mud or sample logs, deviation surveys or other information relative to the drilling and completion operations conducted on the leased premises.

Drilling or activity reports are to be transmitted on a daily basis from the date of move-in on a location through the date of completion. Samples of all cuttings or cores are to be submitted upon request.

### **D. Copies of Logs**

Operator must submit a digital copy of all electric, radioactive or other borehole surveys no later than fifteen (15) days after reaching the total depth for the well. Logs should be submitted in TIFF or PDF and LAS formats to [WellLogs@utsystem.edu](mailto:WellLogs@utsystem.edu). Contact [ULDevelopment@utsystem.edu](mailto:ULDevelopment@utsystem.edu) for additional means of digital log submission.

Failure to furnish University Lands with all logs required by the applicable lease form shall result in the lessee, at lessor's option, to reenter the well and run the required log or logs, or require the lessee to pay to lessor the sum of \$15,000 (or the amount so prescribed in the applicable lease form).

### **E. Division of Interest**

Operator must submit the Division of Interest on University wells prior to the submission of the first production report. Contact information for all Working Interest Owners is required; which at minimum will include the entity's legal name, physical address and phone number. A contact name should be included, if known. If operator will be remitting royalties on less than 100% of the production, notification must be made to University Lands prior to first sales and include contact information, as stated previously, for the parties that will be remitting, as well as the percentage of gross

production each party will remit. Throughout the life of the well, the operator must immediately notify University Lands of any change in the Division of Interest or the percentages being reported by each party.

**F. Notice of Changes in Well Status**

Operator shall submit a written notice when the status of a well changes to [OGRegulatory@utsystem.edu](mailto:OGRegulatory@utsystem.edu), whether or not such a notice is filed with the Railroad Commission of Texas.

If a well ceases to produce, or is placed on production after being shut-in, the exact nature and date of such change must be submitted within five (5) days of such change.

**G. Workover Reports**

Operator must submit a written weekly report of any workover operation conducted on any well.

Leases issued before November 29, 1955, do not contain a workover clause, and it is suggested that all applicable lessees apply for a 60-day workover amendment; otherwise, these leases will terminate after 30 days of no production even though a workover is in progress and is being reported to the University.

**H. Other Production Related Reports**

For additional information concerning operations on University Lands ( LACT Systems, miscellaneous operations, field inspections and measurement of production), please review Chapters 4, 5, and 6 of the Board for Lease of University Lands Rules. The Rules are located on University Lands website.

**Board for Lease Rules**

**I. Request for Permission to Abandon a Producing Lease**

Operator must notify University Lands prior to abandonment of a lease via email to [UL\\_LandMinerals@utsystem.edu](mailto:UL_LandMinerals@utsystem.edu).

Operator must file with University Lands final appropriate affidavits of production proper disposition of all closing stock, any required supporting documents and shall make payment in full of all sums owed under said lease.

Upon consideration of the operator's compliance with all other University regulations, the operator will be given permission for abandonment of a lease.

**II. Production**

Operator must submit all information and production reports (UT forms) to University Lands to [ULAccounting@utsystem.edu](mailto:ULAccounting@utsystem.edu).