



April 2, 2025

Industry Guidance Bulletin 20-002A
Submitting Electronic Reports and Digital Data

The Alaska Oil and Gas Conservation Commission (AOGCC) issues this Industry Guidance Bulletin to clarify electronic 10-404 and 10-407 reports and digital data submission. This Industry Guidance Bulletin supersedes Industry Guidance Bulletin No. 20-002 previously issued on March 25, 2020.

Instructions for each type of report are provided below. All materials submitted and subsequent correspondence will be handled and stored in accordance with AOGCC's confidential documents protocols. AOGCC's permitting mailbox (aogcc.permitting@alaska.gov) is monitored by AOGCC staff during normal business hours. Once an item is received, AOGCC staff will reply with an acknowledgement email and place the submitted item in AOGCC's review queue.

AOGCC's files constitute the archives for the State of Alaska, requiring all materials submitted to be clearly legible. The State of Alaska currently limits the size of email attachments to 50 MB. Larger applications and reports should be zipped to reduce file size before emailing.

Forms that do not match current AOGCC formatting will be rejected. Current versions of all AOGCC forms are available here: <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>

Sundry Reports (AOGCC Form 10-404)

10-404 sundry reports must be submitted via digital format. The 10-404 form and all supporting documents must be bundled within a single PDF file that is attached to a notification email sent to aogcc.permitting@alaska.gov.

Well Completion Reports (AOGCC Form 10-407)

10-407 reports must be submitted via digital format. The 10-407 form and all supporting documents must be bundled within a single PDF file that is attached to a notification email sent to aogcc.permitting@alaska.gov.

Digital Data Required by AS 31.05.030 and 20 AAC 25.030, 20 AAC 25.050, 20 AAC 25.071, 20 AAC 25.283, 20 AAC 25.412

The Operator will place digital well log files and all other information required in a clearly labeled folder for each singular well Permit to Drill on the Operator's secure FTP server and send an email notification to aogcc.data@alaska.gov. Folder hierarchy for each log or data type must be maintained. Upon download and cataloging, AOGCC staff will send an email acknowledging receipt accompanied by a digitally signed copy of the transmittal to the email address provided on the Operator's transmittal letter. Confidential data transmittals must only cover one Permit to Drill.

If an Operator does not have a SFTP server available, the Operator may utilize ZendTo <https://drop.state.ak.us/drop/> to transmit data to the AOGCC. The same process outlined above applies to ZendTo transmissions. Data sent via ZendTo should be addressed to aogcc.data@alaska.gov.

Both data submission processes apply to all wells, confidential and non-confidential, and all data types. The AOGCC no longer accepts data on thumb drives, CDs, or other hardware.

Please share this Guidance Bulletin with all appropriate members of your organization. Questions regarding this guidance should be addressed to Meredith Guhl at meredith.guhl@alaska.gov or (907) 793-1235.

Sincerely,

Jessie L.
Chmielowski

Digitally signed by
Jessie L. Chmielowski
Date: 2025.04.02
15:42:11 -08'00'

Jessie L. Chmielowski
Commissioner

Gregory C. Wilson

Digitally signed by Gregory C.
Wilson
Date: 2025.04.03 09:46:55 -08'00'

Gregory C. Wilson
Commissioner