

INSTRUCTIONS FOR FILING FORM R3, REFINER'S MONTHLY REPORT

Purpose of Report

Each refiner of oil within the State of Louisiana shall prepare this report each month. The report shows the acquisitions and disposition of oil and refined oil products. Physical Custody is the basis for reporting all movement of oil within the state.

General Instructions

1. This report shall be filed on or before the first day of the third succeeding month following the month covered by such report (within 60 days).
 - a) The ORIGINAL report should be submitted to the State of Louisiana, Office of Conservation, Post Office Box 94008, Baton Rouge, Louisiana 70804-9008. Attention: Production Audit Section.
 - b) One signed copy of this report should be submitted to the Conservation District Office located within the same district as the refinery.
2. The Form R3, Refiner's Monthly Report, should be typewritten, if possible. Reports written legibly in ink or printed by data processing equipment in the correct format will be acceptable.
3. Descriptions of acquisition and disposition group codes are listed on this sheet. The required entries in each column of the form are also listed. Group codes that require line numbers have not been preprinted on the face of this report. (Enter group codes in numerical sequence.)
4. A company or facility code may be used only once within each group. If multiple transactions occurred with the same company during the month, combine the volumes and enter as one total.
5. Groups with multiple lines should begin with line number 1. Use additional line numbers when two or more items are entered under the same group code (Ten items in one group would be numbered from 1 to 10). Enter the group code on the first line and draw a continuation arrow through the group code column of all lines in that group.
6. Use the Part 1 continuation sheet (Form R-A) when there is not sufficient space on Part 1 for all lines within a group code.
7. Quantities reported should be in barrels (42 U.S. gallons) computed from 100% tank table, based up actual physical gauge, and corrected for temperature to 60 degrees Fahrenheit/15.5 degrees Celsius. The full percentum of bottom sediment and water (BS&W) should be deducted after making correction for temperature. *Do not report fractions of barrels.*
8. Do not delay filing this report if code numbers are not available. These numbers can be obtained by calling the Office of Conservation, Production Audit Section (See item 12 below).
9. Remarks should be shown in the specified area only. Use the remarks section to explain irregular entries or variations due to unusual circumstances. Attach a letter of explanation where space provided is not sufficient.
10. Pages should be numbered sequentially when the report has been completed (Part 1, Part 2, Continuation Forms, Import/Export Summary).
11. Sign and date the report, listing preparer's job title, telephone number and extension. Reports not signed in ink will be returned for proper certification.
12. For more detailed instructions and examples, refer to the Procedure Manual. Questions should be directed to the PRODUCTION AUDIT SECTION, (225) 342-5479.

Instructions For Part 1

1. Show the refiner's complete company name and refining facility name.
2. Enter your refining facility code in the space provided. Each facility has a unique reporting code.
3. This report is limited to one calendar month. Enter month and year in the space provided.
4. Each report should be specified ORIGINAL or CORRECTION.
5. Enter acquisitions of crude oil, condensate and raw make by the appropriate group code:
 - a) Acquisitions from Transporters and Storers (Group Code 108)-Report all volumes of crude, condensate and raw make acquired from Louisiana transporters. Enter the company's transporter code number, complete company name and total received from the transporter. Combine multiple receipts from one transporter and enter as one volume. NOTE: The company that physically transported the oil to the refinery should be listed as the acquisition source.
 - b) Acquisitions from Refineries (Group Code 110)-Report volumes of oil acquired directly from other refining facilities. For each acquisition, enter the refinery's facility code number and the refinery name (or company name and refinery location). If there are multiple receipts from a refinery, combine the volumes and enter as one total.
 - c) Louisiana Import-Summary (Group Code 135)-Enter total volume of oil received directly from other states or countries. When imports are reported, Form R-C must accompany this form. The import summary must be exactly the same as the total reported on Form R-C.
 - d) Total Acquisitions (Group Code 145)-Enter the total of acquisitions reported from all sources.
6. Report as Opening Stock the volume of crude, condensate and raw make inventory in your possession at 7:00 a.m. on the first day of the reporting month. This volume must be in exact agreement with the closing stock of the previous month.

7. Enter each disposition of crude oil, condensate and raw make by the appropriate group code.
 - a) Consumed in Runs to Stills (Group Code 151) - Report gross input to the crude oil distillation unit.
 - b) Dispositions to Transporters and Storers (Group Code 158) - Report all volumes of crude, condensate and raw made and given to Louisiana transporters. Enter the company's transporter code, complete company name and volume of disposition. If more than one delivery was made to a single transporter, combine the volumes and report as one total. NOTE: The transporter that physically transported the oil from the refinery should be listed for the disposition.
 - c) Dispositions to Refineries (Group Code 160)-Report volumes of oil delivered to other refineries. Enter the refinery's facility code and refinery name (or company name and refinery location). If multiple deliveries were made to a refinery, combine the volumes and enter as one total.
 - d) Louisiana Export-Summary (Group Code 185)-Enter total volume of oil delivered to other states. When exports are reported, Form R-C must accompany this form. The export summary must be exactly the same as the total reported on Form R-C.
8. Report as Closing Stock the volume of oil in your custody at the end of the month. This includes in-transit stock in your custody.
9. The Shortage and Overage on this report is computed by subtracting the total of dispositions and closing stock from the total of acquisitions and opening stock.
 - a) If the dispositions and closing stock are greater, the difference is entered as "Overage".
 - b) If the acquisitions and opening stock are greater, the difference is entered as "Shortage".
10. Totals should be shown for both acquisition and disposition columns. (Group Code 150 and 199 must be equal.)
11. Total acquisitions of crude oil, condensate and raw make (Group Code 145) should be reported by original production location (Group Code 301 - 304). Acquisitions from transporters must be separated into one or more of these categories. Total acquisitions reported at Group Codes 145 and 305 must be equal.

Making Corrections on Reports - Do not use any type of correction fluid to cover figures to be changed or corrected.

Once a report has been submitted to the Office of Conservation, there are two methods for making corrections. These are: File the corrected report giving the pertinent information with respect to the Transporter or Refinery name and code number, report month and enter only the lines that contain corrected data, the Group code and original line number and the description for those items to be corrected. If a line is to be added, enter the line within the proper group code and in line number sequence. This line number should be the next number after the last line number entered within that group code on the original report. Lines may be deleted by entering the line as it appeared on the original report with a volume of zero. **IMPORTANT:** The total acquisition volume must agree with the total disposition volume on said report. Mark the correction box with an "X" on said report.

Group Code	Description of Group Code	Line Number	Required Codes	Required Description Entries
		Required		
Acquisitions				
108	From Transporters and Storers	Yes	Company	Name of Transporting Company
110	From Refineries	Yes	Refinery Facility	Name of Refinery
120	Other Oil Acquisitions	No	None	None
135	Louisiana Imports-Summary	No	None	None
145	Total Acquisitions	No	None	None
147	Opening Stock	No	None	None
148	Overage	No	None	None
150	Total Acquisitions and Opening Stock	No	None	None
Dispositions				
151	Consumed in Runs to Stills	No	None	None
158	To Transporters and Storers	Yes	Company	Name of Transporting Company
160	To Refineries	Yes	Refinery Facility	Name of Refinery
170	Other Oil Dispositions	No	None	None
185	Louisiana Export-Summary	No	None	None
197	Closing Stock	No	None	None
198	Shortage	No	None	None
199	Total Dispositions and Closing Stock	No	None	None
Production Location Summary				
301	Produced in Louisiana	No	None	None
302	Produced in Federal Offshore Area	No	None	None
303	Produced in Other States	No	None	None
304	Produced in Other Countries	No	None	None
305	Total Acquisitions	No	None	None

R3

PART 2

STATE OF LOUISIANA
OFFICE OF CONSERVATION
**REFINER'S MONTHLY
REPORT**
See Reverse Side for Instructions

COMPANY _____
FACILITY _____

REFINERY FACILITY CODE NO. _____

ORIGINAL

CORRECTION

MONTH _____ YEAR _____

PAGE _____ OF _____

ENTRIES IN BARRELS OF 42 U.S. GALLONS

PRODUCT	CODE	OPENING STOCK	ACQUISITIONS	RUNS TO STILL, RE-RUNS, AND/OR BLENDED	PRODUCTION	DISPOSITIONS (Including Plant Losses and Uses)	CLOSING STOCK
CRUDE OIL (Includes Condensate and Raw Make)	110						
OTHER UNFINISHED OIL	140						
LIGHT DISTILLATES							
Aviation Gasoline	210						
Motor gasoline	220						
Naptha-Type Jet Fuel	230						
Other Light Distillates	290						
MIDDLE DISTILLATES							
Kerosene-Type Jet Fuel	310						
Kerosene	320						
Casinghead Gasoline	330						
Diesel Fuel	340						
No. 4 Fuel Oil	350						
Other Middle Distillates	390						
HEAVY DISTILLATES							
Lubricating Oil and Waxes	410						
Other Heavy Distillates	490						
Asphalt	510						
Petroleum Coke	520						
Other Refinery Residues	590						
STILL GAS (Refinery Gas)	610						
TOTALS	990						

FORM R3-2
REV. 10/00

REMARKS:

Corrected By: _____ Date: ____/____/____

INSTRUCTIONS FOR FILING FORM R3, REFINER'S MONTHLY REPORT
PART 2 - REFINERY ACTIVITY REPORT

Purpose of Report

This page accompanies the Form R3, Part 1, filed by refiners of oil within the State of Louisiana. Petroleum product activity, including volumes of each product on hand at the beginning and ending of each month, is listed in this part of the report.

Instructions For Part 2

1. The company name, refining facility name and refining facility code number should be entered in the spaces provided. Enter reporting month and year and selection of ORIGINAL or CORRECTION as they appear at the top of the page.
2. Report data for only those products which apply to your operations. If there are no volumes for a specific product, leave the entire line blank.
3. Report *Products* by groups listed on this report. If products used in your operations do not fall into the specific categories listed, report them in the appropriate "Other" category. Do not block out any category listed and substitute another product in that space. Refer to the *Procedure Manual* for product descriptions.
4. For each product to be reported, enter the following information on that product line:
 - a) *Opening stock* -Report all stocks held at the refinery (as of 7:00 a.m. on the first day of the reporting month by actual measured inventories). This volume must equal the Closing Stock on the previous month's report. Opening Stock for crude oil (Product Code 110) should be equal the opening stock reported in Part 1, Group Code 147.
 - b) *Acquisitions* -Report all receipts at the refinery. Acquisitions of crude, condensate and raw make (Product Code 110) should equal the acquisitions reported in Part 1, Group Code 145. (If overage was reported on Part 1, acquisitions reported on the Refinery Activity Report should equal the sum of acquisitions on Part 1, Group Code 145, plus overage on Part 1, Group Code 148.)
 - c) *Runs to Stills, Re-runs and Blended* -Report combined volumes for the gross amount charged to the distillation unit, the products run back through distillation unit, and oils blended to meet distillation requirements. Runs to Stills for crude oil (Product Code 110) should equal the amount reported in Part 1, Group Code 151 (Consumed to Runs to Stills).
 - d) *Production* -Report the volume of production for each refined oil product.
 - e) *Disposition, Plant Uses and Losses* -Report all shipments from the refinery, refinery fuel used during the month and refinery losses. Include deliveries to petrochemical units within your refinery. Disposition of crude, condensate and raw make (Product Code 110) should equal the sum of dispositions on Part 1, plus any shortage amount.
 - f) *Closing Stock* -Report all stocks in custody of the refinery at the end of the month including underground storage, regardless of ownership. Closing Stock for crude oil (Product Code 110) should equal closing stock reported in Part 1, Group Code 197.
5. Each line should balance across the report as follows:
Opening Stock *plus* Acquisitions *minus* Runs to Stills *plus* Production *minus* Disposition *equals* Closing Stock.
6. Add each column vertically and enter the totals in the last line of the report. Due to the refining process, the amount of production will seldom be equal to the amount of input.
7. Check the mathematical balance of the total line. The column totals should balance across the report as in item 5 above.