001 RECORDS, REPORTS, NOTICES ---- GENERAL

Any required written notice of intention to do work or to change plans previously approved must be filed with the Director and must reach the Director or authorized deputies and receive approval before the work is begun; or such approval may be given orally, and if so given, shall thereafter be confirmed by the Director or authorized deputies in writing.

In the case of emergency, or any situation where the operations might be unduly delayed, any written notice required by these rules and regulations to be given the Director or authorized deputies may be given orally or electronically; and, if approval is obtained, the transaction shall be promptly confirmed by the operator in writing as a matter of record.

The owner shall keep and make conveniently available to the Director or deputies accurate and complete records of the drilling, re-drilling, deepening, plugging or abandoning of all wells, all other well operations and of all alterations to casing. These records shall show all formations penetrated, the quantity and quality of oil, gas or water in each formation tested, the grade, weight, size and landed depth of casing used in drilling each well on the lease premises and any other information obtained in the course of well operation. Such information shall be kept confidential for a period of one year from the date the geophysical logs are run if so requested.

Whenever a person has been designated as an operator by an owner or owners of a lease or well, such an operator may submit the reports as herein required by the Commission. If a producing well is sold by one company or person to another company or person, the Director shall be notified immediately of the change in ownership. Any and all reports submitted shall be submitted in writing or electronically.