

General Instructions for Form 323-A

OTC Form 323-A must be filed each month by every person who is required to file OTC Form 323 and by every person licensed to transport or engage in the transportation of petroleum, crude oil or other mineral oil, except where such transportation is the lease sale of oil by the lease operator to the lease purchaser. OTC Form 323-A shall be filed by each reclaimer. Form 323-A shall accompany OTC Form 323.

Instructions for Preparing Form 323-A

1. Enter the month and year associated with reclaiming activity.
2. Enter reclaimer or transporter license number of reporting company.
3. Enter the OTC assigned number for reporting company.
4. Enter name and mailing address of company making report.
5. Enter date that the load was taken from lease, or was received at reclaiming plant.
6. Enter the OTC assigned production unit number for the lease from which the load was obtained. If reclaimer received load from storage of transporter, give the location of such storage. If oil comes from salt water disposal operation, indicate SWD.
7. Enter the county where load originated. Provide a breakdown of counties where leases are located if the load was obtained from the transporter's storage.
8. Enter the name of the company that operated the lease where the load was obtained. If the reclaimer received the load from the transporter's storage, enter the name of transporter.
9. Enter the name of the person who authorized pick-up. This means the name of the person representing the lease operator or the name of the person representing the transporter when the load is obtained from the storage of the transporter. In no instance shall it mean the person picking up the load.
10. Enter the OTC transporter's license number for the company transporting oil.
11. Enter gross barrels obtained from lease or storage.
12. Enter barrels of BS&W grind-out.
13. Enter net barrels of oil recovered. (Column 11 minus column 12)
14. If load is claimed to be non-taxable, enter N.T.
15. Enter page totals of columns 11 through 14.
16. On multi-page reports, the last page of the report should contain report totals of all pages.

Inventory Report

17. Enter the amount of oil in storage at beginning of the reporting period.
18. Enter the gross amount of fluids obtained from leases during the reporting period. (Total from column 11).
19. Total items 17 and 18.
20. Subtract BS&W draw-off. (Total from column 12).
21. Enter total (Subtract column 20 from column 19).
22. A. Enter total amount of oil sold.
B. List all sales of oil made during the month.
23. Enter total of column 19 minus columns 20 and 21A. This total should equal oil in storage at the end of the month.

Complete remittance report OTC Form 300-C and attach.