



IN REPLY REFER TO:

United States Department of the Interior

MINERALS MANAGEMENT SERVICE

Royalty Management Program

P.O. Box 17110

Denver, Colorado 80217-0110

TAKE
PRIDE IN
AMERICA

RPD/PRB
Mail Stop 3122

AUG 18 1993

Dear Reporter:

Enclosed is a copy of the new Minerals Management Service (MMS) Production Accounting and Auditing System Reporter Handbook - Lease, Facility Measurement Point, and Gas Plant Operators (handbook), which provides instructions for reporting oil and gas production information. Effective immediately, this handbook replaces the previous handbook dated February 15, 1991.

The reporter handbook series has been revised with some parts combined or discontinued and is fully explained in Chapter 1. Please take time to read and familiarize yourself with the enclosed material. We hope this revised handbook will be easier to use and helpful in your future reporting.

Effective October 1, 1992, MMS began charging a fee for all copies of instructional handbooks provided to reporters in excess of one per valid and active reporter code. Companies with multiple reporter codes that have the same name and address will receive only one copy free of charge. To purchase additional copies of this handbook, call the MMS handbook order line at (303) 231-3090.

If you have any questions about this letter or the contents of the handbook, please call your Production Reporting Branch representative of our Reports and Payments Division at (800) 548-3094 or write to:

Minerals Management Service
Royalty Management Program
Reports and Payments Division
P.O. Box 17110
Denver, Colorado 80217-0110

Sincerely,

James W. Shaw
Acting Associate Director for
Royalty Management

Enclosure