

## **The Lease Pumper's Handbook**

### **CHAPTER 19. RECORD-KEEPING**

#### **A. LEASE RECORDS.**

1. Advantages of Maintaining a Lease Records Book.
2. Setting up the Lease Records Book.
3. Setting up Standard Records.
4. The Daily Gauge or Grease Book.

#### **B. WELL RECORDS.**

1. Introduction to Well Records.
2. Lease Drilling Records.
3. Pumping Unit Information.
4. Wellhead Records.
5. Casing Records.
6. Tubing and Packer Information.
  - Packers and Holddowns.
  - Pulling Tension on the Tubing String.
7. Sucker Rods, Pump Design, and Service Records.
8. Current Rod Servicing Records.
  - Past Rod Pulling Record.
9. Electrical Information.
  - Control boxes and fuse information.
  - Electrical motor information.
10. Other Well Record Information.

#### **C. PETROLEUM PRODUCTION RECORDS.**

1. Production Record-keeping.
2. Typical Lease Operation Records.
3. Production Reports.
  - Types of written oil production reports.
  - Gas production records.
4. Important Production Records.
  - Well Information.
  - Single-Well Tank Batteries.
5. Monthly Tank Battery Total Production Record.
  - Problem analysis from monthly test data.
6. Records for Daily Use.
  - Yesterday's tank gauges.
  - The daily, seven-day, eight-day, or monthly production report.
  - Monthly tank battery production of oil, water, and gas, and daily averages.
  - Monthly individual well tests.
  - Chemical consumption records.
7. Benefits of Production Records.
8. Supply Purchases.

9. Time Sheets for Work Performed.

- Company employees.
- Contract labor.

**D. MATERIALS RECORDS.**

1. Materials Control.

- Theft by Employees.

2. Controlled Lease Equipment Storage.

- Location of a storage area.
- Security fencing.
- Weed and mud control.

3. Pipe Storage.

- Pipe and rod storage areas and magnetic orientation.
- Classifying used pipe.
- Pipe rack design and numbering systems.
- Pipe range.
- Pipe collaring and condition.
- Pipe separation and layering.

4. Storage of Other Materials.

- Arrangement, pads, docks, and weather protection.
- Junk and scrap designations.
- Chemical and drum storage, content marking, and accounting.
- Winterizing and deterioration control.

5. Joint Venture Inventory and Accounting.

6. Transfer Forms and Procedures.

- Materials transferred out of storage.
- Materials transferred into storage.
- Materials being transferred from one lease to another.

7. Identification of All Chemicals Used or Stored on the Lease.

- Identifying Chemicals and Marking Barrels.

8. End of the Month Chemical Inventory.

- Measuring barrel content.

## The Lease Pumper's Handbook

### Chapter 19 Record-keeping

#### Section A

#### LEASE RECORDS

##### **A-1. Advantages of Maintaining a Lease Records Book.**

The lease records book is a small book that should be kept in the glove compartment or other convenient spot inside the cab of the lease pumper's vehicle. It is an essential tool used by outstanding pumpers that saves hours of work every month and reduces costly mistakes. If a lease records book is not maintained, the pumper will encounter numerous problems. Good pumpers become better when this book is set up and used.

The purpose of this section is to provide ideas and directions on what type of records can be important and how to set up a meaningful information and performance handbook. Special equipment on each lease will require that the pumper decide what information is important to know. Time and a reduction in errors are the big factors that will make the pumper aware of what records are or are not useful.

The information contained in the book may be rather basic for some leases and rather extensive for others. A small sample of the questions the book can answer includes:

- What electrical fuses are used on the lease? What are their sizes, current ratings, and location?
- Is the pumping unit gear- or chain-driven?
- Which direction does the motor turn?
- What size plate is needed in the orifice meter to test each well?
- How many of each type and length of belt are needed?
- Can substitute belts be used? Will another size fit and, if yes, what length?
- How many sheave grooves are available for belts?
- What size, quality, and quantity of rod packing is needed?
- Was more oil per day produced this month or last? Three months ago? Six months ago?
- What type and weight oil is needed for each gearbox or other piece of equipment?
- What spark plugs are needed for different models of engines used on the lease? How many, what brand, and what model number are in the engines?

Extensive reasons can be given concerning the need for a lease records book and problems projected to justify having it. The best way to judge the convenience of having such a book is for the pumper to begin one. After using one and enjoying the benefits, the pumper will never choose to be without one again. It will very rapidly become a bible of lease operations information.

##### **A-2. Setting up the Lease Records Book.**

The lease records book is custom designed by the pumper and contains most of the important facts about the lease. For example, the pumper has the option of

dividing the book into lease or individual well sections. Thus, no two lease records books are exactly alike, but the following are some general guidelines to use when setting up the book.

- It must be a binder with three or more rings in which pages can be removed, rearranged, added, or exchanged, as needed.
- Section or sheets with lease number tabs are convenient to divide it into specific areas and leases.
- Blank and lined page sheets are needed. The pumper should have a source for future paper insert needs. Full size 8½" x 11" paper is recommended.
- By using blank sheets, the pumper can design custom information pages, even if written by hand. Most duplicating machines will accept and print on the paper with holes that fit the notebook.

### **A-3. Setting up Standard Records.**

The standard records that are kept are up to the lease pumper. The following arrangement is used by many pumpers:

- Communications Information.
- Pumping Well Records.
- Electric Motor, Control Box, and Engine Records.
- Materials Records.

As records needs are analyzed, the pumper can select what types of information may be most appropriate. If the company has a full-time mechanic, electrician, and maintenance crew, records needs may be less than for the lease pumper who does not have this extensive of support. As few records as possible should be set up, but, when in doubt, this book should be used to record

odd information that may become very important to know at some future date.

### **A-4. The Daily Gauge or Grease Book.**

The grease book is just as important as the lease records book and should be posted carefully every day, retained and stored for several years.

Questions will arise—next month or next year—and although a day's activities will fade in the pumper's mind, it will occasionally become important to obtain production figures or other information for a specific day.

Notes or records should be maintained as daily rounds are made. If books are filled out at a later time, the pumper may not accurately recall all of the information. Notes should be made about the equipment checked, oil and water gauged, meters read, wells tested, gas sold, and repairs made.

The book may be divided into sections. If there are four leases, the book can be divided into four sections. Some pumpers notch the top corner of the pages alternately by battery to make it easy to reference or make other adjustments so the book is easy to use. The stock tanks are listed in ascending numbers from left to right, and the last two letters can be used to identify them. This is usually enough information for identification. A line can be drawn across the page before work is begun each day and the date written in.

After gauges are posted each day, the next lines can be used for water volume if appropriate, engines started, any work done at the battery, etc. with brief notes stating what was performed. A daily record may contain the following information:

- Tank numbers and sizes.
- Posting today's gauges.
- Today's activities.

- Oil sold, treated, circulated, and chemical added.
- BS&W levels.
- Engine fluids added and any repairs.
- Well testing.
- Well status.
- Wells pulled or shut in.
- Meter readings.
- Servicing records and lease activities.
- Any other important activity.

Some pumpers prefer to record the date and gauges on the left side, and the activities

that may need to be recalled on the right side.

At the end of the month or other convenient time, some records in the grease book will need to be transferred to the lease records book.

When any section in the grease book has been filled, it gets confusing to mix the information, so it is usually best to start a new book. The dates that this book was used should be included on the front if possible and the book stored for possible future reference.

