

# OFFSHORE OIL SCOUTS ASSOCIATION, INC. BYLAWS

Updated as of April 2026

## ARTICLE 1: OFFICES

### Section 1.1 Principal Office

The principal office of the Offshore Oil Scouts Association, Inc. ("OOSA") shall be located in the State of Louisiana. OOSA may have other offices, either within or outside the State of Louisiana, as the Board of Directors ("the Board") may determine or as the affairs of OOSA may require from time to time.

### Section 1.2 Registered Office and Registered Agent

OOSA shall have and continuously maintain in the State of Louisiana a registered office, and a registered agent, who shall be a member in good standing with the Louisiana State Bar Association, whose office is identical with such registered office, as required by the Louisiana Corporation Law. The registered office may be, but need not be, identical with the principal office of the corporation in the State of Louisiana, and the address of the registered office may be changed from time to time by the Board of Directors.

## ARTICLE 2: MEMBERSHIP

### Section 2.1 Classes of Members

OOSA shall have two (2) classes of members: Associate Members and Active Members. In addition to the qualifications, the two classes of members have the following responsibilities:

Associate Members:

- Do not attend OOSA meetings.
- Do not have the right to vote.
- Do not have the right to purchase the OOSA Historical Database License.

Active Members:

- Required to attend OOSA meetings.
- Have the right to vote. Only one company representative shall be entitled to vote on each subject matter submitted to a vote of the Active Members.
- Active Member representatives may be assigned an Associate Member and shall be responsible for reporting the required information outlined in the Rules for Well Reporting and Guidelines attached hereto as Exhibit A. If the Active Member representative is unable to report the required information, the representative is to notify the President or any other member of the Board in a sufficient amount of time to allow them to make necessary arrangements for the covering of those assignments.
- Effective January 1, 2023, new members must purchase the OOSA Historical Database License

## **Section 2.2 Qualifications of Active and Associate Members**

- A company must be actively engaged in exploration, development and/or production of hydrocarbons as an operator or a working interest participant in state and federal waters governed by state regulatory agencies and/or the Department of Interior.
- Each member company shall be responsible for designating a qualified representative or qualified point of contact in OOSA, who must be employed directly by the company as a full time, part time or contract employee and can only represent one company. Said representative cannot collect and/or divulge offshore well data or information for any other entity.
- No member company may divulge any verbal, written or digital information obtained in or emanating from OOSA to any person or company who is not a member of OOSA or without approval of the Board.
- The company representative(s) must be a Qualified Scout for Active Members or a qualified point of contact for Associate Members. A Qualified Scout or qualified point of contact shall be someone with 3 years of experience in the oil and gas industry whose affiliation with the industry is defined under the OOSA By-Laws as experience with an exploration and production company doing business in the Gulf of Mexico and the Atlantic Ocean adjacent to the United States of America.
- Qualified Scout should adhere to the roles and responsibilities listed in Exhibit E.
- If a Qualified Scout is unable to attend and their company has an alternative representative, said representative must also adhere to the roles and responsibilities listed in Exhibit E.
- Each member company shall support their representative in their fulfillment of contributing equally to the cooperative efforts of OOSA.
- Each member company shall be responsible for reporting the required information outlined in the Rules for Well Reporting & Guidelines attached hereto as Exhibit A.
- Each member company will be responsible for a payment of annual dues to OOSA as set out in Section 10.1.

## **Section 2.3 New Members**

- Applicant company must submit a written application to the President of OOSA stating that the applicant company has read and agrees to abide by the OOSA by-laws.
- The Board must present the applicant company and representative application to the Active Members.
- Applicant company and representative shall be elected by a majority vote of the Active Members present at an official Scout meeting. A quorum is not required for this vote.

## **Section 2.4 Termination of Membership**

The Board of Directors may recommend the following to the membership:

- terminate a member company for cause;
- terminate the membership of any member company who becomes ineligible
- terminate a member company who shall be in default in their payment of annual dues.

Based on the severity of the infraction the Board of Directors of OOSA may terminate a company's membership. Termination can be permanent.

In order for the recommendation to pass, the Active Members must establish a quorum and have an affirmative vote of the majority as provided in Section 3.8.

## **Section 2.5 Penalties - Suspension of Membership**

The Board of Directors may recommend the following to the membership:

- suspend a member company for cause;
- suspend a member company who shall be in default in their payment of annual dues;

- suspend or fine a member company for noncompliance of these by-laws and/or for disruptive behavior.
- a suspended Active Member cannot vote until their suspension is lifted.

The length of time for suspension or specific penalties will be determined by the Board of Directors.

In order for the recommendation to pass, the Active Members must establish a quorum and have an affirmative vote of the majority as provided in Section 3.8.

If a member company is suspended, they must still provide the required well information, assigned outside operator information, and any other assignments at the regularly scheduled weekly meetings during the period of suspension. Failure to do so will be grounds for an additional suspension and/or termination.

## **Section 2.6 Resignation of Membership**

Any member company may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

## **Section 2.7 Reinstatement of Membership**

Upon written request signed by the former member company and filed with the Secretary, the Board may, by a majority vote of the Active Members, reinstate such former member company to membership on such terms defined by the OOSA by-laws and as such enforced by the Board.

## **Section 2.8 Transfer of Membership**

Membership in OOSA is not transferable or assignable.

# **ARTICLE 3: MEETING OF MEMBERS**

## **Section 3.1 Place of Meetings**

The Board may designate any place or method for any weekly, quarterly, annual, or special meeting as long as the majority vote of the Active Members approve. All meetings held without the consent of the majority vote of the Active Members shall be deemed invalid and any actions forthcoming from these meetings shall be invalid as they relate to OOSA and to OOSA's by-laws. See Exhibit C for virtual meeting guidelines.

## **Section 3.2 Weekly Meetings**

The weekly meeting of OOSA's officers, directors, and Active Members will take place each Wednesday or on other days approved by the majority vote of the Active Members.

## **Section 3.3 Quarterly Meetings**

Regular quarterly meetings shall be held on the second Wednesday of January, April, July and October of each year, at a time to be announced two weeks in advance for the purpose of discussing OOSA business and for providing a forum for the Active Members and Board of Directors to discuss and communicate said business. If the day fixed for the quarterly meeting shall be on a legal holiday in the State of Louisiana, such meeting shall be held on another business day acceptable to the majority of the Active Members.

## **Section 3.4 Annual Meetings**

An annual meeting of the Active Members shall be held on the first Wednesday of December of each year, for the purpose of electing Board of Directors and reporting on the business plan.

### **Section 3.5 Special Meetings**

Special meetings may be called by the President, the Board, and / or acceptable to the majority vote of the Active Members.

### **Section 3.6 Notice of Meetings**

Written or printed notice of meetings is not required to be delivered to each Active Member entitled to vote at such meeting. Notice of meetings is deemed to have been waived by all members present or represented at any such meeting.

### **Section 3.7 Informal Action by Members**

Any action required by law to be taken at a meeting of the current active members or any action which may be taken at a meeting of the members may be taken without a meeting, if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof. This consent, together with a certificate of the Secretary of the corporation to the effect that the subscribers to the consent constitute all of the members entitled to vote on the particular question, shall be filed with the records of proceedings of the members.

### **Section 3.8 Quorum**

- A quorum is met when 2/3rds of the current Active Members are present at an official OOSA meeting (Example: If there are 24 Active Members a quorum is 16 Active Members present).
- For any issue being voted on, proxy votes being cast may be counted toward achieving a quorum if a quorum is not already present. The only exception to this is stated in Article 12.
- Once a quorum is met, any vote requiring a simple majority will be achieved when one side acquires 51% of the votes that are cast.

### **Section 3.9 Proxies**

At any meeting of Active Members, a member entitled to vote, may vote by proxy executed in writing by member company representative or by their duly authorized attorney-in-fact. The President will determine who will collect the proxy votes.

### **Section 3.10 Motions**

Any Active Member may make a motion. If the motion is seconded, the motion will be voted on at the following meeting. The member making the motion may elect to table the motion for up to 30 days or withdraw the motion prior to it being voted on. After 30 days of not being voted on, a tabled motion shall be considered withdrawn.

## **ARTICLE 4: BOARD OF DIRECTORS**

### **Section 4.1 Role of Board and Qualifications**

The business and affairs of OOSA shall be managed by its Board of Directors. A Director must be an Active Member of OOSA. Only one representative of an Active Member company can hold a Director position at any one time. Directors as such shall not receive any stated salary or any compensation for their services.

### **Section 4.2 Number of Directors**

The number of Directors shall be set at 4.

### **Section 4.3 Tenure**

Each Director shall be elected for a term of two years beginning January 1st. The number of Directors rotating off the Board each year will be two, with two new Directors being elected.

### **Section 4.4 Nomination and Election**

The week prior to the Annual Meeting the Active Membership shall nominate two or more candidates to be voted on the following week at the Annual Meeting. The Board shall be elected by a majority vote of the Active Members at the Annual Meeting.

### **Section 4.5 Vacancies**

In the event that a Director is unable to fulfill the term, the President will announce a nomination process in order to fulfill the remainder of that term. The Director elected to fill a vacancy shall be elected for the predecessor's unexpired term in office.

### **Section 4.6 Removal of Board of Director Member**

Any Director may be removed, either with or without cause, at any meeting of the Active Members, by the affirmative vote of a majority of Active Members once a quorum has been established as set out in Section 3.8.

### **Section 4.7 Meetings**

The Board of Directors may hold regular meetings at such time and place as may be determined from time to time by the Board of Directors. Notice of a meeting need not be given. Any business may be transacted at a regular meeting if quorum exists.

### **Section 4.8 Quorum**

Two thirds of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum does not exist, no business may be transacted.

### **Section 4.9 Informal Action by Directors**

Any action required by law to be taken at a meeting of Directors, may be taken without a meeting if a consent-in-writing setting forth the action so taken shall be signed by all of the Directors.

## **ARTICLE 5: OFFICERS**

### **Section 5.1 Officers**

The officers of OOSA shall be a President, Vice President, Secretary and a Treasurer (Financial Advisor). The Vice President of OOSA will appoint committee chairmen. These officer positions may be combined at the discretion of the President and the Board of Directors and will be voted on and ratified by a majority vote as specified in Section 3.8. The OOSA officers are responsible for creating and maintaining a 5 year business plan that defines the goals of the association. The OOSA officers are responsible for reporting on the 5 year business plan during annual meetings. See Exhibit D for an example business plan.

### **Section 5.2 Election**

Newly elected Directors will begin their term on January 1<sup>st</sup> each year. Officers will be elected by the members of the Board of Directors on an annual basis no later than the end of the first week in January. In the event of a tie vote for President, the tie will be broken by a majority vote of the Active Members once a quorum has been established as set forth in Section 3.8.

### **Section 5.3 Tenure**

Each Officer shall serve for a term of one year.

### **Section 5.4 Removal of Officer**

Any Officer may be removed, either with or without cause, at any meeting of the Active Members, by an affirmative vote a majority of the Active Members once a quorum has been established as set out in Section 3.8.

### **Section 5.5 Vacancies**

In the event that an Officer is unable to fulfill their term, the President will announce a nomination process in order to fulfill the remainder of that term. The Officer elected to fill a vacancy shall be elected for the predecessor's unexpired term in office.

### **Section 5.6 President**

The President shall be the principal executive officer of OOSA and shall in general supervise and control all of the business and affairs of the corporation. The President shall preside at all meetings of the Active Members and of the Board of Directors. The President shall be the chief delegate to the annual meeting of IOSA. The President may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other officer or agent of the corporation; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

### **Section 5.7 Vice President**

In the absence of the President or in the event of his inability or refusal to act, the Vice President (in order of their election) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him by the President or Board of Directors.

### **Section 5.8 Treasurer (Financial Advisor)**

If required by the Board of Directors, the Treasurer (Financial Advisor) shall give a bond for the faithful discharge of his duties in sum and with such surety or sureties as the Board of Directors shall determine. He shall be responsible for preparing and presenting a quarterly financial statement of condition of the corporation. He shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article 9 of these by-laws; and in general perform all the duties incident to the office of Treasurer (Financial Advisor) and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

### **Section 5.9 Secretary**

The Secretary shall keep the minutes of the meetings of the current active members and of the Board of Directors in one or more books provided for that purpose; give all notices in accordance with provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation, and affix the seal of the corporation to all documents, the execution of which on behalf of the corporation under its seal, is duly authorized in accordance with the provisions of these by-laws; keep a register of the post-office address of each member which shall be furnished to the Secretary by each member; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

## **ARTICLE 6: COMMITTEES**

### **Section 6.1 Committees of Directors**

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of two or more Directors, which committees, to the extent provided in said resolution shall have and exercise the authority of the Board of Directors in the management of OOSA. However, no such committee shall have the authority of the Board of Directors in reference to amending, altering, or appealing the by-laws; electing, appointing, or removing any member of any such committee or any Director or officer of OOSA; amending the article of incorporation; adopting a plan of merger or adopting a plan of consolidation with another OOSA; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of OOSA; authorizing the voluntary dissolution of OOSA or revoking proceedings therefore; adopting a program for the distribution of the assets of OOSA; or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee and the designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed on it by him by law.

### **Section 6.2 Other Committees**

The President of OOSA shall appoint the members of the committee unless otherwise authorized by the Board of Directors. Any members may be removed by the President or Board of Directors in the best interests of OOSA.

### **Section 6.3 Term of Office**

Each member of a committee shall continue as such for the length of the committee.

### **Section 6.4 Chairman**

One member of each committee shall be appointed chairman by the President or Board of Directors.

### **Section 6.5 Vacancies**

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

### **Section 6.6 Quorum**

Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### **Section 6.7 Without Meeting**

Any action required to be taken at a meeting of a committee may be taken without a meeting if a consent-in-writing, setting forth the action so taken, is signed by all the members of the committee. Such consent shall have the same force and effect as a unanimous vote at a meeting. The signed consent, or a signed copy thereof, shall be placed in the records of proceedings of the members.

### **Section 6.8 Rules**

Each committee may adopt rules for its own government consistent with these by-laws or with rules adopted by the Board of Directors.

## **ARTICLE 7: VOTING PROCEDURE**

The manner of voting on matters not previously addressed in these by-laws shall be decided upon by the President. Any motion made and seconded that may affect OOSA policy will not be voted upon until the following week at the regular weekly OOSA meeting where the vote will be recorded. Any matter upon which voting is required shall be deemed to have passed if it receives a majority of votes cast unless a higher percentage of votes is required by these by-laws.

## **ARTICLE 8: INDEMNIFICATION**

OOSA shall indemnify its officers, directors, committee chairmen, employees, and agents of OOSA to the full extent permitted by the Louisiana Corporation Law with no restrictions to such indemnification intended hereby.

## **ARTICLE 9: CHECKS, DEPOSITS, FUNDS, GIFTS**

### **Section 9.1 Checks and Drafts**

All checks, drafts or orders for payment of money, notes, or other evidences of indebtedness issued in the name of OOSA shall be signed by such officer or officers, agent or agents of OOSA and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board such instruments shall be signed by the Treasurer, and countersigned by the President or a Vice President of OOSA. The Board must receive approval of the majority of the Active Members for any expenditure of funds in excess of \$10,000.

### **Section 9.2 Deposits**

All funds of OOSA shall be deposited from time to time to the credit of OOSA in such banks, trust companies, or other depositories as the Board may select.

### **Section 9.3 Gifts**

The Board may accept, on behalf of OOSA, any contribution, gift, bequest, or device for the general purpose or for any special purpose of OOSA.

## **ARTICLE 10: FISCAL YEAR**

### **Section 10.1 Annual Dues**

The Board of Directors may set the annual dues subject to the approval of a majority vote of the Active Members present once a quorum has been established as set out in Section 3.8. Dues shall be payable one (1) year in advance and shall be payable no later than 90 days after receipt of the invoice and are non-refundable. When any member company of any class is in default 30 days after the payment is due, their membership will be suspended or terminated by the Board of Directors until payment is rendered in the manner provided in Articles 2.4 and 2.5 of these by-laws.

## **ARTICLE 11: GENERAL PROVISIONS**

### **Section 11.1 Fiscal Year**

Unless otherwise specified, OOSA's fiscal year will run from January 1<sup>st</sup> through December 31<sup>st</sup>.

### **Section 11.2 Method of Notice**

Whenever by statute, the articles of incorporation, these by-laws, or otherwise, notice is required to be given to a Director, officer, committee member or Member company, and no provision is made as to how the notice shall be given, it shall not be construed to mean personal notice, but any such notice may be given: (1) in writing, by mail, postage prepaid, addressed to the Director, officer, committee member or Member company at the address appearing on the books of OOSA; or (ii) in any other method permitted by Louisiana Corporation Law. Any notice required or permitted to be given by mail shall be deemed given at the time when the notice is deposited in the United States mails, postage prepaid.

### **Section 11.3 Waiver of Notice**

Whenever any notice is required to be given under the provisions of the Louisiana Corporation Law or under the provisions of the articles of incorporation or the by-laws of OOSA, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance of Director or Member company at a meeting shall constitute a waiver of notice of such meeting, except where a Director or Member company attends for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

### **Section 11.4 Books and Records**

OOSA shall keep correct and complete books and records of account, and shall keep minutes of the proceedings of its members and Board of Directors, and shall keep at its' registered office or principal place of business, a record of its' Members, giving the names and addresses of all Members and the membership class of each. Any books, records and minutes may be in written form or in any other form capable of being converted into written form within a reasonable time.

### **Section 11.5 Contracts**

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of OOSA; such authority may be general or confined to specific instances.

### **Section 11.6 Seal**

The Board shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon and the words "Corporate Seal of Offshore Oil Scouts Association, Inc."

### **Section 11.7 Resignation**

Any Director, Officer, committee member or agent may resign by giving written notice to the President of OOSA. The resignation shall take effect immediately, unless specified otherwise by the President of OOSA.

### **Section 11.8 Construction and Interpretation**

The location of these by-laws, their status and their forum shall be at all times in the State of Louisiana, and these by-laws shall be governed by the laws of the State of Louisiana as to all matters relating to their validity, construction and interpretation. In the event that any court of competent jurisdiction shall adjudge any portion of these by-laws to be invalid or inoperative, then, so far as is reasonable and possible:

- A. The remainder of these by-laws shall be considered valid and operative, and,

B. Effect shall be given to the intent manifested by the portion of these by- laws.

### **Section 11.9 Relation to Articles of Incorporation**

These by-laws are subject to, and governed by, the Article of Incorporation of OOSA.

### **Section 11.10 Liquidation of Assets**

In the event that OOSA elects to dissolve as an organization, all monetary assets, after liquidation and the payment of all expenses, will be distributed 50% to the American Association of Petroleum Geologists Foundation (Tax ID # 73-1298684) and 50% to the American Association of Petroleum Landmen's Landman Scholarship Trust (Tax ID # 23-7122144).

## **ARTICLE 12: AMENDMENTS TO BY-LAWS**

The Active Members or Board of Directors may propose to amend the OOSA by-laws. Any change would require passing a 2/3rds vote of all of the Active Members. Any discussion involving an amendment to the by-laws would require a quorum of the Active Members being present as stated in Section 3.8.

## **ARTICLE 13: ACCESS TO OOSA HISTORICAL DIGITAL DATABASE FILE**

Active Members may obtain access to the OOSA Historical Digital Database File ("OOSA Database") through one of two fee options. Access is limited to Active Members only and ends immediately upon loss of Active Member status.

Access requires payment of the applicable fee and execution of the Agreement to Restrict Transfer of OOSA Database. No ownership or proprietary rights are conveyed.

### **OPTION 1 — ONE-TIME LICENSE FEE**

Active Members may obtain access by paying the one-time license fee listed in Exhibit B. Access continues for as long as the company remains an Active Member.

### **OPTION 2 — ANNUAL SUBSCRIPTION FEE**

Active Members may obtain access by paying the annual subscription fee listed in Exhibit B. Access continues only for the paid term.

### **TRANSFER EXCEPTION**

Access rights are non-transferable except with prior written approval of the Board. Approved transfers require payment of the transfer fee listed in Exhibit B. Unauthorized transfers are void.

### **TERMINATION OF ACCESS**

Upon termination, resignation, or suspension, the company must immediately cease access and delete all OOSA Database information from all systems. A company officer must certify deletion. OOSA may audit for compliance.

## **ENFORCEMENT**

Breaches may result in suspension or termination, injunctive relief, liquidated damages, indemnification, and recovery of enforcement costs. Obligations survive termination.

## **EXHIBIT B: FEE SCHEDULE FOR OOSA HISTORICAL DIGITAL DATABASE FILE**

### **Option 1 — One-Time License Fee**

- Fee: \$150,000
- Payment options:
  - Paid in full
  - Quarterly payments of \$37,500 for one year
  - Quarterly payments of \$25,000 for one and one-half years

### **Option 2 — Annual Subscription Fee**

- Fee: \$20,000 per year
- Non-exclusive, non-perpetual access during the paid term only
- Automatically renews upon payment

### **Transfer Fee**

- \$75,000 for any Board-approved transfer

### **General Terms**

- All rights are non-exclusive and non-transferable except as expressly permitted.
- No ownership or proprietary rights are conveyed.
- All fees are non-refundable.

## **EXHIBIT A: RULES FOR WELL REPORTING & GUIDELINES**

The required reporting information identified below must be reported weekly and must provide a summary of activity since the last reporting date. Additionally, the information reported shall be no earlier than 48 hours from the time of such weekly meeting. For example, for a Wednesday weekly meeting the information should be from what would be reported in your office on Tuesday which is a summary of Monday's report.

### **Order 12 Reporting**

1. On the first Wednesday of the twenty-fifth month from the released rig date each member and associate member company shall make available to all members of OOSA those logs which fall under BOEMRE/BESSE ruling Order 12. Failure to comply with this responsibility by any member or associate member company shall result in the suspension of the negligent member company, and the withholding of all information due said member, until compliance of the above responsibility is met.
2. On April 1, 1988 MMS revised OCS Order 12 to include OCS numbers prior to 3374. The membership agreed to make available to all members these logs within a reasonable amount of time upon request. Failure to comply with this responsibility by any member or associate member company shall result in the suspension of the negligent member company, and the withholding of all information due said member, until compliance of the above responsibility is met.
3. The logs on expired leases will be made available to all members upon request within two weeks of said request. Failure to comply with this responsibility by any member company shall result in the suspension of the negligent member company, and the withholding of all information due said member, until compliance of the above responsibility is met.

### **Rules for Reporting Deepwater Rigs and Well Information**

#### **A. Rules for Reporting Rigs**

1. Rig Contractor Name
2. Rig Name
3. Rated Water Depth
4. Type (Platform, Semisubmersible, Drill Ship, Semi-Service Vessel)
5. Current Operator
6. Current Contract Owner
7. Location (Area, Block, Well Number)
8. Water Depth (ft.)
9. Prospect Name
10. Activity (select from the ensuing list)  
Batch set, Drilling, Completion work, between well maintenance, rigging up, Certification/Commissioning, Plugging and Abandoned, P&A Work (rig moved on to only do P&A work), New Build, Work over, Warm Stack, Cold Stack
11. Estimated Time of Arrival (ETA)
12. Comments
  - any additional information that you feel will add value to the organization
  - Notes:
    - If the well is drilling and the same rig goes into the "Completion Phase". The activity remains drilling and we add in the comment section of the rig report - "Completing".
    - If a well is drilling and the same rig goes into the "Plugging phase". The activity remains drilling and we add in the comment section of the rig report - "Plugging".

## **B. Rules for Reporting EP's**

(Exploration Plans)

1. Plan Type
2. Date Filed
3. Area/Block (include all area/blocks identified in the EP)
4. Company
5. OCS #
6. Field - Well Class
7. Detail Link (supplied by the OOSA office)
8. Approximate Water Depth (ft.)
9. Lease Expires
10. Showing Deal?
11. Prospect Name
12. Proposed Spud Date
13. Proposed Rig (if known)
14. PMD & TVD of the Deepest Well (ft.)
15. Lease Ownership (optional)
16. Comments (subsalt or not)

### **Note:**

For all revised and or supplemental EP's, when approved by BSEE, please validate that the required OOSA EP information is properly amended within two weeks of notification from OOSA staff. OOSA staff will email the new information to the members.

## **C. Rules for Reporting New Well Locations/APD's for Non Active Wells:**

1. Area/Block (bottom hole location)
2. Well Class
  - Exploration (Field Wildcat, Wildcat, Appraisal, New Fault Block, Shallow/Deep Pool Test, Field extension)
  - Development
    - Other (Water Injection, Methane Hydrate, Core Test, etc.)
3. Operator/Partner % (current block interest)
4. Well Number
5. Prospect Name
6. State Lease or OCS Number
7. Proposed Surface Location (from block lines)
8. Proposed X & Y Coordinates
9. Proposed Bottom Hole Location (From Block Lines)
  - a. Exceptions may apply. Ex: batch set wells
10. Proposed Total Depth (MD & TVD)
  - a. Exceptions may apply. Ex: batch set wells
11. Rig Name
12. Water Depth (approximate depth)
13. API Number (if available)
14. Subsalt or not
15. ***During the drilling of the well, report out all changes from what was originally reported out***

**D. Rules for Reporting New Well Locations/APD's and becoming an Active Well since the Last Scout Check:**

1. Surveyed surface location from the block lines (within two weeks of the spud date)
  - a. N / -S and W / -E
  - b. X and Y coordinates
2. Area/Block (bottom hole location)
3. Well Class
  - a. Exploration (Field Wildcat, Wildcat, Appraisal, New Fault Block, Shallow/Deep Pool Test, Field extension)
  - b. Development
  - c. Other (Water Injection, Methane Hydrate, Core Test, etc.)
4. Operator/Partner % (current)
5. Well Number
6. Prospect Name
7. State Lease or OCS Number
8. Proposed Surface Location (from block lines)
9. Proposed X & Y Coordinates
10. Proposed Bottom Hole Location (From Block Lines)
  - a. Exceptions may apply. Ex: batch set wells
11. Proposed Total Depth (MD & TVD)
  - a. Exceptions may apply. Ex: batch set wells

**\*\* Once the rig is on location:**

12. Rig Name
13. Water Depth (WD)
14. API Number
15. Subsalt or not
16. Kelly Bushing Elevation (KB)
17. Drive Pipe Diameter (in) and Penetration (ft)
18. Spud Date (the date that you drill out of the conductor/drive pipe)
19. Current Well Status (Drilling, Tripping or Total Depth)
20. Current Well Depth (md)
21. Current Mud Weight (ppg – bottom hole)
22. Logs
  - a. Depth of hole when logs were run
  - b. LWD – the vendor log naming convention for all tools on the drill string, (taken and or failed)
  - c. Wire Line – the vendor log naming convention for all tools that are recording data, (taken and or failed)
    - i. After tripping out of the hole, report out the tools and depths for each run that occurred during the reporting period
  - d. Specialty Tools – report out the Pressure and Fluid tools, RSWC, PSWC, Checkshot/Velocities if taken or failed (only report out the depth of recovery for Checkshot/Velocities)
23. Mud Weight on log runs (if different from current mud weight)
24. Size and depth of all casing and or liners (If a liner, state the top of liner - shallow depth first and then the bottom of the liner - deepest depth)
  - a. Did the LNR or CSG reach the intended depth? If not why? (bridge, change of plans, etc)
25. Leak-off Test or Formation Integrity Test
26. If the well is at TD (not drilling or making new hole section), state the well activity

## **E. Rules for Well Reporting - Recently Spud Wells:**

(Wells that have become active since the last scout check)

1. API Number
2. Surveyed surface location (from the lease lines)
3. X & Y coordinates
4. Any revision to the proposed bottom hole location
5. Rig name
6. Water depth (WD)
7. Kelly Bushing elevation (KB)
8. Drive Pipe Diameter (in) and Penetration (ft)
9. Spud Date (the date that you drilled out of the drive pipe)
10. Current Well Status (Drilling, Tripping or Total Depth)
11. Current Well depth (MD)
12. Current Mud Weight (ppg – bottom hole)
13. Logs
  - a. Depth of the well when the logs were run
  - b. LWD – the vendor log naming convention for all tools on the drill string, (taken and or failed)
  - c. Wire Line – the vendor log naming convention for all tools that are recording data, (taken and or failed)
    - i. After tripping out of the hole, report out the tools and depths for each run that occurred during the reporting period
  - d. Specialty Tools – report out the pressure and fluid tools, rotary sidewall core (RSWC), percussion sidewall core (PSWC), Checkshot/Velocities if taken or failed; (only report out the depth of recovery for Checkshot/Velocities)
  - e. Mud weight on log runs if different from the current mud weight reported
14. Devices, gauges and or tools
  - a. Any device, gauge, or tool that is installed temporarily and or permanently in the well to collect subsurface information and or data
    - i. Vendor name and type of information and or data collected ii. Depths of the device, gauge or tools are not required
15. Size and depth of all casing and or liners run (for liners, state the top of liner - shallow depth first and then the bottom of the liner - deepest depth)
  - a. State the mud weight, if different from the current mud weight
  - b. Did the LNR or CSG reach the intended depth? If not why? (bridge, change of plans, etc.)
16. Leak-off Test or Formation Integrity Test (EMW)
17. Current activity (ex: running casing, WOC, TSTG BOP, etc.)
18. Any change of ownership and or working interest partners that has occurred since the well spud

## **F. Rules for Well Reporting - Active Wells**

(Drilling Operations in Sequence of Work Done – The well has not bypassed or sidetracked)

1. Well status - Drilling, Tripping, or Total Depth (present depth)
2. Current well depth (MD)
3. Current mud weight (ppg – bottom hole)
4. Summarize the conclusion of the previous week's report (Logs, CSG, LNR, LOT/FIT, Spud date, etc.)
5. Logs
  - a. Depth of the well when the logs were run
  - b. LWD – the vendor log naming convention for all tools that are recording data on the drill string, (taken and or failed)
  - c. Wire Line – the vendor log naming convention for all tools, (taken and or failed)
    - i. After tripping out of the hole, report out the tools and depths for each run that occurred during the reporting period

- d. Specialty Tools – report out the pressure and fluid tools, rotary sidewall core (RSWC), percussion sidewall core (PSWC), Checkshot/Velocities if taken or failed; (only report out the depth of recovery for Checkshot/Velocities)
- e. Mud weight on log runs if different from the current mud weight reported
- 6. Devices, gauges and or tools
  - a. Any device, gauge, or tool that is installed temporarily and or permanently in the well to collect subsurface information and or data
    - i. Vendor name and type of information and or data collected ii. Depths of the device, gauge or tools are not required
- 7. Size and depth of all casing and or liners run (for liners, state the top of liner - shallow depth first and then the bottom of the liner - deepest depth)
  - a. Did the LNR or CSG reach the intended depth? If not why? (bridge, change of plans, etc)
  - b. State the mud weight, if different from the current mud weight
- 8. Leak-off Test or Formation Integrity Test (EMW)
- 9. If a Fish is Stuck,
  - a. If you are presently jarring – only report out the type of fish and Depth stuck (**see well reporting examples**)
  - b. What kind of fish (drill pipe, wash pipe, bit cones, wireline, logging tool, junk, etc.)
  - c. Top of fish (MD)
  - d. Depth stuck (MD)

**Note: If a well has sidetracked and or bypassed since the last scout check –** report out on the previous wellbore first (items 1-9 above), then repeat the sequence for the new wellbore (see examples)

- 10. If the well is sidetracked or bypassed (**see well reporting examples**)
  - a. Read out the TD of the original hole and mud weight first b. Depth and type of plug(s) set in the abandoned hole
    - i. Report out OH plug(s)
  - c. If applicable, the interval where the window was milled or depth of kick off plug, i. LOT/FIT at the window
  - d. Depth where the well was sidetracked or bypassed and the new well name
- 11. Current activity - Go back to #1 above and report out the current status of the sidetrack or bypass wellbore.
- 12. Batch set wells (when you move back on the well location to drill out)
  - a. Report out the rig name and KB
  - b. Report out the Proposed Total Depth (MD & TVD)
  - c. Report out the Proposed Bottom Hole Location (from the block lines)
- 13. When the well reaches the final total depth, within two weeks, state the:
  - a. Date the final TD was reached b. Actual depth (MD & TVD)
  - c. Actual Bottom Hole Location (ABHL- from the surface location of the well)

### **G. Rules for Well Reporting – Finalize Wells:**

(Completed, Plugged and Abandoned, Abandoned Location, Suspended, Temporarily Abandoned, Junked and Abandoned)

- 1. Kick out the well (this is the last reporting period for this well)
- 2. Final Total depth (MD and TVD)
- 3. Date the wellbore reached final total depth
- 4. The mud weight when the well reached final total depth (maintain this mud weight throughout the completion phase)
- 5. Logs
  - a. Depth of the well when the logs were run

- b. LWD – the vendor log naming convention for all tools on the drill string that are recording data, (taken and or failed)
  - c. Wire Line – the vendor log naming convention for all tools, (taken and or failed)
    - i. After tripping out of the hole, report out the tools and depths for each run that occurred during the reporting period
  - d. Specialty Tools – report out the pressure and fluid tools, rotary sidewall core (RSWC), percussion sidewall core (PSWC), Checkshot/Velocities if taken or failed; (only report out the depth of recovery for Checkshot/Velocities)
  - e. Mud weight on log runs if different from the current mud weight reported
6. Devices, gauges and or tools
    - a. Any device, gauge, or tool that is installed temporarily and or permanently in the well to collect subsurface information and or data
      - i. Vendor name and type of information and or data collected ii. Depths of the device, gauge or tools are not required
  7. Size and depth of all casing and or liners run (for liners, state the top of liner - shallow depth first and then the bottom of the liner - deepest depth)
    - a. State the mud weight, if different from the current mud weight
  8. Leak-off Test or Formation Integrity Test (EMW)
  9. Open hole plug(s) set or not – (open hole plugs are only stated when they are set to isolate hydrocarbons, otherwise label it a cement plug and only state the top of the cement for the deepest plug)
    - a. Identify if the OH plug(s) are singular or plural. b. Depths for OH plugs are not required
  10. State the depth of the deepest cased hole plug.
    - a. You can state the depth of a retainer or the top of the cement plug
  11. Date the well was Completed, Plugged and Abandoned, Abandoned Location, Suspended, Temporarily Abandoned, Junked and Abandoned
  12. Conventional Cores taken or attempted and failed (depths are not required)
  13. Measured depth and true vertical depth equivalent
    - a. **Do not** read out the MD/TVD for wells that you will return and drill later
  14. Actual bottom hole location (if not already provided)
    - a. Distance X and Y offset from surface location
    - b. **Do not** read out the ABHL for wells that you will return and drill later
  15. Re-read surveyed surface location and X & Y's (Only when you kick the well out)
    - a. **Do not** read out the surveyed surface location for wells that you Temporarily Abandoned
  16. State where the rig is going to next

## **EXHIBIT B: FEE SCHEDULE FOR OOSA HISTORICAL DATABASE LICENSE**

The current established license fee for the OOSA Historical Digital Database File ("OOSA Database") is \$150,000 and will be subject to annual review of the Board of Directors.

The \$150,000 fee may be paid in the following manner:

- In full;
- Quarterly installments of \$37,500 for a term of one (1) year; or
- Quarterly installments of \$25,000 for a term of 1.5 years

## **EXHIBIT C: VIRTUAL MEETING GUIDELINES**

1. Choose a quiet location.
2. Keep your video on throughout the duration of the meeting and be aware of your audio and video functions, mute when appropriate.
3. Eliminate distractions to both yourself and others. For example: Place pets in another room.
4. Check device settings before the meeting to ensure that the appropriate microphone and speakers are connected and working properly.
5. Look into the camera when talking.
6. Moderator to set expectations on how comments/questions will be handled at the start of a meeting (through raise hand function or chat function).
7. Monitor and use the chat function for full engagement.
8. Call in feature may be permitted under unique circumstances.

## **EXHIBIT D: BUSINESS PLAN EXAMPLE**

### **Executive Summary**

- Company background & purpose
- Mission Statement

### **Organization Chart**

- Board Members
- Board Schedule
- Active Members
- Associate Members

### **Organization Goals**

- 1 year goals
- New business
- Old business (Ex: what was accomplished, what needs to roll over)
- 3 year goals
- 5 year goals

### **Committees**

- Current committees
- Ex: Bylaws, Technology, Marketing (including networking & education)
- Project Charters/Summaries

### **Financials**

- Overview
- Budgets

## **EXHIBIT E – GUIDELINES FOR SCOUT ROLES AND RESPONSIBILITIES**

- Attend weekly scout meetings (exceptions such as vacation, illness and other company mandated business will be taken into consideration);
- Encouraged to attend OOSA sponsored industry functions as an effort to aide and assist in promoting networking and creating business opportunities;
- Provide all reports (including EPs, New Locations, Rigs and Wells) in a timely and accurate manner (See Exhibit A);
- Encouraged to join a committee and attend said committee meetings, participation in roundtable discussions, mentorship, informal gatherings, etc.;
- Members should at all times attempt to acquire and disseminate only reliable and accurate information relative to the petroleum, mineral, and energy industries;
- The information which members obtain should be for the benefit of their employers and should only be transmitted to their employer;
- Members should strive to use only practices and techniques in Scouting which have as a foundation: honesty, integrity, fairness, candor, fidelity to trust and the inviolability of confidence;
- Members should strive to gain a reputation for reliability and accuracy, not only with their employer, but also with their associates in the Scouting profession. Members must never knowingly dispense information of an untrue or doubtful character;
- In order to obtain and disseminate reliable and accurate information, members should keep themselves knowledgeable in the expanding petroleum, mineral and energy industries;
- Members should protect the interests of their employer in every possible way compatible with generally accepted ethical principles;
- Members should promote the development of a broad range of professional contacts, not only to broaden their own knowledge of their work, but also to enhance their value to themselves and their employer;
- Members should not knowingly, or otherwise, libel or injure the reputation of a fellow member;
- Members should strive to secure new members who meet the requirements and would be worthy additions to OOSA;
- Members should at all times conduct themselves so that they will reflect credit upon OOSA