



Ministry of Energy and Energy Industries  
Republic of Trinidad and Tobago

### DATA ROOM GUIDELINES

1. Visitors to the Data Room are encouraged and will be extended every courtesy during their time within the Ministry of Energy and Energy Industries.
2. The Data Room will be opened from 8am to 4pm and visitors are allowed two consecutive days. Visits are by appointment only.
3. Well data and reports are mainly in hard copy form as copied from an original well file. In some cases, an original log is included because of limitations with reproduction. We ask that due care be exercised in handling the data and all hardcopies be replaced into its folder after usage. Data should not leave the Data Room, unless authorized by a senior Ministry official.
4. Visitors are allowed to take as much notes and sketches as possible from the dataset, but photocopies and digital reproduction is strictly prohibited; this includes photos from digital cameras, or camera-equipped phones. Digital cameras are strictly prohibited from the Data Room and visitors are encouraged to abstain from using camera-equipped digital phones while in the Data Room.
5. Seismic will be viewed using Landmark's Seisworks software. At this time, there is no other software available inhouse for visitors to view data.
6. Digital well log data is also loaded in the OpenWorks database for some wells only, and this may also be viewed in OpenWorks. The Ministry cannot guarantee the accuracy of seismic to well ties using this system.
7. The only exception to (4) above is the derivation of seismic snapshots. Visitors are allowed up to 10 seismic snapshots from the Workstation.
8. Every effort will be made to include available and pertinent data. If anything is missing or incomplete (e.g. well tests, biostrat reports), we will try to immediately address the gap although no guarantee can be given that the data can be retrieved in time.