



Making Comments to COGCC Applications to Drill and Location Assessments

Public Comments



Making Comments

- ▶ Any member of the public may comment on:
 - ▶ Form 2, Application for Permit to Drill
 - ▶ Form 2A, Location Assessment
- ▶ Both applications are accessed through COGCC eForms.
- ▶ The same process is followed for both applications.
- ▶ This presentation includes an outline of the process as well as detailed screenshots and instructions.



Making Comments – Outline

1. Determine which Form 2 or Form 2A you would like to review using the Permit link on COGCC home page.
(1a). Install Silverlight if necessary.
2. Find the document of interest on eForms.
3. Log-in to eForms. (NOTE: A public user may not access eForms from the Colorado eForm login link on the website home page – you must enter through the “Permits” link described in this section.)
4. Review document and attachments.
5. Make and save Comments.
6. Log out.



Public Comments –

1. Finding the Applications of Interest

[HOME](#)

Colorado Oil and Gas
Conservation Commission

A division of the Colorado Department of Natural Resources

Transparency Online Project (TO)

PRINT PAGE

MISSION

KIDS' PAGE

GENERAL

CONTACTS

LIBRARY

HEARINGS

RULES

POLICIES

ORDERS

FORMS

STAFF RPT

PERMITS

NEWS/MEDIA

DATABASE

LOCAL GOV

IMAGES

MAPS

HELP

February 01, 2013

PUBLIC ANNOUNCEMENTS

SG Interests I LTD Federal 8-89-31 1 Extended *New*

The comment period for the for the SG Interests I LTD Federal 8-89-31 1 Form2A 400360104 and Form 2 400359315 has been extended by request to 02/24/2013.

SG Interests I LTD Federal Comment Period Extended *New*

The comment period for the for the SG Interests I LTD Federal 8-89-7 1 Location 400358334 and Permit 400340641 has been extended by request to 02/23/2013.

Converse Family 6 1H Comment Period Extended *New*

The comment period for the for the ConocoPhillips Converse Family 6 1H Location and Permit 400352878 has been extended by request to

HOT TOPICS

Statewide Water Sampling and Monitoring Rules

New and amended rules for statewide water sampling and monitoring

Rulemaking to consider Statewide Setbacks. (11/2)

New and amended rules for statewide setbacks and aesthetic (100, 200, 300, 500, 600, 800, 900, 1100, and 1200 Series)

Oil and Gas Industry Spills and Releases (10/13/2011)

This memorandum explains how the COGCC seeks to prevent spills and, when they occur, ensure that they are promptly contained, cleaned up, and remediated.

Hydraulic Fracturing Information

Go to COGCC website: www.cogcc.state.co.us

Click on “Permits” in left side menu



Public Comments –

1. Finding the Applications of Interest

PRINT PAGE
MISSION
KIDS' PAGE
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FORMS
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COGIS - Drilling Permits

All Approved Applications for County

All Pending Applications for County

All Approved Location Assessments for County

All Pending Location Assessments for County

- This selection page will appear.
 - You can only do one search at a time.
 - Comments can only be made on pending applications.
 - To make comments, select the county of interest from the drop down menu for pending applications or location assessments
 - Click “Go!”

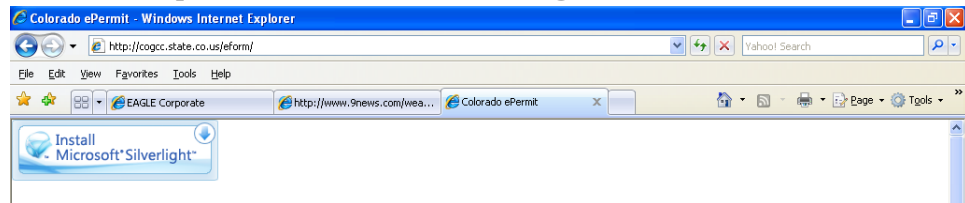
Note that the “approved applications” and “approved location assessments” searches will only return the applications approved in the previous 12 months.



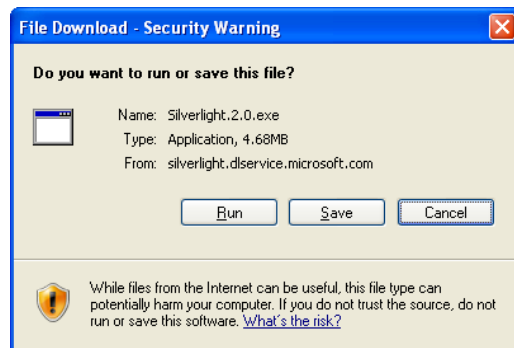
Public Comments –

(1a) Installing Silverlight if Necessary

- ▶ You will be taken to <https://cogcc.state.co.us/eform>, where the site will check to see if the proper add-on is installed within your browser. The application can run with any browser, Internet Explorer, Firefox, and Safari on Apple computers.
- ▶ **If the add-on has not been installed, follow these instructions.**
- ▶ **If you don't see this screen, then you are set to begin work in eForms - skip to Step 2**



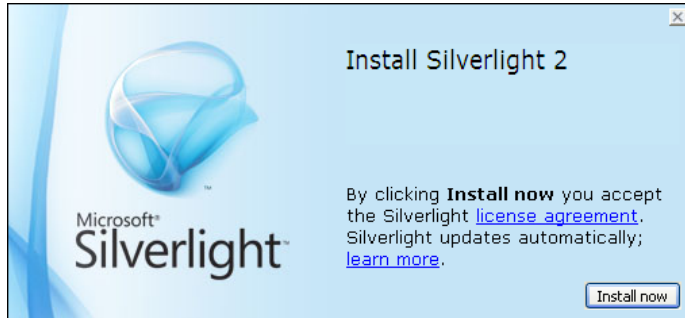
- ▶ If this screen pops up, click on the “Install Microsoft Silverlight” box.
- ▶ Select “Run” on the next two screens:





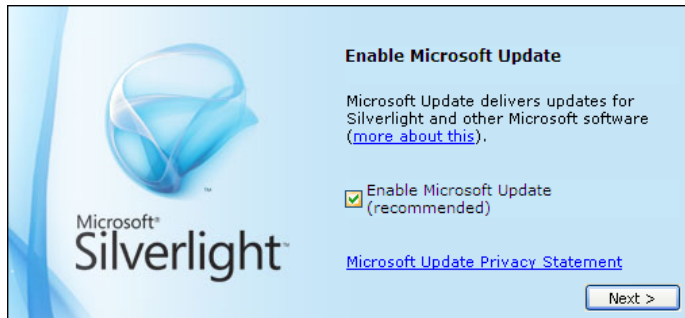
Public Comments –

(1a) Installing Silverlight if Necessary



► “Install Now”

► “Next”

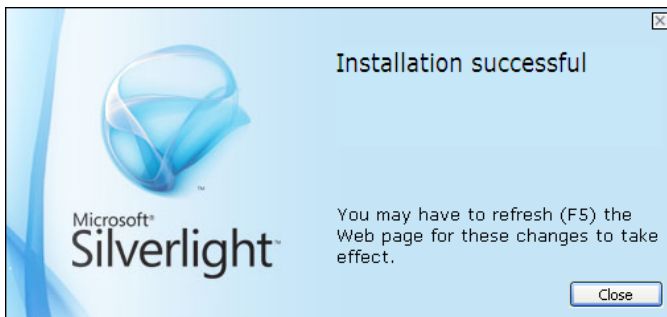


► Once this window appears, click “Close”

► If you aren’t taken to eForms, either click F5 function key or re-enter address for eForm

<https://cogcc.state.co.us/eform>

(more information on this plug-in is available at www.microsoft.com/silverlight)





Public Comments –

2. Select the Document of Interest

- If there are no applications in process for the county selected, you will see this message:

[PRINT PAGE](#)
[MISSION](#)
[KIDS' PAGE](#)
[GENERAL](#)
[CONTACTS](#)
[LIBRARY](#)
[HEARINGS](#)

COGIS - Pending Drilling Permits

There are no permits for **EAGLE** County

- If there are applications in process, the next screen will be a list of them.
- To make comments, select the document you are interested in reviewing.
- Click on the underlined blue number in the Status column. This is a live link that will bring up that application from the eForms system.**

COGIS - Pending Drilling Permits

You Requested Permits for: PITKIN County

Received Posted	Operator Name Number	Operator Contact	Status (eForm Link)	Status Date	Well Name/Number (Document Link)	Type of Permit	Well Location (Map Link)	
01/23/2013 01/24/2013	SG INTERESTS I LTD 77330	Brett Francois (970) 385-0696	IN PROCESS 400359315	01/24/2013	Federal 8-89-31 #1	DR	NWSE 31 8S 89W	24





Public Comments –

3. Login to eForms

A screenshot of the "Colorado eForm Login" web page. The page has a blue header with the title "Colorado eForm Login" and the State of Colorado Oil & Gas logo. Below the header, there are three input fields: "Login Name:" with the value "public", "Password:" with masked dots, and "Operator #:". A red arrow points to the "Password:" field. Below these fields is a blue "Login" button. Another red arrow points to the text "Please wait for login process to complete.... 3 seconds." below the button. At the bottom, there is a white box containing system requirements for Silverlight and browser settings.

Colorado eForm Login

Login Name: public

Password:

Operator #:

Login

Please wait for login process to complete.... 3 seconds.

Your current Silverlight version is [5.0.10411.0]

In order to get best performance
Following setting and softwares recommended

1. Screen Resolution : 1440 x 900 pixels
2. Browsers Type:
 - i. Internet Explorer ver.7 or above
 - ii. Mozilla Firefox
 - iii. Safari 4.0 or above

- ▶ Before the selected document opens, the Login page will open.
- ▶ The password is pre-set to allow members of the public to login without a password.
- ▶ You do not need to click the Login box - just wait a few seconds for log-in to process.



Public Comments –

4. Review Document and Attachments

Existing Forms

Operator: Status: Form No.:

Doc : ☐ Status[S] Date ☐ Create[C] Start: End:

Task: ☐ My Tasks County:

Total Rows: 1 Rows per page: 50

Doc ID	Num	Status	S	Date(S)	Opr Num	Company Name	County	Sec	Twp	Rng	W/L Name	Tasks	Attachments	Comment	View	Date(C)
400378317	02	IN PROCESS	2	02/07/2013	10414	CASCADE PETROLEUM LLC	LINCOLN	24	6S	52W	KARKS 24-6S-52W-01		...	Comment	View	02/06/2013

- ▶ Once login is complete, the next screen is called the eForms dashboard.
- ▶ Information about the selected document is shown on the line below the header.
- ▶ The live links in this line will be highlighted in yellow if the mouse cursor hovers over the link (attachments dots, Comment, View)
- ▶ **Click “View” to see an image file of the submitted document.**



Public Comments –

4. Review Document and Attachments

400370740.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Multimedia Comment

102%

Find

FORM 2
Rev 12/05

State of Colorado
Oil and Gas Conservation Commission
1120 Lincoln Street, Suite 801, Denver, Colorado 80203 Phone: (303) 894-2100 Fax: (303) 894-2109

APPLICATION FOR PERMIT TO:

1. ☒ Drill, ☐ Deepen, ☐ Re-enter, ☐ Recomplete and Operate

2. TYPE OF WELL
OIL ☐ GAS ☒ COALBED ☐ OTHER ☐
SINGLE ZONE ☒ MULTIPLE ☐ COMMINGLE ☐

Refilling ☐
Sidetrack ☐

Document Number: 400370740
Date Received: PluggingBond SuretyID 20010124

3. Name of Operator: KERR-MCGEE OIL & GAS ONSHORE LP 4. COGCC Operator Number: 47120

5. Address: P O BOX 173779
City: DENVER State: CO Zip: 80217-3779

6. Contact Name: Cheryl Light Phone: (720)929-6461 Fax: (720)929-7461
Email: cheryl.light@anadarko.com

7. Well Name: HOWARD Well Number: 30N-21HZ

8. Unit Name (if appl): Unit Number:

9. Proposed Total Measured Depth: 12181

WELL LOCATION INFORMATION

10. QtrQtr: SESW Sec: 21 Twp: 1N Rng: 67W Meridian: 6
Latitude: 40.030421 Longitude: -104.899551

- ▶ You can review the document on the screen
- ▶ The document can also be printed using your browser print command.
- ▶ Close the document and viewer by click the top X on the upper right of the document, or the open window, depending on the software you have installed on your computer.
- ▶ This will return you to the eForms dashboard.



Public Comments –

4. Review Document and Attachments

Existing Forms

Operator: Status: Form No.:

Doc : ☐ Status[S] Date ☐ Create[C] Start: End:

Task: ☐ My Tasks County:

Total Rows: 1 Rows per page: 50

Doc ID	Num	Status	S	Date(S)	Opr Num	Company Name	County	Sec Twp Rng W/L Name	Tasks	Attachments	Comment	View	Date(C)
400381062	02A	IN PROCESS	2	02/13/2013	10439	CARRIZO NIOBRARA LLC	WELD	25 9N 60W Shull 1-25-9-60 Pad		...	Comment	View	02/13/2013

Task	S	Due Date	Assigned To	Reviewer	Status	Status Date
Operator			TAYLOR, TINA	Tina Taylor	Pass	02/13/2013
Completeness	1		STANCZYK, JANE	SHARP, DON	Pass	02/13/2013
CDPHE	2		KUSTER, KENT		Pass	02/13/2013
DOW	2		GREEN, KATHI		Pass	02/13/2013
LGD	2	03/05/2013	BAUER, DAVID		Active	02/13/2013
OGLA	2	04/29/2013	ALLISON, RICK		Active	02/13/2013
Permit	2	04/29/2013	FREESE, STEVE		Active	02/13/2013
Public	2	03/05/2013	PUBLIC USERS		Active	02/13/2013
Final Approval	4	04/29/2013	LEPORE, MATT		Active	02/13/2013

- To view associated attachments, click the dots in the Attachments column.





Public Comments –

4. Review Document and Attachments

Existing Forms

Operator: [] Status: In Process Form No.: 02A

Doc: 400381062 Status[] Date [] Create[C] Start: 02/01/2013 End: 02/13/2013

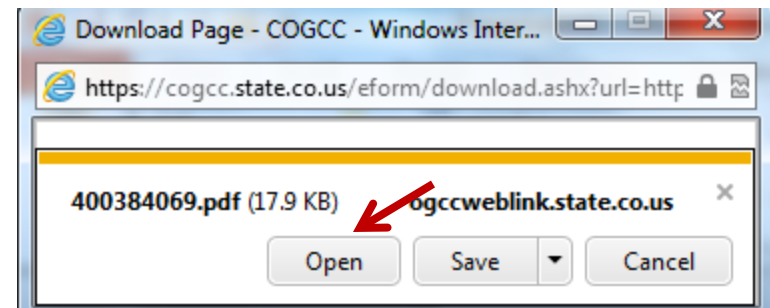
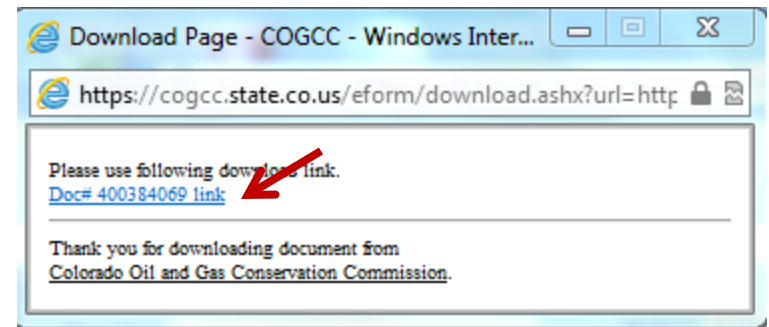
Task: [] My Tasks County: [] Find

Total Rows: 1 Rows per page: 50

Attachments for Document: 400381062

Desc	Name	View	Delete
FORM 2A SUBMITTED	LF@3060772 400381062	View	
ACCESS ROAD MAP	LF@3060773 400381213	View	
CONST. LAYOUT DRAWINGS	LF@3060774 400381214	View	
HYDROLOGY MAP	LF@3060775 400381215	View	
LOCATION DRAWING	LF@3060776 400381216	View	
MULTI-WELL PLAN	LF@3060777 400381217	View	
REFERENCE AREA MAP	LF@3060778 400381218	View	
NRCS MAP UNIT DESC	LF@3060779 400381219	View	
NRCS MAP UNIT DESC	LF@3060780 400381220	View	
LOCATION PICTURES	LF@3060781 400381221	View	
REFERENCE AREA PICTURES	LF@3060782 400381224	View	

- ▶ The next view will be a list of documents associated with that application.
- ▶ Click “view” to select the one you would like to review.
- ▶ You may see two pop-up windows requesting permission to download the document. Click “Open” or “Save” to view or to save a copy of the document on your computer.





Public Comments –

4. Review Document and Attachments

Existing Forms

Operator: Status: In Process Form No.: 02A

Doc: 400381062 Status[S] Date Create[C] Start: 02/01/2013 End: 02/13/2013

Task: My Tasks County: Find

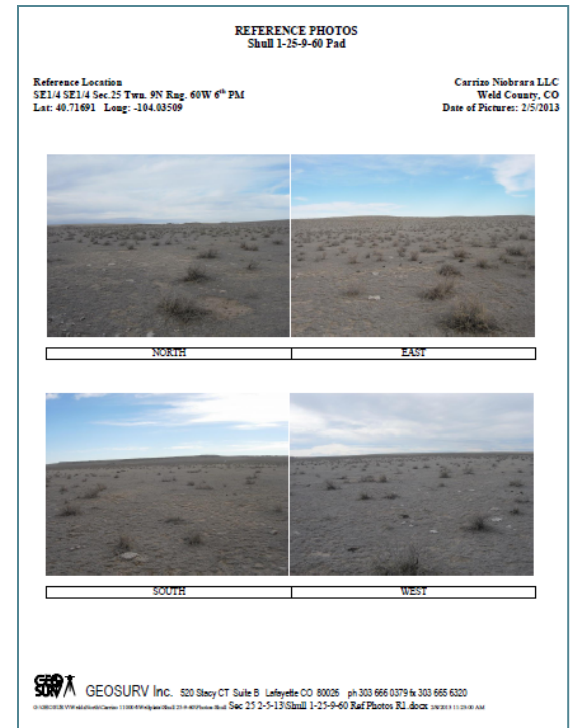
Total Rows: 1 Rows per page: 50

Attachments for Document: 400381062

New Attachment Save Updates

Desc	Name	View	Delete
FORM 2A SUBMITTED	LF@3060772 400381062	View	
ACCESS ROAD MAP	LF@3060773 400381213	View	
CONST. LAYOUT DRAWINGS	LF@3060774 400381214	View	
HYDROLOGY MAP	LF@3060775 400381215	View	
LOCATION DRAWING	LF@3060776 400381216	View	
MULTI-WELL PLAN	LF@3060777 400381217	View	
REFERENCE AREA MAP	LF@3060778 400381218	View	
NRCS MAP UNIT DESC	LF@3060779 400381219	View	
NRCS MAP UNIT DESC	LF@3060780 400381220	View	
LOCATION PICTURES	LF@3060781 400381221	View	
REFERENCE AREA PICTURES	LF@3060782 400381224	View	

Close



- ▶ Close the image when you have finished looking at it.
- ▶ Select another attachment to view following the same procedure.
- ▶ When you are finished viewing attachments just “Close” to return to the dashboard.



Public Comments –

5. Make and Save Comments

Existing Forms

Operator: Status: In Process Form No.: 02A

Doc : 400381062 ☐ Status[S] Date ☒ Create[C] Start: 02/01/2013 End: 02/13/2013

Task: My Tasks County: Find

Total Rows: 1 Rows per page: 50

Doc ID	Num	Status	S	Date(S)	Opr Num	Company Name	County	Sec	Twp	Rng	W/L Name	Tasks	Attachments	Comment	View	Date(C)																																																																						
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<table border="1"><thead><tr><th>Task</th><th>S</th><th>Due Date</th><th>Assigned To</th><th>Reviewer</th><th>Status</th><th>Status Date</th></tr></thead><tbody><tr><td>Operator</td><td></td><td></td><td>TAYLOR, TINA</td><td>Tina Taylor</td><td>Pass</td><td>02/13/2013</td></tr><tr><td>Completeness</td><td>1</td><td></td><td>STANCZYK, JANE</td><td>SHARP, DON</td><td>Pass</td><td>02/13/2013</td></tr><tr><td>CDPHE</td><td>2</td><td></td><td>KUSTER, KENT</td><td></td><td>Pass</td><td>02/13/2013</td></tr><tr><td>DOW</td><td>2</td><td></td><td>GREEN, KATHI</td><td></td><td>Pass</td><td>02/13/2013</td></tr><tr><td>LGD</td><td>2</td><td>03/05/2013</td><td>BAUER, DAVID</td><td></td><td>Active</td><td>02/13/2013</td></tr><tr><td>OGLA</td><td>2</td><td>04/29/2013</td><td>ALLISON, RICK</td><td></td><td>Active</td><td>02/13/2013</td></tr><tr><td>Permit</td><td>2</td><td>04/29/2013</td><td>FRESE, STEVE</td><td></td><td>Active</td><td>02/13/2013</td></tr><tr><td>Public</td><td>2</td><td>03/05/2013</td><td>PUBLIC USERS</td><td></td><td>Active</td><td>02/13/2013</td></tr><tr><td>Final Approval</td><td>4</td><td>04/29/2013</td><td>LEPORE, MATT</td><td></td><td>Active</td><td>02/13/2013</td></tr></tbody></table>																	Task	S	Due Date	Assigned To	Reviewer	Status	Status Date	Operator			TAYLOR, TINA	Tina Taylor	Pass	02/13/2013	Completeness	1		STANCZYK, JANE	SHARP, DON	Pass	02/13/2013	CDPHE	2		KUSTER, KENT		Pass	02/13/2013	DOW	2		GREEN, KATHI		Pass	02/13/2013	LGD	2	03/05/2013	BAUER, DAVID		Active	02/13/2013	OGLA	2	04/29/2013	ALLISON, RICK		Active	02/13/2013	Permit	2	04/29/2013	FRESE, STEVE		Active	02/13/2013	Public	2	03/05/2013	PUBLIC USERS		Active	02/13/2013	Final Approval	4	04/29/2013	LEPORE, MATT		Active	02/13/2013
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- ▶ This expanded view showing all review tasks for that document will be visible after you have closed a document or attachment that you were viewing.
- ▶ In this example you can see that both the LGD and Public tasks are still active, so both LGD and Public comments can still be made to the forms.
- ▶ If the Public task status is “pass”, then the public comment period has expired and comments will no longer be accepted by the eForms system.
- ▶ **Click “Comment” to be taken to the comment screen.**



Public Comments –

5. Make and Save Comments

Existing Forms

Operator: Status: Form No.:

Doc : ☐ Status[S] Date ☒ Create[C] Start: End:

Task: ☐ My Tasks County:

Total Rows: 1 Rows per page: 50

Comments

Document ID: 400359315 Operator: SG INTERESTS I LTD User: Date Created:

- ▶ If the “New Comment” box is grayed out, and won’t respond when you click on it, that is another indication that the Public Comment period has expired.



Public Comments –

5. Make and Save Comments

Existing Forms

Operator: Status: In Process Form No.: 02/02A

Doc: 1792564 Status[S] Date Create[C] Start: 11/01/2012 End: 2/1/2013

Task: My Tasks County: Find

Total Rows: 1 Rows per page: 50

Comments

Document ID: 1792564 Operator: WIEPKING-FULLERTON ENERGY LLC User: Date Created:

Enter text from graphic below:

Captcha Validation

Y9X7U

Verify Text Cancel

Submitted comments will be viewable within a few days.
The comments here do not necessarily reflect the opinions of the COGCC, the State of Colorado or any associated agencies.
Due to the volume of comments received, we cannot respond individually to every comment.

- ▶ **This is one extra step in the public comment process**
- ▶ This box will appear – it is here to insure integrity of website.
- ▶ Type in the text as shown (case sensitive) to go to the comment screen and click “Verify Text”.



Public Comments –

5. Make and Save Comments

The screenshot shows a web form titled "Comments" for Document ID: 400378317, Operator: CASCADE PETROLEUM LLC. The form includes fields for Subject, Comment, Name, eMail, and Phone #. A red arrow points to the Comment text area, and another red arrow points to the eMail input field. The form also features a "Save" button and a "Cancel" button. At the bottom, a disclaimer states: "Submitted comments will be viewable within a few days. The comments here do not necessarily reflect the opinions of the COGCC, the State of Colorado or any associated agencies. Due to the volume of comments received, we cannot respond individually to every comment."

- ▶ Name, email and phone number are not required in order for the comment to be accepted. If entered, this information will not be published.
- ▶ Enter a brief subject line.
- ▶ Enter your comments.
- ▶ Click “Save” or “Cancel” to leave this page.



Public Comments –

5. Make and Save Comments

Existing Forms

Operator: Status: Form No.:

Doc : ☐ Status[S] Date ☒ Create[C] Start: End:

Task: ☐ My Tasks County:

Total Rows: 1 Rows per page: 50

Comments

Document ID: 400378317 Operator: CASCADE PETROLEUM LLC User: Date Created:

User	Date	Type
Iclanduse	02/08/2013	LGD

Subject:

County Permit #1318

- ▶ At this screen you may either add a new comment, or exit comments.
- ▶ There is an additional step that COGCC takes for public comments prior to posting on the website: supervisory staff screens comments for inappropriate language, and those containing vulgarities will not be published. Because of that screening process, public comments will not show up for a few days.



Public Comments –

6. Log Out

The screenshot shows a web browser window with the URL <https://cogcc.state.co.us/eform/?LoginName=public&Password=public&Auto=1&DocNum=400378317>. The page title is "Existing Forms". It contains a search form with fields for Operator, Status (In Process), Form No. (02/02A), Doc (400378317), Status (S), Date, Create (C), Start (11/13/2012), End (02/13/2013), Task, My Tasks, and County. A "Find" button is present. Below the search form is a table with the following data:

Doc ID	Num	Status	S	Date(S)	Opr Num	Company Name	County	Sec	Twp	Rng	W/L Name	Tasks	Attachments	Comment	View	Date(C)
400378317	02	IN PROCESS	2	02/07/2013	10414	CASCADE PETROLEUM LLC	LINCOLN	24	6S	52W	KARKS 24-6S-52W-01		...	Comment	View	02/06/2013

A red arrow points to the "Logout" button in the top right corner of the page.

- You will return to the eForms dashboard – just click Logout.
- Check again in 2 or 3 days, return to the eForms dashboard list of the document you commented on. Open “View” and your comment should be posted near the end of the document.
- This system allows access to one document at a time. If you would like to comment on another application, return to the “Permit” tab again.