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.

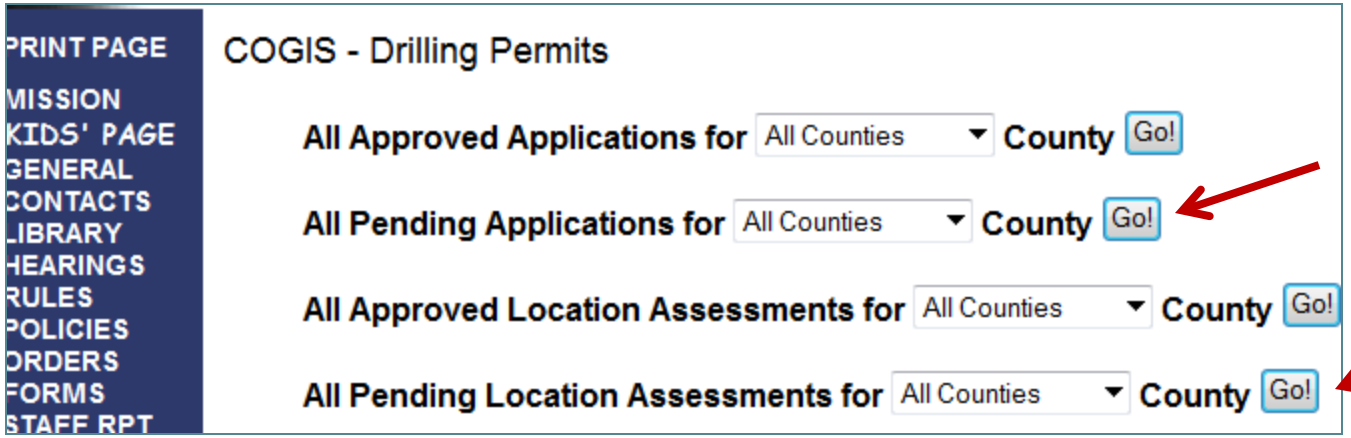
2. Find the document of interest on eForms.
3. Log-in to eForms. (NOTE: A public user may not access eForms from the Colorado eForm login link on the website home page – you must enter through the "Permits" link described in this section.)
4. Review document and attachments.
5. Make and save Comments.
6. Log out.

Public Comments – 1. Finding the Applications of Interest

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

Click on "Permits" in left side menu

Public Comments – 1. Finding the Applications of Interest

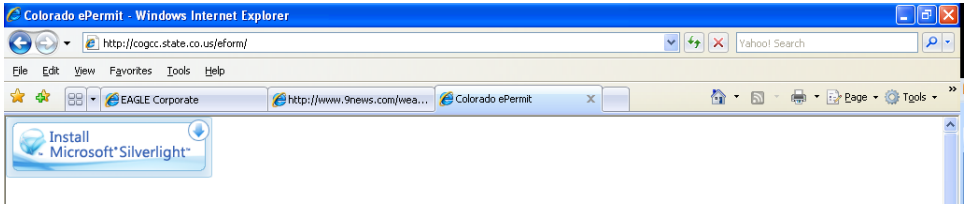


- This selection page will appear.
  - You can only do one search at a time.
  - Comments can only be made on pending applications.
  - To make comments, select the county of interest from the drop down menu for pending applications or location assessments
  - Click "Go!"

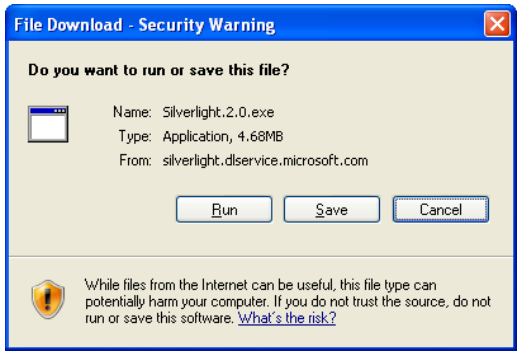
Note that the "approved applications" and "approved location assessments" searches will only return the applications approved in the previous 12 months.

Public Comments – (1a) Installing Silverlight if Necessary

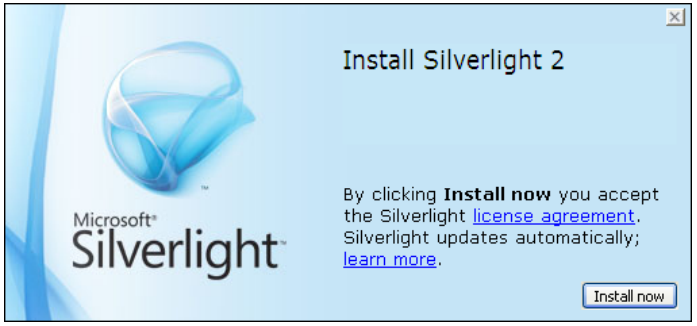
- You will be taken to https://cogcc.state.co.us/eform, where the site will check to see if the proper add-on is installed within your browser. The application can run with any browser, Internet Explorer, Firefox, and Safari on Apple computers.
- **If the add-on has not been installed, follow these instructions.**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



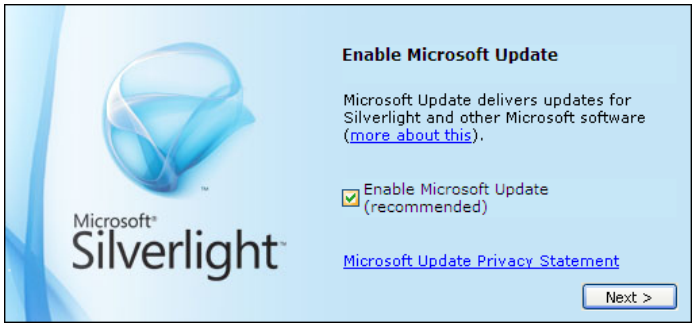
- If this screen pops up, click on the "Install Microsoft Silverlight" box.
- Select "Run" on the next two screens:



Public Comments – (1a) Installing Silverlight if Necessary



- "Install Now"



- "Next"

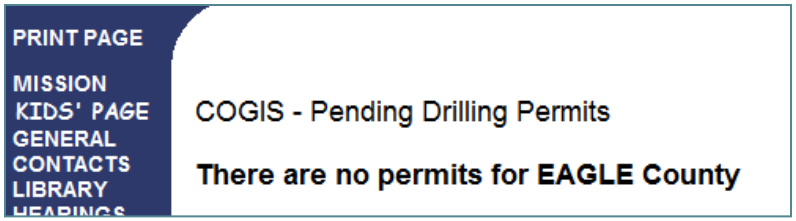
- Once this window appears, click "Close"
- If you aren't taken to eForms, either click F5 function key or re-enter address for eForm

  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:



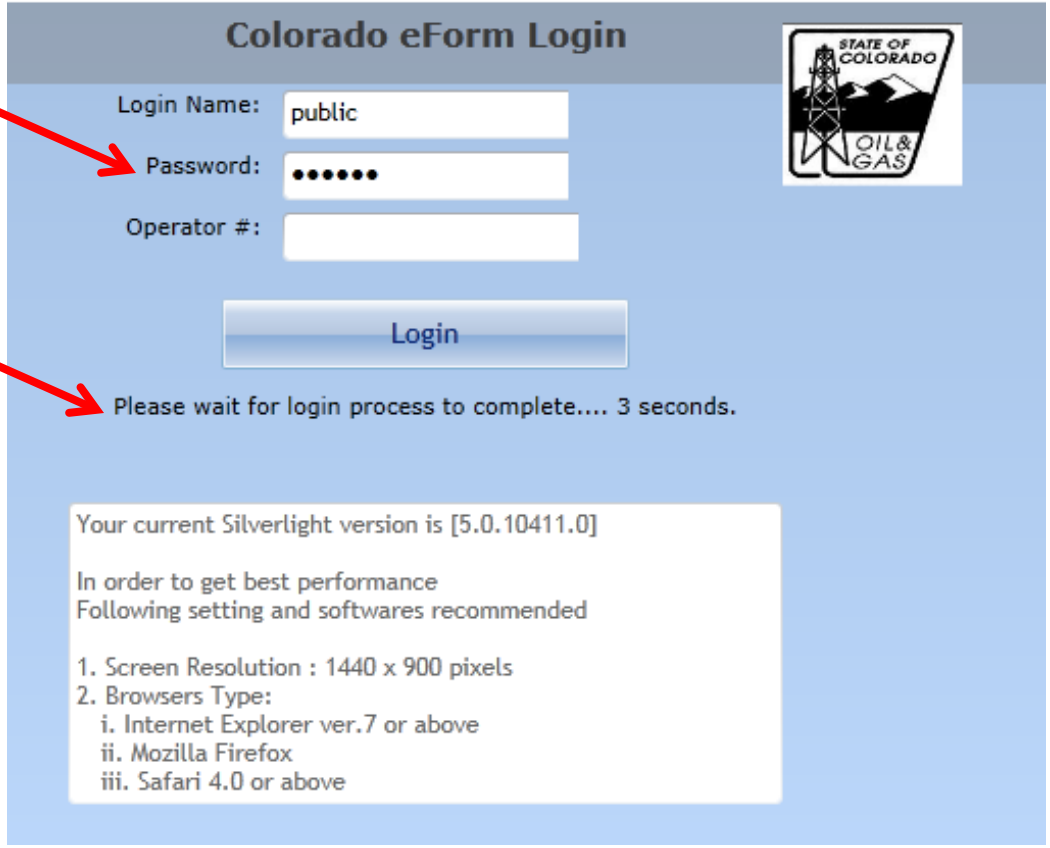
•If there are applications in process, the next screen will be a list of them.
•To make comments, select the document you are interested in reviewing.
•Click on the underlined blue number in the Status column. This is a live link that will bring up that application from the eForms system.

COGIS - Pending Drilling Permits

You Requested Permits for: PITKIN County

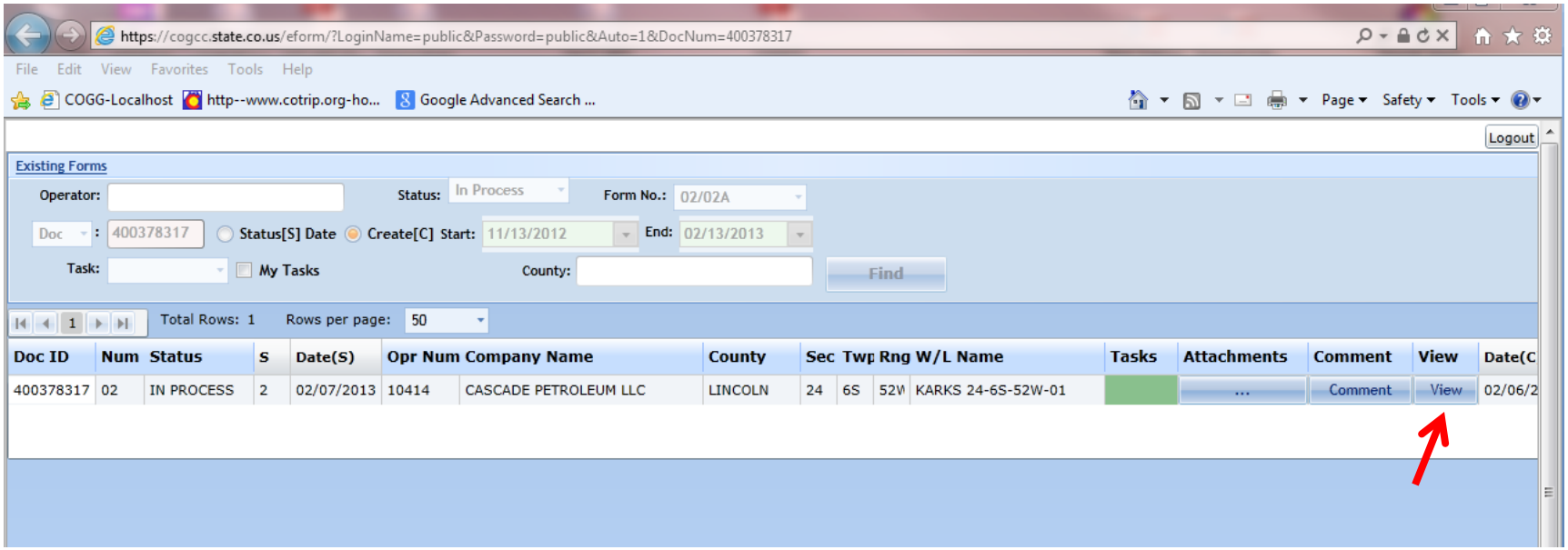
Received Posted	Operator Name Number	Operator Contact	Status (eForm Link)	Status Date	Well Name/Number (Document Link)	Type of Permit	Well Location (Map Link)	
01/23/2013 01/24/2013	SG INTERESTS I LTD 77330	Brett Francois (970) 385-0696	IN PROCESS 400359315	01/24/2013	Federal 8-89-31 #1	DR	NWSE 31 8S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

Public Comments – 3. Login to eForms



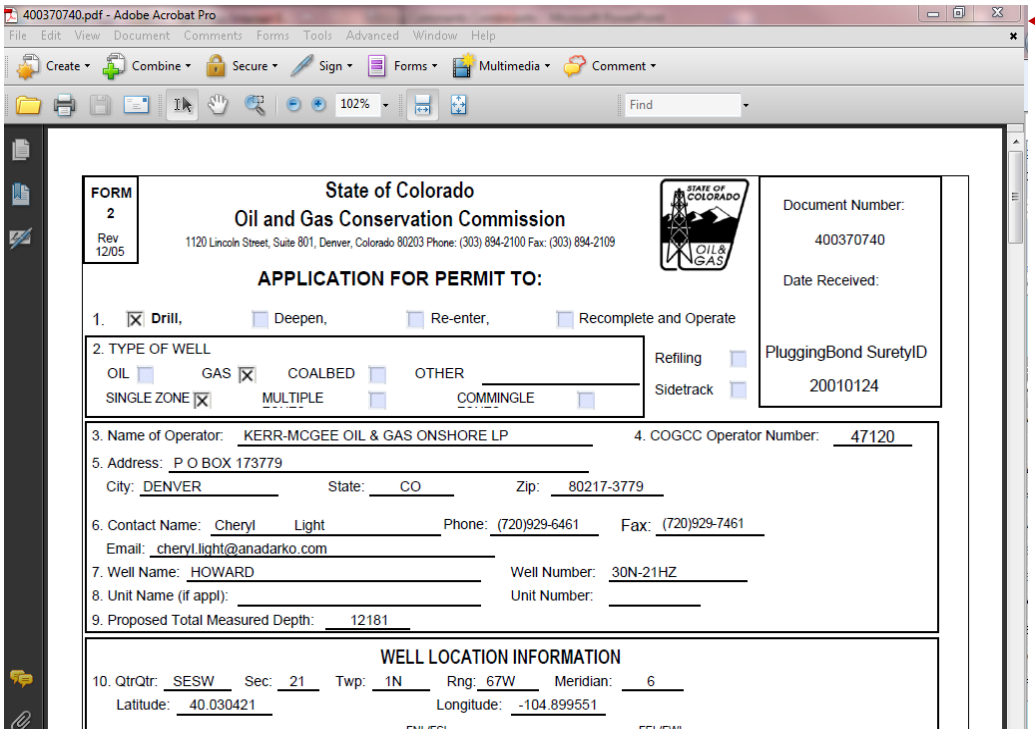
- Before the selected document opens, the Login page will open.
- The password is pre-set to allow members of the public to login without a password.
- You do not need to click the Login box - just wait a few seconds for log-in to process.

Public Comments – 4. Review Document and Attachments



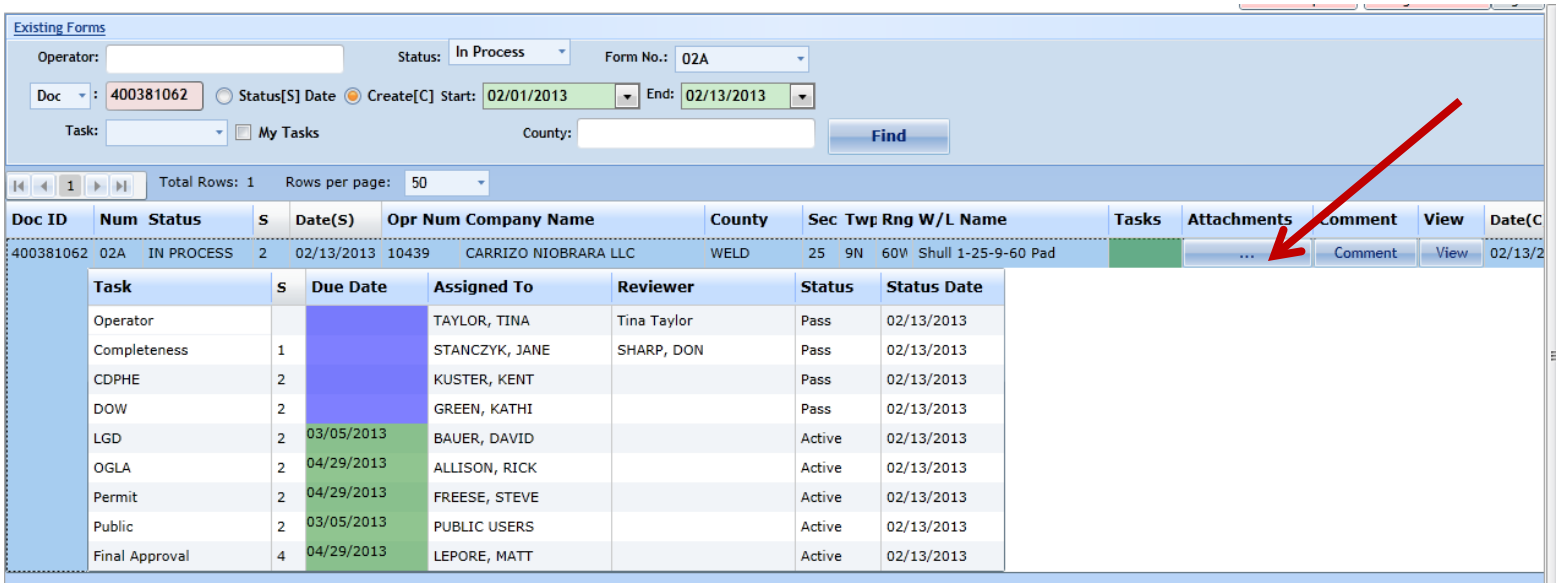
- Once login is complete, the next screen is called the eForms dashboard.
- Information about the selected document is shown on the line below the header.
- The live links in this line will be highlighted in yellow if the mouse cursor hovers over the link (attachments dots, Comment, View)
- **Click "View"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

Public Comments – 4. Review Document and Attachments



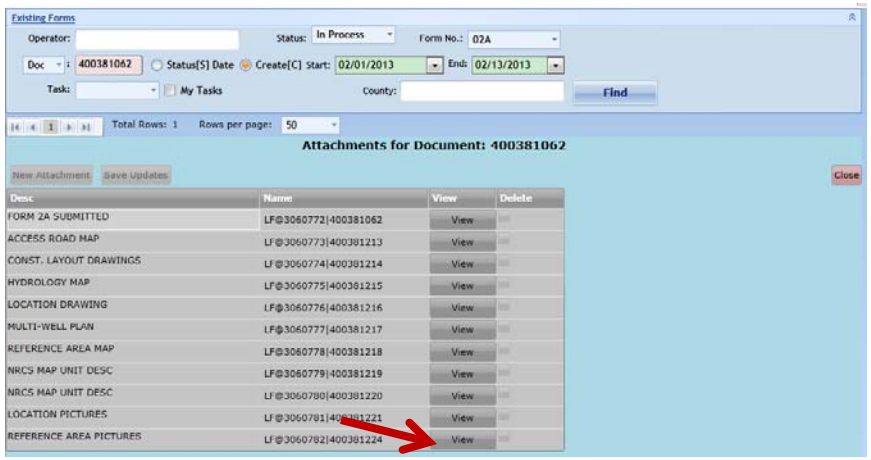
- You can review the document on the screen
- The document can also be printed using your browser print command.
- Close the document and viewer by click the top X on the upper right of the document, or the open window, depending on the software you have installed on your computer.
- This will return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

Public Comments – 4. Review Document and Attachments

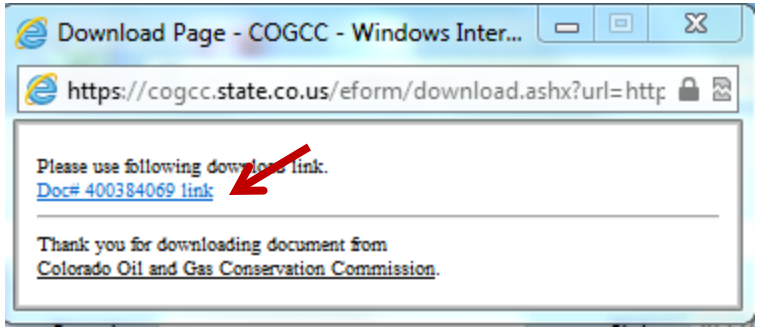


- To view associated attachments, click the dots in the Attachments column.

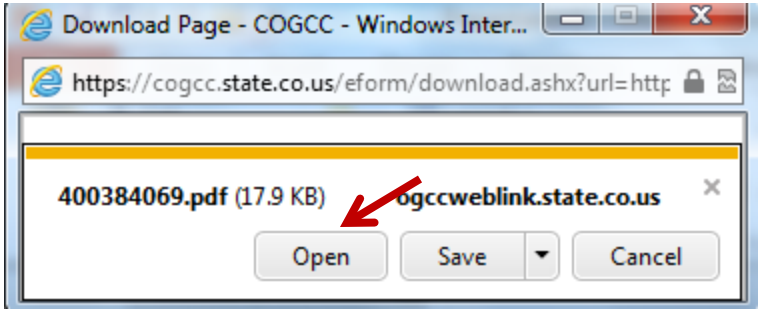
Public Comments – 4. Review Document and Attachments



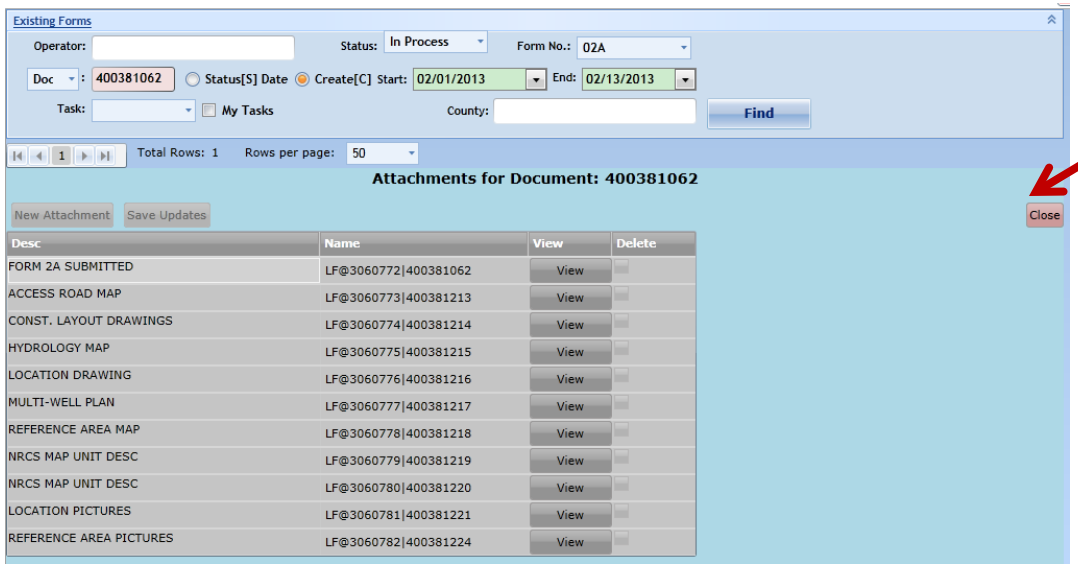
- The next view will be a list of documents associated with that application.
- Click "view" to select the one you would like to review.

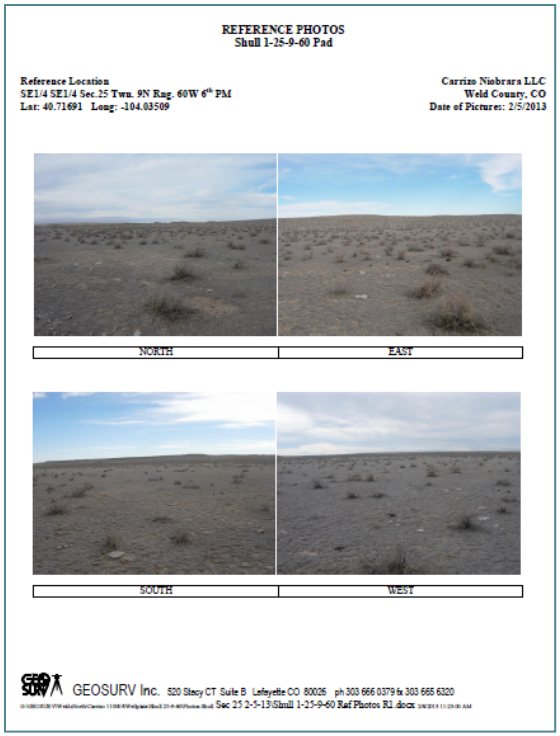


- You may see two pop-up windows requesting permission to download the document. Click "Open" or "Save" to view or to save a copy of the document on your computer.



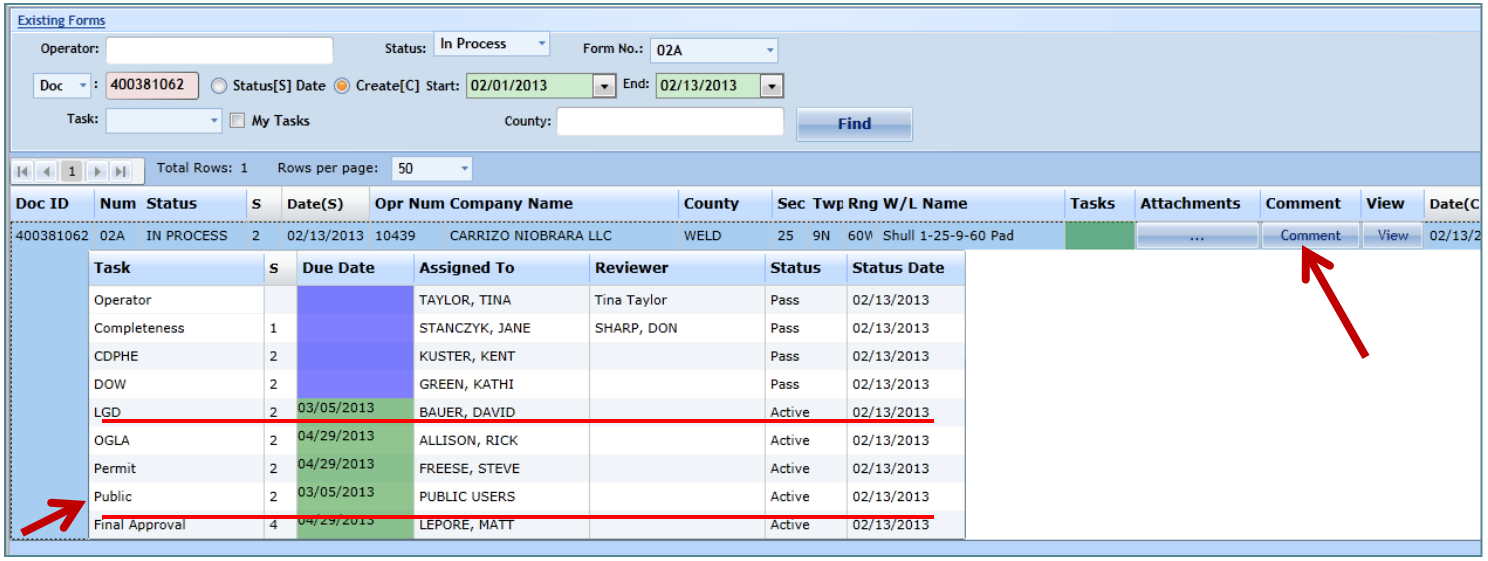
Public Comments – 4. Review Document and Attachments





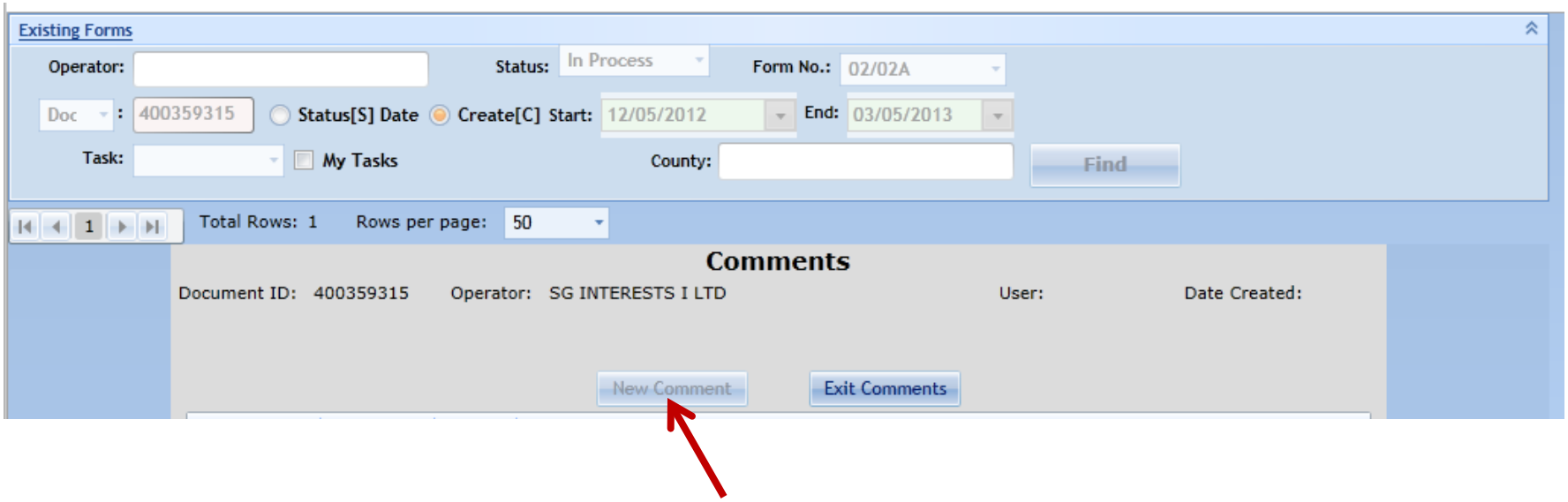
- Close the image when you have finished looking at it.
- Select another attachment to view following the same procedure.
- When you are finished viewing attachments just "Close" to return to the dashboard.

Public Comments – 5. Make and Save Comments



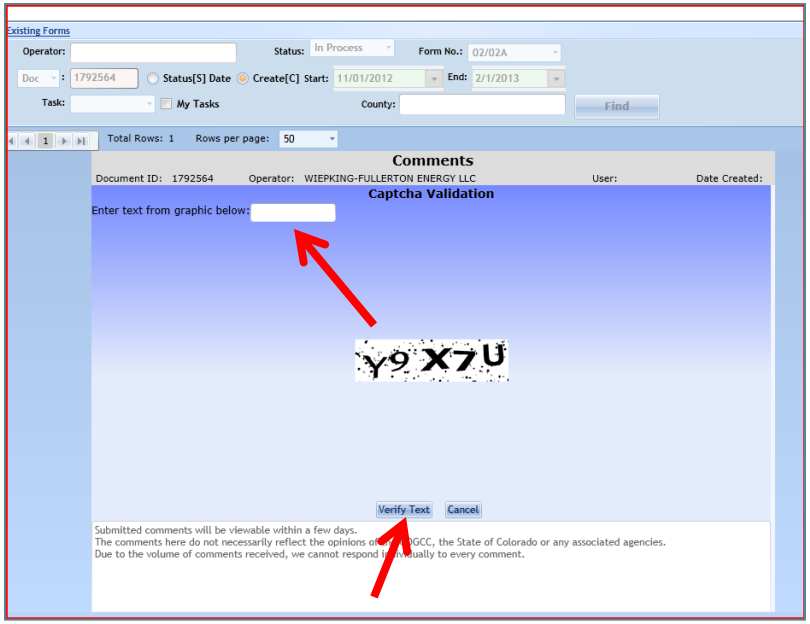
- This expanded view showing all review tasks for that document will be visible after you have closed a document or attachment that you were viewing.
- In this example you can see that both the LGD and Public tasks are still active, so both LGD and Public comments can still be made to the forms.
- If 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



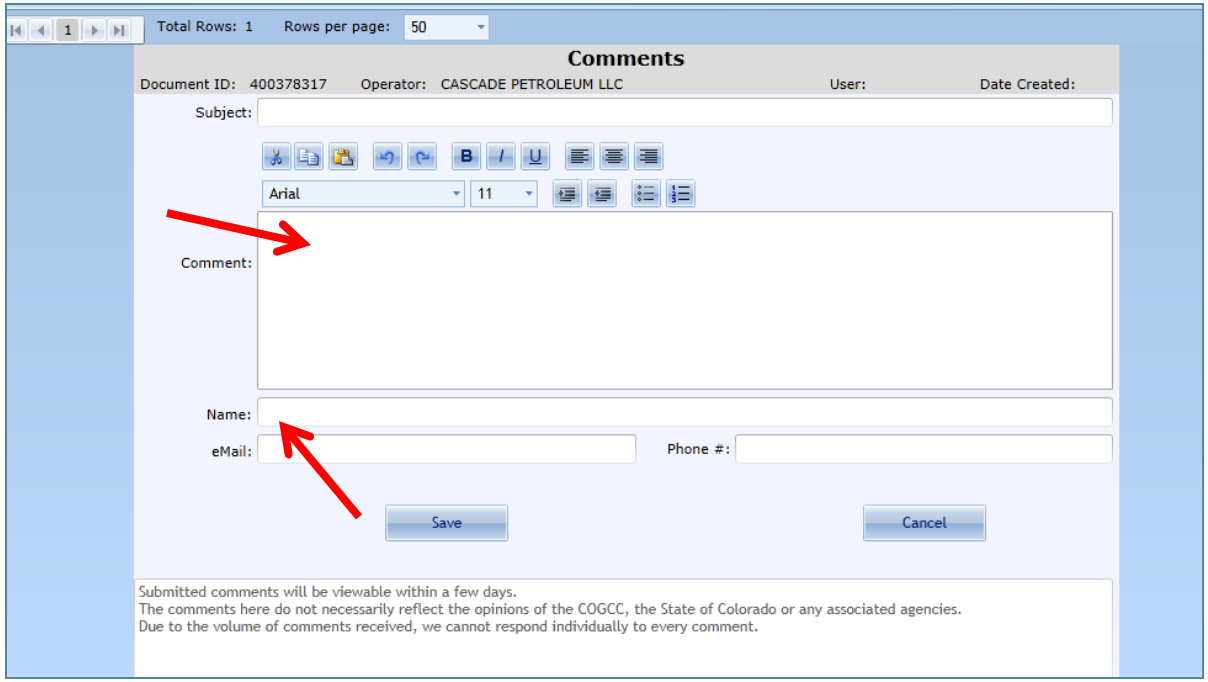
- If the "New Comment" box is grayed out, and won't respond when you click on it, that is another indication that the Public Comment period has expired.

Public Comments – 5. Make and Save Comments



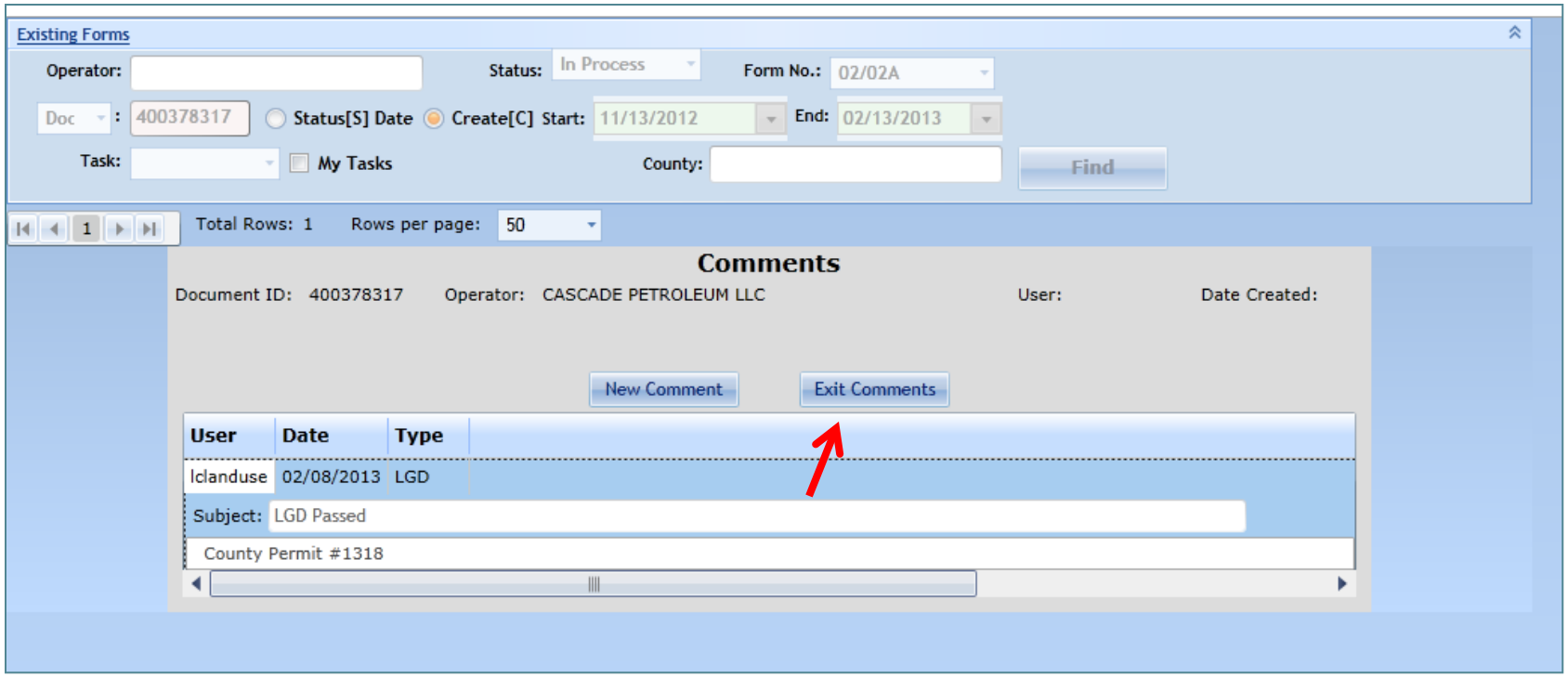
- **This is one extra step in the public comment process**
- This box will appear – it is here to insure integrity of website.
- Type in the text as shown (case sensitive) to go to the comment screen and click "Verify Text".

Public Comments – 5. Make and Save Comments



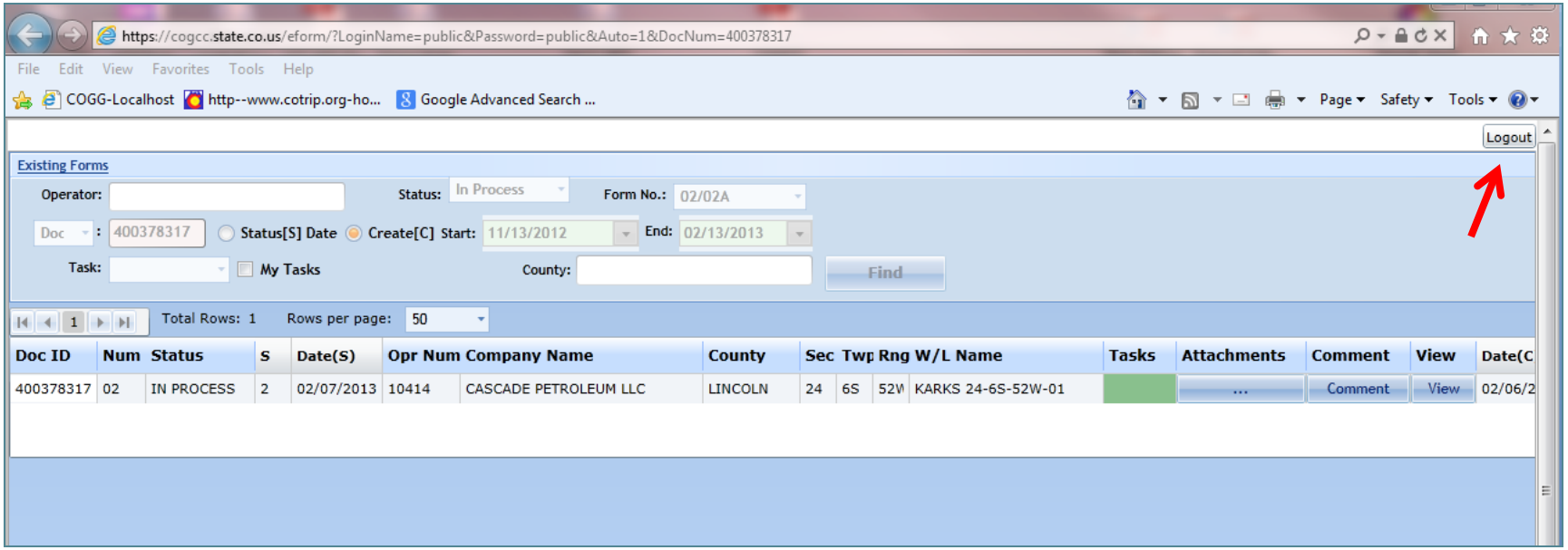
- Name, email and phone number are not required in order for the comment to be accepted. If entered, this information will not be published.
- Enter a brief subject line.
- Enter your comments.
- Click "Save" or "Cancel" to leave this page.

Public Comments – 5. Make and Save Comments



- 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



- 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.