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.)
5. Make and save Comments.
Public Comments – 1. Finding the Applications of Interest

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

Click on “Permits” in left side menu
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.
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)
2. Select the Document of Interest

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

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.**

<table>
<thead>
<tr>
<th>Received Posted</th>
<th>Operator Name Number</th>
<th>Operator Contact</th>
<th>Status (eForm Link)</th>
<th>Status Date</th>
<th>Well Name/Number (Document Link)</th>
<th>Type of Permit</th>
<th>Well Location (Map Link)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/23/2013</td>
<td>SG INTERESTS I LTD</td>
<td>Brett Francois</td>
<td>IN PROCESS</td>
<td>01/24/2013</td>
<td>Federal 8-89-31 #1</td>
<td>DR</td>
<td>NWSE 31 8S 89W</td>
</tr>
</tbody>
</table>
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.
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.
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.
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.
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.
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.
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.
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”.

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This box will appear – it is here to insure integrity of website.
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03/05/2013
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.
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.
• 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.