

Appendix I – Information on Completing COGCC Forms

**(PLEASE NOTE THIS APPENDIX IS BEING UPDATED.)**

## APPENDIX I

The following notes for completing forms, along with the sample forms, are a general guideline to assist those unfamiliar with the proper procedures. It is understood that every example cannot be included; the Colorado Oil & Gas Conservation Commission (OGCC) staff will be available during normal business hours to discuss particular problems or questions in completing any of these forms prior to submission. Detailed/technical instructions are available upon request from the appropriate OGCC department. Failure to complete the forms in full may result in delay of approval or return of form(s).

All codes required on these Forms may be obtained by contacting the OGCC main office.

### FORMS FOR USE SHOULD BE DUPLICATED FROM THE BLANK COPIES

#### **FORM 1**      **REGISTRATION FOR OIL AND GAS OPERATIONS** (see Rule 302)

Any party wishing to engage in oil and gas operations that are regulated by the OGCC shall file a Form 1. This form is required for the corporate office and each field office overseeing operations within the State. An operator number will be assigned for new operators when the form is received. Any change of address or operations must be reported on a new form.

The form should indicate if it is being submitted for a new operator or regional office, a change in the address or phone number, or changes in the operations that the company is conducting.

#### **FORM 1A**      **DESIGNATION OF AGENT** (see Rule 302)

Any party who acts as an agent for an operator in the State shall have filed a Form 1A with the OGCC. This designation shall remain in effect until terminated by letter from the operator. The form may name a company as agent with multiple representatives authorized as signatories.

#### **FORM 2**      **APPLICATION FOR PERMIT-TO-DRILL, DEEPEN, RE-ENTER, RECOMPLETE AND OPERATE** (see Rule 303)

The Form 2 application must be submitted in triplicate for all proposed new wells, deepenings, re-entrys, recompletions and sidetracks. This form must be filled out as completely as possible and attachments must be included as required shown by the checklist provided on the upper right side of the form. Incomplete applications which are missing attachments (location plat, topographic map, surface owner's agreement, exception location request to the Director and waivers from offset owners, directional plan, etc.) shall have a period of thirty (30) days from the date which the operator was contacted concerning completeness to submit the required information for that well, otherwise the application shall be considered withdrawn. An APD expires one year from date of issue and cannot be extended. When refile for an APD on a previously expired permit, the permit process for new wells shall be followed.

#### WELL LOCATION INFORMATION

- All information is necessary to be filled in to process the APD. Be sure to furnish directional data when applicable.
- Be sure #15 is complete – See Rule 603.b. for high density determination.
- Be sure distances are entered for each #16, #17 and #18. See Rule 603.a.1. for procedure to request exception locations.

#### LEASING, SPACING, AND POOLING INFORMATION

- Formation name and formation code must be complete.
- Any spacing order(s) applicable to the APD must be indicated. Be sure to include unit acreage and unit configurations established by applicable spacing orders (80 E½NE¼ or 320 S½). These data may be obtained from the OGCC website ([www.oil-gas.state.co.us](http://www.oil-gas.state.co.us)) or from the OGCC public room.
- Colorado has no requirements for number of acres assigned to oil and gas wells in unspaced areas.
- Be sure to complete mineral and surface ownership information.

#### REMEMBER: A SURFACE AGREEMENT DOES NOT REPLACE THE SURFACE OWNER NOTICE REQUIREMENTS OF RULE 305

- Clearly describe lease acreage associated with the proposed well. Attach a mineral lease map to more clearly show acreage assigned to the proposed well.
- Be sure to indicate distances for #24 and #25. See Rule 318.c. for procedure to request exception locations.

#### DRILLING PLANS AND PROCEDURES

- This section must be filled in as completely as possible.
- Furnish H<sub>2</sub>S plans and pit permits as necessary.
- Be sure to complete #32 mud disposal.

## CASING AND CEMENTING PROGRAM

- This section must be completely filled in.
- BOP equipment requirements are described in Rules 317.a. and 603.b.(4).

## ADDITIONAL INFORMATION

Drilling applications must also include :

- Survey plat (Rule 303.c.)
- A topographic map of at least a three mile radius around the well (Rule 303.c.(19))
- Form 2A with color photographs (Rule 303.d.)
- Evidence of compliance with Rule 305. - Notice of Oil and Gas Operations. Be sure to provide the brochure describing surface owner rights and responsibilities. A surface agreement does not substitute for this notice.
- Evidence of compliance with Rule 306. - Consultation.

Deepening, Re-entry and Recompletion applications must include a Sundry Notice (Form 4) for COGCC approval of described anticipated work.

- A survey plat and topographic map are not required for Deepening, Re-entry and Recompletion applications if previously submitted.
- A recompletion permit is not required when a well is to be recompleted to a formation that is considered to be the same source of supply as the existing formation.

### **FORM 2A**      **DRILL SITE/ACCESS ROAD RECLAMATION FORM** (see Rule 303.d.)

This form is to be filed in conjunction with Form 2 except on Federal or Indian owned surface land.

Many USNRCS Soil Survey books are available in the public room of the OGCC or are available from the local soil conservation district office.

Additional assistance for completing Form 2A:

#11. SHEET NUMBER AND SOIL COMPLEX/SERIES NUMBER - The sheet number and unit symbol are numbers found in the USNRCS Soil Survey Books. The sheet number is the number of the map (aerial photo) and the series number is the number found on the map at the drill site location.

SOIL SERIES NAME - The soil series name corresponds to the soil series number and is found in an index at the front or back of the USNRCS Soil Survey Book.

HORIZON THICKNESS - Thickness of the A, B, or C horizons are the aggregate thickness; i.e., A1 = 0 to 3 inches, A2 = 3 to 20 inches; the total thickness of the A horizon would be 0 to 20 inches.

### **FORM 3**      **PERFORMANCE BOND** (see Rule 304)

This form is used by an operator and insurance company as a performance bond. This bond is a perpetual financial assurance until all obligations have been met by the operator and the bond is released by the OGCC. This form may be used for all of the different bonds and coverage required by the OGCC. Each bond type requires a separate form (i.e., plugging and surface).

The bond must name a principal, surety and a dollar amount of bond. To complete the center portion of the form, check the type of bond, the coverage (blanket or individual) and, if the bond is for an individual site, complete the location information. Each party (principal and surety) must complete their address information and have an authorized signature witnessed.

### **FORM 4**      **SUNDRY NOTICE** (see Rule 307)

The Form 4 should be submitted for general notice or technical engineering/environmental notice. The header (#1 thru #11) and attachment checklist shall be fully completed each time a notice is filed. If filing a Form 4 for any reason listed under #12, all items relating to the reason (appropriate boxes or blanks) shall be filled out. The only time page 2 (Technical Information Page) is required is when filing a Form 4 for any reason given under #13. When submitting page 2, the entire page must be complete (#1 thru #6). This form should not be used for filing information relating to the intent or final notice of the plugging and abandonment of a well; use Form 6. Additionally, the Form 4 should be used to receive approval for any changes in wellbore configuration (i.e., remedial cementing, recompletion, isolation of a zone, etc.).

**FORM 5**      **DRILLING COMPLETION REPORT** (see Rule 308)

The format for this Form provides fields for computer data entry. Form 5 shall be filed within thirty (30) days of running production casing or the plugging of a dry hole. An additional Form 5 must be filed whenever a well is sidetracked, deepened or if the wellbore configuration is changed (i.e., remedial cement, liner, etc.). The form must be fully completed when filed (#1 thru #22 and attachment checklist). To be classified a gas well, the gas/oil ratio (GOR) has to be greater than 15,000 SCF/BBL (GOR = MCF/BBL oil multiplied by 1,000).

**FORM 5A**      **COMPLETED INTERVAL REPORT** (see Rule 308B)

A new Form 5A is required each time a new formation is completed (successful or not) and if an existing formation is temporarily abandoned or permanently abandoned for a recompletion. The header information (#1 thru #8) and attachment checklist must be fully completed each time the form is filed. The form is then divided into blocks where individual formation information is to be described. Only report the information relevant to the work done on the well. If a formation is temporarily or permanently abandoned in order to recomplete the well, ONLY the formation status (Producing ) and the abandonment details (bridge plug depth, retainer depth, sacks of cement, etc.) is to be reported. No perforation or production data should be reported on this formation at this time. Then go to the next block and detail the information about the formation to which the well was recompleted. For example, an existing J Sand well is temporarily abandoned and recompleted to the Codell. Only report that the J Sand is not producing (Producing = N) and give data detailing how it is temporarily abandoned (i.e., CIBP, sand plug, etc.). Then start a new section for the Codell indicating that it is producing (Producing ) and give the relevant perforation and production data. The OGCC does not want a historical record on each completion report. The OGCC only wants the information pertaining to the work done on the well.

**FORM 6**      **WELL ABANDONMENT REPORT** (see Rule 311)

The Form 6 is required for plugging and abandonment approval and to document the actual plugging procedure subsequently performed.

**NOTICE OF INTENT TO ABANDON:**

- The entire background information section must be completed for all notices of intent to abandon. Be sure to include information on zones previously abandoned if the well has been recompleted. Fill out the plugging procedure section.
- A wellbore diagram must be attached showing:
  - 1) current configuration
  - 2) wellbore configuration with plugs set

Note: After approval of the plugging procedure, contact the OGCC field representative for the area at least twenty-four (24) hours before starting abandonment operations.

**SUBSEQUENT REPORT OF ABANDONMENT:**

- Fill out the background information section only if there are changes or additions not submitted on the notice of intent to abandon. If there are no changes or additions, do not fill out this section.
- Fill out the plugging procedure section indicating where and how the plugs were set.
- Fill out additional plugging information section.
- Attach wellbore diagram showing all plugs set and casing pulled.
- Attach job summary from all plugging contractors used, wireline and cementing (third party verification).

**FORM 7**      **OPERATOR'S MONTHLY PRODUCTION REPORT** (see Rule 309)

A complete package of instructions, computer codes, formats, and information on electronic submission of reports may be obtained by contacting the OGCC Production Department or from the OGCC website at <http://oil-gas.state.co.us/>. Electronic submittal is encouraged and OGCC staff will answer any questions on this process. Production reports are due to the OGCC 45 days after the producing month and must be submitted on a monthly basis.

REVISED DATA: The "check if revised" box must be marked when submitting revised data. When submitting a revised report, only submit the data that has been revised. If this is not possible and a full report must be submitted and the revised data must be highlighted.

Oil figures must be rounded off to the nearest barrel and gas figures must be rounded off to the nearest MCF.

**WELL STATUS CODES**

"WO" –Waiting on Completion, "PR"- Producing, "DG"- Drilling, "IJ"- Injection well, "SI"- Shut In, "TA"- Temporarily Abandoned, "AB"- Abandoned, "PA"- Plugged and Abandoned, "DA"- Dry and Abandoned. All wells must be reported from the spud date to one month after plugging and abandonment.

AVG OIL GRAV: Enter the gravity of oil or condensate production expressed as a decimal( i.e., 36.5 is entered as 36.5 or 37 is entered as 37.0 ) adjusted to 60 degrees F. Use the average oil gravity if more than one load has been reported. Report gravity only if oil is sold.

AVG GAS BTU: Enter the BTU as a whole number (i.e., 1100 BTU is entered as 1100) corrected for temperature and pressure (onshore is 14.73 psia at 60 degrees F) and as delivered. Calculate the weighted average BTU for total gas sold during the month. Example: 6000 MCF sold at 1000 BTU and 1000 MCF sold at 1100 BTU should be averaged as follows: (6000 MCF X 1000 BTU) + (1000 MCF X 1100 BTU) = 6,000,000 + 1,100,000 BTU/ 7000 MCF = 1014 BTU weighted average. Report BTU only if gas is sold.

**TO CALCULATE OIL:**

The beginning of Month Inventory plus Total Production minus Total Sold plus or minus Adjustments equals End of Month Inventory. These figures must balance.

**TO CALCULATE GAS:**

Total Production equals Disposition of Gas Used plus Flared plus Gas Plant Shrinkage/Pipeline Loss plus Total Sold equals Total Production of Gas. These figures must balance.

WATER TOTAL PRODUCED: Enter the production volume in barrels of water produced from well. This should include only water produced during the month being reported (not BS&W being drained from the tank). Always include a Disposal Code on the report if water is produced. Do not include disposal code if no water is produced that month. Water should not be included in the produced oil section or the adjusted oil section.

INJECTION WELLS: When reporting a water or gas injection well on this form be sure to include the surface injection pressures (Water Tbg. and Csg. for water injection and Gas Tbg. and Csg. for gas injection).

**FORM 8      OIL AND GAS CONSERVATION LEVY (see Rule 310A)**

Payment is due on March 1 for the prior production months of Oct., Nov. and Dec. Payment is due on June 1 for the prior production months of Jan., Feb. and March. Payment is due Sept. 1 for prior production months of April, May and June. Payment is due Dec. 1 for prior production months of July, Aug. and Sept. Payment is due each quarter. There is no waiver for minimum amounts due.

Levy rates and Form 8 instructions, for electronic submittal can be found on our web site at (<http://oil-gas.state.co.us/>). Electronic submittal is encouraged and OGCC staff will answer any questions on this process.

Levy payments must be figured on a **operator** basis. If you list several wells with the same lease number, a subtotal must be given.

If the report is delinquent, interest must be added on page 1 of the form in the designated area. The rate for interest is 3% per month from the date the report was due to the date submitted. Interest is due on any **product** that was not previously reported. Interest is not charged when adjusting a figure previously submitted.

Each quarter adjustment and payment must be submitted on a separate Form 8.

**All figures must be rounded off except the "levy due" amounts in columns 8 and 14.**

Columns 5 and 11. Net dollar value received from the sales of the product at the well head. For gas this is the realized price after deductions for transportation, manufacturing and processing costs.

Columns 3 and 9 must list the operator number for the well.

Column 6 and 12 must list the type of exemption taken. See instructions on Form 8 for allowable exemptions. Please be sure to indicate the type of exemption being taken. If more than one type is listed please list them on separate lines with the individual amounts.

**FORM 10      CERTIFICATION OF CLEARANCE AND/OR CHANGE OF OPERATOR (see Rule 312)**

Please read the instructions in the boxed area on the top of the form.

Check appropriate box naming the purpose of this form submittal and give the effective date of change.

All the boxes in the well information section must be completed. If this is a new well, the lease number is assigned by the OGCC and will be on the returned form. If this is not a new well, the OGCC lease number must be included.

Remarks may be completed by the operator for additional information or by the OGCC for instructions and conditions.

When the form is submitted for Change of Operator, both the buyer and seller must sign and date the form. The buyer's name should be indicated in #2 on the form.

Page 2 of this form should only be used when more than one well is listed.

**FORM 11**      **MONTHLY REPORT OF GASOLINE OR OTHER EXTRACTION PLANT** (see Rule 313)

The OGCC Form 11 is to be filed on or before the twenty-fifth (25th) day of each month covering the proceeding month.

Report gas volumes in MCF which have been measured at a pressure of 14.73 psi and at a temperature of 60° Fahrenheit.

Intake volume: MCF volumes from oil wells and MCF volumes from gas wells must be listed separately and totaled.

Detail of sale or other disposition of residue: List the name of purchaser and address and if the gas was used for any other purpose than plant use or sold.

**FORM 12**      **GAS FACILITY REGISTRATION/CHANGE OF OPERATOR** (see Rule 711)

The purpose of this form is to register companies that are processing, gathering or storing natural gas. The form also be used when a facility is purchased to indicate a change of operator. Along with the registration, operators of gas processing, gathering and storage facilities must submit financial assurance for these facilities. In the upper right corner of the form is a checklist for the permit attachments.

**FORM 13**      **BOTTOM HOLE PRESSURE** (see Rule 207.a.)

The form shall be submitted as requested by the OGCC.

**FORM 14**      **MONTHLY REPORT OF NON-PRODUCED WATER INJECTED**

This form is due no later than the twenty-fifth (25th) of the month immediately following the month covered by this report. Use this form when reporting injection of any waste that is not produced water into any approved Class II injection well. Any waste injected that is not produced water must have prior approval via Form 14A, Authorization of Source of Class II Waste for Disposal. The Class II Approval number assigned by the approved Form 14A must be included on this report. To report produced water, use Form 7, Operator's Monthly Production Report.

**FORM 14A**      **AUTHORIZATION OF SOURCE OF CLASS II WASTE FOR DISPOSAL**

Use this form to obtain a Class II approval number when injecting any non-produced water waste into any permitted injection project (i.e., gathering line pigging waste, used stimulation fluids, flowbacks, etc.).

**FORM 15**      **EARTHEN PIT REPORT/PERMIT** (see Rules 335 and 903.a.)

This form is to be filled out when reporting an existing earthen pit or applying for a permit for a new earthen pit.

In the upper right corner of Box 1 is a checklist for permit attachments. The detailed site plan must have the location of the pit, as built, the well head, meter house, pad size, lease road and north direction. The topographic map must be at a scale of 1:24,000, in color, with a small box drawn on it to indicate the pit location. Form 25, Water Analysis Report Form should be attached and include TDS, pH, CA, MG, NA, Cl, SO<sub>4</sub>, CO<sub>3</sub>, HCO<sub>3</sub>. The pit plan should show the depth below ground surface, with dimension measurements and berm height. The design calculations must show numbers used for evaporation and percolation. Documentation for sensitive areas must show the depth to water either by drillers log or State Engineer water well records. The Form 2A, Drill Site/Access Road Reclamation Form from the drilling permit may be attached or the information filled in Box 3 on this form.

Box 2 of this form should include the well API number and the well location. The pit/facility name and number are the well name and number associated with the pit.

The information for Box 3 "EXISTING SITE CONDITIONS" can be obtained from topographic maps and State Engineer records.

Box 4 "PIT DESIGN AND CONSTRUCTION" must include the information already shown on the pit design and cross section as well as the volume of water expected to be put into the pit each day.

The form will be reviewed and returned to the operator. Conditions of approval may be added by OGCC staff. A copy of the form will be returned to the operator signed by OGCC staff, with a facility number.

**FORM 17**      **BRADENHEAD TEST REPORT** (see Rule 207.b.)

In the Ignacio-Blanco Field the OGCC must receive ten (10) day advance notification of wells scheduled for testing to allow an opportunity for staff to witness. In all other parts of the State, at least twenty-four (24) hour advance notification is required.

Please note special abbreviations used in #16.

This form is set up as a general outline of the test procedure covering five (5) steps. Details of the test procedure to be used in the Ignacio-Blanco Field may be obtained from the OGCC office. In all other areas of the State, sampling, pressure cutoffs, and duration of tests will be determined by the OGCC as appropriate. Prior OGCC approval should be obtained if the general procedure outlined by the form is not substantially followed.

Submit test reports with all applicable attached bradenhead/intermediate and produced gas analyses, liquid analysis reports. Include wellbore diagrams if downhole configuration has changed since last submitted.

**FORM 18**      **COMPLAINT REPORT** (see Rule 336)

This form may be completed by any party with a complaint regarding oil and gas exploration and production operations. The complainant is to complete this form and mail to: OGCC, 1120 Lincoln Street, Suite 801, Denver, CO 80203 or fax to (303) 894-2109. The OGCC will investigate the complaint and determine what action, if any, should be taken. A response will be forwarded to complainant as to what action was taken. Please fill out form completely.

**FORM 19**      **SPILL/RELEASE REPORT** (see Rule 907)

In accordance with Rule 906., this form is to be completed by the party responsible for an oil or gas spill/release and mailed to: OGCC, 1120 Lincoln Street, Suite 801, Denver, CO 80203, or faxed to (303) 894-2109.

Any spill or release which impacts or threatens waters of the state, a residence or occupied structure, livestock or a public road must be reported as soon as practicable after discovery. Any spill over five (5) bbls must be reported to the OGCC within ten (10) days of discovery. Any spill over twenty (20) bbls must also be reported verbally to the OGCC within twenty-four (24) hours of discovery.

The description of the spill should include the date, location, facility name, type of fluid spilled, volume, and area of spill. It should also indicate if soil, ground water or surface water has been impacted and if known, the cause of the spill should be described.

Describe the immediate response taken upon discovery of the spill and provide details on any initial remedial action if performed or any further remediation proposed. If additional remediation is necessary, a Form 27, Site Investigation and Remediation Workplan must be submitted for prior approval. If applicable, indicate on the form whether any measures have been taken to prevent a similar spill from reoccurring.

List all other parties or regulatory agencies that have been or will be notified.

**FORM 20**      **NOTICE OF INTENT TO CONDUCT SEISMIC OPERATIONS** (see Rule 333)

The notice must be submitted for each seismic program to be conducted within the State and be received by the OGCC a minimum of seven (7) days prior to operations. Statewide blanket financial assurance in the amount of twenty five thousand dollars (\$25,000) is required to ensure the proper plugging and abandonment of any shot holes and any necessary surface reclamation (see Rule 705). If conducting 2-D operations, report total number of proposed line miles and number of holes per line mile; if conducting 3-D operations the line mile entries can be replaced by square miles. A program map(s) with line numbers and shot holes indicated is required for all programs; if revised, a new program map must be submitted. Prior Director approval must be obtained for any proposed plugging procedures that are different from the Rule 333 procedures.

**FORM 20A**      **COMPLETION REPORT FOR SEISMIC OPERATIONS** (see Rule 333)

The report must be submitted to the OGCC within sixty (60) days after completion of the project. Submit new program map(s) if the initial program was revised. The completed program map should indicate the locations of any flowing holes encountered and shot holes with undetonated charges.

**FORM 21**      **MECHANICAL INTEGRITY TEST** (see Rule 326)

This report should be used to obtain approval and to document the actual testing of a shut-in production well or pending or approved injection well.

When submitting this form for injection wells, both Parts I and II are required to be completed.  
When submitting this form for shut-in production wells, only Part I is required to be completed.

All pressure tests require prior OGCC notification. Contact OGCC field representative at least twenty-four (24) hours prior to performing test.

Part II "WELLBORE CHANNEL TEST" is required to be completed only if the well tested is an injection well.

**FORM 22**      **ACCIDENT REPORT** (see Rule 602.b.)

This form shall be submitted to the OGCC wherever there is an accident involving injury to wellsite personnel, requiring hospitalization of the general public or causing significant damage to equipment or the wellsite. Please fill out the form completely.

**FORM 23**      **LOSS OF WELL CONTROL REPORT** (see Rule 327)

This form shall be submitted giving all details within fifteen (15) days after all occurrences.

**FORM 24**      **SOIL ANALYSIS REPORT FORM** (see Rules 338 and 910)

In accordance with Rule 910., this form is to be completed by the party responsible for impacts to soils that occur as a result of oil and gas activities and submitted to: OGCC, 1120 Lincoln Street, Suite 801, Denver, CO 80203, fax number (303) 894-2100.

If chemical analyses are performed on soil samples to determine the aerial extent of impacts, monitor remediation progress, verify that cleanup standards are met, establish background soil chemistry, or for other reasons, then the analytical results must be submitted to the OGCC on this form. In addition, a copy of the laboratory report should be attached. The operator may want to have the laboratory complete this form.

A site map must also be provided. This can be as simple as a hand drawn sketch, but must show important features such as the location and extent of the spill/release that caused the impacts, the actual location where the sample(s) was (were) collected, well, flowline, tank battery, heater treater or other equipment, distance to surface water, roads, structures, and other features of interest.

If field measurements are made, then complete the "FIELD MEASUREMENTS" portion of this form. If not, then leave blank.

If a laboratory performs chemical analysis, then report the results in the "LABORATORY RESULTS" portion of this form. If not, then leave blank.

If impacts to soil from spills/releases of produced water are suspected or have occurred, then analyze soil samples for pH, electrical conductivity (EC), sodium adsorption ration (SAR), and total dissolved solids (TDS) and provide the results on this form.

If impacts to soil from spills/releases of hydrocarbons are suspected or have occurred, then analyze soil samples for total petroleum hydrocarbons (TPH) and provide the results on this form.

If impacts to soil from spills/releases of "light end" hydrocarbons, such as condensate, are suspected or have occurred, then OGCC staff may require soil samples to be analyzed for benzene, ethylbenzene, toluene, and xylenes. If the soil sample is analyzed for these "BTEX" compounds, then report the results in the "BTEX (METHOD 602)" portion of this form.

If impacts to soil from spills/releases of hydrocarbons such as compressor lube oil or hydraulic fluid are suspected or have occurred, then OGCC staff may require soil samples to be analyzed for various metals. If the soil sample is analyzed for metals, then report the results in the "TOTAL METALS" portion of this form.

**FORM 25**      **WATER ANALYSIS REPORT FORM** (see Rules 339 and 910)

This form is to be filled out and attached to Form 15, Earthen Pit Report/Permit. Box 1 is self explanatory, see example.



Box 2 "SAMPLE POINT INFORMATION" should include the date sampled, a description of where the sample was taken and the location of the sample.

Box 3 "FIELD MEASUREMENTS" is information given on the laboratory report. Some of the data may not be calculated by the laboratory unless requested by the operator; pH, conductivity and temperature are generally provided.

The operator should specify the information included in Box 4 "MAJOR ANIONS". These are major cations and anions, as well as the total dissolved solids (TDS).

Box 5 "BTEX" is a specific laboratory measurement for BTEX. The detection limits will be reported on the laboratory report, generally in a column to the right of the BTEX value.

The information in Box 6 "OTHER ANALYSES" may be a special request from the OGCC or provided as a courtesy from the operator if available. Page 2 is additional information that may be available, but is not generally tested for by the operator or the OGCC.

**FORM 26**      **SOURCE OF PRODUCED WATER FOR DISPOSAL**

This form must be completed by the injection well operator to obtain approval for new produced water source wells. Analysis of the produced water to be injected must also be provided.

**FORM 27**      **SITE INVESTIGATION AND REMEDIATION WORKPLAN** (see Rules 340 and 909)

In accordance with Rule 909.c., this form is to be completed by the party responsible for an oil and gas spill/release and mailed to: COGCC, 1120 Lincoln Street, Suite 801, Denver, CO 80203, or faxed to (303) 894-2109.

Operators shall prepare and submit this form for prior Director approval for the following operations and remediation activities:

- Unlined pit closures when required by Rule 905.
- Remediation of spills/releases in accordance with Rule 906.
- Land treatment of oily waste in accordance with Rule 907.e.(2).F.
- Closure of centralized E&P waste management facilities in accordance with Rule 908.g.
- Remediation of impacted ground water in accordance with Rule 910.b.(4).

Additionally, when threatened or actual significant environmental impacts from a spill/release exist or when necessary to ensure compliance with the allowable concentrations and levels in Table 910-1, the Director may require operators to submit this form.

General information is required as well as the type of waste causing the impact, site conditions, and type of impacted media. The remediation workplan shall include the initial corrective action performed, the proposed remediation of existing impacts, the final disposition of E&P waste, and a reclamation plan if applicable. If ground water has been impacted, describe the proposed monitoring plan. Copies of any sample analytical results should also be attached.

Indicate on the "IMPLEMENTATION SCHEDULE" the dates for any proposed or actual remedial activities.

**FORM 28**      **CENTRALIZED E&P WASTE MANAGEMENT FACILITY PERMIT** (see Rule 908)

The Form 28 is to be filled out by any operator who wishes to treat their oil field waste at one site. The waste treated must be from the company filing the permit; waste from other companies is not allowed since these are not commercial facilities. The top third of the form requires information about the operator and the surface owner. The bottom two thirds of the form require specific information about the site, including financial assurance and local government permits. The surety number in the upper right corner must be filled in; below that is a checklist for the permit attachments.

**FORM 31**      **UNDERGROUND INJECTION FORMATION PERMIT APPLICATION** (see Rule 325 and the 400 Series)

Complete Form 31 when seeking approval for either a new disposal well or new enhanced recovery project. If the new disposal well is to be drilled, this form should be submitted concurrently with Form 2, Application for Permit-to-Drill. This form should be submitted for new disposal wells with all attachments and tests specified in Rule 325. This form should be submitted for new enhanced recovery projects with all attachments and tests specified in the 400 Series Rules. Approval of any enhanced recovery project requires a Commission hearing and order.

**FORM 33**      **INJECTION WELL PERMIT APPLICATION** *(see Rule 325 and the 400 Series)*

Complete Form 33 to obtain injection well approval for new disposal and enhanced recovery wells. This form should be submitted concurrently with Form 31, Underground Injection Formation Permit Application for new disposal and enhanced recovery projects. When seeking injection approval in a previously approved project/project area only a Form 33 is necessary. Each injection well must pass a mechanical integrity test prior to Form 33 approval.