

# Operator Meeting

## August 17, 2021

eForms & Webforms  
and

**Preview:** Mission Change Revisions to the Form 4

## Switch from eForms to Webforms - Anticipated Timing

**September 1:** Webforms access will be provided to a limited group of industry users.

**September 15:** eForms will be replaced by Webforms for all industry users.

## When you encounter a problem in a form:

1. Report issue to COGCC Form Contact
  - Describe the problem in an email
  - Include screen shots
  - Include the ***Document #*** for the form in the email
2. COGCC IT Staff resolves the issue
3. COGCC IT Staff corrects “live” forms with new code

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FIR	Conor Pesicka	conor.pesicka@state.co.us
FIRR	Conor Pesicka	conor.pesicka@state.co.us

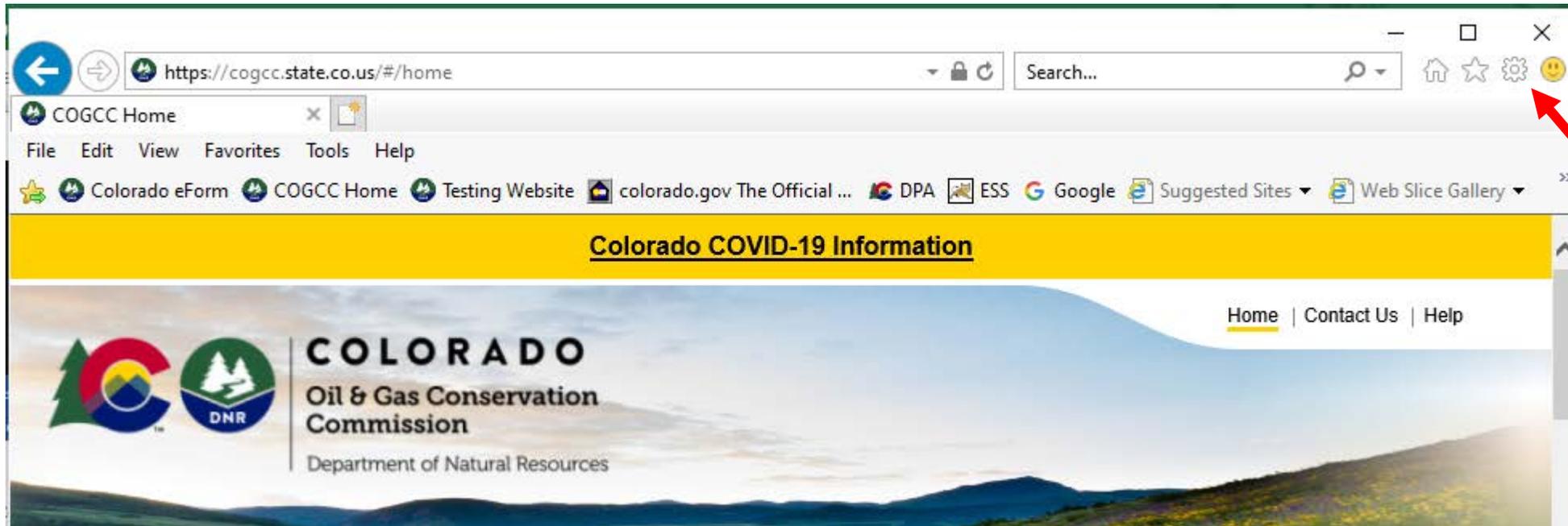
To **“get”** the *corrected* “live” form:

1. Log out of eForms (now, Webforms later)
2. Clear cache, delete browsing history, etc.\*
  - eForms: Internet Explorer (now)
  - Webforms: Chrome (later)
3. Open a new window in the browser
4. Log back into eForms to access corrected form

*\*Contact your IT support staff to verify the actions required for you to access the updated version of a form.*

Clear cache, delete browsing history in Internet Explorer for eForms\*

Slide 1 of 3

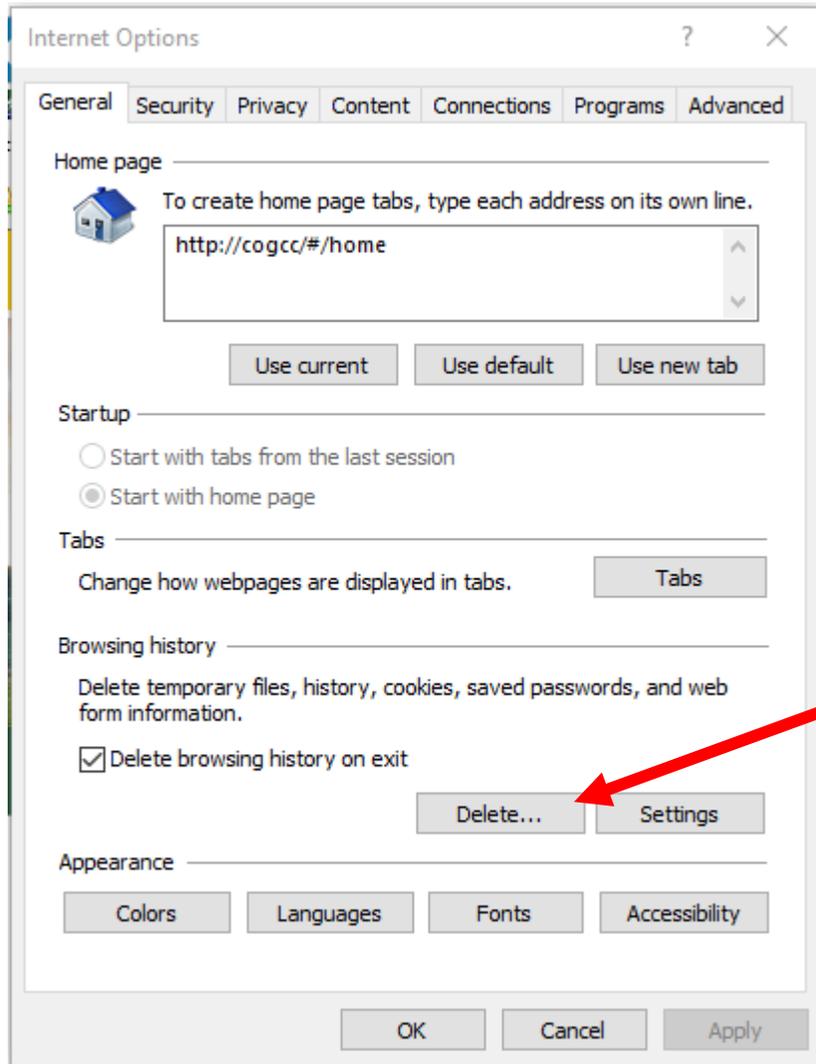


1 - Click "Tools"

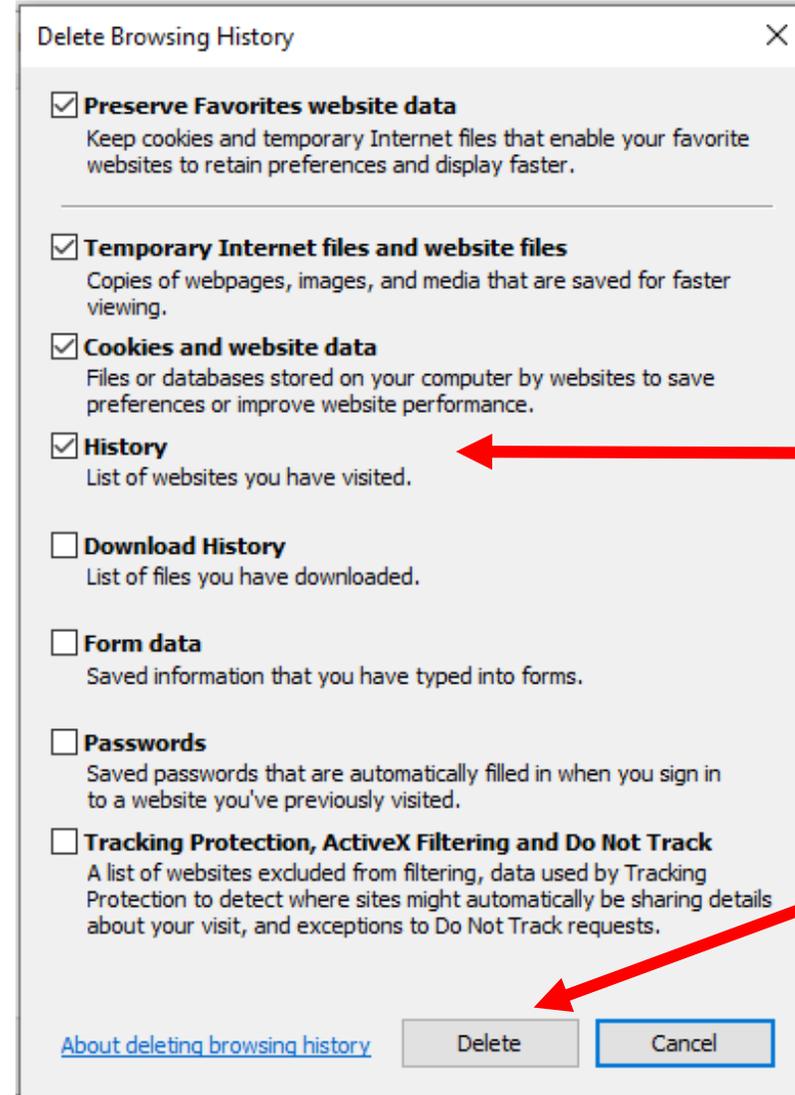
2 - Select "Internet Options" in Menu

***\*Contact your IT support staff to verify the actions required for you to access the updated version of a form.***

# Clear cache, delete browsing history in Internet Explorer for eForms\*



3 – Click "Delete"

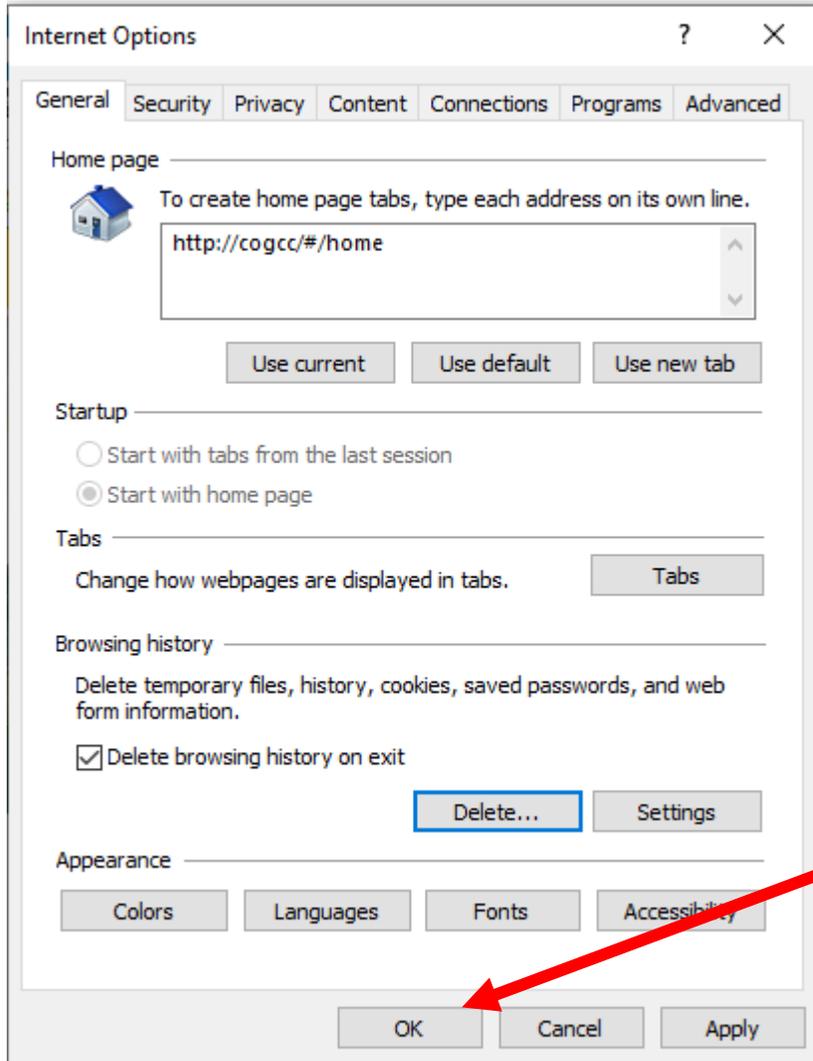


4 – Check "History"

5 – Click "Delete"

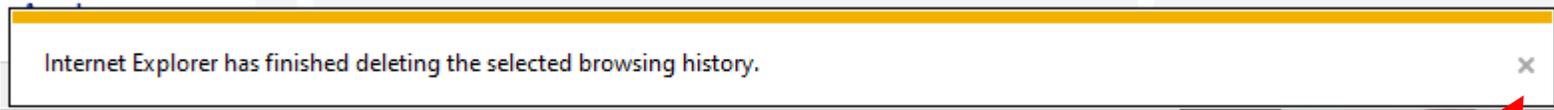
**\*Contact your IT support staff to verify the actions required for you to access the updated version of a form.**

# Clear cache, delete browsing history in Internet Explorer for eForms\*



6 – Click "OK"

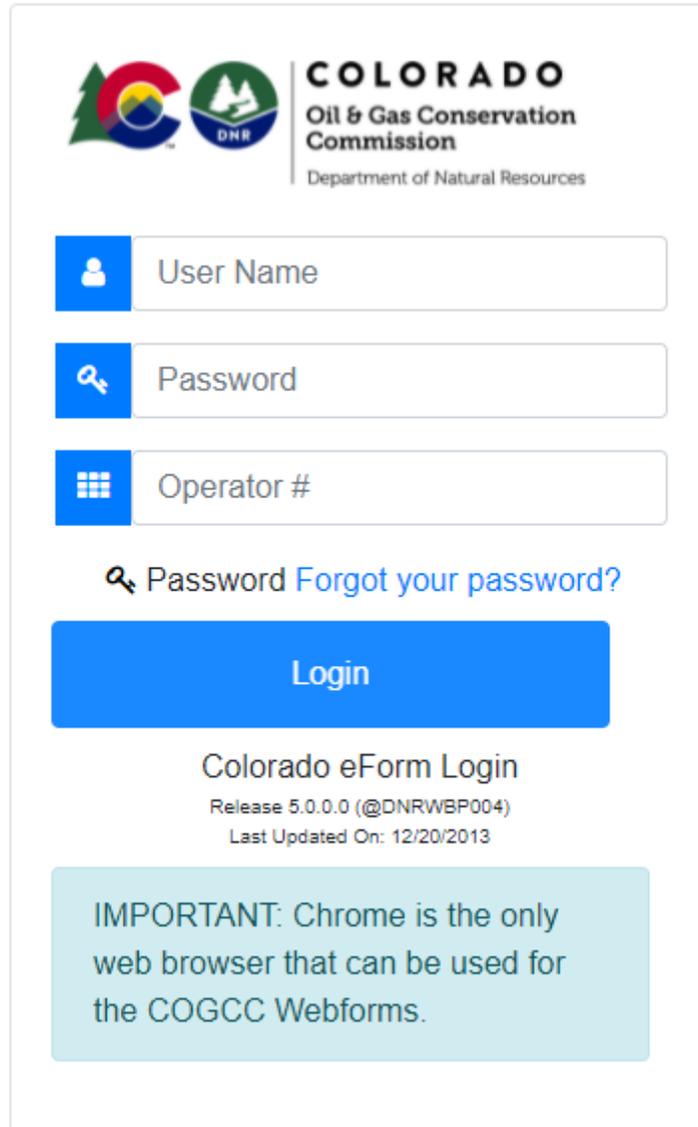
7 – Watch for this notice.



8 – Close notice.

***\*Contact your IT support staff to verify the actions required for you to access the updated version of a form.***

# Use Chrome for Webforms



 **COLORADO**  
Oil & Gas Conservation  
Commission  
Department of Natural Resources

 User Name

 Password

 Operator #

 Password [Forgot your password?](#)

**Login**

Colorado eForm Login  
Release 5.0.0.0 (@DNRWBP004)  
Last Updated On: 12/20/2013

**IMPORTANT:** Chrome is the only web browser that can be used for the COGCC Webforms.



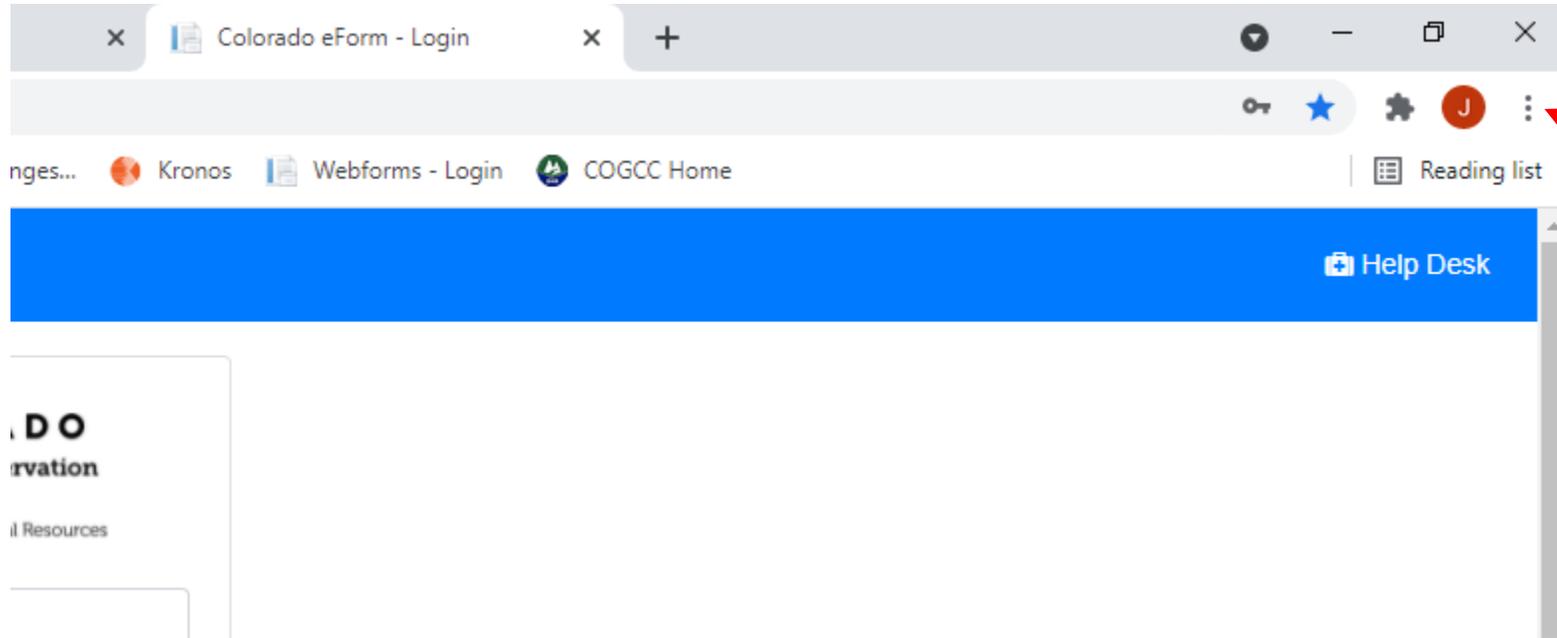
 **COLORADO**  
Oil & Gas Conservation  
Commission  
Department of Natural Resources

Colorado eForm Login  
Release 5.0.0.0 (@DNRWBP004)  
Last Updated On: 12/20/2013

**IMPORTANT:** Chrome is the only web browser that can be used for the COGCC Webforms.

# Clear cache, delete browsing history in Chrome for Webforms\*

Slide 1 of 3



1 - Click "Customize and control Google Chrome"

2 - Select "Settings" in Menu

***\*Contact your IT support staff to verify the actions required for you to access the updated version of a form.***

The image shows the Chrome Settings interface. On the left, the 'Settings' menu is visible with 'Privacy and security' highlighted. A red arrow points from a green-bordered box containing the text '3 - Click "Privacy and security"' to this menu item. On the right, the 'Privacy and security' section is expanded, showing several options. A red arrow points from another green-bordered box containing the text '4 - Click "Clear browsing data"' to the 'Clear browsing data' option, which includes the subtext 'Clear history, cookies, cache, and more'.

***\*Contact your IT support staff to verify the actions required for you to access the updated version of a form.***

Clear browsing data

Basic Advanced

Time range All time

Browsing history  
Clears history from all signed-in devices. Your Google Account may have other forms of browsing history at [myactivity.google.com](https://myactivity.google.com).

Cookies and other site data  
Signs you out of most sites. You'll stay signed in to your Google Account so your synced data can be cleared.

Cached images and files  
Frees up 24.5 MB. Some sites may load more slowly on your next visit.

Cancel Clear data

5 – Select “All Time”

Checking “Browsing history” is optional

6 – Check “Cookies and other site data”

7 – Check “Cached images and files”

8 – Click “Clear data”

***\*Contact your IT support staff to verify the actions required for you to access the updated version of a form.***

## Mission Change Revisions to the Form 4, Sundry Notice

- Current Status - Staff Testing
- Estimated Release – by September 1
- Training – Operator Meeting September 14
- Preview of Changes - **DRAFT**

Form 4 Wizard

Groundwater Sampling can only be submitted for a Facility or Location.

Contact: Groundwater

The screenshot shows a software window titled "Sundry Notice v2.0" with a sub-header "Form 04". The form contains the following fields and options:

- Operator Num: [text input field]
- Type:  API  Facility/Location/OGDP ID
- ID Number: [text input field]
- Groundwater Sampling: Rules 615 and 907.b.(9) Previous Rules 318A.f and 609
- Submit By Other Operator

At the bottom of the window are two buttons: "Create Form" and "Cancel".

Form 4 can be submitted for an Oil and Gas Development Plan (OGDP.)

Contact: OGLA

**DRAFT**

# Well, Facility, Location, OGDG Tab

- Well, Facility, Location, OGDG
- Well Location Change/As-Built GPS
- Formation/ Spacing
- Other
- Reclamation
- Engineering/ Environmental
- Casing & Cementing Plan
- H2S Reporting
- Oil & Gas Location Updates
- Proposed Changes

## CONTACT INFORMATION

Contact Name:   (eg. First Name Last Name)

Phone:   Fax:

Email:

## OPERATOR INFORMATION

Operator Num:  Suff:

Address:

City:  State:  Zip:

**DRAFT**

## Form 4 Submitted for:

Type:

API Number 05-    ID Number:

Name:  Number:

Location: QTRQTR  Sec:  Twp:  Rng:  Meridian:

County:  Field Name:

## Oil & Gas Location(s) and Oil & Gas Development Plan (OGDP) Information

Location(s)

Location ID	Location Name & Number
<input type="text" value="334374"/>	<input type="text" value="BASIN CREEK MW N34N9W 7NESE"/>

OGDP(s)

OGDP ID	OGDP Name
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New data fields to be autopopulated for Locations and OGDGs based upon the entry on the Wizard.

Contact: OGLA

# Well Location Change/As-Built GPS Tab

Tab is now only to change the location of a Well.

Contact: Permitting

- Well, Facility, Location, OGD
- Well Location Change/As-Built GPS**
- Formation/ Spacing
- Other
- Reclamation
- Engineering/ Environmental
- Casing & Cementing Plan
- H2S Reporting
- Oil & Gas Location Updates
- Pro Cha

## WELL LOCATION CHANGE OR AS-BUILT GPS REPORT

Change of Location for Well  
Well location change requires new plat. A substantive surface location change may require new Form 2A.

As-Built GPS Location Report

As-Built GPS Location Report with Survey

**DRAFT**

## SURFACE LOCATION GPS DATA

MUST be provided for Change of Surface Location and As Built Reports.

Latitude  Longitude

GPS Quality Value:  Type of GPS Quality Value:  Date of Measurement  15

Well Ground Elevation  feet Required for change of Surface Location.

Well Ground Elevation has been moved.

# Well Location Change/As-Built GPS Tab

New data fields have been added to change the Base of the Productive Zone location.

Contact: Permitting

Change of BASE OF PRODUCTIVE ZONE Footage FROM	<input type="text"/>	feet	N/A	<input type="text"/>	feet	N/A
Change of BASE OF PRODUCTIVE ZONE Footage TO	<input type="text"/>	feet	N/A	<input type="text"/>	feet	N/A
Current BASE OF PRODUCTIVE ZONE Location	Sec <input type="text"/>	Twp <input type="text"/>	Range <input type="text"/>			
New BASE OF PRODUCTIVE ZONE Location	Sec <input type="text"/>	Twp <input type="text"/>	Range <input type="text"/>			

ATTACH DEVIATED DRILLING PLAN

**DRAFT**

Safety Setback Information for a change of Surface Location is now the same as the Form 2.

Contact: Permitting

**SAFETY SETBACK INFORMATION** Required for change of Surface Location.

Distance from Well to nearest:

Building:	<input type="text"/>	feet
Building Unit:	<input type="text"/>	feet
Public Road:	<input type="text"/>	feet
Above Ground Utility:	<input type="text"/>	feet
Railroad:	<input type="text"/>	feet
Property Line:	<input type="text"/>	feet

**INSTRUCTION:**

- \* Specify all distances per Rule 308.b.(1).
- \* Enter 5280 for distance greater than 1 mile.
- \* Building - nearest building of any type. If nearest Building is a Building Unit, enter same distance for both.
- \* Building Unit - as defined in 100 Series Rules.

**DRAFT**

# Well Location Change/As-Built GPS Tab

Subsurface Mineral Setback Information for a change of Top and/or Base of Productive Zone is now the same as the Form 2.

## SUBSURFACE MINERAL SETBACKS

Required for change of Top and/or Base of Productive Zone. Enter 5280 for distance greater than 1 mile.

Contact: Permitting

Is this Well within a unit?

If YES:

Enter the minimum distance from the Completed Zone of this Well to the Unit Boundary:  Feet

Enter the minimum distance from the Completed Zone of this Well to the Completed Zone of an offset Well within the same unit permitted or completed in the same formation:  Feet

If NO:

Enter the minimum distance from the Completed Zone of this Well to the Lease Line of the described lease:  Feet

Enter the minimum distance from the Completed Zone of this Well to the Completed Zone of an offset Well producing from the same lease and permitted or completed in the same formation:  Feet

### Exception Location

If this Well requires the approval of a Rule 401.c Exception Location, enter the Rule or spacing order number and attach the Exception Location Request and Waivers.

DRAFT

The request for an Exception Location is at the bottom of the tab.

Contact: Permitting

# Formation/Spacing Tab

Objective Formations and Spacing can be added or deleted.

Contact: Permitting

Well, Facility, Location, OGD	Well Location Change/As-Built GPS	Formation/ Spacing	Other	Reclamation	Engineering/ Environmental	Casing & Cementing Plan	H2S Reporting	Oil & Gas Location Updates	Proposed OG Changes
Objective Formation(s)	Formation Code		Spacing Order Num(s)	Unit Acreage	Unit Configuration	Add	Maintain	Delete	
FRUITLAND COAL	FRLDC	☰					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ADMIRE	ADMI	☰				<input checked="" type="checkbox"/>			
▶ WILLIAMS FORK COAL	WMFKC	☰				<input checked="" type="checkbox"/>			
							Add	Remove	

**DRAFT**

# Other Tab

- Well, Facility, Location, OGD
- Well Location Change/As-Built GPS
- Formation/ Spacing
- Other**
- Reclamation
- Engineering/ Environmental
- Casing & Cementing Plan
- H2S Reporting
- Oil & Gas Location Updates
- Proposed Changes

**OTHER CHANGES**

RULE 502 VARIANCE

Order Number:

Description:

**DRAFT**

Contact: Group that regulates the variance rule or order.

A Rule 502 Variance is only requested with a hearing application. The Rule 502 section of the Form 4 will be used as required by a Commission Order granting a variance.

REQUEST FOR WELL RECORDS CONFIDENTIALITY (Rule 206.c.(1))

**DRAFT**

The revised Confidentiality section of the Form 4 specifies that it is for Well Records, per Rule 206.c.(1).  
➤ *It is not used for Rule 223 Confidential Information.*

Contact: Permitting

COMPLIANCE with CONDITION OF APPROVAL (COA) on Document Number:

**DRAFT**

The new "Compliance with COA" section of the Form 4 will be used as required by a COA.

Contact: Group that issued the COA.

Well, Facility, Location, OGD	Well Location Change/As-Built GPS	Formation/ Spacing	Other	<b>Reclamation</b>	Engineering/ Environmental	Casing & Cementing Plan	H2S Reporting	Oil & Gas Loca Updates
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**RECLAMATION**

**INTERIM RECLAMATION**

Interim reclamation will commence on approximately

Interim reclamation is complete and site is ready for inspection.  
Per Rule 1003.e.(3) operator shall submit Sundry Notice reporting interim reclamation is complete and site is ready for inspection when vegetation reaches 80% coverage. Describe interim reclamation procedure in Comments below or provide as an attachment and attach required location photographs.  
**Field inspection will be conducted to document Rule 1003.e. compliance**

**FINAL RECLAMATION**

Final reclamation will commence on approximately

Final reclamation is complete and site is ready for inspection.  
Per Rule 1004.c.(4) operator shall submit Sundry Notice reporting final reclamation is complete and site is ready for inspection when vegetation reaches 80% coverage. Describe final reclamation procedure in Comments below or provide as an attachment.  
**Field inspection will be conducted to document Rule 1004.c. compliance**

**COMMENTS:**

## Engineering/Environmental Tab

Several new "Activities" have been added.

Contact: Engineering or Environmental

### TECHNICAL ENGINEERING AND ENVIRONMENTAL WORK

Details of work must be described in full in the COMMENTS below or provided as an attachment.

NOTICE OF INTENT/REQUEST FOR APPROVAL

Approximate Start Date

<M/d/yyyy>

15

SUBSEQUENT REPORT

Date of Activity

<M/d/yyyy>

15

**DRAFT**

Bradenhead Plan

Venting or Flaring (Rule 903)

E&P Waste Management

Change Drilling Plans

Repair Well

Beneficial Reuse of E&P Waste

Gross Interval Change

Notice of Inactive Oil and Gas Facilities, as required by Rule 911.c. Describe the necessity for keeping the equipment or improvement and a schedule for returning it to service in the comment box below.

Date removed from service:

<M/d/yyyy>

15

Anticipated date of return to service:

<M/d/yyyy>

15

Underground Injection Control

Request approval of Reuse and Recycling Plan per Rule 905.a.(3).

Request approval of Alternative Sampling Plan per Rule 909.j.(6).

Other

Engineering/Environmental Tab

New Rule 909.j.(6) section.

Contact: Environmental and Groundwater

Request that an existing produced water sample from the same formation be used per Rule 909.j.(6) to meet the requirements of Rule 909.j.(1)-(5) for this Well.

Pit Facility ID

Pit Name/Number

Sample ID	API Number	Facility ID	Name and Number	Formation(s)
<input type="text"/>				

DRAFT

New Rule 312 section.

Contact: Engineering and OGLA

Subsequent well operations with heavy equipment (Rule 312)

API	Number	Track	Name and Number
<input type="text"/>			

DRAFT

- Well/Location
- Location Change/As-Built GPS
- Formation/Spacing
- Other Changes
- Reclamation
- Engineering/Environmental
- Casing & Cementing Plan
- H2S Reporting
- BMP
- Submit
- Related Forms
- Well Logs Upload
- Attachments
- Review\*
- Comments & COAs\*
- Status\*

**CASING PROGRAM**

(All depths in this table are measured depths.)

Casing Type	Size	Of	Hole	Size	Of	Casing	Grade	Wt/Ft	Csg/Lin Top	Setting Depth	Sacks Cement	Cmt Btm	Cmt Top
<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>						
n/a													

**POTENTIAL FLOW AND CONFINING FORMATIONS**

Zone Type	Formation/Hazard	Top-Measured Depth	Top-true Vertical Depth	Btm-Measured Depth	Btm-True Vertical Depth	TDS(mg/L)	Data Source	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# H2S Reporting Tab

- Well, Facility, Location, OGD
- Well Location Change/As-Built GPS
- Formation/ Spacing
- Other
- Reclamation
- Engineering/ Environmental
- Casing & Cementing Plan
- H2S Reporting
- Oil & Gas Updates

Intentional release of H2S gas due to Upset Condition or malfunction.

Intent to temporarily abandon well with potential H2S concentration >100 ppm.

**H2S REPORTING**

**DRAFT**



Two new checkboxes for H2S.

Contact: Engineering

# Oil & Gas Location Updates Tab

A new tab for Locations.

Contact: OGLA

- Well, Facility, Location, OGD
- Well Location Change/As-Built GPS
- Formation/ Spacing
- Other
- Reclamation
- Engineering/ Environmental
- Casing & Cementing Plan
- H2S Reporting
- Oil & Gas Location Updates
- Proposed OGD Changes
- Related Forms
- Well Logs Upload

**DRAFT**

OGDP ID Number  OGDP Name

### SITE EQUIPMENT LIST

Indicate the number and type of major equipment components planned for use on this Oil and Gas Location:

Wells	<input type="text"/>	Oil Tanks	<input type="text"/>	Condensate Tanks	<input type="text"/>	Water Tanks	<input type="text"/>	Buried Produced Water Vaults	<input type="text"/>	Meter/Sales Building	<input type="text"/>
Drilling Pits	<input type="text"/>	Production Pits	<input type="text"/>	Special Purpose Pits	<input type="text"/>	Multi-Well Pits	<input type="text"/>	Modular Large Volume Tanks	<input type="text"/>	Pigging Station	<input type="text"/>
Pump Jacks	<input type="text"/>	Separators	<input type="text"/>	Injection Pumps	<input type="text"/>	Heater-Treaters	<input type="text"/>	Gas Compressors	<input type="text"/>	Vapor Recovery Towers	<input type="text"/>
Gas or Diesel Motors	<input type="text"/>	Electric Motors	<input type="text"/>	Electric Generators	<input type="text"/>	Fuel Tanks	<input type="text"/>	LACT Unit	<input type="text"/>		
Dehydrator Units	<input type="text"/>	Vapor Recovery Unit	<input type="text"/>	VOC Combustor	<input type="text"/>	Flare	<input type="text"/>	Enclosed Combustion Devices	<input type="text"/>		

### OTHER PERMANENT EQUIPMENT

Permanent Equipment Type	Number
<input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Remove"/>	

### OTHER TEMPORARY EQUIPMENT

Temporary Equipment Type	Number
<input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Remove"/>	

### CULTURAL AND SAFETY SETBACK UPDATES

Feature	Distance (in Feet)	Direction
<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Remove"/>		

### OTHER LOCATION CHANGES AND UPDATES

Provide a description of other changes or updates to technical information for this Location:

Well, Facility, Location, OGDG	Well Location Change/As-Built GPS	Formation/ Spacing	Other	Reclamation	Engineering/ Environmental	Casing & Cementing Plan	H2S Reporting	Oil & Gas Location Updates	Proposed OGDG Changes	B
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**PROPOSED CHANGES TO AN APPROVED OGDG**

This Sundry Form 4 is being submitted pursuant to Rule 301.c to propose changes to an approved Oil and Gas Development Plan.

Check all boxes that pertain to the type(s) of changes being proposed for this OGDG:

- Add Oil and Gas Location(s)
- Amend Oil and Gas Location(s)
- Remove Oil and Gas Location(s)
- Oil and Gas Location attachment or plan updates
- Other
- Add Drilling and Spacing Unit(s)
- Amend Drilling and Spacing Unit(s)
- Remove Drilling and Spacing Unit(s)
- Amend the lands subject to the OGDG

Provide a detailed description of the changes being proposed for this OGDG.

Attach supporting documentation such as maps if necessary.



- Well, Facility, Location, OGDG
- Groundwater Sampling
- Submit
- Related Forms
- Attachments
- Review\*
- Comments & COAs\*
- Status\*

## GROUNDWATER SAMPLING

### Uses of Groundwater Sampling Section

Request exceptions to current Groundwater sampling requirements in Rules 615.c and 907.b.(9) or to request exceptions to the requirements in previous Rules 318A.f and 609.

Request a previously sampled Water Source in the COGIS database be used to meet sampling requirements described in Rules 615.c.(3) and 907.b.(9).A or requirements in previous Rules 318A.f and 609.d.(3).

**NOTE: If this Sundry Notice is being submitted to request a Groundwater Sampling Exception it cannot be used for any other purpose except requesting the use of a Previously Sampled Water Source in the COGIS database.**

Request an Exception to Groundwater Sampling Requirements per previous Rule 318A.f: There are no Available Water Sources located within the governmental quarter section or within a previously unsampled governmental quarter section within a 1/2-mile radius of this proposed Oil and Gas Well, Multi-Well Site, or Dedicated Injection Well.

Request exceptions to current Groundwater sampling requirements in Rules 615.c and 907.b.(9) or previous Rule 609.c.

Number of Water Sources located within one-half mile of an oil or gas well or multi-well site (Rule 615.c) or within one (1) mile of a Centralized E&P Waste Management Facility (Rule 907.b.(9)).

Number of Water Source Exceptions requested per Rule 615.c or Rule 907.b.(9).

Number of Water Sources determined to be unsuitable. **The condition of these Water Sources MUST be documented in the comments below or in an attachment.**

Number of Water Sources suitable for testing whose owners refused to grant access despite an operator's reasonable good faith efforts to obtain consent to conduct sampling.

**The reasonable good faith efforts used to obtain access from the owners of these Water Sources MUST be documented in the comments below or in an attachment.**

Request a previously sampled Water Source in the COGIS database be used to meet sampling requirements as described in Rule 615.d.(3) and 907.b.(9) or as described in previous Rules 318A.f.(2).A and 609.d.(3).

Type of Sample Substitution Request

Enter Sample ID Number from COGIS Maps for each Previous Water Sample:

Sample ID	Facility ID	Sample Date	Sample Purpose	

## COMMENTS



New Rule 312 section.

Contact: Engineering and OGLA

Subsequent well operations with heavy equipment (Rule 312)

DRAFT

API	Number	Track	Name and Number

### Operator Guidance - Mission Change

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<u>Form or Process</u>	<u>Guidance Document</u>	<u>Date</u>	<u>Contact(s)</u>	<u>Contact Email(s)</u>
4	Operator Guidance - Rule 312 - Subsequent Operations on Existing Wells	May 25, 2021	Craig Burger	craig.burger@state.co.us

New Rule 312 Guidance.

### **COGCC Staff Contacts for Form 4, Sundry Notice**

John Heil (Environmental)	john.heil@state.co.us
Arthur Koepsell (Groundwater)	arthur.koepsell@state.co.us
Rebecca Treitz (OGLA)	rebecca.treitz@state.co.us
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