



Form 10 - Process Change

- •The Form 10 reports and documents: when oil and/or gas are first sold and the registered transporter and/or gatherer that is responsible for the first purchase.
- •If the first purchaser Transporter and/or Gatherer changes, the changes are reported and documented using this Form.
- •This form has been simplified and all data fields referring to Change of Operator have been removed.
- •Please use the Form 9 for Change of Operator purposes.



Operator & Purpose Tab

Operator Contact Information												
Contact Name:		John	Production	(First name Last name)								
Phone:	303	894-2100										
Email:	john.pro	roduction@state.co.us										
Purpose of Form: Form can be submitted for only ONE purpose												
Enter transporter/gatherer identification in Transporter/Gatherer Tab. Enter well identification and information in New Well Tab.												
New Well Certificate of Clearance YES VES												
Add/Change Transporter and/or Gatherer												
Effective Date of Add/Change < M/d/yyyy> 15												

- •Purpose of Form: Select "Yes" next to the type of Form 10 you wish to submit. The Form will auto-populate "No" next to the other purpose.
- •The Effective Date only pertains to "Add/Change Transporter and/or Gatherer" and <u>must</u> be entered in the field below.
- •Rule 219.c. requires a Form 10 be filed within 30 days of the change.



Wells Tab

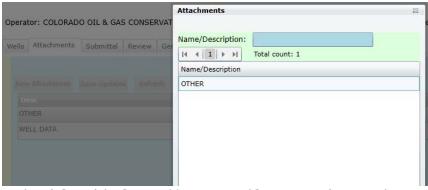
	API Seq. Number		Mall Mana	Otrotr	Soc	Tues	Danas	Date	Date	Tuono/Coth#
(xxx)	(xxxxx)	Well Name	Well Num	QtrQtr	Sec	Twp	Range	First Sales Gas	First Sales Oil	Trans/Gath#
123	15596							3/1/2012	3/1/2012	70505
123	15596							3/1/2012	3/1/2012	4680

- •Well Data Entry Grid: Wells can be added two ways.
- •When using the data template and importing a list of wells and their transporter/gatherer numbers, you must duplicate all of the cells except the Trans/Gath# cell.
- •Once your template is complete, close the spreadsheet, and click on the "Import Data" button.

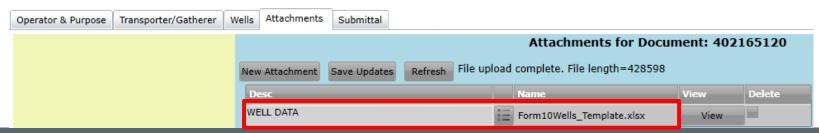
Note: Only fields in blue should be filled out in the template. Dates of first sales are not required for change of transporter/gatherer forms.



Attachments Tab

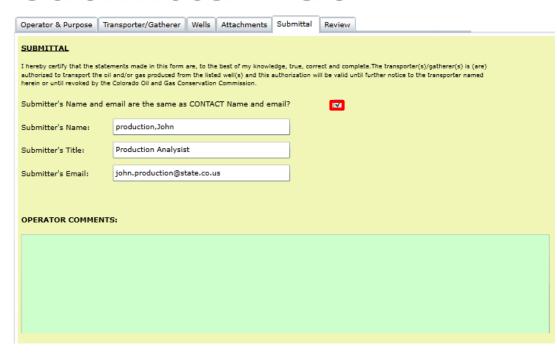


- •No attachments are required for this form. However, if an attachment is requested by COGCC, it may be uploaded by clicking the "New Attachment" button and selecting "Other" as the Name/Description.
- •Do not upload the data template from the Wells tab. eForms will auto-generate a "Well Data" file which contains this information.





Submittal Tab



- •Your Name, Title, and Email are required fields. If this information is the same as the "Contact" information on the Operator & Purpose Tab you can click the checkbox.
- You will still need to add your title, as it is not on the previous tab.
- •Operator Comments: (Optional)
 A comment is helpful if a secondary
 New Well Certification form is being
 submitted to correct date of first
 sales.



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