

State of New Mexico
Energy, Minerals and Natural Resources Department

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NOTICE

**New Operator Guidance for OCD Submissions Now Available Online
April 14, 2026**

The New Mexico Oil Conservation Division (“OCD”) is excited to announce a new “Operator Guidance” section on the OCD website. The OCD will be posting guidance and training material for operators to utilize when submitting items to the OCD. This change is a collaborative effort to assist operators with clear and concise information in a more streamlined location. The associated guidance documents outline what is needed for OCD to successfully review items and any parameters that OCD may use in determining outcome of applications. This effort should provide clarification and less confusion for operators when submitting items for review to the OCD. Please note as additional pertinent guidance documents and related notices are provided, they will be placed both in the notices section and in this new Operator Guidance section. OCD will also be reviewing prior guidance that may be transferred into this new section.

In addition to the Operator Guidance section OCD is also issuing new guidance documents on Applications for Permits to Drill (APDs) and plugging sundries (C-103F&P). The guidance provided will assist operators in their submittal of these application types to the OCD.

New operator guidance documents being provided in conjunction with this notice:

- C-101 (Federal/Tribal) submissions
- C-101 (State/Fee) submissions
- C-103F Notice of intent to Plug and Abandon
- C-103P Subsequent Reports of Plug and Abandon operations
- NGMP (Natural Gas Management Plan)

In addition, the below previously posted guidance will be migrated to this section, such as:

- C-104 Completion Packet Submission Guidance

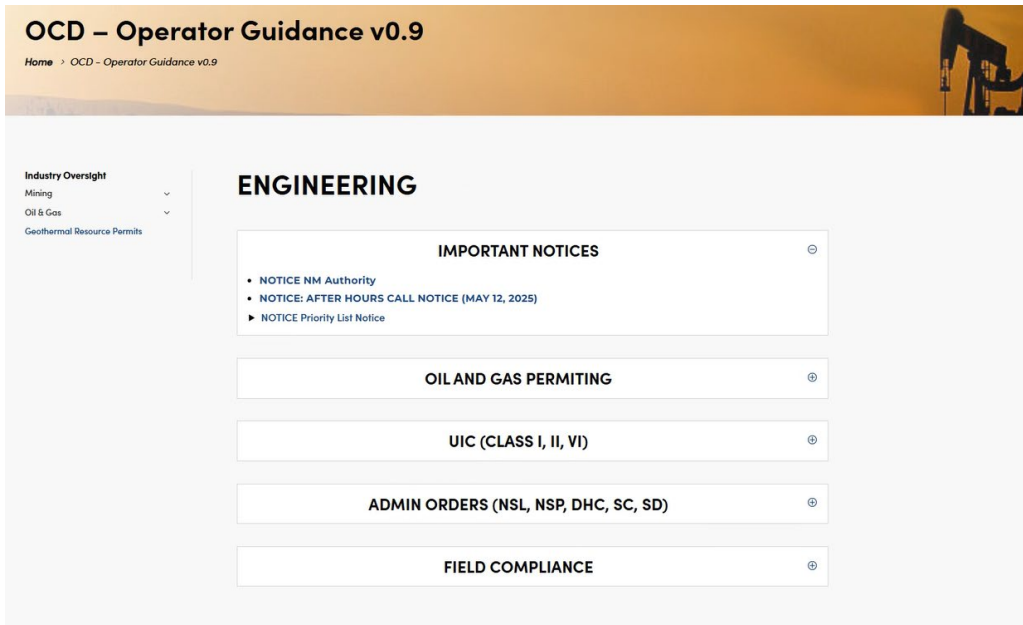
LINK TO NEW WEB PAGE CAN BE [FOUND HERE](#)

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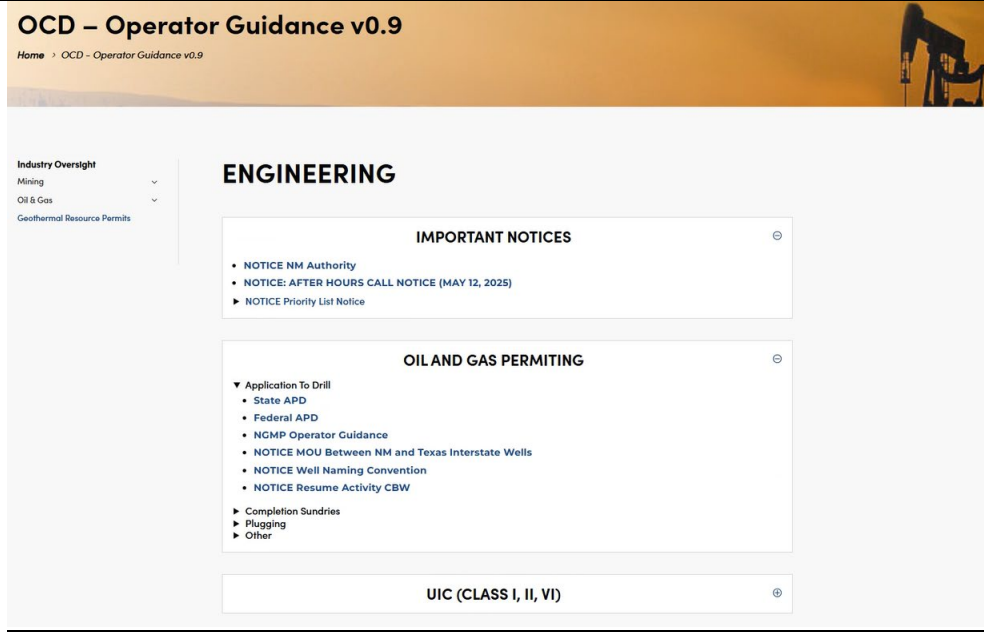
Location of the new page will be under “Industry Oversight” and the OIL & GAS” Subcategory.

Industry Oversight	OIL & GAS
MINING	Oil and Gas Permitting Between Both ▼
Water Data Act APIs	Methane Waste Rule
Public Notices	OCD Public Resources ▼
MMD Online: Web Applications	OCD Announcements and Notifications
Mining Data and Statistics	Oil Conservation Commission ▼
Coal Mine Reclamation Program ▼	Oil Conservation Division Hearings
Mining Act Reclamation Program ▼	
Abandoned Mine Land Program ▼	
Mine Registration and Reporting Program ▼	
Excellence in Reclamation Award	
Commissions ▼	

Example Screen Shots



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Structure of Guidance Example:

The Oil Conservation Division (“OCD”) Operator guidance is designed to outline the base line of which documents, file types, and parameters are needed for the submission type listed in the header of this document. This guidance is written to be a high-level guide and is not intended to be all inclusive as there are times when variables occur outside the scope covered herein and may require additional information or steps. The structure of these documents utilizes a bulleted system and is formatted as follows:

Introduction summary of the form and applicable rules.

- Prerequisite submissions
 - Submission A
 - Submission B
- Main application/sundry name (links will be included if applicable)
 - List of required attachments
 - File A
 - File B
 - File C
 - List of additional attachments (information helpful but not required in most cases)
 - File D
 - File E
- Information needed on each file listed above (required and optional files)
 - File A
 - [Information here] I.E. API #
 - ❖ [Parameter here] I.E. Must not be duplicate API #
 - Continued as needed.
 - [Information here] I.E. API #
 - ❖ [Parameter here] I.E. Must not be duplicate API #

***** End of Structure*****

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For any questions, please contact OCD.Engineer@emnrd.nm.gov