

## **Guide to submitting a C-145 through OCD PERMITTING (Fee is applied for this electronic submittal)**

*A change of operator occurs when the entity responsible for a well or a group of wells changes. A change of operator may result from a sale, assignment by a court, a change in operating agreement or other transaction. Under a change of operator, wells are moved from the OGRID number of the operator of record with the division to the new operator's OGRID number.*

*The operator of record with the division and the new operator shall apply for a change of operator by jointly filing a form C-145 using the division's web-based online application. If the operator of record with the division is unavailable, the new operator shall apply to the division for approval of change of operator without a joint application. The operator shall make such application in writing and provide documentary evidence of the applicant's right to assume operations. The new operator shall not commence operations until the division approves the application for change of operator. As stated per rule 19.15.9.9 CHANGE OF OPERATOR NMAC*

1. The New operator may need to obtain an OGRID number and obtain a blanket plugging bond **prior** to transferring any well(s) within the state. Both buyer and seller must be a bonded operator and have an operator administrator user account in OCD PERMITTING.
2. For wells on federal lands accessing federal minerals or minerals, shall file the applicable federal forms with BLM in lieu of filing the following forms with the division, sundry notice on well(s) to transfer, are bonded with the appropriate federal agency, **prior** to filing a C-145 Change of Operator form in OCD PERMITTING. Operator will provide a copy of the approval sundry via email to, [OCD.AdminComp@emnrn.nm.gov](mailto:OCD.AdminComp@emnrn.nm.gov)
3. Operator Information (Tab 1) - Current Operator will initiate the C-145 Change of Operator electronically by completing the fields.
4. Properties (Tab 2) - Select properties of interest. If all wells are transferring, "Select All" located at the bottom of the screen. Otherwise select each well to transfer. Wells/Properties may be added or deleted at any time before the submission is complete.
5. Wells (Tab 3) - Review Permit Details are correct. If operator information is incorrect, please return to Tab 1 to edit. Only Compliant Well(s) or One Noncompliant well is selected; *Only Compliant well(s)* selected, will allow selection of active/compliant wells to appear with a box in the Transfer column, click each square to mark the wells to transfer. If the box in Transfer does not appear for any of the selected wells, please refer to the 6 columns on the right hand side of the table to view if the well(s) is marked as an Inactive well or Inactive Bond. If a number appears for Active Incidents, Active Pits, Active Tanks. Well(s) marked with any of the mentioned, the well is non-compliant. Non-compliant wells will one (1) noncompliant well for transfer per 1- C-145 Change of Operator request. If additional bonding is required for inactive wells on state/private/fee land, the original bond must be obtained for the amount shown to Santa Fe office, attention to the Bond Administrator **prior to submitting** the C-145 to OCD PERMITTING. *\*\*Switching between (Non)compliant well types will remove all currently selected wells and certifications.*
6. Comments (Tab 4) – If additional comments an operator may want to add, please use Tab 4. otherwise, skip to Tab 5-Forms.

7. Forms (Tab 5) – Verify Permit Details are correct (If details are incorrect, repeat to Tab 1 Operator Information to revise). Forms section, select “*C-145: Change of Operator Form*”, Verify the form is has the correct current and new operator information. Right click on form, select to print to either save as a pdf or print the form (Portrait layout only), complete the form by each party is required. The current operator will read page 1, sign, print and complete signature page with date included. The new operator will complete the entire form, sign, print and complete signature page with date included. Save the completed 3-page C-145 to upload back into the submittal process which is explained on step 9 below. *Note: each party may complete each step, Tab 1 through Tab 7. Please exit the electronic submittal by selecting Tab 8 to close. This will allow the other participating party to electronically access the permit filing number to complete their processes through OCD PERMITTING.* In forms section, select, “*All Wells Affected by Change*” to view the wells to transfer list. The list is for review only. No need to print. Verify all wells appear for transfer (if revisions are required, return to tab 3 - wells). Use the back arrow on the upper left-hand corner of your screen to return to previous page once the party has viewed the well affected by change.
8. Warnings (Tab 6) – Warnings tab will address any errors, Fatal or Non-fatal errors. If errors appear, the parties involved will need to update the status as mentioned.
9. Certification (Tab 7) – Both parties are responsible to verify the uploaded 3-page C-145 is complete and attached successfully.
  - *Only attach the complete and signed 3-page C-145.*
  - *Verify Permit # on upper right-hand corner of page 1 and on page 3 of the 3- page C-145 is the correct Permit # for the filing online.*
  - *No other attachments will be accepted.*
  - *Permit must be signed and dated with requested information before it is submitted.*
  - *Permit will be rejected for any incorrect filing.*

Certifications section, “*Transfer from Operator’s Certification*” is completed, select Close (Tab 8) to exit. Notify the new operator the electronic permit is ready for their completion of the transfer. The “*Transfer to Operator’s Certification*” will complete the electronic permit process. Once the “**Submit to OCD**” is selected, will lead to complete the payment process to submit the request to OCD for approval. The payment process is decided by both parties. **Before proceeding to submit to OCD option, please verify all tabs are complete and correct.**

*Note: If either party changes the wells to be transferred, both parties will have to re-certify the form. If both parties have a property with the same name, the new operator will be asked to verify or change the new property names.*

10. Once the C-145 Change of operator form is electronically submitted through OCD PERMITTING, if there are revisions to be made, the permit can be viewed through submissions > select Status as submitted to un-submit the filing to edit, later re-submit before OCD retrieves the file for processing to avoid denials of the request for incorrect filings.
11. The C-145 permit filing will be denied/rejected by OCD if sufficient bonding is not supplied. Once bonding is in place, you may pick up the permit again by going to Submit Forms, Other, Operator Change, and selecting, edit for the Rejected permit.