

State of New Mexico
Energy, Minerals and Natural Resources Department

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Notice

Electronic Submittal of OCD and OCC Correspondence November 20, 2020

To improve OCD responsiveness to the submittal of electronic correspondence not required to be submitted through the OCD fee portal, the OCD is providing clarification for operators to follow to ensure proper delivery of correspondence. Correspondence falls into these categories: **Engineering, Environmental, OCD Hearings** and **OCC Hearings**. Each has a separate email to which the respective correspondence should be addressed. To ensure efficient OCD response, please direct correspondence to the correct email. **OCD personnel should not be emailed directly or cc'd along with the general email inboxes.**

All email correspondence should include:

- Subject Title:
 - Unique Identifier (Case Number, API, Incident number, permit number, facility ID, etc.)
 - Email Topic (i.e., Case 12345, Entry of Appearance)
- The email should provide a brief description of its purpose and contents, and the relevant documents attached in pdf format.

Engineering non-fee correspondence:

Please email all documents to OCD.Engineer@state.nm.us.

For UIC Class II Permits

(including SWD disposal and ER projects)

- Injection Pressure Increase (IPI) Requests
- Protests Related to Injection including C-108 Applications
- Requests for Extension of Time for Commencing Inject or Continuing Injection Authority
- Proposed Well Location Modifications
- Requested Additional C-108 Application Material
- General - Inquiries on C-108 Applications and Contents of UIC Permits or Orders
- Monthly/Quarterly/Annual Reporting Requirements for Acid-Gas Injection Wells
- Requests for Modification of Requirements of Orders for Acid-Gas injection wells
- Reporting requirements to be submitted to the Engineering Bureau as a condition of approval - including logs and analytical results
- Requests for exceptions to packer setting depths

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For Non-Standard Location (NSL) / Non-Standard Proration (NSP)

- NSL/NSP Protests

For Compulsory Pooling (CPs)

- Updated AFEs
- General CP Inquiries
- Extensions to Drill or Complete under a Compulsory Pooling Order

For Downhole Comingling (DHC) / Surface Comingling (SC)

- Protests
- Quarterly Reports for Well Tests

Environmental non-fee correspondence:

Please email all documents to OCD.Enviro@state.nm.us.

For Spill Remediation

- Requests for extensions of time for remediation plans
- Notices of scheduled sampling

For Abatement Plans

- Annual monitoring reports

For Recycling Facilities

- All Form C-147 and supporting documents (registration/permit applications, modification requests, variance requests, closure plans, and closure reports) for Recycling Facilities or Containments
- All cessation of operations extension requests
- All construction (including liner installation), sampling, and closure notices.
- All notices of fluids detected in leak detection systems
- Monthly reports (Form C-148)

For Pits and Below-Grade Tanks

- All sampling notices
- All construction and as-build drawings

For Surface Waste Management Facilities

- Annual reports
- All construction and as-build drawings

For Discharge permits

- All Notices of Intent to Discharge.
- All reports.

UIC Class I, Class III and Class V Permits

- WQCC Application with applicable C-108 Form
- Injection Pressure Increase (IPI) Requests
- Public Comments Related to Injection Well Application and Permitting under WQCC Regs. including C-108 Application information also used by Environmental Bureau
- Proposed Modifications to WQCC Permit

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- Quarterly injection fluid quality reports
- Annual Fall-Off Test Reports
- General - Inquiries on WQCC UIC Permits
- Quarterly/Annual Reporting Requirements for Wells
- Well MIT and/or other required test information
- Reporting requirements to be submitted to the Environmental Bureau as a condition of approval - including logs and analytical results
- C-141 Environmental Release Notifications
- Injection groundwater and brine fluid quality reports
- Financial Assurance

OCD Hearings non-fee correspondence:

Please email all documents to OCD.Hearings@state.nm.us.

OCD Hearings Document Types

- Any request for an extension of time for any application/permit/ order or regulatory requirement
- Pre-hearing statements
- Entry of Appearances
- Dismissals
- Withdrawal of Counsel
- Exhibits for Contested or other Hearings
- Motions
- Any other non-fee document for hearings

For **OCC Hearings** non-fee Correspondence:

Please email all documents to OCC.Hearings@state.nm.us.

OCC Hearings Document Types

- Any request for an extension of time for any application/permit/ order or regulatory requirement
- Pre-hearing statements
- Entry of Appearances
- Dismissals
- Withdrawal of Counsel
- Exhibits for Contested or other Hearings
- Motions
- Any other non-fee document for hearings