

State of New Mexico  
Energy, Minerals and Natural Resources Department

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## Notice

### **New OCD Online Submission System Updates November 20, 2020**

Beginning the week of November 30<sup>th</sup>, 2020, the OCD will release new online submission updates for our OCD Online system. These updates will allow operators to submit 97 distinct form types and will replace the generic electronic submissions to the OCD online E-Docs system that has been required since the beginning of the COVID-19 pandemic.

This release is the first phase of a two in the Paperless Initiative Project to improve efficiency and streamline processes for both operators and the OCD.

The updated OCD online system will be open in development mode, prior to the final production launch, to allow operators to familiarize themselves with the system changes. The development site will be open from Monday, November 23<sup>rd</sup>, 2020 at 7am MST through Monday, November 30<sup>th</sup>, 2020 at 6pm MST.

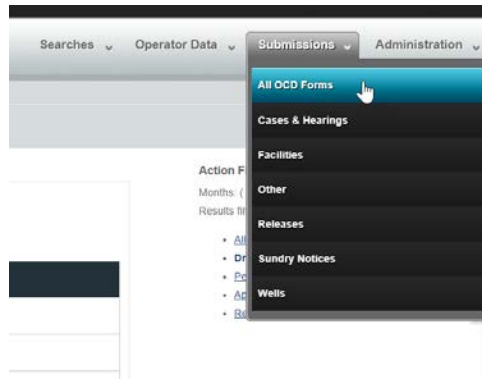
#### **Key changes included in this release:**

- All types of operator submissions have been consolidated and unified under the submission menu structure and home screens as seen below. These menus combine existing electronic permits and fee applications with many new types of non-fee applications and allow operators to have visibility of the status of all their submissions.
- **Home Screen** – the existing static homepage has been replaced with a consolidated hyperlinked list of each operator's submissions filtered by status and period.

The screenshot shows the "OCD Permitting" interface. At the top, it says "Recent Actions" and "Draft Actions in the last month (49 items)". Below this is a table with columns: Action ID, Type, Status, and Status Date. The table contains several rows of draft actions, all with a status of "DRAFT". To the right of the table, there are "Action Filters" including "Months" (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12) and "Results Filtered by" (OCDREQ, Fee). Below the filters, there are links for "All Actions (52)", "Draft Actions (49)", "Submitted Actions (3)", "Approved Actions (1)", and "Rejected Actions (0)".

Action ID	Type	Status	Status Date
8202	C-141	DRAFT	11/19/2020
8201	C-141A	DRAFT	11/19/2020
8199	APP	DRAFT	11/19/2020
8198	C-150	DRAFT	11/19/2020
8197	C-150A	DRAFT	11/19/2020
8196	C-150A	DRAFT	11/19/2020
8172	C-116	DRAFT	11/17/2020
8173	C-141A	DRAFT	11/17/2020

- **Submission Menu** – consolidates all operator submissions and replaces the existing separate Submit Form and Fee Application menus in the previous system. Those submission types that have an associated fee are marked as such.



- The “**All OCD Forms**” page in the Submissions menu contains a consolidated list of all submission types including details of required and optional documentation.

Form	Submission Description	Fee	Link
C-101	Standard Application for APTC (C-101) Check to view application requirements	None fee required	<a href="#">Standard Application for APTC (C-101)</a>
C-102	Application for a permit to drill (C-102) (includes 2002 back to present to non-leased and non-leased and APTC) Check to view application requirements	None fee required	<a href="#">Application for a permit to drill (C-102)</a>
C-103	Well Location and Abandonment Declaration (Form C-103) Check to view application requirements	None fee required	<a href="#">Well Location and Abandonment Declaration (Form C-103)</a>

- Please note all submittals will require a minimum attachment of the main form before the system will accept the submission.
  - Acceptance into the system **does not** mean approval of the submission.
- Once the new system is formally implemented the week of November 30<sup>th</sup>, the OCD will be no longer accept submittals through the OCD E-Docs system except for well logs in .tiff format.

**Instructions on how to access and use the OCD development system:**

- Access the development environment [HERE](#)
- Login to the development site using the same username and password used for the OCD Permitting Site as of the evening of Friday, October 20<sup>th</sup>, 2020.
- The development system is a separate version of the OCD Online system and is separate from the OCD Online site. Any permits or data entered here are for familiarization and test purposes only.
- The development system reflects data copied from the OCD Online environment from approximately 3 months ago so most recent permits and data may not be reflected.
- OCD staff has generated some test data for companies during the user testing processes, please disregard these data entries.
- Email notifications may be sent out by the development system as a result of familiarization activities.
- For completing fee type test submissions please use this test credit card number
  - Card Number: 4111-1111-1111-1111
  - Expiration Date: Any date in the future
  - Card Code: Leave blank

**Please provide any feedback by end of business November 30<sup>th</sup> to [ocdfees@state.nm.us](mailto:ocdfees@state.nm.us):**