Colorado Oil and Gas Conservation Commission

eForm Training

Filing Forms Electronically

COGCC

Denver, CO

303-894-2100
First Time Users:
Set-up and Create Users
First Time Users

- First-time users will need to install Silverlight.
  - Go to [https://cogcc.state.co.us/eform/](https://cogcc.state.co.us/eform/), the site will automatically run a check of the users system to see if the proper add-on is installed within their browser.
  - The application can run on any browser: including; Internet Explorer, Firefox, Safari and Chrome.
  - If the add-on has not been installed within the browser, the following window will display.
• Click on the “Install Microsoft Silverlight” box to begin the install process and the following dialogue box will appear.

![File Download - Security Warning]

• Click the “Run” button and another dialogue box will appear and you will need to click that “Run” button also.

![Internet Explorer - Security Warning]
• The Microsoft Silverlight “Install” window will appear. Click on the “Install Now” Button.

• The “Enable Microsoft Update” window appears. Click the “Next” button.
The “Installation Successful” window will appear when the installation is complete. Click the “Close” button and move onto the next step.
Sign in and set-up users.

- Re-enter the web-site address for eFrom -
  [https://cogcc.state.co.us/eform](https://cogcc.state.co.us/eform)

- Enter the Login Name, Password and Operator ID# and click the “Login” button.
- The system will verify the user associated with that operator number and bring up the default dashboard page.
Dashboard Views

- There are two different dashboard views for operators.
  - One view is for the Colorado Operator User Administrator (COUA). This individual is responsible for setting up users for that operator.

- The other is the dashboard that the users will see.

- The difference is in the number of menu options. The COUA has the additional “Operator Administrator” option which is used to setup users.
Setting Up New Users

- Using the “Operator Administration” option, the COUA will create and maintain users for the Operator:
  - Click on the option for Operator Administrator
  - Click on “Create Login”. Type in the new users USER NAME, a PASSWORD (letters, numbers and at least 1 special character, for a total of at least 6 characters is required), and their EMAIL address. The same information will be entered a second time and it must match the initial entries.
  - Once the email is entered and the COUA exits the email field the user has been created. The COUA can continue entering additional new users or can exit to get back to the dashboard as needed.
  - When you want to leave the page and save all of the data click on the “Update and Exit” button. This will return you to the dashboard. The “Cancel” button will cause all of the entered data to be deleted

- See the following slide for the snapshot view of the screen display and example for setting up new users.
The COUA clicks the Create Login to create new users. Continue to click until all new users are added, then click the Save button to exit.

Each user requires an individual username and password to access the system. Each user will have the ability to create a template with their identifying information.

COUA = Colorado Operator User Administrator

Every user needs to be an established Designated Agent (Form 1A).
Maintaining current email addresses is imperative since the email address within the users account is the default email for communication related to the eForm processing.

To delete users: From the “Edit Users for Current Operator” display of user names, click on the delete box for that individual user. Click on the “Update and Exit” button when ready to save and exit.

Use the Designated Agent Form 1A to delete individuals no longer working with the operator.
Creating and Locating Electronic Forms: The Basics of eForm Screens, Messages and Navigation
Creating and Locating Electronic Forms

- Go to the eForm website address to log in and get to the dashboard:
  https://cogcc.state.co.us/eform/
Dashboard

Two or three options to choose from depending on role.

Locating a Document: There are several ways to locate an existing document: Doc ID, Form #, Date Range and Form Status.
Starting a New Form

- Click on the New Form link.
- The Create Form drop down list will appear.
- Select the Form number from the list and click on the Go button. eForm will start loading the form template into the data entry screen and, depending on the type of form selected, you may get a secondary window to enter additional data. This secondary window is used to gather information from the database to populate certain data fields on the form.
Creating a New Form

Drop down the list of forms and click the Go button

The following slides are basic information for using eForm applications.
For specific Form 2 instructions scroll to slides 37-47.
For Form 2A scroll to slides 48-60.
For Form 5 instructions scroll to slides 62-69.
For Form 5A scroll to slides 70-74.
After you have selected the New Form/New Application function, chose a form from the drop down list and click on the GO button. The system will assign a DOC ID to each new form created. The DOC ID is the number that will be used to track the form as it moves through the COGCC process from the initial entry by the operator to approval by the COGCC. If the user decides to save the form without completing it in this session, they will be able to return to the document and the data will have been saved. Users can return to the document using the DOC ID number.
Each section is set up in tabs. The tabs are arranged so a user can select any tab in any order.
Warning and Error Messages

If there are errors in your form there will be a red message near the top of the window, and a red flag near the top on the left.

Hover the mouse pointer over the flag, and a window explaining the errors will slide out.

Form has errors:
- Submitter Print Name is a required field.
- Submitter Email is a required field.
- Spud Date is required in Drilling section.

- You can click the yellow triangular icon to the left of the error to transport the field regarding the error in question.
- You can click the pushpin icon to make the window stay out; otherwise, the window will slide away off to the side when you take the mouse pointer off of it. Click it again to let it slide back out of view.

Correct the errors and click the Save button again.

Once there are no remaining errors, click the Validate button, next to the Save button.
Five Function Buttons

- **Save**: The data will be validated against the Rules Engine and will be saved to the database.
- **Validate**: The data will be validated and errors will be listed but no data will be written to the database.
- **Print Preview**: A PDF report of the data entered and saved to the database will be created.
- **Submit**: This button will only be available when the data entered has been saved to the database and there are no errors when validation has been run.
- **Exit**: Selecting this option will close the form and return the user to the dashboard.
There are a number of different parameters that can be used to locate documents already in eForm.

- If a user enters a Doc #, all other parameters are ignored. Otherwise the system will use the information that is entered.
  - The date range is always used along with status and Form No.
  - Currently the date range is tied to the date the form was created or first started. The wider the date range, the longer it will take to return the result set.
  - Status refers to the current status of the form.

- Click on the **FIND** button.
- See the following slide for additional information.
The result set from a search can be re-sorted by clicking on the name of the column. Once the page has re-sorted, there will be an arrow pointing either up or down representing ascending or descending order. The only column that cannot be used for sorting is the Tasks column.
Columns on the Dashboard

- **Doc ID:** The system generated Document number—This is how the COGCC tracks the document through the review process. Numbers greater than 400000000 represent forms submitted by operators using eForm.
- **Form Num:** The COGCC Form Number, i.e. Form 2 is an APD.
- **Status:** The current status of the form.
- **Status Date:** Date the last time the status of the form changed. Example: If a Form 2 status is In Process, then the Status Date listed would be the date the APD passed the Completeness check and the status changed to In Process. This would be when the COGCC staff began their review of the document.
- **Oper Num:** The Operator Number the form is associated to.
- **Company Name:** The name of the Operator associated to the Operator Number.
- **County, Sec, Twp, Rng:** The location information from the form, if available.
- **W/L Name:** The Well or Location Name from the data entered on the form, if available.
- **Tasks:** The column displays a count of the assigned tasks that are coming due or are overdue.
Buttons on the Dashboard

- **Attachments**: Used to display a screen where operators can add attachments to documents that are required for processing the form or to see a list of documents that were submitted with the form.

- **Edit**: Opens up the data entry screen where the operator enters the data. Button is only visible for a form in Draft status.

- **Delete**: Allows an operator to delete a form they started but have not yet submitted.

- **Comment**: Used to review Public Comments that have been made on any Form 2 or Form 2A. The Public is allowed to make comments on these forms for the first 20 days that the form is in process.

- **View**: Creates a PDF report of the current data for the form. Every time any data on the form is changed and saved, the PDF report created by this button will reflect the changes.
Click on the **Attachments** button to open the **Attachments** screen. NOTE: Attachments must be in PDF format.
Adding Attachments

Press **New Attachment** to browse operator system or network to upload attachment. Note: Must be in PDF format.

Press **Save Updates** to save the attachments after adding all of the documents, then press the **Close** button.

The following slide provides instructions for viewing a complete list of attachment names for each form type.
Accessing Attachment Document Descriptions from the Help link.

Click on Help to get to this screen.

Click here for list of attachment documents drop down descriptions.
The **EDIT** button takes the user back into a form and allows changes to the data entry screens of existing documents. Button is only visible for a form in Draft status. No changes can be made to forms once submitted.
Click on Delete button for any draft document you would like to remove.

Click OK or Cancel to verify action.
Click on New Comment to enter any additional comments or to enter the first comment.
Submitted comments will be reviewed by a staff member for acceptable language. Once reviewed, the comments will then become viewable to everyone who has access to that form.

Submitted comments will be viewable within a few days. The comments here do not necessarily reflect the opinions of the COGCC, the State of Colorado or any associated agencies. Due to the volume of comments received, we cannot respond individually to every comment.
Public Comments – Form 2 and 2A

According to Rule 305 c., the Public can make comments on any Form 2A or associated Form 2 for the first twenty days the form is In Process at the COGCC. Through eForm, the public has the ability to make those comments and any comments that are made are viewable to the public. All comments are reviewed by staff at the COGCC for acceptable language before the comment is published to the Web site.
The VIEW button creates a PDF document. This can be saved for your records. This feature is often used to view the document and proof read it prior to the final submission stage.
Once a form is submitted to the COGCC and the review process begins, a number of Tasks will be assigned. These tasks represent the different groups within the agency that have a responsibility to review the information provided on the form and any attachments related to the form.

The operator and anyone else who is interested can track the progress of the form as it is being reviewed in the COGCC business process. The tracking is done on the dashboard of eForm. Clicking on any part of the row listing the form will display the detailed list of the tasks assigned to that form.
Creating Forms 2 and 2A
Creating a new Form 2

- The Permit To Drill Form tabs:
  - Sections I, II, III, IV and V, Object Formation, Casing, BMP, Related Forms, Attachments, Review, and General Comments/COA.

- The user can move through each tab completing the data entry as applicable to that tab.
- User can click on the “SAVE” button at the bottom of each page to ensure the data is saved prior to moving on to the next tab, or the user may choose to wait to click the “SAVE” button until all of the tabs have been completed.
- Any errors detected by the system will display on the error panel described in the Tutorial 2.
- Examples of each tab follow.
Click on each drop down box to make selections for these fields. Either the mouse or the arrow keys can be used to make your selection.

Click on the TAB key to accept and move to next field.

Each user can create a template so the operator information will automatically populate from the individual template.

Section I
Basic Information Tab
Section II
Well Location Information Tab

Enter Longitude as a negative.
## Section III
### Lease, Spacing and Pooling Information Tab

<table>
<thead>
<tr>
<th>Section III: Lease, Spacing and Pooling Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Mineral Ownership: N/A</td>
</tr>
<tr>
<td>21. Surface Ownership: N/A</td>
</tr>
<tr>
<td>22. Is the Surface Owner also the Mineral Owner?</td>
</tr>
<tr>
<td>23. Using standard Qtr,Qtr, Sec, Twp, Rng format enter entire mineral lease description upon which this proposed wellsite is located (attach separate sheet/map if you prefer):</td>
</tr>
<tr>
<td>24. Distance to Nearest Mineral Lease Line:</td>
</tr>
<tr>
<td>25. Total Acres in Lease:</td>
</tr>
</tbody>
</table>

Form 02 - Permit to Drill
Section IV
Drilling Plans and Procedures Tab

DRILLING PLANS AND PROCEDURES

27. Is H2S anticipated? [ ] If Yes, attach contingency plan.
28. Will salt sections be encountered during drilling? [ ]
29. Will salt (>15,000 ppm TDS CI) or oil based muds be used during drilling? [ ]
30. If question 27 or 28 are yes, is this location in a sensitive area (Rule 903)? [ ]
   (If 28, 29 or 30 are “Yes”, a pit permit may be required.)
31. Mud disposal: [ ] Method: [ ]
   Other: [ ]

NOTE: The use of an earthen pit for Recompletion fluids requires a pit permit (Rule 905b.) If air/gas drilling, notify local fire officials.
Section V
Informational Tab

Form 02 - Permit to Drill

32. BOP Equipment Type
   - Annular Preventor
   - Double Ram
   - Rotating Head
   - None

33. Comments

34. Location ID: [ ]

35. This application is in a Comprehensive Drilling Plan
   - Yes
   - No
   - CDP #: [ ]

36. Is this application part of submitted Oil and Gas Location Assessment?

37. API Number:
   (if there is an existing API)
   [ ]

I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete.

Print Name: [ ]
Title: [ ]
Email: [ ]

(1) reset value by entering "-1"
Click the “Add” button to create Formation entry rows as needed. Click on Add to continue to enter new formation data lines.
Click on the “Add” button to create Casing entry rows as needed. Click on Add to continue to enter new data. Casing tab allows rows to be added, as many as needed.
If the Form 2 is RELATED to a Form 2A - Click on the “Add” button to create a related form entry row. Enter the DOC ID from that related form and choose the form type from the drop down list.
Click on the “New Attachments” button and follow the instructions from the Creating and Locating Documents Tutorial.
The form is in draft status until it is submitted to the system. The five function keys at the bottom of each page will complete the following tasks.

- **Save**: The data will be validated against the Rules Engine and will be saved to the database.
- **Validate**: The data will be validated and errors will be listed but no data will be written to the database.
- **Print Preview**: A PDF report of the data entered and saved to the database will be created.
- **Submit**: This button will only be available when the data entered has been saved to the database and there are no errors when validation has been run.
- **Exit**: Selecting this option will close the form and return the user to the dashboard.

Once you have saved and/or validated your form the “Submit” button will no longer be grayed out.

Click on the submit button and the form will upload to the database. You should receive a “successfully submitted” message unless there is a problem that needs to be addressed.
Creating a new Form 2A

- The Oil and Gas Location Assessment is comprised of the following tabs:
  - Sections I, II, III, IV-1, IV-2, Section V, Section VI, Section VII, and Section VIII.
  - BMP
  - Forms Related
  - Attachments
- Examples of each tab follows.
Radio Buttons – you may have to click on these buttons twice to activate the check mark function.
Section II
Location Identification Tab

Drop Down Fields – Make your selections and then tab to the next field to accept the selection.
Section III
Facilities and Construction
Information Tab

1. Facilities (Indicate the number of each type of oil and gas facility planned on location)

- Wells
- Multi-Well Pits
- Separators
- Pump Jacks
- Electric Generators
- Oil Pipeline
- Other:

- Drilling Pits
- Oil Tanks
- LACT Unit
- Cavity Pumps
- Fuel Tanks
- Water Pipeline
- Special Purpose Pits
- Condensate Tanks
- Dehydrator Units
- Electric Motors
- Pigging Station
- Flare
- Production Pits
- Water Tanks
- Gas Compressors
- Gas or Diesel Motors
- Gas Pipeline
- VOC Combusstor

2. Construction

Date planned to commence construction: [MM/dd/yyyy]
Size of disturbed area during construction in acres: [blank]

Estimated date that interim reclamation will begin: [MM/dd/yyyy]
Is H2S anticipated? [blank]

Size of location after interim reclamation in acres: [blank]
Estimated post-construction ground elevation: [blank]

Will a closed loop system be used for drilling fluids? [blank]
Will salt sections be encountered during drilling? [blank]

Will salt (>15,000 ppm TDS Cl) or oil based muds be used? [blank]
Mud disposal: [N/A]

- Method: [N/A]
- Other: [blank]
Section IV-1
Surface Owner Information Tab

Click the “Add” button to create Surface Owner rows as needed. Use the Add button to continue to enter new data entry lines as needed.
Radio Buttons – click ALL that apply, click buttons twice to activate the check mark function.
Section V
Current and Future Land Use Tab

Radio Buttons – click ALL that apply, click buttons twice to activate the check mark function.
### Section VI

#### Cultural and Soil Information Tab

1. **Cultural**
   - Is the location in a high density area (Rule 603.b.): [ ]
   - Distance, in feet, to nearest building: [ ] public, [ ] railroad, [ ] property line: [ ]

2. **Soil**
   - List all soil map units that occur within the proposed location. Attach the National Resource Conservation Service (NRCS) report showing the "Map Unit Description" report listing the soil typical vertical profile. This data is to be used when segregating topsoil. The required information can be obtained from the NRCS web site at http://solidatamart.nrcs.usda.gov/ or from the COGCC web site GIS Online map page found at http://colorado.gov/cogcc. Instructions are provided within the COGCC web site help section.

   **NRCS Map Unit Name:**

   **NRCS Map Unit Name:**

   **NRCS Map Unit Name:**
Section VII

Plant Community Information Tab

Radio Buttons – click ALL that apply, click buttons twice to activate the check mark function.

Radio Buttons – This is what the radio button will look like if only clicked one time.
1. Water Resources
Rule 901.e. may require a sensitive area determination be performed. If this determination is performed the data is to be submitted with the Form 2A. Was a Rule 901.e. Sensitive Areas Determination performed:  
Is this a sensitive area:  
- NO  
- YES  
If NO, distance (in feet) to nearest surface water:  , water well:  , depth to ground water:  
- Not Determined  
- NO  
- YES  
Is the location in a riparian zone:  
Was an Army Corps of Engineers Section 404 permit filed:  
If yes attach permit.
Is the location within a Rule 3178 Surface Water Supply Area buffer zone:  , zone:  
If the location is within a Rule 3178 Surface Water Supply Area buffer have all public water supply systems within 15 miles been notified:  

2. Comments:  
I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete.

Print Name:  
Title:  
Email:  

Section VIII
Water Resources and Operator Comments Tab
Select a BMP Type from the dropdown list and provide details in the BMP Comment box. Use the “Add” button to create as many lines as need for the different BMP Types that need to be addressed.
When the Form 2A is RELATED to one or more Form 2, click on the “Add” button to create a related form entry row. Enter the DOC ID from that related form and choose the form type from the drop down list. You can add as many entry lines as needed.

Click on the “View” tab to see the created related form from this screen.
Click on the “New Attachments” button and follow the instructions from the Creating and Locating Documents Tutorial.
The form is in draft status until it is submitted to the system. The five function keys at the bottom of each page will complete the following tasks.

- **Save:** The data will be validated against the Rules Engine and will be saved to the database.
- **Validate:** The data will be validated and errors will be listed but no data will be written to the database.
- **Print Preview:** A PDF report of the data entered and saved to the database will be created.
- **Submit:** This button will only be available when the data entered has been saved to the database and there are no errors when validation has been run.
- **Exit:** Selecting this option will close the form and return the user to the dashboard.

Once you have saved and/or validated your form the “Submit” button will no longer be grayed out.

Click on the submit button and the form will upload to the database. You should receive a “successfully submitted” message....unless there is a problem that needs to be addressed.
Creating Forms 5 and 5A
Creating a new Form 5

- The Drilling Completion Report tabs:
  - Well Information, Drilling, Casing, Cement, Formation Information, Related Forms, Well Logs Upload, Attachments, Submit, Review, General Comments/COA.

<table>
<thead>
<tr>
<th>Well Information</th>
<th>Drilling</th>
<th>Casing</th>
<th>Stage/Top Out/Remedial Cement</th>
<th>Formation Information</th>
<th>Related Forms</th>
<th>Well Logs Upload</th>
<th>Attachments</th>
<th>Submit</th>
<th>Review</th>
<th>General Comment/COA</th>
</tr>
</thead>
</table>

- When starting a new form, a smaller window will open to enter the API number. This will direct eForm to query the database to obtain information to populate a select set of fields on the eForm data entry pages. The operator will then be able to update some of these fields and enter data for the rest of the form.

- Examples of each tab follows.
Well Information Tab

Fill in the API number and the well information from the database will auto populate many of the fields.

Each user can create a template so the operator information will automatically populate from the individual template.

Enter Longitude as a negative.
### Drilling Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Spud Date (when the 1st bit hit the dirt)</td>
<td>( \text{M/d/yyyy} )</td>
</tr>
<tr>
<td>13. Date TD</td>
<td>( \text{M/d/yyyy} )</td>
</tr>
<tr>
<td>14. Date Casing Set or DA</td>
<td>( \text{M/d/yyyy} )</td>
</tr>
<tr>
<td>15. Well Classification</td>
<td><strong>TVD</strong></td>
</tr>
<tr>
<td>16. Total Depth: MD</td>
<td>( \text{MD} )</td>
</tr>
<tr>
<td>17. Plug Back Total Depth: MD</td>
<td>( \text{MD} )</td>
</tr>
<tr>
<td>18. Elevations GR</td>
<td>( \text{KB} )</td>
</tr>
</tbody>
</table>

One paper copy of all electric and mud logs must be submitted, along with one digital LAS copy as available.

- Hard Copy Submitted
- Digital Log Submitted

**Total Vertical Depth Based on the Directional Survey**
You will click the “Add” button to create Casing entry rows as needed. Click on Add to continue to enter new data.

Casing tab allows rows to be added, as many as needed. Similar to the casing tab in the Form 2.
Cement Information

Click the “Add” button to create entry rows as needed.
The Formation name is chosen from a drop down list and can be added as many times as needed. (You can not enter two of any of the same formation in the same Form 5.) Each row has a comment box associated to that formation for information about log intervals and the test zones. The comment box is only open if you are viewing that particular formation entry. Use the drop down arrows to open the formation entry lines that you have added.
The Submit tab contains the signature data for the agent submitting the form. Included is a comment box for the operator to add any general comments.
The form is in draft status until it is submitted to the system. The five function keys at the bottom of each page will complete the following tasks.

- **Save**: The data will be validated against the Rules Engine and will be saved to the database.
- **Validate**: The data will be validated and errors will be listed but no data will be written to the database.
- **Print Preview**: A PDF report of the data entered and saved to the database will be created.
- **Submit**: This button will only be available when the data entered has been saved to the database and there are no errors when validation has been run.
- **Exit**: Selecting this option will close the form and return the user to the dashboard.

Once you have saved and/or validated your form the “Submit” button will no longer be grayed out.

Click on the submit button and the form will upload to the database. You should receive a “successfully submitted” message unless there is a problem that needs to be addressed.
Creating a new Form 5A

- The Completed Interval Report tabs:
  - Well Information, Formation Information, Submit, Related Forms, Attachments, Review and General Comments.

- When starting a new form, a smaller window will to enter the API number. This will direct eForm to query the database to obtain information to populate a select set of fields on the eForm data entry pages. The operator will then be able to update some of these fields and enter data for the rest of the form.

- Examples of each tab follows.
Well Information Tab
Fill in the API number and the well information from the database will auto populate many of the fields.
The Formation name is chosen from a drop down list after you have clicked the “Add” button, then select the status from the drop down list.

Clicking on the drop down arrow opens the detail for the interval test for that formation. Under the detail is the “Add” and “Remove” buttons to either add or remove additional formations that had interval tests. As many as needed can be added to this form. (You can not enter two of any of the same formation in the same Form 5.) Only the active formation, designated by the arrow you have chosen will show the details.
This tab contains the signature data for the agent submitting the form. Included is a comment box for the operator to add any other related comments.
Finalizing the Form

- The form is in draft status until it is submitted to the system. The five function keys at the bottom of each page will complete the following tasks.
  - **Save**: The data will be validated against the Rules Engine and will be saved to the database.
  - **Validate**: The data will be validated and errors will be listed but no data will be written to the database.
  - **Print Preview**: A PDF report of the data entered and saved to the database will be created.
  - **Submit**: This button will only be available when the data entered has been saved to the database and there are no errors when validation has been run.
  - **Exit**: Selecting this option will close the form and return the user to the dashboard.

Once you have saved and/or validated your form the “Submit” button will no longer be grayed out.

Click on the submit button and the form will upload to the database. You should receive a “successfully submitted” message unless there is a problem that needs to be addressed.
Tips

- Each user can create a Template that will retain their individual data
- No hyphens or letters are allowed in Bond numbers
- All distances are to be entered in feet or miles when applicable.
- All Form 5s associated to a Form 5A need to be listed on the Related Forms tab
- Reset value by entering a -1
Reset value
Form 17 is also available as an online eForm document. Please let us know if a tutorial is needed.

Watch the COGCC webpage for announcements on new electronic forms developments!

Feel free to contact our office at 303-894-2100 if you have any questions or need assistance with the eForm applications.