

## Oil & Gas Project Description-Instructions

---

The following information is item-by-item instructions for completing the Oil & Gas Project Description Webform. Additional questions not addressed here may be directed to [croinfo@slo.state.nm.us](mailto:croinfo@slo.state.nm.us)

**Do not lose data. Save the Form (Click on the Save Form button at the end of the form) as often as you wish.**

Click on the Oil & Gas Project Description web form. You will see a window pop-up that alerts you to the requirements of this form. **This form is ONLY for surface O&G projects that are on lease and are not included in any other NMSLO lease application.**

Click **Start Form** to access the form.

The screenshot shows a dashboard with a grid of form options. The 'Oil & Gas Project Description' form is highlighted. A 'Confirm Start Form' pop-up window is overlaid on the dashboard, providing instructions and a 'Start Form' button.

**Dashboard**

Lessees / Operators	For Cultural Resource Consultants
<b>Cultural Properties Protection Acknowledgment</b> <a href="#">Start Form</a>	<b>ARMS Inspection/Records Review</b> <a href="#">Start Form</a>
<b>Oil &amp; Gas Project Description</b> <a href="#">Start Form</a>	<b>Notification of Intent to Conduct Arc</b> <a href="#">Start Form</a>

**Confirm Start Form**

This form applies ONLY to surface O&G projects on existing or new O&G leases whose activities are contained on lease and are not included in any applications/leases to other NMSLO divisions (i.e., Business or ROW).

Contact [croinfo@slo.state.nm.us](mailto:croinfo@slo.state.nm.us) for any questions.

[Cancel](#) [Start Form](#)

Put your cursor on:

1. **The Lease Number.** Enter NMSLO lease number associated with Project.
  - a. The Lease Number is a string of letters and digits 6 to 10 characters in length.
  - b. Do not include any spaces, dashes or any other character between (*For example, R43210, BL1111, ES0001, GS0001, L012340014*).
2. **The Proponent Name (Party conducting the project).** Enter the name of the project Proponent (your company).
3. **Select One for the Title (position).** Select the appropriate option which describes the position of the person submitting the Oil & Gas Project Description Form (your position). If you choose **Other**, a text field will open below.

## Oil & Gas Project Description

[View or Download Form Instructions](#)



Please enable your browser to view, save, or download files

Note: \* is a required field

Lease Number \*

Please follow this Form's Instructions to ensure that an Acknowledgment Form for this lease is on file as required pursuant 19.2.24.8 (B) NMAC before proceeding with the Project Description Form. Complete and sign the Acknowledgment Form found on this web portal, if there is not one for this lease.

Proponent Name (Party conducting the project) \*

Select One \*  Lessee  Operator  Grantee  Legal Representative  Other

Please briefly describe the other proponent type \*

4. **Phone.** Enter your contact phone number.
5. **Email.** Enter your contact email.

### Project Details

Project Name \*

Describe briefly the ground disturbing activity or set of activities within the project area (i.e., well drilling, overhead electric, SWD/oil/gas pipelines, or various facilities). Make sure to include all activities within the project area. Mention which activities are buried or on the surface. \*

Total acreage the proposed set of activities will occupy \*

Does your project involve federal or other state agencies? \*  Yes  No

1. **Project Name** Enter the Project Name associated with this activity. (For example, Titan 2345 buried flowlines and access road).
2. **Describe briefly the ground disturbing activity or set of activities within the project area** (ie. Well drilling, overhead electric, SWD/oil/gas pipelines, or various facilities).
  - a. Make sure to include all intended ground disturbing activities within the project area. Combine all planned activities and include them in one Description Form (for example, ground disturbing activities related to road construction, pipeline installation, well pad construction, overhead electric line installation, etc.). Do not isolate several ground disturbing activities within the same area under different Project Names and Description Forms. If your project contains only one ground disturbing activity (with corresponding work areas), for example, opening a new access road on your base lease, then state so.
  - b. Mention which activities are buried or surface.

3. **Total Acreage** Enter the total number of acres included in the Project on state land. This should be total acreage for all ground disturbing activities.
4. **Does your project involve federal or other state agencies?** Yes or No      Indicate whether any other state or federal agency is included in this Project.
5. **Location for your Project.**

The proposed project is located on New Mexico State Trust Lands in:

Project Location (Township, Range, Section) \*

T23S R27E S22, 27

County (select all that apply) \*

<input type="checkbox"/> Bernalillo	<input type="checkbox"/> Catron	<input type="checkbox"/> Chaves	<input type="checkbox"/> Cibola
<input type="checkbox"/> Colfax	<input type="checkbox"/> Curry	<input type="checkbox"/> De Baca	<input type="checkbox"/> Doña Ana
<input type="checkbox"/> Eddy	<input type="checkbox"/> Grant	<input type="checkbox"/> Guadalupe	<input type="checkbox"/> Harding
<input type="checkbox"/> Hidalgo	<input type="checkbox"/> Lea	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Los Alamos
<input type="checkbox"/> Luna	<input type="checkbox"/> McKinley	<input type="checkbox"/> Mora	<input type="checkbox"/> Otero
<input type="checkbox"/> Quay	<input type="checkbox"/> Rio Arriba	<input type="checkbox"/> Roosevelt	<input type="checkbox"/> Sandoval
<input type="checkbox"/> San Juan	<input type="checkbox"/> San Miguel	<input type="checkbox"/> Santa Fe	<input type="checkbox"/> Sierra
<input type="checkbox"/> Socorro	<input type="checkbox"/> Taos	<input type="checkbox"/> Torrance	<input type="checkbox"/> Union
<input type="checkbox"/> Valencia			

- Enter locational information for the Project you will conduct on State Land. Township (N/S), Range (E/W) & Section.
- Select the county, or multiple counties if your Project spans across more than one county, where Project will take place.

## Submission of Required Documents

The NMSLO Cultural Resources Cover Sheet provided to you by a permitted archaeologist, indicates whether an ARMS Inspection or an Archaeological Survey has been conducted for this proposed project.

\*  ARMS Inspection has been conducted     Archaeological Survey has been conducted

Please upload the following documents to support the review of your project. If possible, submit the NMSLO Cultural Resources Cover Sheet, the project location maps and the cadastral maps (#1 to #3) as one pdf document:

1. NMSLO Cultural Resources Cover Sheet
2. Project Location Maps
3. Cadastral Plats
4. Digital location files for the proposed project in ArcGIS shapefile, or kmz/kml format

Digital Files Custodian Name if different from Proponent

Phone

Email

Upload Files \*

 No file chosen

Uploaded Files

- **Indicate whether an ARMS Inspection or an Archaeological Survey has been conducted for this Project.**
- **Upload** the following documents to support the review of your project. If possible, submit the NMSLO Cultural Resources Cover Sheet, the project location maps and the cadastral maps (#1- #3) as one pdf document:
  - NMSLO Cultural Resources Cover Sheet
  - Project Location Maps
  - Cadastral Plats
  - Digital location files for the proposed project in ArcGIS shapefile, or kmz/kml format
- You can Shift-Click to select multiple files. Each file will be shown separately on your form.
- **Click Save as Draft-to save your uploaded files on the form.**
  - **Digital Files Custodian Name if different from Proponent**
    - *Phone* Enter contact phone number for Custodian.
    - *Email* Enter the name of the custodian of digital location files for the proposed project. If the Proponent listed above is the Custodian, this may be left blank.
- **Comments** Enter any additional comments or information that should be included with this notification.

Comments

## Cultural Properties Protection

### Cultural Properties Protection

By signing below, the Party conducting this project affirms that there is a signed Cultural Properties Protection Acknowledgment Form for this lease, that they have read the *Notice* and the *Instructions for Compliance*, and that they have reviewed and agree to comply with all applicable laws related to the protection of cultural properties on state land including the NMSLO's Cultural Properties Protection Rule (19.2.24 NMAC). If a Party is other than a natural person, the individual signing below attests that they have the authority to execute this project on behalf of and bind that Party.

Yes, I have read and will comply\*

Signature

Proponent Signature \*

Form ID:

- **Agree with the statement** “Yes, I have read and will comply” by clicking on the check box.
- **Signature** Use your mouse to enter your signature on the Signature panel. Your signature is binding and legal and certifies that the included information is correct and accurate.

## Save as Draft or Submit

<p><b>Save as Draft</b></p>	<p>You have the option for your form to Save as Draft as often as you wish in order to keep the data you have already submitted until all required fields and documentation have been filled in and the form is complete and ready for submission.</p> <p>The Saved as Draft will show on your Dashboard as an empty cell under Date Submitted. That means that you can go back to the Web Portal at your convenience, log in, access your dashboard, and click on the name of the form you saved to complete filling it in.</p>
<p><b>Submit</b></p>	<p>Once you filled in all fields on the Web Form, and uploaded all required documents, click on Submit.</p> <p>A small window will pop up to alert you that you cannot alter, go back or cancel a form once you click Submit. That is why it is important to Save as Draft as often as you wish in order to keep the data you have already submitted until the form is complete.</p> <p>If you are sure that you have completed the web form and uploaded the required documents, proceed with Submit.</p>

## Dashboard

Lessees / Operators		For Cultural Resource Consultants	
<p><b>Cultural Properties Protection Acknowledgment</b></p> <p><a href="#">Start Form</a></p>	<p><b>ARMS Inspection/Records Review</b></p> <p><a href="#">Start Form</a></p>	<p><b>Oil &amp; Gas Project Description</b></p> <p><a href="#">Start Form</a></p>	<p><b>Notification of Intent to Conduct Archaeological Survey</b></p> <p><a href="#">Start Form</a></p>

Form Type:

Lease Number:

Project Name:

Consultant Report No.:

Date Submitted From Date:

Date Submitted To Date:

[Clear Filters](#)

### Activity Log

[Generate Report](#)

Form ID ↓	Form	Lease No.	Project Name	Proponent / Signatory	Consultant Report No.	County	Date Submitted	PDF Form & Uploaded Documents	Request Edit
A-20221113-000034	<a href="#">ARMS Inspection/Review [Edit Requested]</a>	R50365	Elephant Butte Reservoir 3	Oilfield Services, Inc.	ERC 23586	Luna, Quay, Rio Arriba	11/12/2022	<p><a href="#">ARMS Inspection Review.pdf</a></p> <p><a href="#">Acknowledgment Form with Sig and Instructions</a></p> <p><a href="#">Acknowledgment Form with Sig and Instructions</a></p> <p><a href="#">Zip File</a></p>	<input checked="" type="checkbox"/>
	ARMS		Oilfield			McKinley, Rio Arriba		<p><a href="#">ARMS Inspection Review.pdf</a></p> <p><a href="#">Apollo Area.jpg</a></p>	<input type="checkbox"/>

When you log in to the Cultural Compliance Portal at <https://culturalcompliance.nmstatelands.org>, you will reach the Dashboard. The Dashboard gives you access to four web forms, one of which is the Oil & Gas Description.

The Activity Log contains a list of your submitted or saved web forms with corresponding form IDs, name of the form, submission dates, project names, county, Lease number, consultant report number, and uploaded documents. When a web form is submitted, the submission date is displayed on the Activity Log. When a web form is saved for later completion, the submission date shows as empty.

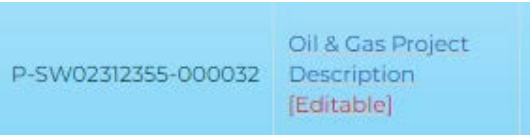
For your own record keeping, you can download a pdf version of your web form submission.

- Go to your Dashboard and find the form you have submitted.
- Click on the corresponding Upload Documents link.

Even if you misplace the downloaded pdf of your submitted form, you can always go back to your Dashboard and download it again.

You can also download all your documents at once by clicking on the Zip file. All the documents you uploaded will be downloaded as one zipped file at the location of your choice.

### Request Edit

<p><b>Request Edit</b></p> <p>Did you realize that the submitted form contains erroneous information after you submitted the form?</p>	<p>Despite all efforts, sometimes you realize after you have Submitted the form, that it may contain erroneous information.</p> <p>The Activity Log contains a checkbox field <b>Request Edit</b>. When you become aware of errors in submission, please, check that box.</p> <ul style="list-style-type: none"><li>• An email will automatically reach the Administrators of the portal.</li><li>• The Administrators will allow edits to your form.</li><li>• You will receive a notification that your form is editable. You will see the word [Editable] next to the name of your form</li></ul> 
--	---

You can sort your Activity Table to show the submitted forms in chronological order or per type of form submitted (for example all Notifications) and their corresponding dates. You can also sort per Lease Number, Project Name, and Consultant Report Number (if applicable).

Once you complete and submit the form, NMSLO will be notified of your submission through an automated email. This real time, immediate notification will help NMSLO to process the information you submitted in due time.

In case there is an issue with your Dashboard panel display, or for any other functions that do not work properly, please, email us at [croinfo@slo.state.nm.us](mailto:croinfo@slo.state.nm.us) with the Form ID and other pertinent information so that we can work in resolving the specific issues.