



Stephanie Garcia Richard
COMMISSIONER

State of New Mexico
Commissioner of Public Lands

310 OLD SANTA FE TRAIL
P.O. BOX 1148
SANTA FE, NEW MEXICO 87504-1148

COMMISSIONER'S
OFFICE

Phone (505) 827-5760
Fax (505) 827-5766
www.nmstatelands.org

**ENVIRONMENTAL COMPLIANCE OFFICE DOCUMENT CHECKLIST
FOR OIL AND GAS PROJECTS**

***THIS DOCUMENT IS NOT A FORM TO BE FILLED OUT. THIS IS A TOOL TO HELP
PREPARE PROFESSIONAL NARRATIVE WORKPLANS AND REPORTS***

A. COVER PAGE OR INTRODUCTION

The following information should be on the cover page or within the introduction of the document submitted for review:

- a. Responsible Party
- b. Responsible Party and Consultant Contact Info: Phone and E-mail
- c. Site Name
- d. API #
- e. NMSLO Lease #
- f. NMOCD Incident #
- g. PLSS and County
- h. Latitude and Longitude

B. SITE CHARACTERIZATION/DELINEATION REPORT (19.15.29.11. & 19.2.24 NMAC)

1. Scaled Site Map
 - a. impacted area
 - b. surface features including flowlines
 - c. subsurface features include pipelines
 - d. delineation points
 - e. monitoring wells
2. Field Data
3. Summary Table of Laboratory Analytical Results
4. Depth to Water Determination

5. Determination for Location of Water Sources and Significant Watercourses
6. Boring or Excavation Logs
7. Photographs Including Date and GIS Information
8. Topographic/Aerial Maps
9. Laboratory Data Including Chain of Custody
10. Documentation of Cultural Properties Protection (CPP) Rule Compliance or applicability statement regarding CPP Rule
 - a. Cover sheet for ARMS review or survey or
 - b. Paragraph stating when ARMS review or survey was completed or
 - c. Paragraph stating why CPP Rule was not applicable
11. Documentation or statement of applicability regarding working in biologically sensitive areas.

C. REMEDIATION PLAN (19.15.29.12 & 19.2.100.67 NMAC)

1. Site history and delineation/assessment results discussion.
2. Documentation of Cultural Properties Protection (CPP) Rule Compliance or applicability statement regarding CPP Rule
 - a. Cover sheet for ARMS review or survey or
 - b. Paragraph stating when ARMS review or survey was completed or
 - c. Paragraph stating why CPP Rule was not applicable
3. Documentation or statement of applicability regarding working in biologically sensitive areas.
4. Detailed Description of Proposed Remediation Technique
5. Proposed Sampling Plan and Methods
 - a. Sampling point site map
 - b. Discussion of interval sampling (i.e. samples will be collected at 1 foot intervals to total dept of soil boring)
 - c. Documentation of proposed laboratory analytical suite and methods
6. Scaled Sitemap with GPS Coordinates Illustrating Delineation Points
7. Estimated Volume of Material to be Remediated
8. Release Closure Criteria Complies with 19.15.29.12 NMAC Table 1 Specifications
9. Reclamation plan for release area, as applicable.
10. Proposed Details Schedule for Remediation and Reclamation

D. REMEDIATION CLOSURE REPORT (19.15.29.12 NMAC & SLO-ECO Guidelines)

1. Site history summary.
2. Detailed Description of Remediation Activities
3. Scaled Site Map and Sampling Diagram (19.15.29.11 NMAC)
4. Photographs of the Completed Remediation Prior and Post Backfill or Liner Integrity Photographs
5. Confirmation Sampling Summary Data Table and Laboratory Analytical Reports
6. Provide Documentation of Compliance with CPP Rule (when applicable) and working in biologically sensitive areas.
7. Reclamation earthwork and reseeding with photographs, where applicable

E. RECLAMATION PLAN CHECKLIST (19.15.29.13, 19.2.100.67 NMAC, & Lease Contracts)

Note, the goal of reclamation on New Mexico State Trust Land is to achieve native plant cover and diversity levels equal to or exceeding the natural potential levels in undisturbed soils adjacent to the project area.

1. Narrative of Reclamation Activities Including Clearance of Debris Removal, Surface Lines, and Other Equipment
2. Documentation of Cultural Properties Protection (CPP) Rule Compliance or applicability statement regarding CPP Rule
 - a. Cover sheet for ARMS review or survey or
 - b. Paragraph stating when ARMS review or survey was completed or
 - c. Paragraph stating why CPP Rule was not applicable
3. Documentation or statement of applicability regarding working in biologically sensitive areas.
4. Documentation of Methodologies for Seed Bed Preparation and Seeding
5. Seeding Rates and Seed Mixtures
6. Documentation of Erosion Control Management
7. Documentation of Road Reclamation

8. Documentation of Spills and Pits Being Remediated and Reclaimed
 - a. Sampling point site map
 - b. Discussion of sampling in accordance with 19.15.29.12 NMAC (i.e., 5-point composite samples representative of 200 square feet or less)
 - c. Documentation of proposed laboratory analytical suite and methods
9. Noxious Weed Monitoring and Treatment Plan
 - a. Include species of concern
 - b. Methods of eradication
10. Reclamation Monitoring Plan
 - c. Include reseeding plan if initial reclamation efforts are unsuccessful
 - d. Include monitoring schedule (i.e., quarterly, annually etc.)
11. Schedule of Implementation for Reclamation Efforts
12. Include a site map with the reclamation plan that illustrates all areas planned for reclamation. See example below:



F. RECLAMATION ACTIVITIES REPORT

Upon completion of reclamation earthwork and reseeding submit a narrative of Reclamation Activities Report that includes a summary of reclamation activities and includes multiple photographs of the reclamation. Photos should be across the site and access road in cardinal directions and include photos of erosion control measures installed.