



ECMC OIL AND GAS DEVELOPMENT PLAN CERTIFICATION OPERATOR GUIDANCE

FORM 2C

Rule 303.a.(7). - OGD P Certification

Document Control

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Rule Citation

Rule 303.a.(7). - Form 2C

A certification that all components of the Oil and Gas Development Plan (OGDP) have been submitted. The Operator will submit a Form 2C, Oil and Gas Development Plan Certification, to certify the submission of all components of the Oil and Gas Development Plan, and to identify all components of the application.

Purpose of the Form 2C

The Form 2C is a component of the OGD P application which certifies that all the components of the application have been submitted and identifies all of the components of the application. The Director's completeness determination is signaled by the approval of the Form 2C, which initiates the public comment and Director consultation periods.

Requirements

Set of Requirements 1

The Form 2C has five separate tabs for the Operator to input data:

1. Operator Information

- a. Input the name and contact information of an employee of the Operator who is capable of answering technical questions related to the OGDG application. All information provided must be current and accurate.
- b. The Operator number and corporate mailing address will be automatically populated and cannot be edited. This is auto-populated when the Form is created.
- c. The Operator must indicate if the OGDG is part of a Comprehensive Area Plan (CAP) by selecting Yes/No. If the OGDG is part of a CAP, then the applicable CAP ID# must be entered and the CAP Name will then be auto-populated.

2. Local Government Information

- a. Enter all Relevant Local Government (RLG) and Proximate Local Government (PLG) for Location(s) that are part of the OGDG.
- b. The Operator will add all applicable local governments and will indicate the type of local government for each (e.g. County, Municipality, City & County).
- c. The local government data entered on this tab must align and be illustrated in the OGDG Map attachment of the Form 2C.

3. Oil and Gas Development Plan Components

- a. Enter the name of the OGDG and all of the OGDG related components (e.g. Form 2A(s), Form 2B, and Hearing Application Docket Number).

Rule 303.a.(7). - OGDG Certification (Form 2C)

- b. The name entered for the OGDG must align with the Hearing Application and the OGDG Map attachment.
- c. All pending Form 2A(s) associated with the OGDG must be included, regardless of whether they are for new, amended, or refiled Locations.
- d. The Operator will input the associated Form 2B document number, Hearing Application docket number, and the Form 2A(s) document number(s).
- e. The Location's name and legal description will autopopulate once the Form 2A(s) document number(s) are entered. This information is pulled from the applicable Form 2A(s) and cannot be edited.
- f. Every approved existing Location (i.e. an amended Form 2A) associated with the OGDG must be included.

4. Operator Comment and Submittal

- a. Checking the box the certifies that all statements made on the Form 2C are, to the best of the submitter's knowledge, true, correct, and complete, and that the required components of the OGDG (e.g. Form 2A(s), Form 2B, and the Hearing Application) have been submitted.
- b. The text box provides an opportunity for the Operator to input any clarifying comments regarding the OGDG application. This is a useful tool that can potentially save communication time between staff and Operator. Use this text box to add any clarifying information and/or relevant explanation.
- c. The submitter's name, title, and email address must be included on the form and the submitter must be a registered designated agent per a valid Form 1A, Designation of Agent.

5. Attachment List

- a. Attach documents to the Form 2C. The OGDG Map, an overall view of the proposed mineral development area, and all new and/or existing Locations associated with the OGDG must be attached to the Form 2C.

Set of Requirements 2

1. OGDG Map Requirements

- a. The map will illustrate the proposed mineral development area, all associated Locations, and the RLG and PLG jurisdictional boundaries as indicated on the Form 2C's Oil and Gas Development Plan Components tab.

Additional Information

Common Errors and Issues Encountered by ECMC Staff

1. The Form 2C is submitted out of sequence. Form 2C can only be submitted after all other associated OGDG application components have been submitted (e.g. Form 2A(s), Form 2B, and Hearing Application). If the Form 2C is submitted prior to all other required OGDG components, staff will push the Form 2C back to draft status.
2. Attachments are incorrect. Upon attaching documents to the Form 2C, the Operator should confirm the attachment is for the correct OGDG, the data on the attachment is consistent with the data inputted on the Form 2C, and that the attachment opens successfully.

General Notes

1. The text box for Operator comments is a useful tool that can potentially save communication time between staff and Operator. Use this text box for any clarifying information and/or explanation needed.

Frequently Asked Questions

1. N/A.

Document Change Log

Change Date	Description of Changes
June 20, 2025	Updated Guidance for Dec 2024 Rules
June 30, 2025	Reviewed, ADA accessibility verified
July 16, 2025	Prepared for Publication