



March 16, 2020

Industry Guidance Bulletin 20-001
Electronic Application Forms 10-401 and 10-403

The Alaska Oil and Gas Conservation Commission (AOGCC) is implementing initial electronic permitting procedures in order to avoid unnecessary delays to our review processes that may be caused by unscheduled office shutdowns. These procedures will also serve as an important first step toward development of a full-functioned electronic permitting and reporting system.

For simplicity, this initial system utilizes AOGCC-designed fillable PDF and Excel forms, email, and secure FTP sites provided by each Operator. Representatives from each Operator will contact AOGCC staff to provide log-in instructions and passwords to allow designated AOGCC representatives to access information and data stored on the Operator's secure FTP site.

Instructions for 10-401 and 10-403 are provided below. All materials submitted and subsequent correspondence will be handled and stored in accordance with AOGCC's confidential documents protocols. AOGCC's permitting mailbox (at aogcc.permitting@alaska.gov) will be monitored by AOGCC staff during normal business hours. Once an item is received, AOGCC staff will send an acknowledgment email to the contact email address provided by the Operator on the application form and place the submitted item in AOGCC's queue.

Since AOGCC's files constitute the archives for the State of Alaska, all scanned materials submitted must be clearly legible. The State of Alaska currently limits the size of email attachments to 20 MB. Larger applications may be split into two or more clearly labeled PDF files. When filling out AOGCC's forms, commas are not allowed within numeric data fields.

Permit to Drill Applications (AOGCC Form 10-401) for Non-Confidential Wells

Operators must submit electronic 10-401 Permit to Drill Applications immediately for non-confidential wells using one of AOGCC's fillable 10-401 forms from our website <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. This form and all supporting documents must be bundled within a single PDF file that is attached to a notification email sent to aogcc.permitting@alaska.gov.

Permit to Drill Applications (AOGCC Form 10-401) for Confidential Wells

Operators must submit electronic 10-401 Permit to Drill Applications immediately for confidential wells using one of AOGCC's fillable 10-401 forms from our website at <https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. This form and all supporting documents must be bundled within a single PDF file. To submit the document, the Operator will store the bundled PDF file on their internal, secure FTP site and send an email to aogcc.permitting@alaska.gov notifying AOGCC that the application is ready to be accessed.

Sundry Applications (AOGCC Form 10-403) for Non-Confidential Wells

Operators must submit electronic 10-403 Sundry Applications immediately for non-confidential wells using AOGCC's fillable 10-403 form from our website at

<https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. This form and all supporting documents must be bundled within a single PDF file that is attached to a notification email sent to aogcc.permitting@alaska.gov.

Sundry Applications (AOGCC Form 10-403) for Confidential Wells

Operators must submit electronic 10-403 Sundry Applications immediately for confidential wells using AOGCC's fillable 10-403 form from our website at

<https://www.commerce.alaska.gov/web/aogcc/Forms.aspx>. This form and all supporting documents must be bundled within a single PDF file. To submit the document, the Operator will store the bundled PDF file on their internal, secure FTP site and send an email to aogcc.permitting@alaska.gov notifying AOGCC that the application is ready to be accessed.

Please share this Guidance Bulletin with all appropriate members of your organization.

Questions regarding this guidance should be addressed to Samantha Carlisle at (907) 793-1223 or Steve Davies at (907) 793-1224.

Sincerely,

//signature on file//

Jessie L. Chmielowski
Commissioner