

# Electronic Form Submission

## Colorado Oil and Gas Conservation Commission

- Interstate Oil & Gas Compact Commission
- Energy Resources, Research & Technology Committee
- Anchorage, May 13, 2009

Marc Fine  
IT Manager  
COGCC



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# History

The project began as a collaborative effort among the member states of the RBDMS group and Colorado, which does not use the RBDMS database. Colorado was interested in joining the group as the need to develop an electronic form submission application had been a need for a number of years in Colorado along with the members of the RBDMS group.

The project team determined that the deliverable needed to be flexible enough that it could be installed in any state that wanted to have the application, yet still be adaptable enough to meet the different requirements of each state.



Industry had a requirement to submit multiple regulatory forms in a single file transmission. This could be accomplished by developing an XML schema. The schema was developed for the first set of regulatory forms and was published in May of 2008.

During Colorado's rule making process, the project took Colorado into a number of different areas which the original design could not have foreseen. Even though the code now contains requirements for the amended rules in Colorado, the development team has made sure to make these easy to remove or not implement when eForms is moved to another state.



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## Requirements

- Form Designer – A browser based tool that will allow the agency to design and develop the web page form the Industry would be able to fill in to submit a single form.
- XML Schema – This schema would define the first regulatory forms the agencies would allow via the eForms project to be submitted in a multiple form file via the Internet.
- Business Rules Engine and Editor – allows the business users to modify the rules frequently without the need of IT intervention and hence allows the applications to be more adaptable with the dynamic rules.
- Dashboard – Allows for tracking the progress of the forms through the agency. In the end this module ended up as the main menu for all the users.



➤ Form Processing – Utilizing the web pages created in the form designer which industry uses for submitting their forms as the same pages for staff to use in their review process.

### Rule Specific Requirements:

- Specific Timing Requirements for certain type of forms
- Certain Notifications at certain times in the review and approval process
- Interfaces with sister agencies with state government and local governments
- Public comment on regulatory forms posted on our web site



## Funding

The project started out with the GWPC funding the cost of development and the states providing in-kind assistance.

During the fall of 2007 Federal support was removed from the GWPC for the eForms project. Colorado, with GWPC consent, made the decision to continue the project under their guidance with their own funding.

Colorado would continue the project utilizing state funding along with utilizing the entire existing code base which GWPC had already funded. Colorado would work within the original design as much as possible. Colorado would continue to provide the developed code to the RBDMS group, and if and when the GWPC could reinstate funding, they would help Colorado complete their project.



As the rule making progresses, the project requirements grew. The cost began to exceed what Colorado had to spend. Just at that time, the GWPC was able to reestablish funding to eForms.

Colorado and the GWPC worked together to reach an agreement on how the GWPC could help Colorado complete their project with funding help, while Colorado continued to work towards delivering a product that still met the original design specifications of the RBDMS design.

Through this funding approach, version 1.0 was delivered and funding still exists to work towards version 2.0



## Project Methodology

Colorado's rule making provided a unique opportunity for the project team. The team was tasked with gathering requirements to design, develop and implement a system for multiple agencies to review data when no one knew what the actual rules or data were going to be. The one requirement that was certain was that the regulatory forms and associated documentation had to be electronic.

This basic requirement of electronic forms fit into the RBDMS eForm project. Now the challenge became to mold the rest of Colorado's requirements into the eForm project.





The team held weekly phone calls to discuss needs, ideas on how to solve them and plans were developed. Each new module was demonstrated and a Go/No-Go was made on each module, and if needed, changes were made to ensure the project meet the needs of the users.

As the rule making process progressed, the requirements of the new system became a moving target. It became apparent early on that to focus on the rules would not be the best use of the development team's time. Instead the project's focus was trained on a set of tools that the agency could use to implement the rules regardless of how they ended up.



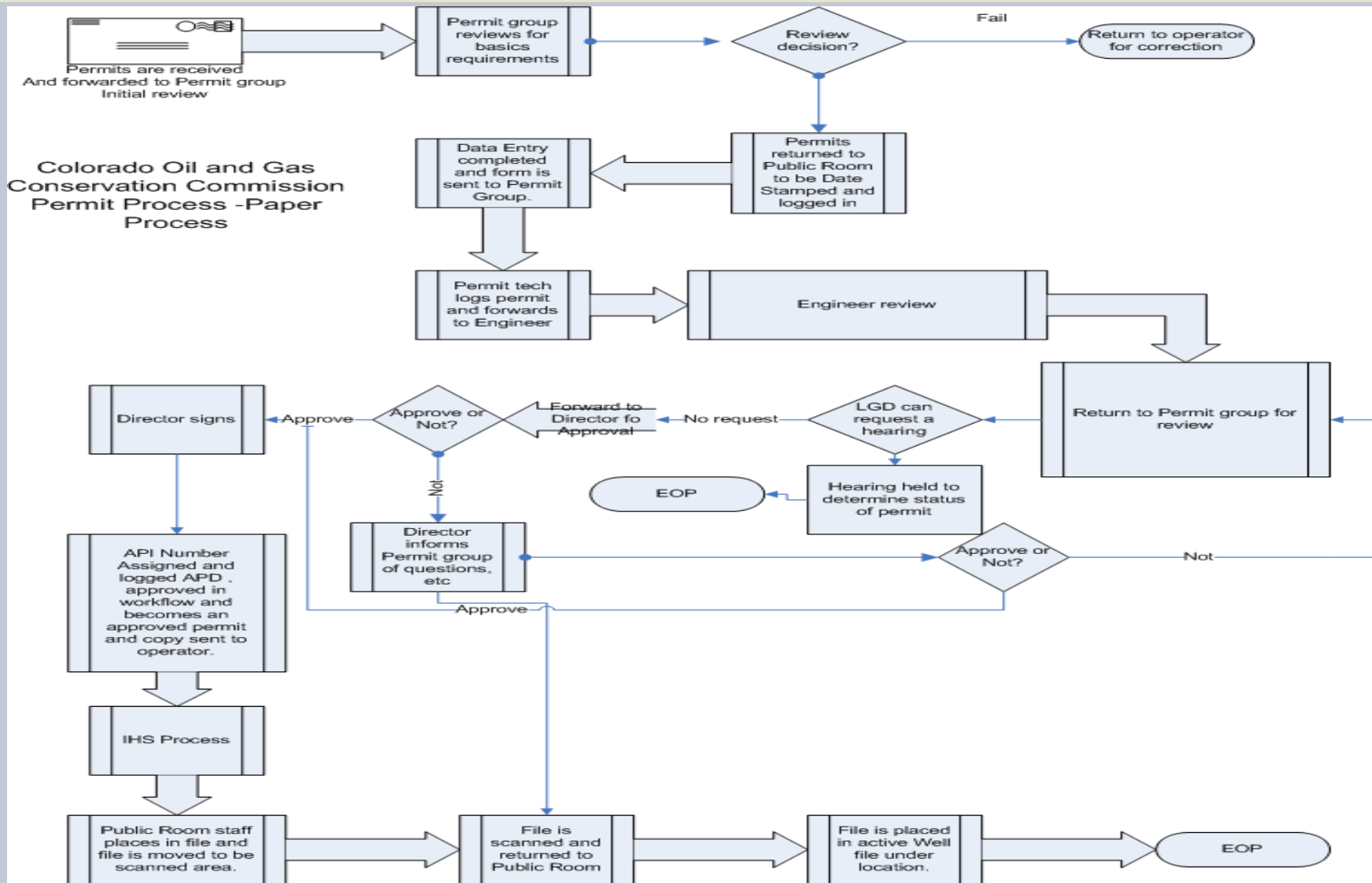
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As the amended rules began to take shape, additional tools were needed. With little time left for complicated solutions, the simplest ideas were adapted.

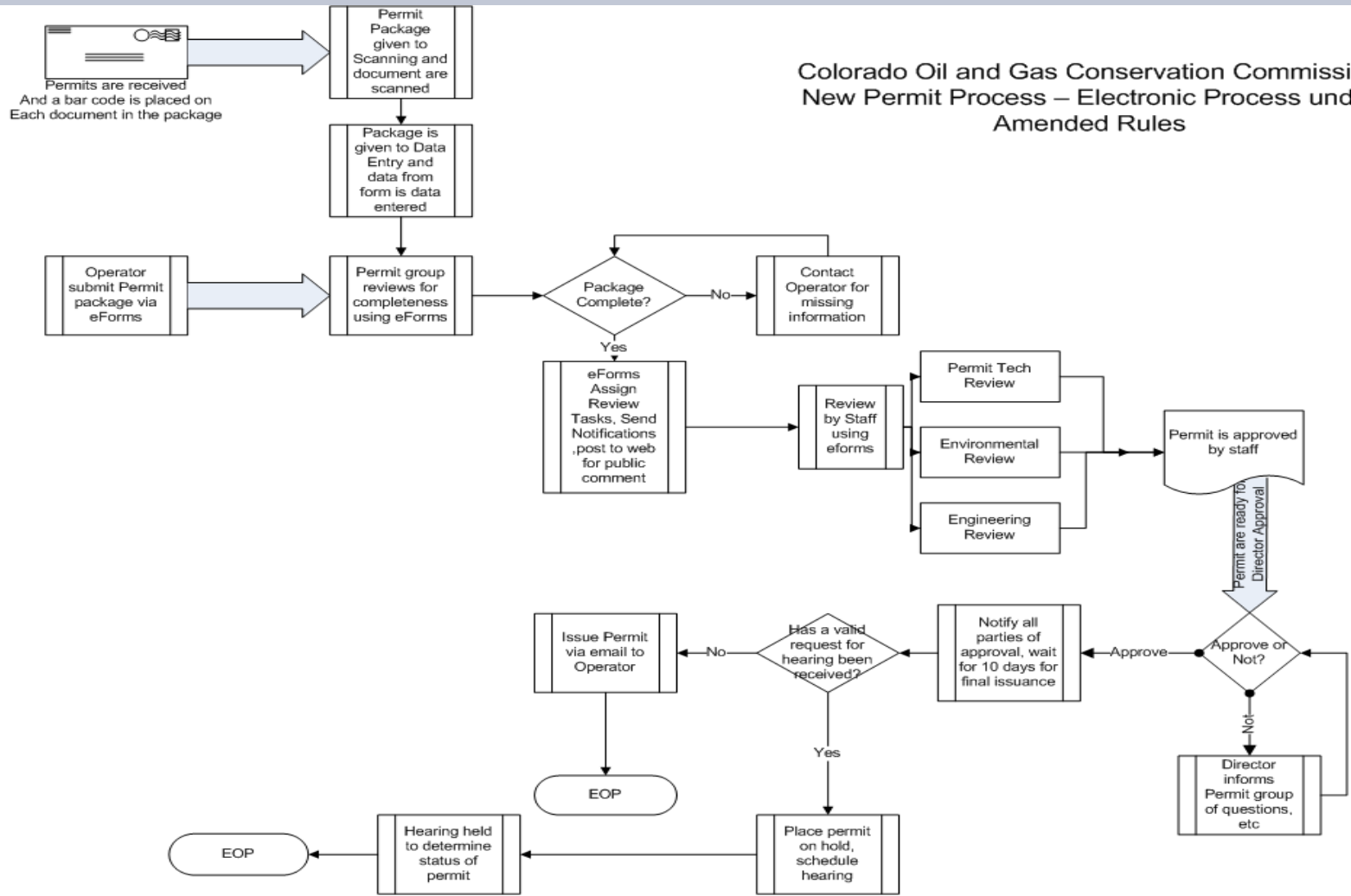
In the last year of the project, the team utilized a modified agile project methodology in their approach to development. The issues were presented to the development team and the developers utilize their skills to implement ideas without waiting on the Project Manager to make a decision on the approach. The final decision to accept these decisions is always up to the Project Manager.



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# Colorado Oil and Gas Conservation Commission New Permit Process – Electronic Process under Amended Rules



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# Questions

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