Virginia Department of Mines, Minerals and Energy
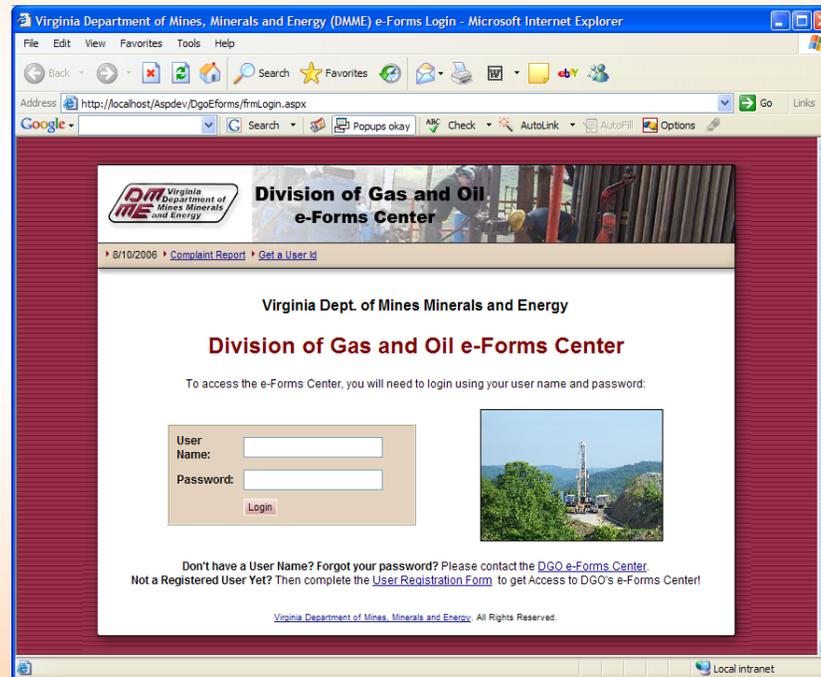# Division of Gas and Oil E-forms Center
Phase II

Welcome!

September 9, 2008

Agenda

- ## Opening Remarks
  - David Asbury – Director, Division of Gas and Oil
- ## Introductions
  - DGO Eforms Team
- ## Digital Signatures
  - Daniel Kestner
- ## Phase II Demonstration
  - Mary Baker (with DGO E-forms Team panel)
- ## Questions / Comments Session

Department of Mines, Minerals and Energy
Division of Gas and Oil
Five year historical review

Item	Statistics	(January 1 through August 31)				
		2004	**2005**	**2006**	**2007**	**2008**
1	**Permits Issued**	**499**	**662**	**614**	**894**	**951**
	Percent (Increase +; Decrease -)		32.67%	-7.25%	45.60%	6.38%

Implementation Schedule

- DGO Staff Demonstration – August 6
- DGO Industry Demonstration – September 9
- Pilot Group Implementation – October 1
- Phase II Implementation – January 5, 2009

Phase II E-forms

- Application for New Permit
- Permit Modification
- Permit Transfer
- Supplemental
- Application Notification
- Receipts / Payments

- Permit Renewal
- Certified Plat
- Source Water Analysis
- Ground Water Analysis
- Inspector Application Review

How to Find the DGO E-forms Center?

- https://www.dmme.virginia.gov/dgoeforms/frmlogin.aspx

- Link on DMME Internet site under the Division of Gas and Oil Page

- Add it as a favorite!!

DGO E-forms User Registration

- Get a user ID / update existing access
- https://www.dmme.virginia.gov/dgoeforms/frmlogin.aspx
- User id must be unique across all of DMME (about 300+ registered users currently)
- In the future, the same user account can be modified to work for Division of Mines, Division of Mined Land Reclamation, and/or Division of Mineral Mining.

DGO E-forms User Registration

- Companies must update authorized access information
- Users granted specific security level for each form – Inquiry, Save or Submit
- User completes required fields and provides sufficient information to select entry level, company or companies, and selected forms
- User requests and company approves.
- Upon company approval, DGO processes and notifies user.
- Start using DGO E-forms

Permit Application Process

- All types of applications
    - New permits
    - Modifications
    - Renewals
    - Transfers
    - Supplementals
- Ability to duplicate application already started

Application Features

- Verification of minimum data required for submission

- Operator can put applications on hold – remove holds

- Printable application package by sections

- Revisions to applications that have not yet received director approval

Application Features

- Immediate / up-to-date verification of status
- Update/entry of notice requirements
- Ability to see who has filed objections and status of the objections
- Digitally signed plat submission
- Allow for separate submission of certified plats (engineering firms), source water analysis and ground water analysis
- Forms formatted to match operation types / answers

Electronic Payment Features

- Electronic submission of permitting fees (Credit Cards or Electronic Check)
- Third party vendor (Virginia Interactive) used by the Commonwealth of Virginia validates the accounts and processes the payment.
- Virginia Interactive has been used by DMME for E-commerce since September, 2004 and has processed over 1000 transactions
- The Mineral Mining Industry at DMME has been using the service since July 1 of 2008.
- Credit card / account information is not stored by DMME – Only confirmation number/date

Electronic Payment Features

- Calculation of fees based on application type
  - New Permits, Modifications, Renewals, Transfers
- Accepting single payment for multiple permit applications
- Separation of duties
  - Each company decides who can make payments on behalf of the company by registered user id's
  - This can be separate user id's from those preparing the application packet.
- As soon as payment is confirmed and minimum required data is completed, applications can be submitted to DMME for processing/review.
- No wait for delivery to DGO office and entry into DGO Legacy Data system

Division of Gas and Oil
e-Forms Center

Virginia Department of Mines Minerals and Energy

Tracking No: 23

Date: 8/28/2008

Name: First [ ] Last [ ]

Company: Equitable Production Company

Address: Cloverleaf Square, Building B /Nora

[ ]

City: Big Stone Gap **State** VA **Zip** 24219

Payment Description: [ ]

ConfirmationID:

Confirmation Date:

Type	Description	Application Number	Quantity	Amount	
PERM, ORPH	Permit Fee, Orphan Well Fund	1	2	$310.00	Delete
PERM, ORPH	Permit Fee, Orphan Well Fund	12	2	$310.00	Delete
			Total:	**$620.00**	

Add Payment Detail

Credit Card Type: -- Select Card --

Credit Card #: [ ] - [ ] - [ ] - [ ]

Expiration Date: MM / YYYY Pay by Credit Card

Bank Routing #: [ ]

Bank Account #: [ ] Pay by Electronic Check

Comments

Inspector Review

- Inspector Rejected applications (inspector sees issues with submission that require operator correction before review can continue
- Lacking / deficiencies
- Pending applications updates (new version of the report will be modified to be more informative)
- Deficiencies will be displayed at the top of page 1 of each application
- Once inspector review has been started, you can see the application review form in progress

DGO Attachments

- Multiple Formats
    - Word documents
    - Spreadsheets
    - CAD drawings
    - Scanned images
    - Pictures
    - Adobe Reader (.pdf)
    - Etc.
- Multiple attachments allowable per question
- Description required
- Templates available for most questions

Highlights

- You will receive notification of approvals/deficiencies
- Electronic record of submissions
- Standards forms
- Pre-load file data (operations name, type, permit #, etc.
- Printable packet of selected sections for application
- One stop DMME center

Phase III – Being Planned

- Plugging Affidavits
- VGOB Hearings
- Etc….

Questions / Comments ?

Thank you!!

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