



STATE OF LOUISIANA  
DEPARTMENT OF NATURAL RESOURCES  
OFFICE OF CONSERVATION  
**OILFIELD SITE RESTORATION PROGRAM  
CONTRACTOR APPLICATION**

The following information is to be submitted for consideration as an approved bidder under La. R.S. 30:80 et seq. [Act 404; Oilfield Site Restoration]. Return completed application in a three ring binder to:

Mailing Address:

Office of Conservation  
Oilfield Site Restoration Section  
PO Box 94275 – Capitol Station  
Baton Rouge, Louisiana 70804-9275

Parcel Delivery Address:

Office of Conservation  
Oilfield Site Restoration Section  
617 North Third Street  
LaSalle Building - 9<sup>th</sup> floor  
Baton Rouge, LA 70802

Pursuant to LSA R.S. 30:83.F.3, all applications are presented to and approved by the Oilfield Site Restoration Commission during scheduled quarterly meetings. For information regarding future Commission Meetings, please call 225-342-6397.

FORM OSR-OR-1  
OILFIELD SITE RESTORATION CONTRACTOR ORGANIZATION REPORT  
(INSTRUCTIONS ON PAGE 3)

**\*\*PLEASE TYPE RESPONSES\*\***

1. Purpose of Filing (Please Check One)

Initial Filing

Change of Address Only

Annual Re-filing

Organization Name Change

2. Organization - Name & Mailing Address

Contact Person in case of Emergency:

Phone No.: (       ) -

Fax No.: (       ) -

E-Mail Address:

3. Address to which ALL correspondence should be directed:

Contact Person for Correspondence:

Phone No.: (       ) -

Fax No.: (       ) -

E-Mail Address:

4. Current Plan of Organization (**Select ONE ONLY**)

Trust

Partnership

Corporation - State where incorporated:

Individual

Joint Venture

Other-

5. Three Primary Officers (Only one necessary if individual)

(1) Name:

Title:

Address:

(2) Name:

Title:

Address:

(3) Name:

Title:

Address:

6. If a change of organization name, give previous name:

Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

7. Each registered organization shall notify this Office, in writing, following the filing of a voluntary petition for bankruptcy under any Chapters of Title 11 (Bankruptcy) of the United States Code (11 U.S.C.) by or against. The notification will indicate the name of the organization and date of filing.

**CERTIFICATE:** I DECLARE UNDER PENALTIES AS PRESCRIBED IN LRS 30:17, THAT I AM AUTHORIZED TO MAKE THIS REPORT, THAT THIS REPORT WAS PREPARED BY ME OR UNDER MY SUPERVISION AND DIRECTION, AND THAT FACTS STATED THEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

TELEPHONE (       ) -

**FOR OSR USE ONLY**

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

## **INSTRUCTIONS**

### FORM OSR-OR-1: Oilfield Site Restoration Contractor Organization Report

**WHO IS TO FILE OSR-OR-1:** Each entity filing an application to become an approved contractor for the Oilfield Site Restoration program within the jurisdiction of the Office of Conservation.

**WHEN TO FILE FORM OSR-OR-1:** Form OSR-OR-1 must be filed with the Contractor Application submittal or when an organization name is being changed. Initial filing shall be valid for the first calendar year.

**Form OSR-OR-1 must be re-filed annually.** The Office of Conservation will notify you before your re-filing date by mailing you a blank Form OSR-OR-1. Update any changes by entering them in the proper areas. **SIGN** the form and return it to the Office of Conservation in Baton Rouge by January 31.

**ADDRESS INSTRUCTIONS:** Each name and address line is limited to 30 spaces in length. Each name is limited to one line while each address is limited to four lines. Use abbreviations where necessary to conform to these limits.

#### **SPECIFIC ITEMS ON FORM OSR-OR-1:**

1. Check the proper block to show the purpose of filing.
2. This is the official name of your organization as carried on Office of Conservation records. ADDRESS, ALONG WITH AN EMERGENCY CONTACT, PHONE NUMBER, ETC ARE REQUIRED PURSUANT TO R.S. 30:4B. ALL OF THIS INFORMATION MUST BE PROVIDED.
3. Address to which Oilfield Site Restoration correspondence should be directed, the Contact Person, telephone number, fax number and e-mail address.
4. Check the appropriate plan of organization. Select one only.
5. List **ONLY** the **THREE** highest ranking officers of the organization and give their full legal name (AGENTS ARE NOT ACCEPTABLE). Do not attach a listing of any others. The street address for each Officer **MUST** be different from that shown for the organization in No. 3. If plan of organization is an individual, only No. 1 under primary officer is to be completed and the address may be the same as shown in No. 3. The information provided will be used solely for the administration and enforcement of the laws pertaining to the Office of Conservation.
6. If you have changed your organization name, give the previous name of the organization.

**TAB** to move between form fields.

IF YOU HAVE ANY QUESTIONS PLEASE CALL (225) 342-6089 or (225)342-6105.

1. Indicate the location of work you desire to bid on:

<u>Well Depth</u>	<u>Land</u>	<u>Water 0-15'</u>	<u>Water 15' +</u>	<u>District(s)</u>
0-5000'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5000' to geo pressure (approx. 10,000')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10,000' and deeper (below geo press.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Indicate the type of work you wish to bid on (e.g., cementing, laydown services, general contractor, site restoration, etc.)

3. If you wish to do water work, provide a copy of current Oil Spill Contingency Plan.

4. Provide current Certificate of Insurance with Department of Natural Resources listed as the certificate holder. See Attachment "A" for the minimum that should be submitted for Land and Water Operations.

5. Provide latest copy of Employer Report of Occupational Injury and Illness Quarterly Summary (LA Department of Labor - Form 1017A).

6. Provide accident experience modification factor for current year and previous two years.

7. Provide a firm resume.

8. List three references:

9. Describe prior experience in performing similar work:
  
10. Provide a list of the equipment, owned or available, that will be used. Describe what arrangements will be made for all equipment.
  
11. Supply copies and procedures for:
  - A. Equipment maintenance, preventive maintenance program
  
  - B. Employee training program (orientation, short term employees, verification, etc.)
  
  - C. Safety program
  
  - D. Drug and alcohol prevention programs
  
  - E. Procedures or specifications for buying materials, equipment, etc.
  
12. List any regulatory violation for the past five years:
  
  
  
  
  
  
  
  
  
  
13. Indicate below whether company is presently **certified** as a minority or woman-owned business:
  - Certification by the State of Louisiana Division of Minority & Women's Business Enterprise
  
  - Certification by the Louisiana Department of Transportation & Development Disadvantaged and Woman Business Program
  
  - Other (Identify and provide contact person/phone number)

**ATTACHMENT "A"**

VENDOR'S NAME \_\_\_\_\_

**DEPARTMENT OF NATURAL RESOURCES**

**LAND OPERATIONS**

**MINIMUM INSURANCE REQUIREMENTS**

General Liability minimum limits of \$1,000,000 per occurrence \_\_\_\_\_

BI/PD/Contractual/Products-Completed Operations/OCP \_\_\_\_\_

Additional Insureds \_\_\_\_\_

Waiver of Subrogation \_\_\_\_\_

Pollution liability including Clean up \_\_\_\_\_

Underground Resources \_\_\_\_\_

Blowout and Cratering \_\_\_\_\_

Broad Form Property Damage \_\_\_\_\_

XCU - Explosion/Collapse/Underground \_\_\_\_\_

No restriction in coverage for use of explosives \_\_\_\_\_

Workers' Compensation - Statutory coverage and Employers liability \_\_\_\_\_

Minimum Employers Liability of \$1,000,000 \_\_\_\_\_

Waiver of Subrogation \_\_\_\_\_

No restriction in coverage for use of explosives \_\_\_\_\_

Automobile Liability minimum limits of \$1,000,000 per occurrence \_\_\_\_\_

Owned/Non-owned/Hired Automobiles or any auto \_\_\_\_\_

Additional Insureds \_\_\_\_\_

Waiver of Subrogation \_\_\_\_\_

\_\_\_\_\_  
Insurance Agency/Company Representative

VENDOR'S NAME \_\_\_\_\_

**LAND OPERATIONS CONTINUED**

If not covered by general liability:

Pollution including clean up \_\_\_\_\_

Underground Resources \_\_\_\_\_

Blowout & Cratering \_\_\_\_\_

Broad Form Property Damage \_\_\_\_\_

XCU - Explosion/Collapse/Underground \_\_\_\_\_

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Insurance Agency/Company Representative

VENDOR'S NAME \_\_\_\_\_

**DEPARTMENT OF NATURAL RESOURCES**

**WATER OPERATIONS**

**MINIMUM INSURANCE REQUIREMENTS**

General Liability minimum limits of \$5,000,000 per occurrence \_\_\_\_\_

BI/PD/Contractual/Products-Completed Operations/OCP \_\_\_\_\_

Additional Insureds \_\_\_\_\_

Waiver of Subrogation \_\_\_\_\_

Watercraft Exclusion deleted or evidence of P&I min. \$5 million \_\_\_\_\_

Pollution liability including Clean up \_\_\_\_\_

Underground Resources \_\_\_\_\_

Blowout and Cratering \_\_\_\_\_

Broad Form Property Damage \_\_\_\_\_

XCU - Explosion/Collapse/Underground \_\_\_\_\_

No restriction in coverage for use of explosives \_\_\_\_\_

Workers' Compensation - Statutory coverage and Employers liability \_\_\_\_\_

Minimum Employers Liability of \$1,000,000 \_\_\_\_\_

P&I/Jones Act-Maritime minimum of \$5,000,000 for crew \_\_\_\_\_

Waiver of Subrogation \_\_\_\_\_

Longshoremen & Harbor Workers coverage including 905(b) \_\_\_\_\_

Outer Continental Shelf Lands Act Endorsement \_\_\_\_\_

Maritime/Jones Act coverage including TWMC min. of \$5 million \_\_\_\_\_

No restriction in coverage for use of explosives \_\_\_\_\_

\_\_\_\_\_  
Insurance Agency/Company Representative



VENDOR'S NAME \_\_\_\_\_

**WATER OPERATIONS CONTINUED**

Automobile Liability minimum limits of \$1,000,000 per occurrence \_\_\_\_\_

Owned/Non-owned/Hired Automobiles or any auto \_\_\_\_\_

Additional Insureds \_\_\_\_\_

Waiver of Subrogation \_\_\_\_\_

Protection & Indemnity minimum limits of \$5,000,000 to include crew and TWMC \_\_\_\_\_

Waiver of Subrogation \_\_\_\_\_

Additional Insureds \_\_\_\_\_

"As owner of the vessel" phrase deleted \_\_\_\_\_

Any phrase purporting to limit the underwriter's liability to value of vessel or to that of an owner be deleted \_\_\_\_\_

No restriction in coverage for use of explosives \_\_\_\_\_

If not covered by general liability:

Pollution including clean up \_\_\_\_\_

Underground Resources \_\_\_\_\_

Blowout & Cratering \_\_\_\_\_

Broad Form Property Damage \_\_\_\_\_

XCU - Explosion/Collapse/Underground \_\_\_\_\_

\_\_\_\_\_  
Insurance Agency/Company Representative

## **ATTACHMENT “B”**

### **DEFINITIONS**

1. PROCEDURES: A detailed description of the work plan by which the contractor intends to carry out the scope of work.
2. LUMP SUM: A firm and inflexible quote that should allow for any unforeseen conditions that may alter or change the projected intent, the like of, but not limited to: procedures, schedules, methods, equipment, personnel, materials, logistics.
3. THE WORK: The scope of work described in this bid document and included in the lump sum price.
4. CONTRACTOR: The successful bidder of a specific project.
5. CONFIRMATORY CLEAN SOIL SAMPLE: A homogenous, representative soil sample taken at the excavated surface of any pit or production facility containment area in which the pre-closure soil analysis provided by LDNR did not meet LAC 43:XIX.311 and 313 closure requirements.
6. ORPHAN WELL: A well which has been orphaned pursuant to the provisions of R.S. 30:80 et seq.
7. TANK BATTERY: An area allocated in the general proximity to well sites for the purpose of containing hydrocarbon and produced water storage tanks. It is normally bordered by containment dikes/levees. A tank battery may or may not have existing storage tanks.
8. PITS: A natural topographic depression or man made excavation used to hold produced water or other non-hazardous oilfield waste. See LAC 43:XIX.301.
9. SITE: The confines established for a specific well or group of wells and associated pits, tank batteries, and facilities.
10. SUBCONTRACTOR: Any individual, firm, partnership, corporation, or combination of the two or more firms or corporations acting jointly, that are bound contractually to the contractor to perform portions of this work.
11. COMMENCEMENT OF WORK: Physically and actively performing the scope of work contained in the bid document, such as closing a pit or plugging a well. This definition does not include moving equipment on to the location or “visiting” the location.
12. FACILITY: The aggregate of vessels, separators, heaters, tanks, treaters, etc. (commonly referred to as production equipment), utilized in the producing and processing of effluents from a well.
13. PLUG AND ABANDON: The date the well is cut and capped, or casing is cut at specified depth below mud line.
14. BOP TEST: This test is to verify the good working condition of the BOP. The hydraulic closure system on the preventers must be operational at all times. Pressure test to qualify integrity of BOP body, connection to wellhead, and seal of blind or pipe ram elements. A retest is required each time the BOP stack is removed and subsequently reinstalled on the well.