Attachment 1: Required MLRS Data Entry for Pending Agreements

For the Royalty Resiliency Act, the BLM must ensure that the Mineral & Land Record System (MLRS) has the following items:

1. The **case details** of the pending application for an agreement or participating area (including revisions and consolidations),
2. The **case actions** for the pending application,
3. The **case lands** for the pending application with a 'Filing Received' case land status,
4. The **operator** for the pending application,
5. The **recapitulation table** with the associated leases and the correct allocation percentage, and
6. The **pending application** uploaded into MLRS with the exhibits A and B.

The BLM must complete this data entry within 5 business days of receipt of an application for a new agreement, initial participating area, participating area revision, or participating area consolidation. As a reminder, the BLM enters a participating area consolidation with a case filing from the operator's account.

Case Details
The BLM must enter the following data into the case details for any pending application:

1. Record Type = Agreement or Participating Area.
2. Case Group = Oil and Gas.
3. BLM Product= Secondary Recovery Unit, Communitization Agreement, or Participating Area.
4. Case File Jurisdiction = The BLM office that manages the agreement files.
5. Commodity = Oil and Gas.
6. Formation Name = The geologic formation for the agreement or participating area.
7. BLM Admin State = The BLM State Office.
8. Geo State = The geographic state of the agreement. If the agreement crosses state lines, select the geographic state that will be managing the agreement.
9. Case Name = The name of the agreement or participating area.

Case Action
The BLM must enter the following case action based on the type of case:

1. For communitization agreements, enter the **Agreement Filed** case action.
   a. Case Action Status = Approved/Accepted
   b. Action Date = Date the BLM sent the Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice
   c. First Production Date = Date the agreement first begins producing. If unknown, do not enter a date in this field.
2. For initial participating areas, enter the **PA Filed** case action.
   a. Case Action Status = Approved/Accepted.

b. Action Date = Date the BLM sent the Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice.
c. First Production Date = Date the agreement first begins producing. If unknown, do not enter a date in this field.

3. For revisions or consolidations of participating areas, enter the **PA Revision/Consolidation** case action.
    a. Case Action Status = Under Review.
    b. Action Date = Date the BLM sent the Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice.
    c. First Production Date = Date the agreement first begins producing. If unknown, do not enter a date in this field.

In addition, add the **Notification Given** case action for the Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice. Include the following fields in the case action:

1. Case Action Status = Approved/Accepted
2. Action Date = Date the BLM sent the Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice
3. Action Remarks = "Preliminary Allocation Notice"

Operator
Review and/or enter the operator for the pending agreement or the pending initial participating area. For a pending participating area revision or consolidation, the BLM should review the name of the existing operator in the MLRS case customer tab for accuracy.

Case Lands
Enter the lands into the pending application (including a participating area revision or consolidation) with a 'Filing Received' case land status.

Recapitulation Table
Update the recapitulation table with the leases and acres of the leases that are in the pending application (including a participating area revision or consolidation). Do not "Save Recapitulation Table" and do not generate a new or updated attachment until the BLM approves the pending application.

After adding the leases to the application's recapitulation table in MLRS, review the leases to ensure that the leases have a case disposition of authorized. If there are obvious issues with the recapitulation table, return the application to the applicant and request necessary updates. Do not send a Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice until the applicant corrects any defects in the allocation schedule.

Pending Agreement or Participating Area Application Files
To ensure that the Office of Natural Resources Revenue has the information needed for the Royalty Resiliency Act, the BLM will upload the pending application, including the exhibits, into MLRS.

As a reminder, the BLM should name all documents uploaded to MLRS in the following way: <Date filed>_<Type of document>. For example, the BLM will name a communitization agreement application filed on January 24, 2022, as *20220124_CA Application*.

After completing these steps, notify the applicant, ONRR, and the associated field office of the pending agreement using a Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice. The BLM does not send this notice for exploratory unit agreements.