

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, OR 97208**

**In Reply Refer to:**

3100, 3200 (OR-932) P

October 22, 2002

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Information Bulletin No. OR-2003-015

To: District Managers

From: Deputy State Director for Resource Planning, Use & Protection

Subject: Guidance on the Policies and Procedures for the Development and  
Application of Oil and Gas and Geothermal Lease Stipulations

All Federal mineral estates, unless withdrawn from the functioning of the Mineral Leasing Act, are potentially available for oil and gas and geothermal leasing (National Energy Policy, 2001). Decisions on whether to lease, and under what requirements, will be made in land use planning documents and associated National Environmental Policy Act documentation. We recognize that in most cases oil and gas or geothermal exploration and production activity are compatible, or can be made compatible, with many other surface resources. In developing leasing stipulations, the least restrictive stipulation needed to achieve other resource protection goals should be used. It is important that the stipulation is necessary only if it does not duplicate existing laws, regulations, lease terms (especially Sections 6 of the standard lease terms Form 3100-11 and Form 3200-24), Onshore Oil and Gas Orders or Notices to Lessees. It is important to remember that the authorized officer has the authority to modify the siting and design of facilities. Relocation of not more than 200 meters (approximately 40 acres in radius) or the prohibition of new surface disturbance for not more than 60 days is generally consistent with lease rights.

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Bureau policy does not allow the use of Contingent Right Stipulations. Lease stipulations should be in one of the following categories:

Offer to Lease, with standard terms and conditions.

No Surface Occupancy (NSO) stipulation. The NSO stipulation is intended for use only when other stipulations are determined insufficient to adequately protect the public interest.

Controlled Surface Use stipulation. This stipulation is intended to be used when fluid mineral occupancy and use are generally allowed on all or portions of the lease area year-round, but because of special values or resource concerns, lease activities must be strictly controlled. This format must be followed.

Timing Limitation stipulation. This stipulation (often called "seasonal") prohibits fluid mineral exploration and development activities for time periods of less than a year. When using this stipulation, ensure that the date(s) and location(s) are as specific as possible.

The formats for the documents given above are found in Oregon State Office Handbook 3101-H and must be followed;

copies of this handbook will be sent under separate cover.

**Contact:** Any questions concerning the content of this Information Bulletin (IB) should be directed to the Oregon State Office, Nancy Ketrenos (503-808-6044) or Donna Kauffman (503-808-6162).

**Districts with Unions** are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
Denis Williamson  
(Acting)

Authenticated by  
Cindy Fredrickson

1 Attachment (under separate cover)  
1 – Handbook 3101-H (18 pp)

Distribution

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