

**Michelle Lujan Grisham**, Governor  
**Sarah Cottrell Propst**, Cabinet Secretary  
**Todd E. Leahy, JD, PhD**, Deputy Cabinet Secretary  
**Adrienne Sandoval**, Oil Conservation Division Director

**December 20, 2019**



## **ANNOUNCEMENT**

*Office visitation and appointment policy update*

The Oil Conservation Division today announces a [new policy](#) regarding office visitation in the Santa Fe office. Beginning January 1, 2020 all visitors must sign in with the receptionist and provide his or her name, affiliation, date and time, purpose of visit, and note if an appointment was previously scheduled.

Except in the event of an emergency, all visitors must make a prior appointment when meeting with staff of the Oil Conservation Division in the Santa Fe office. Visitors without an appointment will be instructed to make one and come back at the agreed upon date and time.

This policy change is not to deter the public from meeting with the Oil Conservation Division, its intent is to safeguard employees' time from frequent interruptions. Unannounced visitors interrupt staff from their duties, the new policy requiring appointments aims to mitigate this issue.

To make an appointment with staff in the Oil Conservation Division contact 505-476-3441.