



Statewide Rule 13 Exception

User Guide

Railroad Commission of Texas
Information Technology Services Division
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RRC Online Login Screen

Log In
Log in to access the RRC Online System.

UserID:
Password:

[Forgot Password?](#) OR [Forgot User Id?](#)

The RRC Online System allows authorized entities to electronically file certain forms with the Railroad Commission online or through EDI. Forms processed through this system are ones containing data that has been migrated from the Commission's mainframe to an open system environment. Through the RRC Online System, forms can be filed online over the Internet using a web browser, or data files can be uploaded through the application.

How to Obtain a User ID:

To utilize the Online Filing system, you must have a User ID that is assigned to you by your company's designated Security Administrator. A company or individual may designate a Security Administrator by completing the Security Administrator Designation (SAD) form and mailing it to the RRC. When the SAD form is processed, the Security Administrator will receive a User ID and a temporary initial password. The Security Administrator will be able to log into the RRC Online System using their assigned User ID and create User IDs for users within their company. They will also be able to assign certain electronic filing rights for those accounts, and perform account maintenance activities (such as resetting passwords) when needed.

If you are uncertain whether your company has a security administrator, please email the Commission at rconline-security@rrc.state.tx.us.

1. [Read](#) the requirements for participating in online filing.
2. [Print](#) the SAD form.
3. Complete and sign the form then mail it to the RRC, following instructions on Page 2 of the form. When the form is processed, the designated security administrator will receive a User ID and temporary password by email.
4. The security administrator will log into the system and assign User IDs and filing rights.

The *RRC Online System* page is your initial landing page. The RRC Online System allows authorized entities to electronically file forms with the RRC online. You must use your RRC-provided username and password to log into the RRC Online System. Applications can be filed online over the internet using a web browser.

RRC Website Minimum Usage Requirements

- Mozilla Firefox 32.0+ and Google Chrome 37.0+ are recommended for the best viewing results.
- Internet Explorer 9.0 and below is not recommended.
- JavaScript must be enabled.
- Pop-up blocking software must be disabled.

SWR13EX Homepage

The screenshot displays the 'Statewide Rule 13 Exception' homepage of the Railroad Commission of Texas. The page features a navigation menu on the left with sections for Home, My Applications, Search, Application, and Help. The main content area, titled 'My Applications', shows a table of two applications in progress. The table includes columns for Application Number, Application Status, Last Modified Date, Operator Number, Operator Name, API Number, Lease Name, Drilling Permit Number, GW-1 Application ID, and Well Number. Both applications listed are for 'CLARK WOOD RANCH' with well number 'M170'. The first application has an application number of 7381 and a last modified date of 2016-04-12. The second application has an application number of 7361 and a last modified date of 2016-04-08. The interface also includes a 'Log Out' button in the top right corner and a 'Showing 1-2 out of 2 applications' indicator above the table.

	Application Number	Application Status	Last Modified Date	Operator Number	Operator Name	API Number	Lease Name	Drilling Permit Number	GW-1 Application ID	Well Number
Actions	7381	In Progress	2016-04-12				CLARK WOOD RANCH			M170
Actions	7361	In Progress	2016-04-08				CLARK WOOD RANCH			M170

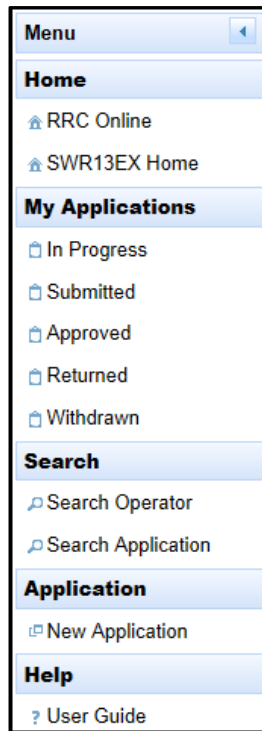
The *SWR13EX Home* is the main landing page of the Statewide Rule 13 Exception (SWR13EX) site and provides you with the ability to view, sort, delete, or edit SWR13EX applications that are in progress. From this page, you can also navigate to search functionality, as well as start the creation process for a new application.

When going to the *SWR13EX Home*, you see a list of SWR13EX applications that are in progress as well as information about those applications, such as application status and operator information.








Navigating the SWR13EX Website

There are many ways of getting around the SWR13EX website, and this section describes the navigational menus that will help you get to where you want to go.

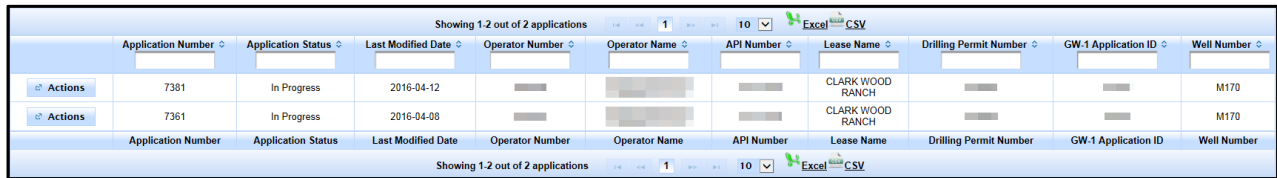
Left Navigation Menu



The left-hand navigation menu allows you to go to different pages in the Railroad Commission of Texas' website. You can move to these new sections by clicking on one of the following links:

1. *RRC Online* – Click the **RRC Online**  link to go to the RRC Online System page.
2. *SWR13EX Home* – Click the **SWR13EX Home**  link to go to the *SWR13EX Home* page and view all In-Progress applications.
3. *My Applications* – Click one of the application status  links (i.e., *In Progress*, *Submitted*, *Approved*, *Returned*, or *Withdrawn*) to filter the *My Applications* list.
4. *Search Operator* – Click the **Search Operator**  link to go to the *Search Operator* page and lookup operators by Operator Number and Operator Name.
5. *Search Application* – Click the **Search Application**  link to go to the *Search Application* page and lookup all applications that meet specified search parameters.
6. *New Application* – Click the **New Application**  link to go to the *New Application* page and begin a new SWR 13 Exception application.
7. *User Guide* – Click the **User Guide**  link to be presented with a pdf copy of the user's manual.










List Navigation



The screenshot shows a table with columns: Application Number, Application Status, Last Modified Date, Operator Number, Operator Name, API Number, Lease Name, Drilling Permit Number, GW-1 Application ID, and Well Number. The table contains two rows of data for application 7361. Above the table is a navigation bar with 'Showing 1-2 out of 2 applications', page numbers '1' and '10', and buttons for 'Excel' and 'CSV'. Below the table is a similar navigation bar.

	Application Number	Application Status	Last Modified Date	Operator Number	Operator Name	API Number	Lease Name	Drilling Permit Number	GW-1 Application ID	Well Number
Actions	7361	In Progress	2016-04-12				CLARK WOOD RANCH			M170
Actions	7361	In Progress	2016-04-08				CLARK WOOD RANCH			M170

You can navigate lists of information by following the instructions below:


1. Click the sort order button  of any column to sort the application list by the column you select. Clicking it again reverses the order of the search results.
2. Click the text boxes under the column names and enter a full or partial word to filter the application list by strings that only contain the string you entered in the text box.
For example, if you enter “John”, only results that contain the characters “John” are displayed. Removing the text returns the filter to its initial state.
3. The navigation bars at the top and the bottom of the list allow you to show more results on the page or quickly move from page to page.
 - a. First, the numbers **Showing 1-10 out of 216 applications** next to the navigation bar show you what page you are currently on, and how many applications total are in the list of applications.
 - b. Click the drop-down list  in the navigation bar to select how many results per page you want to see in the list of applications.
 - c. Click the next  button in the navigation bar to go to the next page of the list of applications. If you are on the last page, this button cannot be used.
 - d. Click the previous  button in the navigation bar to go to the previous page of the list of applications. If you are on the first page, this button cannot be used.
 - e. Click the last  button in the navigation bar to go to the last page of the list of applications. If you are on the last page, this button cannot be used.
 - f. Click the first  button in the navigation bar to go to the first page of the list of applications. If you are on the first page, this button cannot be used.
 - g. Clicking the numbered buttons  takes you directly to the page that corresponds to the number you clicked on.
4. Buttons change based upon the application status.
5. In addition, you may also download the list’s information by doing the following:
 - a. Click the  **Excel** button to download the list in XSLX (Microsoft Excel) format.
 - b. Click the  **CSV** button to download the list in CSV (comma separated values) format.

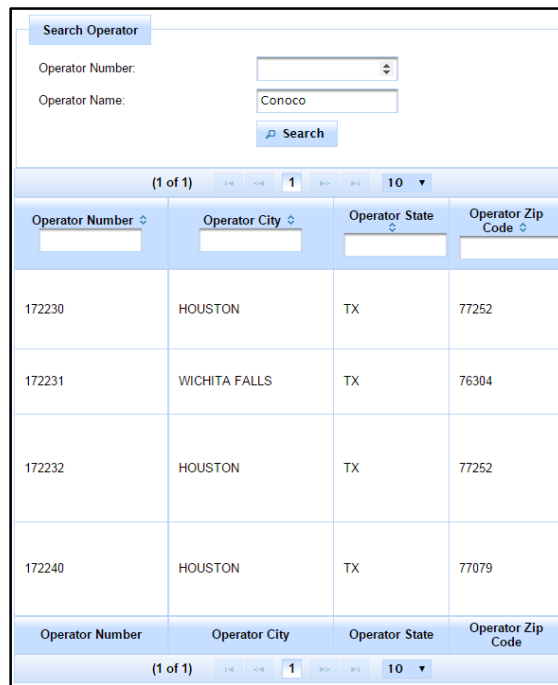
Searching for a P-5 Operator

You can search for an operator from within an application that you are editing or creating or from the *SWR13EX Home* page.

Searching From Within an Application

From within the application screens, you can search for a specific operator.

1. Open the application in which you would like to search for an operator.
2. Click on the **Filing and Well Information** tab.
3. Click the **Find**  **Find** button within the *Operator* section; clicking the **Find** button displays the *Search Operator* window.
4. Enter either the full operator number in the **Operator Number** text box, or a full or partial operator name in the **Operator Name** text box.
5. Click the **Search** button to start the search. If any results match your search criteria, they are returned and displayed in the list on the page.
6. The *Search Operator* window displays any matching operators with the operator number or name you supplied.




The screenshot shows the 'Search Operator' window. At the top, there are two input fields: 'Operator Number' (empty) and 'Operator Name' (containing 'Conoco'). Below these is a 'Search' button. The results are displayed in a table with the following data:

Operator Number	Operator City	Operator State	Operator Zip Code
172230	HOUSTON	TX	77252
172231	WICHITA FALLS	TX	76304
172232	HOUSTON	TX	77252
172240	HOUSTON	TX	77079

Searching From the Search Operator Link in the Navigation Menu

From the left-hand menu, you can initiate a search for a specific operator.

1. Click the **Search Operator**  **Search Operator** link from within the left navigation menu. This takes you to the *Search Operator* page.

2. Enter either the full operator number in the **Operator Number** text box, or a full or partial operator name in the **Operator Name** text box to search for applications submitted by a particular operator.
3. Click the **Search** button to start the search. If any results match your search criteria, they are returned and displayed in the list on the page.

Search Operator

Operator Number:

Operator Name:

(1 of 1) 1 10

Operator Number	Operator City	Operator State	Operator Zip Code
172230	HOUSTON	TX	77252
172231	WICHITA FALLS	TX	76304
172232	HOUSTON	TX	77252
172240	HOUSTON	TX	77079

Operator Number Operator City Operator State Operator Zip Code

(1 of 1) 1 10

Searching for an Application

You can also search for an application by performing the following steps.

The screenshot shows a search form titled "Search Application". It contains several input fields and dropdown menus for searching applications. The fields are: Application Number, Operator Number, Operator Name, Trace Number, Drilling Permit Number, GW-1 Application ID, Well Number, Total Depth, Field Name, Lease Name, API Number, Survey Name, District (dropdown), County (dropdown), Application Status (dropdown), Surface Casing Depth, Submitted Date: from (text), and Submitted Date: to (text). At the bottom, there are "Search" and "Clear Search" buttons, and a note: "Click the Clear Search button to clear the search criteria and results."







1. Click the **Search Application** link in the left navigation menu; you are then taken to the *Search Application* screen.
2. Enter the value you want to search for in any of the text boxes. For example, if you want to find all applications submitted by an operator with a specific name, enter the operator’s name in the *Operator Name* text box, and then click the **Search** button. This returns all application results with that operator’s name.

The screenshot shows the same search form as above, but with the "Operator Name" field filled with a name. Below the form, a table displays the search results. The table has columns for Application Number, Application Status, Approved Date, Submitted Date, Operator Name, API Number, Drilling Permit Number, and GW-1 Application ID. A single row is shown with the application number 7401 and status Submitted. The table also includes a pagination bar at the bottom showing "Showing 1-1 out of 1 applications" and buttons for "Excel" and "CSV".

Application Number	Application Status	Approved Date	Submitted Date	Operator Name	API Number	Drilling Permit Number	GW-1 Application ID
7401	Submitted		2016-04-12				

Filtering Search Results

After getting the results of your application or operator search, you can filter the results to show the information that you think is important.

	Application Number 	Application Status 	Approved Date 	Submitted Date 
	<input type="text"/>	<input type="text" value="Submitted"/>	<input type="text"/>	<input type="text"/>
 Actions	7401	Submitted		2016-04-12
 Actions	6225	Submitted		2016-03-29

Click the text boxes under the column names and enter a full or partial word to filter the application list by strings that only contain the string you entered in the text box.

For example, if you enter “Submitted” in the **Application Status** text box, only results that have an application status of *Submitted* are displayed. Removing the text removes the filter and returns the list to its initial state.

Determining Application Status

You can determine the status of your application by performing the following steps:

1. Search for the application you want to find the status for by going to the *Search Application* page and searching for the application.
2. Once the results are returned, look at the *Application Status* column. Applications can have the following statuses:
 - *In Progress* – The application information has been saved but has not been submitted.
 - *Submitted* – The application has been submitted for approval.
 - *Under Review* – The application is currently under review by the RCC.
 - *Approved* – The application has been approved.
 - *Rejected* – The application has been rejected.



NOTE: Application status can be determined in any application list by looking at the *Application Status* column in the list.

Creating a New Statewide Rule 13 Exception Application

[New Application](#)

To start the application process, click the **New Application** link on the *SWR13EX Home* page; this takes you to the *SWR13EX* application page, where you can fill out a new *SWR13EX* application.

The following sections show you how to fill out a *SWR13EX* application using the online RRC website.



IMPORTANT: All fields in the application marked with an asterisk (*) are required fields. This data must be entered and completed before submitting a *SWR13EX* application.

Application Screen Navigation

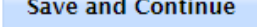
When creating or editing an application, each of the information sections can be collapsed or expanded by using the **+** and/or **-** buttons in the header before the information section. This allows you to economize the space on the application page.

Before collapse:

After collapse:

Tab Navigation

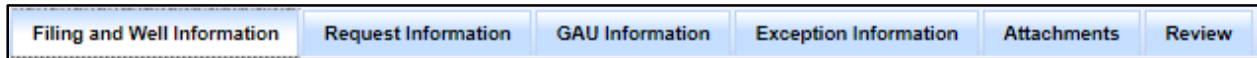
Once you have filled out the *Filing and Well Information*, you are presented with a series of tabs that you use to fill out additional application information. Clicking on these tabs takes you to the page corresponding to that tab.

You can also navigate to the next tab by clicking **Save and Continue**  on any tab screen. Doing this automatically moves you to the next tab.

New Application Data

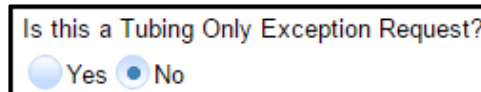
The following sections provide information about the tabs that contain application information. The fields on these tabs must be filled out correctly to submit a successful SWR13EX application.

Filing and Well Information Tab



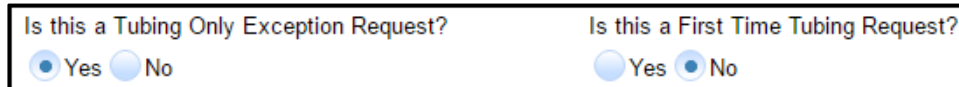
The *Filing and Well Information* tab contains the information that was originally gathered when filling out a new application for a Statewide Rule 13 Exception.

1. Specify if the filing is for a tubing exception only request by selecting “Yes” or “No” by clicking one of the *Is this a Tubing Only Exception Request* radio buttons:



Is this a Tubing Only Exception Request?
 Yes No

2. If **Yes** is selected, indicate if this is a first time tubing request by selecting “Yes” or “No” in the *Is this a First Time Tubing Request* radio buttons:

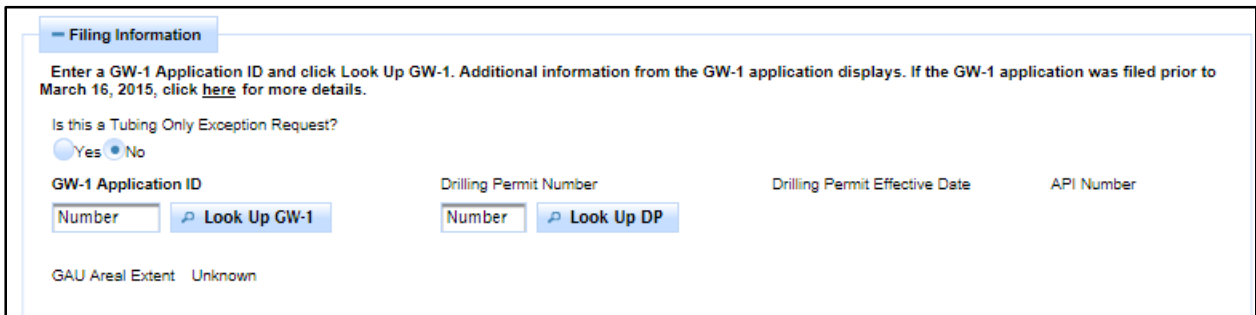


Is this a Tubing Only Exception Request? Is this a First Time Tubing Request?
 Yes No Yes No

If you have selected that this is a tubing only request, no information will be editable on the *Exception Information* tab.

3. Enter a *GW-1 Application ID* and click **Look UP GW-1**. Additional information from the associated GW-1 application is filled in automatically.

Filing information before looking up the *GW-1 Application ID*:



Filing Information

Enter a GW-1 Application ID and click Look Up GW-1. Additional information from the GW-1 application displays. If the GW-1 application was filed prior to March 16, 2015, click [here](#) for more details.

Is this a Tubing Only Exception Request?
 Yes No

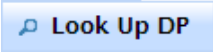
GW-1 Application ID	Drilling Permit Number	Drilling Permit Effective Date	API Number
<input type="text" value="Number"/> Look Up GW-1	<input type="text" value="Number"/> Look Up DP		

GAU Areal Extent Unknown

Filling information after looking up the *GW-1 Application ID*:



NOTE: You must have previously filed a Groundwater application in order to have a valid GW-1 number. This is a required value.

4. In the *Drilling Permit Number* text box, enter your drilling permit number. A drilling permit number is required when the GAU Recommendation is not for one specific well location.
5. Click the **Look Up DP**  button. A message displays and the operator, well and location information is prepopulated based on the entered drilling permit number.

 The operator, well and location information is prepopulated from the entered drilling permit number.

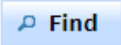
6. You can indicate if this is an area-wide request by selecting either “Yes” or “No” from the *Is this exception part of an Area-Wide Request* radio buttons.
 - a. If you select *No*, you have nothing further to do.
 - b. If you select *Yes*, this exception is part of an area-wide request.
 - i. If this is a first time area-wide request, you must enter all information in the application as you normally would.
 - ii. If this is not the first application associated with this area-wide request, you can click the **Select Associated Application** button. From here, you can select an associated area-wide application from the list that is shown, and application information is then filled out based on the associated application.

Previous SWR13E Application

Application Number	Lease Name	Well No.	Status	Submitted Date
102663	MICHAELS, E. L.	6	Approved	2015-05-27

7. If you want to use a different operator for the new application, click the **Find** button in the *Operator* section. This allows you to search for a different operator by either their *Operator Number* or *Operator Name*:

Operator Number (P-5 No.)



Performing this step allows you to specify the P-5 Operator under which the application is being filed.

8. Once finished, the layout and example values of the prepopulated fields are shown below:

- Filing Information			
Is this a Tubing Only Exception Request? <input type="radio"/> Yes <input checked="" type="radio"/> No			
GW-1 Application ID	Drilling Permit Number	Drilling Permit Effective Date	API Number
<input type="text"/> Look Up GW-1	<input type="text"/> Look Up DP	Fri, Sep 12 2014	10731954
GAU Areal Extent Well Location			
- Operator			
Operator Number (P-5 No.)	Find	Operator Name	
Operator Address	PLANO, TX 75093		
- Well Identification			
County Name CROSBY	District 8A	Lease Name CLARK WOOD RANCH	
Well Number M170	Field Name HOOPLE (CLEAR FORK)		
- GPS Coordinates			
Format Decimal Degrees	NAD NAD27		
Latitude Decimal Degrees 33.468398	Longitude Decimal Degrees -101.500226		
- Survey Information			
Survey D&SE RR CO	Abstract No. 379	Section 11	
Block D19	Township	League	
Tract	Lot	Share	
Labor	Porcion		
- Reference Lines			
Reference Line Survey	First Distance 259	First Direction SOUTH	
	Second Distance 331	Second Direction WEST	
- Additional Information			
Nearest Town SLATON	Distance to Nearest Town 8.5	Direction to Nearest Town NE	
Total Vertical Depth 4500	Measured Depth <input type="text"/>		
Save and Continue Cancel			

9. Ensure the information is correct, and then click the **Save and Continue** button. This saves your application in its current state and moves to the next *New Application* page. An application number, or “tracking number,” will be generated and assigned to the new application at this stage in the process. Clicking **Save and Continue** moves you to the next step in the application process.

- If you want to include further information about the reason for the request, enter this additional information into the *Additional Information for Reason for this Request* text box.



NOTE: The *Additional Information* text box can only accommodate 250 characters.

- In the *Have there been any blowouts within a mile of this wellsite* radio buttons, click the appropriate **Yes** or **No** answer. If selecting **Yes**, you are provided a space to capture the *Blowout Details*:

If Yes, name operator(s), lease(s), and date(s) blowout(s) occurred.

Operator Name	Lease Name	Blowout Date
No records found.		
Add Blowout Details		

- Click the **Add Blowout Details** button. A popup window displays that allows you to enter your blowout details. These details include the *Operator Name*, *Lease Name*, and the *Blowout Date* (which must be in the format *mm-dd-yyyy*).

Blowout Details ✕

Operator Name *

Lease Name *

Blowout Date *

[Add Blowout Details](#)

- Add the *Operator Name*, *Lease name*, and *Blowout Date*, which is the date that the blowout occurred, and then click **Add Blowout Details**. You can add multiple blowout details per well.

After blowout details are added, they are listed as shown below:

If Yes, name operator(s), lease(s), and date(s) blowout(s) occurred.

Operator Name	Lease Name	Blowout Date	
Person	Lease	03/04/2015	
Person 2	Lease 2	03/18/2015	
Add Blowout Details			

- Click the **Delete** button next to the detail line if you want delete a row of information.

- In the *Are there any Injection or Disposal wells within 1/4 mile of the proposed well location* radio buttons, click the appropriate **Yes** or **No** answer. If selecting **Yes**, you are provided a space to capture the *Injection or Disposal Well Details*:

If Yes, list names and depths of all formations permitted for Injection or Disposal within 1/4 miles of the well location

Formation Name	Formation Depth
No records found.	
Add Injection or Disposal Well Details	

- a. Click the **Add Injection for Disposal Well Details** button. A popup window displays that allows you to enter your injection or disposal well details. These details include the *Formation Name* and the *Formation Depth*.

- b. When you finish entering the new injection or disposal well details, click the **Add Injection or Disposal Well Details** button to add the new injection or disposal well details. You can add multiple injection or disposal well details per application.

After the injection or disposal well details are added, they are listed as shown below:

If Yes, list names and depths of all formations permitted for Injection or Disposal within 1/4 miles of the well location

Formation Name	Formation Depth	
Formation	231	
Formation 2	920	

Add Injection or Disposal Well Details

- c. Click the **Delete** button next to the detail line if you want to delete a row of information.

7. In the *Are there any water wells within 1/4 mile of this proposed well location* radio buttons, click the appropriate **Yes** or **No** answer. If selecting **Yes**, you are provided a space to capture the *Water Well Details*:

If Yes, provide information requested below

Well Type	Depth	Distance	Direction
No records found.			



Add Water Well Details

- a. Click the **Add Water Well Details** button. A popup window displays that allows you to enter your water well details. These details include the *Type of water well*, *Depth (ft.)*, *Distance*, and *Direction* of the well. You can add multiple water well details.


- b. When you finish entering the new well details, click the **Add Well Details** button to add the new water well details. You can add multiple water well details per well.

After the water well details are added, they are listed as shown below:

If Yes, provide information requested below

Well Type	Depth	Distance	Direction	
Water	231	21	N	
Water 2	2889	234	E	

[Add Water Well Details](#)

- c. Click the **Delete**  button next to the detail line you want to delete.
8. In the *Has the well been drilled and completed* radio buttons, click the appropriate **Yes** or **No** answer. When selecting **Yes**, you are required to enter the *Completion Tracking Number* associated with the completion report filed for the well you are requesting a SWR 13 exception for. Enter the correct information in the **Completion Tracking No.** text box provided:

Completion Tracking No. *

9. If you have any remarks for the application, enter these remarks in the **Remarks for the application** text box.



NOTE: The *Remarks for the application* text box can only accommodate 500 characters. Remarks are not required.

10. The finished request information looks similar to the following:

Filing and Well Information Request Information Exception Information Attachments Review

Before navigating to the next tab, click Save to update the application information.

Application Information

Application Number : 382 Application Status: In Progress

Request Information

Reason for this request: Economic Technical Other

Is this a proposed injection or disposal well? Yes No

Is this a Minimum Separation well? Yes No

If Yes, name operator(s), lease(s), and date(s) blowout(s) occurred.

Operator Name	Lease Name	Blowout Date	
Person 2	Lease 2	03/19/2015	<input type="button" value="X"/>
Person	Lease	03/04/2015	<input type="button" value="X"/>

If Yes, list names and depths of all formations permitted for Injection or Disposal within 1/4 miles of the well location

Formation Name	Formation Depth	
Formation	231	<input type="button" value="X"/>
Formation 2	920	<input type="button" value="X"/>

If Yes, provide information requested below

Well Type	Depth	Distance	Direction	
Water	231	21	N	<input type="button" value="X"/>
Water 2	2899	234	E	<input type="button" value="X"/>

Are there any blowouts within a mile of this wellsite? Yes No

Are there any Injection or Disposal wells within 1/4 mile of the proposed well location? Yes No

Are there any water wells within 1/4 mile of this proposed well location? Yes No

Has the well been drilled and completed? Yes No

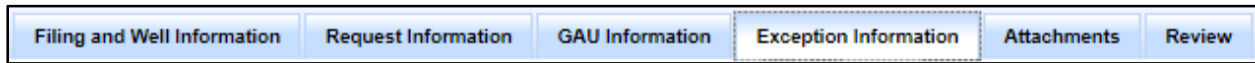
Completion Tracking No. *

Remarks for the application

500 characters remaining.

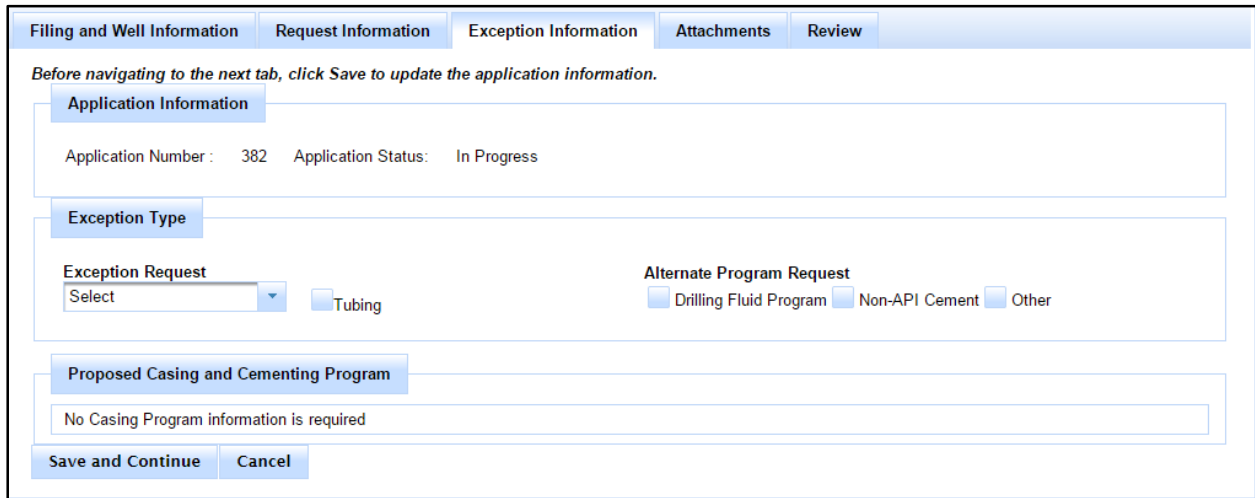
11. When finished, click the **Save and Continue** button to save your application information and continue to the **GAU Information** tab, or click **Cancel** in order to cancel the application. A saved application is not submitted; rather, it is saved in the current state for future editing for submission.

Exception Information Tab



Filing and Well Information Request Information GAU Information **Exception Information** Attachments Review

The *Exception Information* tab provides exception information about the well.



Before navigating to the next tab, click Save to update the application information.

Application Information

Application Number : 382 Application Status: In Progress

Exception Type

Exception Request: Select Tubing

Alternate Program Request: Drilling Fluid Program Non-API Cement Other

Proposed Casing and Cementing Program

No Casing Program information is required

Save and Continue Cancel

The *Exception Information* tab is prepopulated (or not) based on the following criteria:

- If this is a regular (non-tubing only) application, the information is not prepopulated.
- If this is a tubing only application, the information is prepopulated.
- If this is the first area-wide application, the information is not prepopulated.
- If this is the second or subsequent area-wide application, the information is prepopulated.

EXCEPTION TYPES

Exception Request Types

The following information gives a map of exception request types and casing types; all information is the same for each casing type across each exception request type:

Exception Request Type	Casing Type(s)
Short Surface Casing	<ul style="list-style-type: none">• Surface Casing• Intermediate Casing• Production Casing• Conductor Casing
Excess Surface Casing	<ul style="list-style-type: none">• Surface Casing• Conductor Casing
Single-String	<ul style="list-style-type: none">• Single String• Conductor Casing

1. Ensure the check box next to *Tubing* is checked if the application includes a request for a tubing exception.



NOTE: If *Tubing* is selected, no other information is needed on the *Exception Information* tab. If you entered “Yes” for *Is this a Tubing Only Exception Request* on the *Filing and Well Information* tab, then the *Exception Request* type is *Tubing* by default, and no other information on this page can be edited. You can click **Save and Continue** to continue to the *Attachments* page.

2. Click the **Exception Request** drop-down list to select an *Exception Request* type from the list:

The screenshot shows a form field labeled "Exception Request" with a dropdown menu currently displaying "Select". To the right of the dropdown is a checkbox labeled "Tubing" which is checked.

- **EXCEPTION REQUEST TYPE – SHORT SURFACE CASING**

Short surface casing is the appropriate selection when surface casing is proposed to be set shallower than the Base of Usable Quality Water (BUQW). You will also be required to provide casing and cementing data on an intermediate casing or production casing.

If you have selected an *Exception Type* that is *Short Surface Casing*, you must fill out the *Proposed Casing and Cementing Program* information.

1. First, fill out the *Casing* information.
2. Next, select *Conventional or Multi-Stage Shoe* information.

- **EXCEPTION TYPE REQUEST – EXCESS SURFACE CASING**

Excess surface casing is the appropriate selection when surface casing is proposed to be set more than 200 ft. deeper than the BUQW.

If you have selected an *Exception Type* that is *Excess Surface Casing*, you must fill out the *Proposed Casing and Cementing Program* information.

1. First, fill out the *Casing* information.
2. Next, select *Conventional or Multi-Stage Shoe* information.

- **EXCEPTION TYPE REQUEST – SINGLE-STRING**

Single-String casing is the appropriate selection when no surface casing will be installed, and the production casing is proposed to be set deeper than 1,000 ft.

If you have selected an *Exception Type* that is *Single String*, you must fill out the *Proposed Casing and Cementing Program* information.

3. If applicable, select the type of *Alternate Program Request* for the *Exception Type*.
 - **Drilling Fluid Program** – Check this box if the exception is for a drilling fluid program not authorized by SWR 13.
 - **Non-API Cement** – Check this box if the exception is for a non-API cement.
 - **Other** – Exposes the *Additional Information for Alternate Program Request* text box. This box has a maximum length of 250 characters that you can use to specify the reason for *Other*.
4. Fill out the *Casing* information.
5. Select *Conventional or Multi-Stage Shoe* information.

Proposed Casing and Cementing Program Sections

After selecting the *Exception Type*, you must provide casing and cementing program information. The *Exception Type* can be *Short Surface Casing*, *Excess Surface Casing*, or *Single-String*. There are multiple sections within the *Proposed Casing and Cementing Program*, and most of the information types are repeated in several sections.

Casing Sections

The *Casing* sections allow you to enter information about the casing type, as well as more in-depth information about that casing.

The following sections are applicable to all exception request types and do not change when selecting different *Exception Request* types.

Example of conductor *only* casing:

Casing Type:	Conductor Casing	Cementing Program	Conventional
Hole Size (in.)	<input type="text" value="0.00"/>		
Casing O.D. (in.)	<input type="text" value="0.00"/>		
Grade	<input type="text"/>		
Weight (lb.)	<input type="text" value="0.00"/>		
Shoe Setting Depth (ft.)	<input type="text" value="Number"/>		
Multi-Stage Tool Depth (ft.)	<input type="text" value="Number"/>		
Number of Centralizers	<input type="text" value="Number"/>		
Centralizers Placement	<input type="text" value="Text"/>		

Example of all other casing types:

Casing Type:	Intermediate Casing	Cementing Program	<input checked="" type="radio"/> Conventional <input type="radio"/> Multi-Stage
Hole Size (in.)	<input type="text" value="0.00"/>		
Casing O.D. (in.)	<input type="text" value="0.00"/>		
Grade	<input type="text"/>		
Weight (lb.)	<input type="text" value="0.00"/>		
Shoe Setting Depth (ft.)	<input type="text" value="Number"/>		
Multi-Stage Tool Depth (ft.)	<input type="text" value="Number"/>		
Number of Centralizers	<input type="text" value="Number"/>		
Centralizers Placement	<input type="text" value="Text"/>		
		Lower Casing Values for Tapered String	
		Hole Size (in.)	<input type="text" value="0.00"/>
		Casing O.D. (in.)	<input type="text" value="0.00"/>
		Grade	<input type="text" value="Text"/>
		Weight (lb/ft.)	<input type="text" value="0.00"/>
		Setting Crossover Depth (ft.)	<input type="text" value="Number"/>

The *Lower Casing Values for Tapered String* section is only available in non-conductor casing, multi-stage selections.

The *Casing* sections contain, and allow you to specify, the following information:

- Casing Type – This is the type of casing associated with the exception request. This value is *Short Surface Casing*, *Excess Surface Casing*, or *Single-string*. If **Tubing** is selected, an *Exception Request* type is not required, but can be optionally added.
- Cementing Program –

- a. Conventional – Indicates a conventional cementing program
- b. Multi-Stage – Indicates a multi-stage cementing program
- *Hole Size (in.)* - The hole size in decimal inches.
- *Casing O.D.* – The nominal outer casing diameter size in decimal inches.
- *Grade* - The casing grade.
- *Weight (lb.)* - The casing weight in pounds.
- *Shoe Setting Depth (ft.)* – The setting depth of the casing in feet.
- *Multi-Stage Tool Depth (ft.)* – The setting depth of the multi-stage tool, if installed.
- *Number of Centralizers* – The number of centralizers to be installed.
- *Centralizers Placement* – The frequency of centralizer placement (e.g., one centralizer every fourth joint).

Lower Casing Values for Tapered String (If Applicable)

- *Hole Size* – The hole size in decimal inches.
- *Casing O.D. (In.)* – The nominal outer casing diameter size of the lower tapered string section in decimal inches.
- *Grade* - The casing grade.
- *Setting Crossover Depth (ft.)* – The depth in feet at which the casing changes size.



IMPORTANT: *Lower Casing Values for Tapering String* are only applicable in Casing sections where the *Casing Type* is not *Conductor Casing*.

Multi-Stage Casing vs. Conventional Casing

When using a Multi-Stage cementing program, you must provide additional information for the stage. Conventional vs. multi-stage casing indication is shown below:

The image shows two screenshots of a software interface. Both screenshots have a header 'Casing'. The first screenshot shows 'Casing Type: Surface Casing' and 'Cementing Program' with radio buttons for 'Conventional' (selected) and 'Multi-Stage'. The second screenshot shows 'Casing Type: Surface Casing' and 'Cementing Program' with radio buttons for 'Conventional' and 'Multi-Stage' (selected).

The following table shows what types of casing are available for multi-stage casing.

Casing Type	Available for Multi-Stage Casing?
Surface Casing	Yes
Intermediate Casing	Yes
Production Casing	Yes
Conductor Casing	No (Conventional only)

There are two different types of cementing programs:

- Conventional – Cement slurries will be pumped through the casing shoe only utilizing the pump-and-plug method.
- Multi-Stage – Cement can be pumped in stages, with an initial cement slurry pumped in the conventional manner, and a second slurry pumped through a multi-stage tool that is set at a shallower depth to allow for cement to isolate shallower formations.

Each casing type (other than conductor, which has only one) has multiple cementing sections if *Multi-Stage* is selected.

For example, if *Multi-Stage* is selected, the *Surface Casing* section will have two *Cementing* sections, one for each stage, as shown below:

The image shows two screenshots of a software interface. The top screenshot is titled 'Cementing' and shows two columns of input fields. The left column is for 'Slurry: Tail/Critical Cement' and the right column is for 'Slurry: Lead/Filler Cement'. Each column has fields for 'Cement Type' (Text), 'Yield (cu. ft./sk.)' (Number, value 0.00), '# of Sacks' (Number), and 'Cement Additives' (Text). The bottom screenshot is titled 'Cementing - Multi-Stage Tool' and has the same layout as the top screenshot.

Cementing Sections

The *Cementing* sections allow you to enter information about the cementing.

The following fields are applicable to all exception request types and do not change when selecting different exception request types:

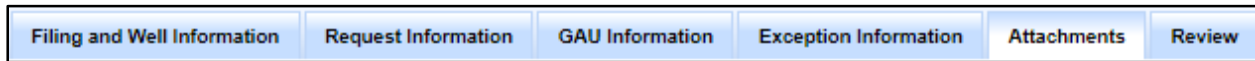
Cementing			
Slurry: Tail/Critical Cement			
Cement Type	<input type="text"/>	# of Sacks	<input type="number"/>
Yield (cu. ft./sk.)	<input type="text" value="0.00"/>	Cement Additives	<input type="text"/>
24-Hr. Comp. Strength (psi)	<input type="number"/>	72-Hr. Comp. Strength (psi)	<input type="number"/>
Cement Column Height (ft.)	<input type="number"/>	Top of Cement (ft.)	<input type="number"/>
Free Water Content (mL water per 250mL cement)	<input type="text"/>	% Excess Cement	<input type="text" value="Number from 0 to 100"/>
Slurry: Lead/Filler Cement			
Cement Type	<input type="text"/>	# of Sacks	<input type="number"/>
Yield (cu. ft./sk.)	<input type="text" value="0.00"/>	Cement Additives	<input type="text"/>
24-Hr. Comp. Strength (psi)	<input type="number"/>	72-Hr. Comp. Strength (psi)	<input type="number"/>
Cement Column Height (ft.)	<input type="number"/>	Top of Cement (ft.)	<input type="number"/>
Free Water Content (mL water per 250mL cement)	<input type="text"/>	% Excess Cement	<input type="text" value="Number from 0 to 100"/>

- Slurry – This is the slurry associated with the exception request. There are two cementing sections that must be filled out: *Tail/Critical Cement* slurry and *Lead/Filler Cement* slurry. If **Tubing** is selected, an Exception Request type is not required, but can be optionally added.
- Slurry Types
 - Tail/Critical Cement – This is typically a higher density, higher compressive strength cement used to properly anchor a casing string in the borehole. SWR 13 requires the critical zone, which is the bottom 20% of surface casing (no less than 300 ft. and up to 1,000 ft.), to be cemented with tail/critical cement. A tail/critical cement slurry is required for each casing string that will be installed in the well. A tail/critical cement slurry may be used for the second stage of a multi-stage cement schedule.
 - Lead/Filler Cement – This is typically a lower density, lower compressive strength cement slurry used to provide zonal isolation without excessive hydrostatic pressure in the total cement slurry fluid column. A lead/filler cement is not required if the tail/critical cement slurry is proposed to be placed from the casing shoe to surface.

<u>Data Field Name</u>	<u>Description</u>	<u>Data type</u>
Cement Type	Classification of cement slurry (e.g. Class A, Class H, 15:85 POZ, TX Lehigh, etc.)	Text
# of Sacks	Total number of cement sacks	Number (up to 2 decimals)
Yield	The yield of the mixed cement in cubic ft. per sack of cement when mixed in accordance with API Spec. 10A.	Number (up to 2 decimals)
Cement Additives	Cement additive names and descriptions, and volume of additive in cement	Text ("N/A" or "Neat" is acceptable)
24-hr Comp. Strength	The measured compressive in 24-hours strength from crush test	Number (up to 2 decimals)

<u>Data Field Name</u>	<u>Description</u>	<u>Data type</u>
	performed in accordance with API RP 10B-2.	
72-hr Comp. Strength	The measured compressive in 72-hours strength from crush test performed in accordance with API RP 10B-2.	Number (up to 2 decimals)
Cement Column Height	The calculated annular cement column height in feet from the casing shoe to the top of the cement column assuming 0% washout or gauge borehole.	Number (rounded to whole number)
Top of Cement	The calculated top of cement in feet below ground surface inclusive of any washout factors and excess cement volume.	Number (rounded to whole number)
Free Water Content	The free water content measured in mL fluid per 250 mL cement slurry in accordance with API RP 10B-2.	Number (up to 2 decimals)
% Excess Cement	The excess volume of cement to be pumped as a percentage of the prescribed volume of cement.	Number (up to 2 decimals)

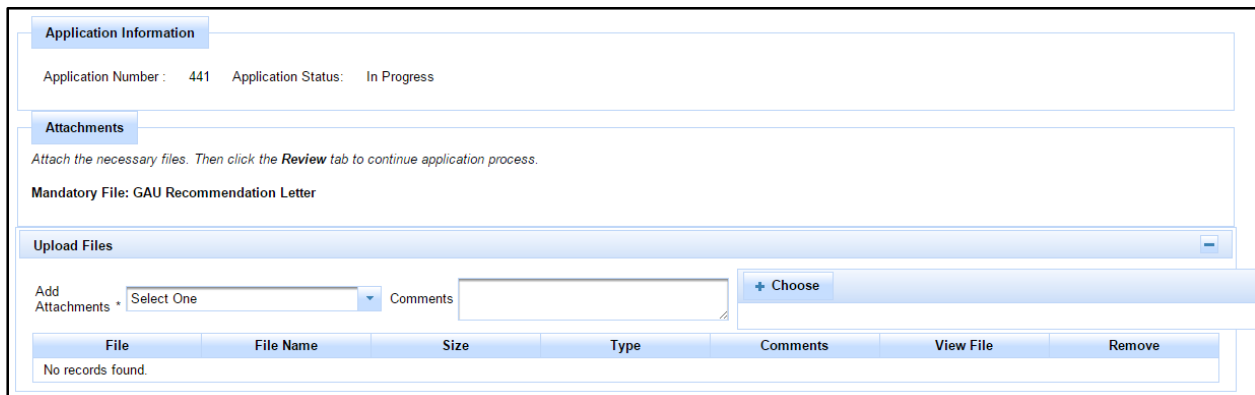
Attachments Tab



The *Attachments* tab is where you upload any attachments that you have that are associated with the SWR13EX application you are filing.

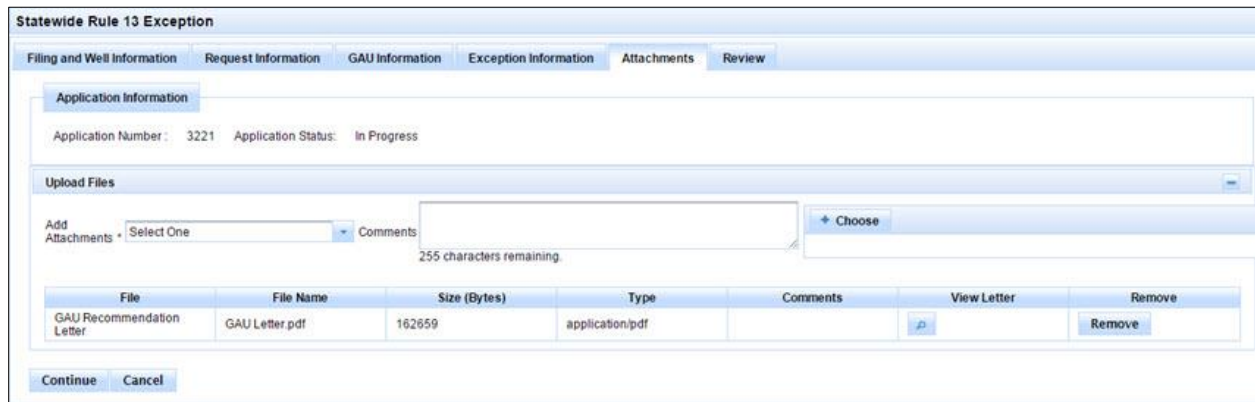



IMPORTANT: A copy of the *GAU Recommendation Letter* is required. Use the same recommendation letter associated with the GAU number entered at the beginning of this application process.




File	File Name	Size	Type	Comments	View File	Remove
No records found.						

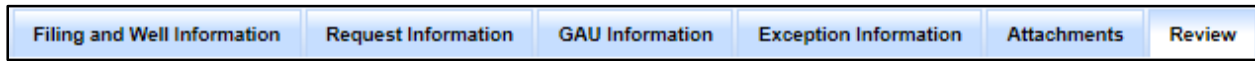
1. Use the *Add Attachments* drop-down list and choose the type of file you are uploading.
2. Click the **Choose** button. Using the Windows file browser, browse to the image file you want to upload and click the **Open** button. Selecting a file after clicking **Choose** automatically uploads the selected attachments and adds it to the list of *Upload Files*.



File	File Name	Size (Bytes)	Type	Comments	View Letter	Remove
GAU Recommendation Letter	GAU Letter.pdf	162659	application/pdf			Remove

To delete any of the uploaded files, click the **Remove** button. If you wish to view the uploaded file, click the  button.

Review Tab



The *Review* tab is where you can view or review your current application.

The screenshot shows the 'Review' tab interface. At the top, there is a sub-tab 'Application Information' with the text 'Application Number : 27 Application Status : In Progress'. Below this is another sub-tab 'Review Application'. At the bottom of the 'Review Application' section, there are two buttons: 'Review' and 'View'. The 'View' button has a checkmark icon and is labeled 'View application as PDF.'.

To review the current application:

Click the **Review** button. This checks your current application for errors. If any errors are encountered, they are listed at the top of the *Review* tab:

A screenshot of error messages displayed in the Review tab. The messages are listed in a red-shaded box with a red 'X' icon next to each. The errors are:
- Tab: Attachments: Upload a GAU Recommendation Letter
- Tab: Exception Information: SURFACE_CONVENTIONAL: Hole size, Casing O.D., Grade, Weight, Shoe Setting Depth, Number of Centralizers, Centralizers Placement are required.
- Tab: Exception Information: TAIL: SURFACE_CONVENTIONAL: Cement Type, # of Sacks, Yield, Cement Additives, 24 Hr Comp Strength, 72 H2 Comp Strength, Top of Cement, Free water content, % Excess Cement are required.
- Tab: Request Information: Minimum Separation Well Flag for this request must be selected.

Both the tab and information that is missing are shown in the error messages. You must fix these errors before submitting your application.

To view the application in its current state:

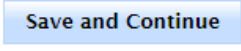
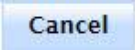
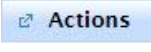



Click the **View** button. This presents a copy of your current application in PDF format. You will see your application in its current state, regardless of whether it is finished or if there are errors.

A screenshot of the 'STATEWIDE RULE 13 EXCEPTION APPLICATION' form. The form is titled 'RAILROAD COMMISSION OF TEXAS' and includes the following information:

- RAILROAD COMMISSION OF TEXAS**
1701 N. Congress
P.O. Box 12967
Austin, Texas 78701-2967
- Status:** IN_PROGRESS
Date:
Application ID: 7381
Version No.:
Payment Trace No.:
- STATEWIDE RULE 13 EXCEPTION APPLICATION**
- PREPARER INFORMATION**
Preparer Name: [Redacted] Phone Number: [Redacted]
E-mail: [Redacted] Fax Number: [Redacted]
- FILING INFORMATION**
GW-1 Application ID: [Redacted] GAU Areal Extent: [Redacted] WELL_LOCATION Radius: 0
API Number: [Redacted] Drilling Permit Number: [Redacted] DP Effective Date: 09/12/2014
Is this a Tubing Exception Only NO Is this a First Time Tubing NO
Is this an area-wide NO Associated SWR13E application:
- OPERATOR INFORMATION**

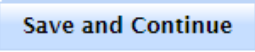
Saving an Application

You can save your application on any tab containing application information.

- Each application tab has a *Save and Continue*  button that allows you to save your application in its current state. Click the **Save and Continue** button to save the application information without submitting it.
- Each application tab has a *Cancel*  button that allows you to exit the application that you are working on. If you have saved the application at any time, it is added to the list on your *SWR13EX Home* page.
- An *Actions*  button displays next to each application. You can perform the following actions:
 - Click the **Edit**  button to edit your saved application.
 - Click the **View**  button to view the application in its current state.
 - Click the **Delete**  button to delete the application.

Editing a Saved Application

It is easy to edit a saved application directly from the list of applications on your *SWR13EX Home* page.

1. Click **Actions | Edit**. The last saved version of the application displays.
2. Edit the application as necessary.
3. Click **Save and Continue**  on any of the application tabs to save the new information in your draft application. Clicking this button also moves you to the next tab of information, if applicable.

Deleting an Application

If you want to delete an application in your application list, follow the instructions below:


1. In the list of applications on your *SWR13EX Home* page, find the application you want to delete.
2. Click **Actions | Delete** next to the application.
3. You are asked to confirm your decision. Click **Yes** to delete the application, or click **No** to return to the application list.
4. The application is deleted, and the following confirmation message displays.

 Deleted Application Number 443

Viewing an Application

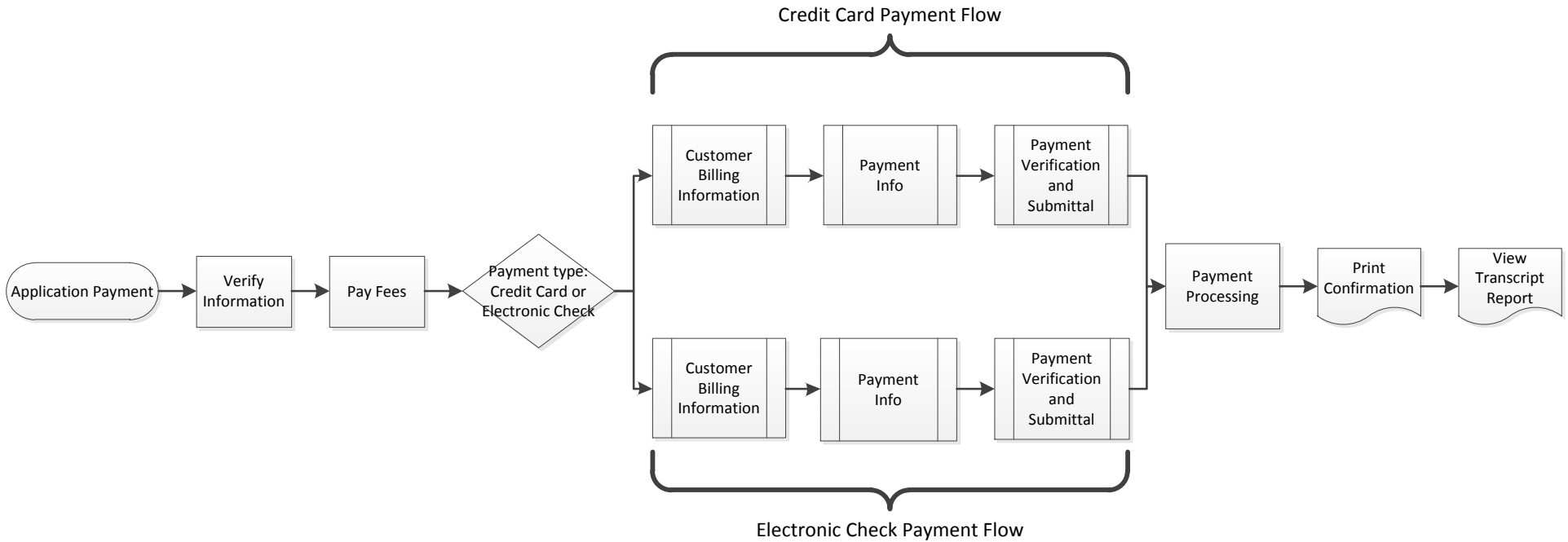
You can view in progress or submitted applications in PDF format directly from the list displayed on your *SWR13EX Home* page.

1. Click **Actions | View** next to the application you want to see.
2. Click the **View** button.
3. A PDF copy of the document is displayed with the most recent information loaded, regardless of the application's status.

	RAILROAD COMMISSION OF TEXAS	Status: IN_PROGRESS	
	1701 N. Congress P.O. Box 12967 Austin, Texas 78701-2967	Date:	
STATEWIDE RULE 13 EXCEPTION APPLICATION		Application ID: 7381	
		Version No.:	
		Payment Trace No.:	
PREPARER INFORMATION			
Preparer Name: [REDACTED]	Phone Number: [REDACTED]		
E-mail: [REDACTED]	Fax Number: [REDACTED]		
FILING INFORMATION			
GW-1 Application ID: [REDACTED]	GAU Areal Extent: WELL_LOCATION	Radius: 0	
API Number: [REDACTED]	Drilling Permit Number: [REDACTED]	DP Effective Date: 09/12/2014	
Is this a Tubing Exception Only	NO	Is this a First Time Tubing	NO
Is this an area-wide	NO	Associated SWR13E application:	
OPERATOR INFORMATION			

Completing Payment for an Application

The following diagram shows the payment flows for paying with either Electronic Check or Credit Card.



The following sections provide in depth information about completing a payment for an application.

Initiating Payment

After reviewing the application, and ensuring that there are no errors by using the *Review* functionality, you can select to **Finish and Pay** for the application.



IMPORTANT: You should only have one tab open in your web browser during the payment process.

The screenshot shows the 'Review Application' step. At the top, there is a blue header with the text 'Review Application'. Below the header, a message reads: 'Click **Review** to check the application for errors. You can finish the application process after all errors have been corrected.' In the center, there are three buttons: 'Review', 'View application as PDF', and 'View' (with a checkmark icon). Below this, there is a section titled 'Terms And Conditions' with an unchecked checkbox. The text below the checkbox states: 'I declare under penalties in Sec. 91.143, Texas Natural Resources Code, that I am authorized to file this application, that this application was prepared by me or under my supervision and direction, and that the data and facts stated therein are true, correct, and complete to be the best of my knowledge.' At the bottom of this section, there is a 'Finish and Pay' button. At the very bottom of the screenshot, there is a 'Cancel' button.

1. If you want to cancel the payment and return to the application, click the **Cancel** button.
2. Click the **Terms and Conditions** check box to indicate that you agree to the terms and conditions and want to proceed to payment.

The screenshot shows the 'Terms And Conditions' step. At the top, there is a blue header with the text 'Terms And Conditions'. Below the header, there is a checked checkbox. The text below the checkbox states: 'I declare under penalties in Sec. 91.143, Texas Natural Resources Code, that I am authorized to file this application, that this application was prepared by me or under my supervision and direction, and that the data and facts stated therein are true, correct, and complete to be the best of my knowledge.' At the bottom of this section, there is a 'Finish and Pay' button.

3. Next, click the **Finish and Pay** button. This allows you to verify your information and continue to the Payment Portal.



IMPORTANT: Your application *will not* be submitted until the payment process is completed and a confirmation is generated. See the [Payment section](#) for more information.

Payment

You can pay for your SWR13EX application by [credit card](#) or [electronic check](#).



IMPORTANT: You should only have one tab open in your web browser during the payment process.

Paying by Credit Card

1. After clicking *Finish and Pay*, the *Payment Portal* screen displays. In the *Payment Type* area, select **Credit Card**.

As of September 1, 2015, if you pay with a credit card, the transaction will be assessed using the following formula: $((\text{RRC Amount} + \$0.25) * 0.0225) + \0.25 . For example, if you pay a fee of \$100.00, the assessment is \$2.51, and you are charged a total of \$102.51.

The screenshot shows a five-step process: 1. Select Quantity, 2. Contact Information, 3. Verify Information, 4. Pay Fee, and 5. Confirmation. Below the steps, the application ID is 7361. A table lists the fees:

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00

Below the table, the Payment Type is set to Credit Card (selected). There are Continue and Exit buttons at the bottom.

In rare cases, the payment cannot be processed because the Payment Portal must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*

The screenshot shows the same five-step process as above. A red error message is displayed at the bottom:

This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.

If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

- If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the Payment Portal and begin the payment process again from the SWR13EX application.
- Close and reopen the browser. Then log in to the RRC Online System and access the SWR13EX application, and then try to make the payment again.

- Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Application Id:7361

First Name *	Joe
Middle Name	
Last Name *	Filer
Company Name *	ABC Company
Phone Number *	(123) 456-7890
Email Address *	jfiler@email.com
Confirm Email *	jfiler@email.com

Previous Continue Exit

- If necessary, update the contact information that displays. Click **Continue**. The *Verify Information* page displays.



NOTE: You can click the **Previous** button to navigate back to the previous page. You can click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful.

1 Select Quantity
2 Contact Information
3 Verify Information
4 Pay Fee
5 Confirmation

Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Application Id:7361

Name	Joe Filer
Company Name	ABC Company
Phone Number	(123) 456-7890
Email	jfiler@email.com

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00
Texas.gov Price			\$ 383.69

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Previous
Continue
Exit

- Verify the information and click **Continue**. The *Pay Fee* screen displays.

1 Select Quantity
2 Contact Information
3 Verify Information
4 Pay Fee
5 Confirmation

Summary of Created Fees (Register Number): 31121

Application Id:7361

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00
Texas.gov Price			\$ 383.69

Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Previous
Make Payment
Exit

Note: When paying with a credit card, the address entered must match the billing address.

5. Click **Make Payment**. The *Texas.gov Customer Info* screen displays.

The screenshot displays a web form titled "Payment" with a progress bar at the top indicating four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The "Customer Info" step is currently active. The form includes a "Payment Type" section with a "Credit Card" option selected, a "Customer Information" section with various input fields, and a "Payment Info" section at the bottom. A "Next" button is visible in the bottom right of the Customer Information section, and a "Cancel" button is at the bottom left.

Payment

Payment Type ✓

Credit Card

Customer Information

Complete all required fields [*]

Country
United States

First Name * Grady

Last Name * External

Address *

Address 2

City * MIDLAND

State * TX - Texas

ZIP/Postal Code * 79701

Phone * (123) 456-7890

Next >

Payment Info

Cancel

6. Verify the information and click **Next**. The *Texas.gov Payment Info* screen displays.

1 Payment Type **2** Customer Info **3** Payment Info **4** Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓ [Edit](#)

Address
Grady External
MIDLAND, TX 79701

Phone
(123) 456-7890





Country
United States

Email Address

Payment Info

Complete all required fields [*]

Credit Card Number *

Credit Card Type *    

Expiration Month * ▼

Expiration Year * ▼

Security Code * ?

Name on Credit Card *

[Next >](#)

[Cancel](#)

7. Complete the Credit Card information fields, which consist of the *Credit Card Number*, *Expiration Month*, *Expiration Year*, *Security Code (CVV)*, and *Name on Credit Card*.

8. Click **Next**. The *Texas.gov Submit Payment* page displays.

The screenshot shows a web form titled "Payment" with a progress bar at the top indicating four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The "Payment Type" section is selected and shows "Credit Card" with a green checkmark. The "Customer Information" section is also selected and shows fields for Address (Grady External, MIDLAND, TX 79701), Phone ((123) 456-7890), Country (United States), and Email Address. The "Payment Info" section is selected and shows fields for Credit Card (Mastercard ****6781, Exp. 02/2016) and Name on Credit Card (Grady External). The "Verification" section shows a CAPTCHA image with the characters "VWSVY" and a text input field. At the bottom, there are "Cancel" and "Submit Payment" buttons.

Payment

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address Grady External MIDLAND, TX 79701 Phone (123) 456-7890

Country United States Email Address

Payment Info ✓

Credit Card Mastercard ****6781 Exp. 02/2016 Name on Credit Card Grady External

Verification

Enter the characters from the above image:

Cancel Submit Payment

- In the *Verification* area, enter the CAPTCHA characters and click **Submit Payment**. The *Payment Portal Confirmation* page displays.

Application Id:7361

Name	Joe Filer
Company Name	ABC Company
Phone Number	(123) 456-7890
Email	jfiler@email.com

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00
Texas.gov Price			\$ 383.69

Payment Information	
Payment Amount	\$383.69
Date and Time	04/08/2016 01:42:47 PM
Trace Number	455RM000O121FCW
Authorization Code	TEST123
Register Number	31142

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

- Click **Return** to access and [submit your SWR13EX application](#). You can [also print the Confirmation screen](#).

Paying by Electronic Check

- After clicking *Finish and Pay*, the *Payment Portal* screen displays. In the *Payment Type* area, select **Electronic Check**.

As of September 1, 2015, if you pay with an electronic check, \$1.00 will be added to the fee total.

Application Id:7361

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00

Payment Type: Electronic Check Credit Card

[Continue](#) [Exit](#)

In rare cases, the payment cannot be processed because the Payment Portal must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*

This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.

If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

- If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the Payment Portal and begin the payment process again from the SWR13EX application.
- Close and reopen the browser. Then log in to the RRC Online System and access the SWR13EX application, and then try to make the payment again.

2. Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Application Id:7361

First Name *	Joe
Middle Name	
Last Name *	Filer
Company Name *	ABC Company
Phone Number *	(123) 456-7890
Email Address *	jfiler@email.com
Confirm Email *	jfiler@email.com

Previous Continue Exit

- If necessary, update the contact information that displays. Click **Continue**. The *Verify Information* page displays.



NOTE: You can click the **Previous** button to navigate back to the previous page. You can click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful.

1
Select Quantity
2
Contact Information
3
Verify Information
4
Pay Fee
5
Confirmation

Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Application Id:7361

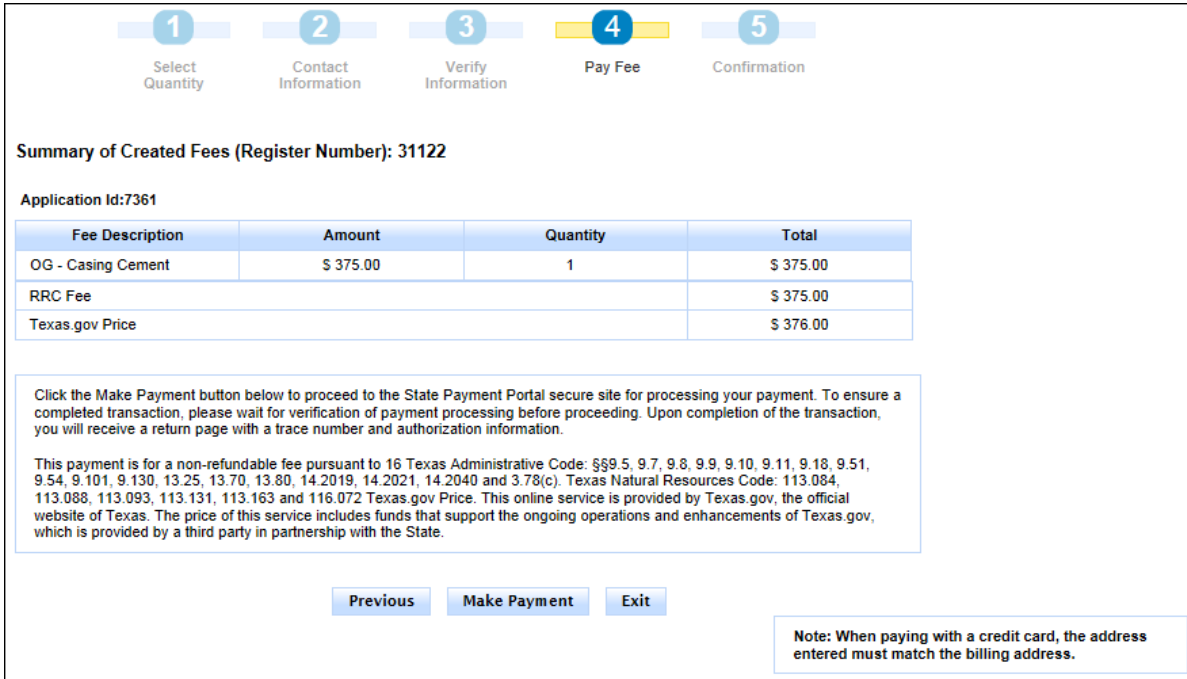
Name	Joe Filer
Company Name	ABC Company
Phone Number	(123) 456-7890
Email	jfiler@email.com

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00
Texas.gov Price			\$ 376.00

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Previous
Continue
Exit

4. Verify the information and click **Continue**. The *Pay Fee* screen displays.



1 Select Quantity 2 Contact Information 3 Verify Information **4 Pay Fee** 5 Confirmation

Summary of Created Fees (Register Number): 31122

Application Id:7361

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00
Texas.gov Price			\$ 376.00

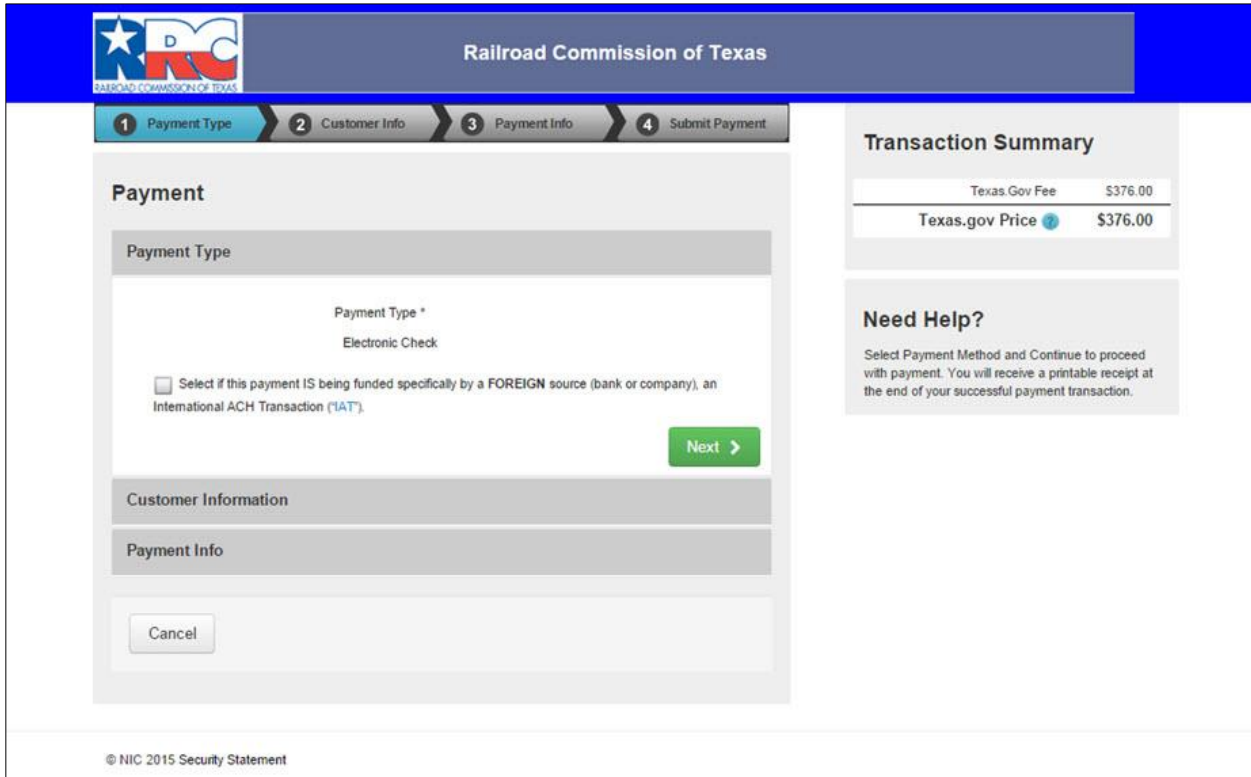
Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Previous](#) [Make Payment](#) [Exit](#)

Note: When paying with a credit card, the address entered must match the billing address.

5. Click **Make Payment**. The *Texas.gov Payment Type* screen displays.



Railroad Commission of Texas

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type

Payment Type *

Electronic Check

Select if this payment is being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction (IAT).

[Next >](#)

Customer Information

Payment Info

[Cancel](#)

© NIC 2015 Security Statement

Transaction Summary

Texas.Gov Fee	\$376.00
Texas.gov Price	\$376.00

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

6. If the payment is being funded by a foreign source, click the check box. Click **Next**. The *Texas.gov Customer Info* page displays.

The screenshot shows a web form titled "Payment" with a progress bar at the top indicating four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The "Customer Information" section is active and contains the following fields:

- Country:** A dropdown menu with "United States" selected.
- First Name *:** A text input field containing "Grady".
- Last Name *:** A text input field containing "External".
- Address *:** A text input field with a greyed-out placeholder.
- Address 2:** A text input field with a greyed-out placeholder.
- City *:** A text input field containing "MIDLAND".
- State *:** A dropdown menu with "TX - Texas" selected.
- ZIP/Postal Code *:** A text input field containing "79701".
- Phone *:** A text input field containing "(123) 456-7890".

A green "Next >" button is located at the bottom right of the form. A "Cancel" button is located at the bottom left of the form. A "Payment Info" section header is visible at the bottom of the form area.

7. Verify the information and click **Next**. The *Texas.gov Payment Info* screen displays.

The screenshot displays a multi-step payment process. The top navigation bar shows four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info (current step), and 4. Submit Payment. The main content area is titled 'Payment' and is divided into three sections: 'Payment Type' (with a green checkmark), 'Customer Information' (with a green checkmark and an 'Edit' button), and 'Payment Info'. The 'Payment Info' section contains several required fields: 'Account Type *' (a dropdown menu), 'Routing Number *' (a text input field), 'Account Number *' (a text input field), 'Re-enter Account Number *' (a text input field), 'Name on Account *' (a text input field), 'Driver's Licence or State ID *' (a text input field), and 'Issuing State *' (a dropdown menu). A 'Next >' button is located at the bottom right of the 'Payment Info' section. A 'Cancel' button is located at the bottom left. A small inset window titled 'Complete all required fields [*]' is overlaid on the 'Payment Info' section, showing a 'Pay' field and two red boxes containing the numbers '012345678' (labeled 'Routing Number') and '01234567890' (labeled 'Account Number').

8. Complete the payment information fields, which consist of the *Account Type, Routing Number, Account Number, Driver's License or State ID, and Issuing State*.

9. Click **Next**. The *Texas.gov Submit Payment* page displays.

1 Payment Type **2** Customer Info **3** Payment Info **4** Submit Payment

Payment

Payment Type ✓

Customer Information ✓

Address Grady External
MIDLAND, TX 79701

Phone (123) 456-7890

Country United States

Payment Info ✓

Electronic Check Checking ****3456

Name on Account Grady External

Terms and Conditions [Open a new window to print](#)

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.
By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

1. I am the legal owner or have power of attorney in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

Yes, I authorize this transaction.

Verification

HEEFB

Enter the characters from the above image:

Cancel Submit Payment

10. Read the *Terms and Conditions* then click the **Yes, I authorize this transaction**.

11. In the *Verification* area, enter the CAPTCHA characters and click **Submit Payment**. The *Payment Portal Confirmation* page displays.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Application Id:7381

Name	Joe Filer
Company Name	ABC Company
Phone Number	(123) 456-7890
Email	jfiler@email.com

Fee Description	Amount	Quantity	Total
OG - Casing Cement	\$ 375.00	1	\$ 375.00
RRC Fee			\$ 375.00
Texas.gov Price			\$ 376.00

Payment Information	
Payment Amount	\$376.00
Date and Time	04/08/2016 01:48:01 PM
Trace Number	455RM000O134K3X
Authorization Code	SUCCESS
Register Number	31143

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

12. Click **Return** to access and [submit your SWR13EX application](#). You can also [print the Confirmation screen](#).

Submitting the SWR 13 Exception Application to RRC

After you pay for the SWR13EX application, you must submit it to the RRC.

1. From the *Confirmation* page in the Payment Portal, click the **Return** button to return to the SWR13EX application.

Statewide Rule 13 Exception

Submit Application

Payment was successful. Click **Submit** to complete the application.

Application Number:	7401	Application Status:	In Progress
Operator Number:	██████████	Operator Name:	██
GW-1 Application ID	14875	API Number	██████████
Drilling Permit Number:	██████████	Lease Name	CLARK WOOD RANCH
Payment Trace Number:	455RM000O1K248B	Payment Status:	IN FINANCE

Submit

2. Click the **Submit** button to submit the application to the RRC.

Once submitted, you should see a confirmation message at the top of the page, and the application status changes from *In Progress* to *Submitted*.

Statewide Rule 13 Exception


i Application has been submitted and is being processed.

Application Information

Application Number:	7441	Application Status:	Submitted
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Printing the Payment Confirmation Screen


The *Print Confirmation* screen displays a report of the transaction after it is completed. This report gives payer and fee information, as well as payment information. You can print the report from this screen for your records.

RAILROAD COMMISSION OF TEXAS			
 1701 N. Congress P.O. Box 12967 Austin, Texas 78711-2967			
Payee Information			
Name:	Joe Filer		
Company Name:	ABC Company		
Phone:	(123) 456-7890		
Email:	jfiler@email.com		
Fee Details			
Fee Description	Fee Amount	Quantity	Line Amount
OG - Casing Cement	\$375.00	1	\$375.00
RRC Fee			\$375.00
Texas.gov Price			\$376.00
Payment Information			
Payment Amount:	\$376.00		
Date and Time:	04/08/2016 01:48:01 PM		
Trace Number:	455RM000O134K3X		
Register Number:	31143		
Authorization Code:	SUCCESS		
Application Number:	7381		
Client ID:	SWR_		
1			

Canceling Payment

If, at any time, you decide not to complete the payment for the application, you are presented with an informational screen as shown below:

Statewide Rule 13 Exception

 Payment was unsuccessful. To pay for this application, Click 'In Progress' in the My Applications area. Choose 'Actions | Edit' next to the corresponding application.

Submit Application

Application Number:	7421	Application Status:	In Progress
Operator Number:	██████████	Operator Name:	██
GW-1 Application ID	██████████	API Number	██████████
Drilling Permit Number:	██████████	Lease Name	CLARK WOOD RANCH
Payment Trace Number:		Payment Status:	

This screen shows you specifics about your application, as well as a message that you did not complete payment for this application.

Application Submission, Workflow, and Approval

Logging Into the Statewide Rule 13 Exception (SWR13EX) Application

In order to log in to the SWR13EX application, please see the [RRC Online Login Screen section](#) earlier in this document.

User Roles and Permissions

The following is a list of the actions you can perform as a user of the SWR13EX system:

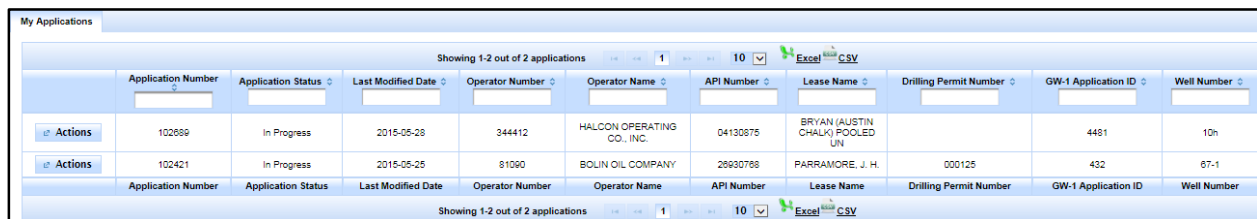
- You can log into the SWR13EX online system.
- You can read existing SWR13EX applications.
- You can file new SWR13EX applications.
- You can pay for an application when filing the application.
- You can withdraw a returned application.

Creating SWR13EX Applications

In order to create new SWR13EX applications, please see the [Creating a New Statewide Rule 13 Exception Application section](#) earlier in this document.

SWR13EX Home

Your *SWR13EX Home* page provides a method for you to facilitate tracking of Statewide Rule 13 applications through the approval process. External users are RRC operator representatives, not RRC employees.



The screenshot shows a web interface titled "My Applications" with a table of application data. The table has columns for Application Number, Application Status, Last Modified Date, Operator Number, Operator Name, API Number, Lease Name, Drilling Permit Number, GW-1 Application ID, and Well Number. Two rows of data are visible, both with an "In Progress" status. The first row is for application 102899, filed by HALCON OPERATING CO., INC. on 2015-05-28. The second row is for application 102421, filed by SOLIN OIL COMPANY on 2015-05-25. The interface includes pagination controls showing "Showing 1-2 out of 2 applications" and a page number of "1". There are also "Excel" and "CSV" download options.

	Application Number	Application Status	Last Modified Date	Operator Number	Operator Name	API Number	Lease Name	Drilling Permit Number	GW-1 Application ID	Well Number
Actions	102899	In Progress	2015-05-28	344412	HALCON OPERATING CO., INC.	04130875	BRYAN (AUSTIN CHALK) POOLED LN		4481	10h
Actions	102421	In Progress	2015-05-25	81090	SOLIN OIL COMPANY	28930768	PARRAMORE, J. H.	000125	432	67-1

When you log in, on your *SWR13EX Home* page, you are presented with a list of applications with the *In Progress* or *Returned* status.

You can only see your own applications within your *My Applications* list. If you want to see SWR13EX applications submitted by other users, you can use the *Search* functionality. All submitted applications in the system (even those filed by other operators) can be viewed using the *Search* functionality.

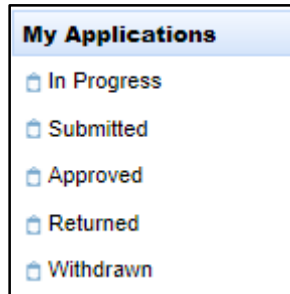
You cannot change a submitted application. If you need to change the application, you must contact the appropriate RRC District office so that the status can be changed to *Returned*.

Application Statuses and Filtering Your Application List

When logged in to the *SWR13EX Home* page, you are given tools that allow you to filter your applications depending on their state.

Viewing Your Application List

You can use one of the “premade” searches in order to view applications that are assigned to you that are in various states. Click on one of the following states in the left navigation menu, and you will be presented with applications only in the state you have chosen.



IMPORTANT: You will only see the applications in the *My Applications* list that you have created. You can search for applications filed by any other user by using the *Search | Search Application* functionality.

Application Statuses

Depending on where the application is in the process, the *Application Status* is one of the following statuses:

- **In Progress** – Your application has been saved, but has not been submitted. You can open the application and edit it as much as you like before submission.
- **Submitted** – You have submitted the application. For SWR13, the application cannot be edited once it has been submitted. If you need to make changes to a *Submitted* application, contact the appropriate RRC District office.
- **Approved** – The RRC has approved your application.
- **Returned** – The RRC has returned your application to you. You must correct the errors listed in the return email or withdraw the application. Returned applications that belong to the user display in the user’s *SWR13EX Home* page. You can also click **Returned** in the *My Applications* area of the left navigation menu and can use the Search feature.
- **Under Review** – Your application is under RRC review.
- **Withdrawn** – The application has been withdrawn by the submitter. You can withdraw an application that has been reviewed and returned by RRC. A withdrawn application may not be resubmitted, and you can view the return email at any time.

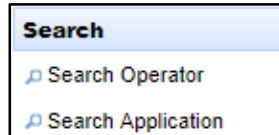


IMPORTANT: A fee is never returned when an application is *Withdrawn*.

Searching for an Application

The following instructions provide you with information about searching for an application.

1. From the *Search* section on the navigation menu at the left of your *SWR13EX Home*, click the **Search Application** button.



2. Fill out the criteria (or criterion) for your search for. You may use as few, or as many, search criteria as you want.

Search Application

Application Number: Operator Number: Operator Name: Trace Number:

Drilling Permit Number: GW-1 Application ID: Well Number: Total Depth:

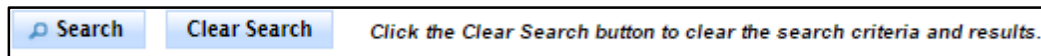
Field Name: Lease Name: API Number: Survey Name:

District: County: Application Status: Surface Casing Depth:

Submitted Date: from: to:

Click the Clear Search button to clear the search criteria and results.

3. When finished entering your criteria (or criterion), click the **Search** button. After performing a search, click the **Clear Search** button to return the search terms to their original state.



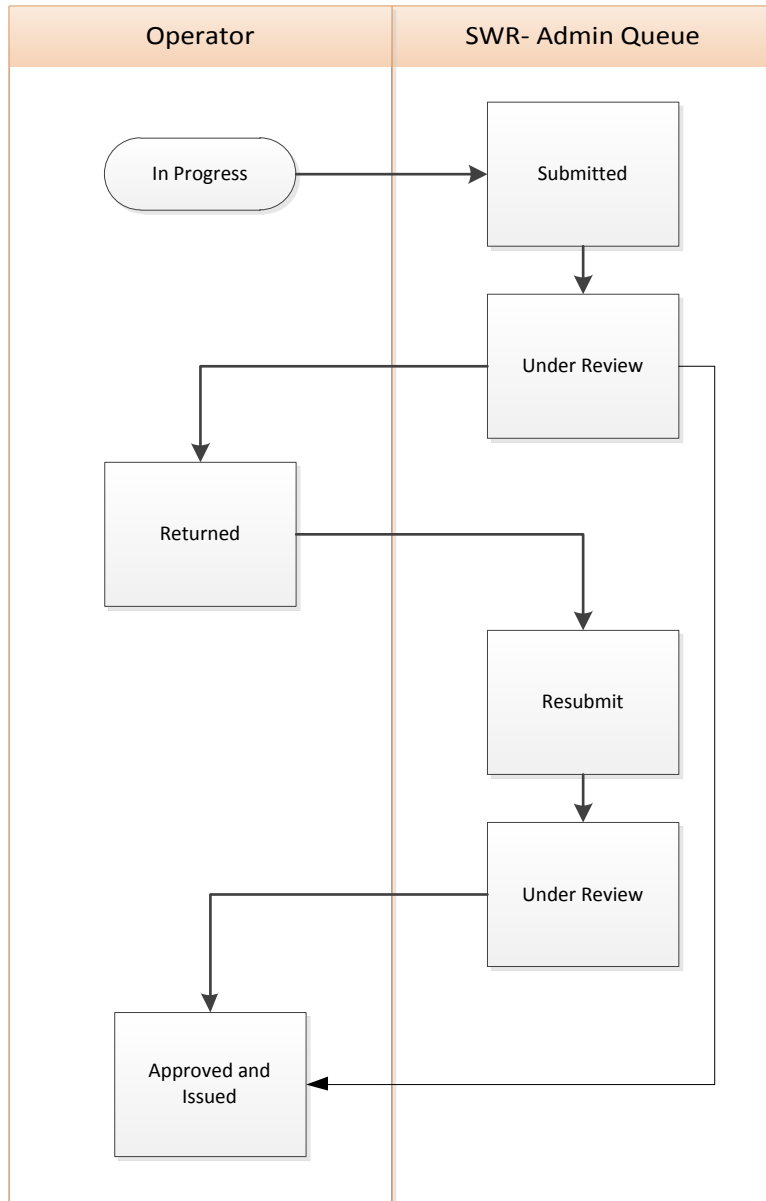
4. After searching, you will see a list of applications returned as long as any applications meet your criteria (or criterion):

Showing 1-10 out of 75 applications												
	Application Number	Application Status	Approved Date	Submitted Date	Operator Name	API Number	Drilling Permit Number	GW-1 Application ID	Well Number	District	County	Total Depth
Actions	102441	Returned		2015-05-28	GULFTEK ENERGY III, LP	17733512	797355	4269	7H	01	GONZALES	11500
Actions	102202	Under Review		2015-05-18	CHEYENNE PETROLEUM COMPANY	31135522	776815	104821	S 2H	01	MCMULLEN	9900
Actions	102121	Under Review		2015-05-19	CARRIZO (EAGLE FORD) LLC	28334587	777794	5454	80H	01	LA SALLE	11000
Actions	102261	Approved	2015-05-15	2015-05-15	EXOD RESOURCES, INC.	46530517	521552	441155	S B	01	VAL VERDE	10505
Actions	101191	Under Review		2015-05-01	NEW ERA PETROLEUM, INC.	49130472	794992	79769	101	01	WILLIAMSON	1300
Actions	5	Under Review	2015-05-14	2015-03-15	EP ENERGY E&P COMPANY, L.P.	28335232	709999	312	17H	01	LA SALLE	11500
Actions	101211	Under Review		2015-05-25	TEXANOMA E & P, LLC	01334387	719691	104847	1	01	ATASCOOSA	8000
Actions	101761	Under Review		2015-05-13	DRIVER INVESTMENTS, INC.	31132508	324324	435345	106	01	MCMULLEN	1300
Actions	655	Approved	2015-04-13	2015-04-13	BLACKBUSH O & G, LLC	50733233	905129	4276	10H	01	DAVALA	9100
Actions	282	Approved	2015-04-14	2015-04-14	SEA EAGLE FORD, LLC	12736950	800844	6771	H 5TA	01	DIMMIT	7000

Showing 1-10 out of 75 applications

Workflow Process

This section outlines the workflow for the SWR13EX application process.



1. Create a new application and save it; the application is saved in an *In Progress* state at this point. You can save your application at any time and return to it for further editing until it is submitted.
2. Once the application is finished, submit it by clicking the **Submit** button on the certification page. This puts the application into *Submitted* status.

3. The application is then moved to an internal queue. Once the RRC opens the application, it will be set to an *Under Review* state. When under review, the RRC makes one of the following determinations about the application:
 - If the application is *not approved* by the RRC, it is returned to you and put into a *Returned* state. You can make your edits and then resubmit it to the RRC, where they can re-make a determination about the application.
 - If the application is *approved* by the RRC, the process is finished and the application is put into an *Approved* state. The application process is finished at this point.
 - If the application is *denied* by the RRC, you are sent a return letter, and the process is completed at this point. The application is put into the *Denied* state.

Once the application is put into any of these states, a letter is sent to the applicant informing them of the application's determination.

4. Once the process is completed, and the application is approved, your application is considered to be issued, and the process is complete.

Withdrawing an Application

If an application has been returned by the RRC, it is returned to your application list in a *Returned* state. You may withdraw your application at any point while it is the *Returned* state by performing the following steps:

1. From the *My Applications* filters at the left side of the *SWR13EX Home* page, click **Returned**. This will show you a list of all applications in the *Returned* state.
2. Click the **Actions** button and select **Withdraw**. This withdraws your application from the application process and sets the application to the *Withdrawn* state. Once you have withdrawn an application, it cannot be resubmitted.

Searching for a Letter

If you want to find a specific application's letter, perform the following steps:

1. From the search section at the left side of the *SWR13EX Home* page, click **Search | Search Applications**.
2. If you know the specific application you want to find, enter the application number in the *Application Number* field and click the **Search** button. If the application exists, it will be returned in the results area.
3. If you do not know the application's number, you can also search by the application status, which will return all applications with that status.
 - a. To find applications with returned letters, from the *Application Status* drop-down select **Returned** and then click the **Search** button. This returns all applications in the returned state.
 - b. To find applications with approval letters, from the *Application Status* drop-down select **Approved** and then click the **Search** button. This returns all applications in the approved state.
 - c. To find applications with denied letters, from the *Application Status* drop-down select **Denied** and then click the **Search** button. This returns all applications in the denied state.
4. In addition, you can also search using any criteria (or criterion) available in the search application area. Enter any search terms in the text boxes available and click the **Search** button.
 - a. When the list of applications is returned, you can filter the list by using the *Application Status* text box at the top of the list. For example, you can filter a list to find all applications in the list with an *Approved* status:



5. You can then view letters by following the directions in the next section.

Viewing Letters

There are three different kinds of letters that are generated when performing the application review process:

- A *SWR 13 Casing Exception Application/Alternative Request Approved* letter.
- A *SWR 13 Exception Application/Alternative Request Return Notice* letter.
- A *SWR 13 Casing Exception Application/Alternative Request Denied* letter.

If you want to view any of the letters, perform the following steps:

Approval Letter

1. From the *My Applications* filters at the left side of the *SWR13EX Home* page, click **Approved**. This will show you a list of all applications in the *Approved* state.
2. Click the **Actions** button and select **View Approval**. This will display a PDF copy of the approval letter.

Return Letter

1. From the *My Applications* filters at the left side of the *SWR13EX Home* page, click **Returned**. This will show you a list of all applications in the *Returned* state.
2. Click the **Actions** button and select **View Return Email**. This will display a PDF copy of the approval letter.

Denial Letter


1. Using the guidelines in the [Searching for a Letter section](#) above, search for applications in the *Denied* status. This will show you a list of all applications in the *Denied* state. Find the application for which you want to view the denial letter.
2. Click the **Actions** button and select **View Denial**. This will display a PDF copy of the denial letter.

Letter Examples

Letters are generated for each return, approval, or denial of an application. In addition to viewing a determination letter via the SWR13EX application, you will also be sent an email with the letter attached. You will only receive one email per each approval, denial, or return of an application.


Return Letter Example

The return letter serves as an indication that your application has been reviewed by RRC and returned to you. The letter provides a reason for this return. The following is an example of a return letter:

	
RAILROAD COMMISSION OF TEXAS OIL AND GAS DIVISION	
SWR13 EXCEPTION APPLICATION/ALTERNATIVE REQUEST RETURN NOTICE	
SWR13EX Application Number:	102441
Version:	5
Operator Name:	GULFTEX ENERGY III, LP
Well Number:	7H
The Railroad Commission of Texas District Office has reviewed your request for an Exception or Alternative to Rule 13 for the Lease Name: EDWARDS UNIT A Well Number: 7H	
Review of your request identified deficiencies in the application data and more information is required before the proposed exception or alternative program can be approved or denied.	
Noted deficiencies include the following:	
Test	
Please revise and re-submit a proposed program according to the RRC District Office comments or utilize a program that complies directly with the requirements set forth in Statewide Rule 13.	
Sincerely,	
RRC RETURNED BY: Grady Supervisor James Huie District Director DATE: 05/28/2015	


Approval Letter Example

The approval letter serves as an indication that your application has been reviewed by RRC, and it has been approved. The following is an example of an approval letter:

	
RAILROAD COMMISSION OF TEXAS OIL AND GAS DIVISION	
OPERATOR Name: GULFTEX ENERGY III, LP	RE: Lease: EDWARDS UNIT A
Address1: 17806 W INTERSTATE 10 STE 405	
Address2:	Well No: 7H
City: SAN ANTONIO	Sec: Block:
State: TX	County: GONZALES
	Survey Name: COE, J
SWR13EX Application Number: 102441	Drilling Permit No: 797358
SWR 13 CASING EXCEPTION APPLICATION/ALTERNATIVE REQUEST APPROVED	
TestThe proposed alternative cementing program for the fresh water protected interval is hereby approved	
An extension to omit the installation of tubing in the above-referenced well is approved for a period of up to 180 days from the date the application was received or the date the well began producing, whichever occurred last.	
RRC APPROVAL BY: Grady Supervisor	DATE: 05/28/2015
James Huie DISTRICT DIRECTOR	

Denial Letter Example

The denial letter serves as an indication that your application has been reviewed by RRC and denied. The letter provides a reason for this denial. The following is an example of a denial letter:

	
RAILROAD COMMISSION OF TEXAS OIL AND GAS DIVISION	
OPERATOR Name: GULFTEX ENERGY III, LP	RE: Lease: EDWARDS UNIT A
Address1: 17806 W INTERSTATE 10 STE 405	
Address2:	Well No: 7H
City: SAN ANTONIO	Sec: Block:
State: TX	County: GONZALES
	Survey Name: COE, J
SWR13EX Application Number: 102441	Drilling Permit 797358
SWR 13 CASING EXCEPTION APPLICATION/ALTERNATIVE REQUEST DENIED	
Your application for an exception or alternate program request to Statewide Rule 13 for the referenced well has been reviewed. Based on the data contained in your application, the request cannot be approved administratively by the Railroad Commission of Texas District Office.	
In accordance with Statewide Rule 13(b)(1)(H)(i), if the request is modified or rejected, the operator may request a review by the Assistant Director of Field Operations. If the proposal is not approved administratively, the operator may request a public hearing. A request for hearing must be received in writing by this office within 10 days of the date of this letter. If a hearing is held on the subject application, a Final Order must be issued approving the application before commencing drilling operations. If a hearing is not requested, the well must be drilled in accordance with the requirements set forth in Statewide Rule 13.	
Please contact this office should you have any questions.	
Sincerely,	
RRC DENIED BY: Grady Supervisor James Huie District Director District: 01 DATE: 05/28/2015	

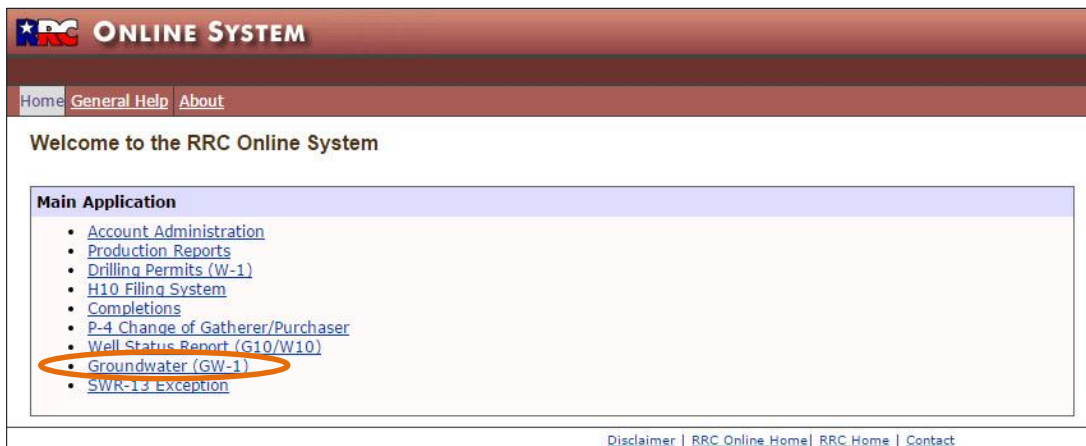
GAU Application ID Help

If your GW-1 application was filed on, or after, March 16, 2015, you must use the *Application ID* that is displayed on your submitted GW-1 application. In some cases, this number can be different than the number that displays on the GAU Determination Letter.

If the GW-1 was filed prior to March 16, 2015, you can search for the GW-1 Application ID that corresponds to the SC Number that displays on your GAU Determination Letter.

To Search for a GW-1 Application ID

1. Log into the RRC Online System using your UserID and password.



2. On the RROnline Home page, click the **Groundwater (GW-1)** link. The *Groundwater Application* page displays.
3. In the *Search* area of the Navigation Pane, click the **All Applications** link. The *Search Applications* page displays.

The screenshot shows the 'Search Applications' page. The page title is 'Groundwater Application : GW-1'. The search criteria are organized into several columns: 'GAU Number', 'Trace Number', 'Application Status', 'Operator Name', 'Submitter Name', and 'Operator Number'. The 'County' field is a dropdown menu with 'Select One' selected. Other fields include 'Lease Name', 'Lease Number', 'Well Number', 'API Number', 'Survey Name', 'Abstract Number', 'Block', 'Township', 'Section', 'Tract', 'Lot', 'League', 'Labor', 'Porcion', 'Share', 'Tract', and 'SC Number'. The 'SC Number' field is circled in orange. At the bottom, there are 'Search' and 'Clear Search' buttons, and a note: 'Click the Clear Search button to clear the search criteria and results.'

4. In the *SC Number* field, enter the number that displays in the *GAU File No* field on the Groundwater Protection Determination letter.
5. To narrow your search, in the *County* field, enter the county listed on the Groundwater Protection Determination letter.
6. Click **Search**. The results display. The *GW-1 Application ID* is listed in the *GAU Number* field.

Additional Help

If you need additional assistance or have questions about your SWR13EX application, please contact the district office. District office contact information can be found on the [RRC Locations](#) page of the [RRC website](#).