

RAILROAD COMMISSION OF TEXAS

Oil and Gas Division



NOTICE TO OIL AND GAS OPERATORS

Form W-3, Plugging Record, Online Filing Now Available

As a part of the Texas Oilfield Relief Initiative, the Railroad Commission of Texas (RRC) encourages oil and gas operators to file the Form W-3, *Plugging Record*, online using the RRC Online System at <https://webapps.rrc.texas.gov/security/login.do>.

Form W-3 must be filed 30 days after the date plugging operations are completed on a well. When filing the Form W-3 online, an operator can also submit attachments, including cementing reports (Form W-15) and electric log status reports (Form L-1). Operators are not required to file duplicates of the report and attachments with appropriate RRC oil and gas district offices.

When the Form W-3 is submitted online using the RRC Online System, the system will generate a print-friendly PDF. All reports will be available to view in the RRC Online System after being reviewed by the RRC.

To access the Form W-3 in the RRC Online System, the organization's designated Security Administrator must add the *Well Plugging* filing right to each user's RRC Online account. If your company needs to set up security administrator rights to file online, view the instructions on the RRC website at <https://rrc.texas.gov/about-us/resource-center/forms/online-filing-at-rrc/>.

While the RRC will continue to accept hard copy filings of the Form W-3, operators are strongly encouraged to file online for efficient and timely filing. If an operator files a hard-copy of the report, they must mail the original and attachments to the appropriate oil and gas district office. The form is available for download from the RRC website at <http://www.rrc.texas.gov/oil-gas/forms/oil-gas-forms-library/oil-gas-forms-in-alphabetical-order/>.

For more information on filing the Form W-3 online, view an instructional video on the RRC's YouTube channel at <https://youtu.be/XEFcp6ecoSc> or reference the Online User Guide: W-3 (Plugging Record) available on the RRC website at https://rrc.texas.gov/media/56269/w3-user-guide_v12_dec2019_010620.pdf.

If you have questions regarding this notice, contact the Oil and Gas district office that serves the county where the well is located, or the Field Operations department of the Oil and Gas Division at OG_FOPS@rrc.texas.gov or 512-463-6838. For district office contact information, visit the RRC website at <https://www.rrc.state.tx.us/about-us/organization-activities/rrc-locations/#OilGasLocations>.

Please Forward to the Appropriate Section of Your Company