

# RAILROAD COMMISSION OF TEXAS

## STANDARD OPERATING GUIDELINES



Oil and Gas Division

Facility Electronic Information System

H-8 Oil/Liquid Loss Report

External User Guide

May 2025

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## 1 Introduction to the Facility Electronic Information System for H-8

## 2 FEIS Common Elements

### 2.1 RRC Access Management Process (RAMP)

External Users must be added to the RRC Access Management Process (RAMP) by their Organization Administrator to be associated to their Organization. The user will then be added to the correct security role for their business need in LoneSTAR.

For more information about RAMP, please visit the following website: [RRC RAMP](#).

### 2.2 Security Roles

Security Roles define how a user may interact with FEIS. A user may have multiple security roles, allowing them to perform multiple role-specific actions in the system. External security roles are for individuals in an organization that wish to submit forms and receive correspondence online. A summary of the actions allowed by each security role can be found below.

### 2.3 External Roles

- H-8 Submitter – Allows an external user to submit the H-8 Oil/Liquid Loss Report Form.

### 2.4 Global Search

Global Search allows a user to quickly search the entire LoneSTAR system based on a desired category and search criteria. Global Search is located at the top right of any LoneSTAR page. To use the Global Search:

1. From any page in the system, select the desired Search Category from the dropdown list.



A screenshot of a search form. It features a dropdown menu labeled 'Search Category' with the option 'RRC Operator No.' selected. To the right of the dropdown is a 'Search' button.

2. Enter the desired search criteria in the Search textbox and select Go. A page will open with a grid of search results.



A screenshot of a search form. It features a text input field labeled 'Search' and a blue 'Go' button.

## 2.5 Grids

Grids are used throughout LoneSTAR to display lists of information about similar objects. Two common grids found throughout LoneSTAR are Document grids, which display a list of documents and their attributes; and Comments grids, which display user generated comments about a form.

### 2.5.1 General Grid Functions

Any grid in LoneSTAR will have one or more of the following functions:

Tracking ID	Form Name	Description	Organization	Subject ID	Status	Last Modified By	Form Category	Actions
67813	Waste Hauler Permit Application	Waste Hauler Permit Initial Filing	A - Z OPERATING LLC		Withdrawn		Facilities	
67814	Waste Hauler Permit Application	Waste Hauler Permit Initial Filing	UNIVERSITY APARTMENTS		Approved	Adam Bowerman	Facilities	
67816	Waste Hauler Permit Application	Waste Hauler Permit Initial Filing	CLEAR BROOKE RANCHES, LLC		Withdrawn		Facilities	
67817	Waste Hauler Permit Application	Waste Hauler Permit Initial Filing	CITY OF SEALY		Submitted		Facilities	Actions+
67818	Waste Hauler Permit Application	Waste Hauler Permit Initial Filing	ABBEY ROAD APARTMENTS		Approved	03 UAT EPS Coordinator	Facilities	
67820	Waste Hauler Permit Application	Waste Hauler Permit Initial Filing	Pennartz Productions, LLC		Submitted		Facilities	Actions+
67821	Waste Hauler Permit Application	Waste Hauler Permit Application Renewal Filing	HUDSON RENTALS AND TRUCKING LLC		Approved	Janice Wiley	Facilities	
67822	Waste Hauler Permit Application	Waste Hauler Permit Application Amendment Filing	BASIL'S OILFIELD SERVICE, INC.		Approved	Adam Bowerman	Facilities	
67823	Waste Hauler Permit Application	Waste Hauler Permit Application	A&A ENERGY SERVICES LLC		Approved	Janice Wiley	Facilities	

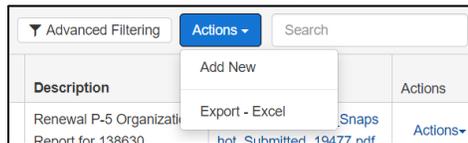
1. Tab Selector – Allows the user to select a grid to view if there are multiple grids on the page.
2. Header Sort – Allows the user to sort columns in a grid by selecting the column header. The arrow on the column indicates which column is being sorted and if the column is sorted in ascending or descending order. By default, the column will sort in ascending order. Select the column again to sort in descending order.
3. Advanced Filtering – Toggles the display of the Advanced Filtering Row. The user can sort and filter each column based on independent criteria.
4. Grid-Level Actions Dropdown – Allows the user to perform actions on an entire grid. Each grid may have distinct actions available.
5. Quick Search – Allows the user to search data in select columns listed in the grid.
6. Gear Cog – Allows the user to select the visible columns for the grid. Some columns may be initially hidden and can be made visible.
7. Row-Level Actions Dropdown – Allows the user to perform actions on a specific record in the grid. Each row may have distinct actions available.
8. Page Selector – Allows the user to select and view different grid pages.
9. Refresh Button – Refreshes the data in the grid.

## 2.6 Documents Grid Functions

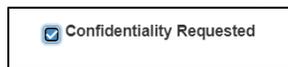
Document grids are a common grid type in LoneSTAR that display lists of documents associated with an operator, facility, or form that are available to view or download. The Document grid may also provide row-level, grid-level, or section-level actions to the user that allow for document management and upload of external documents.

### 2.6.1 Uploading a Document

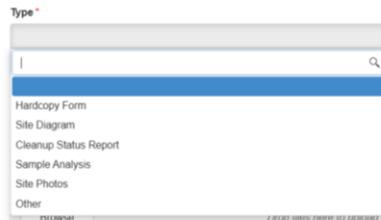
1. To upload a document from an online form:
  - a. From the Document grid, select the grid-level Actions dropdown, and select Add New from the list. The Document Upload modal will open.



- b. Check the Confidentiality Requested checkbox if the operator has requested that the document is marked as confidential. Note: This does not automatically make the document confidential. Normal procedures to do so need to be followed.



- c. Select the Type that best describes the purpose of the document.



- d. In the Received Date textbox, use the date picker to enter the date on which the document was received by the RRC.



- e. In the Description textbox, add a short description that can uniquely identify the document.



- f. Drag and drop the document file into the Filename area. The Browse button may also be used to locate the document and upload.



- g. File must be one of the following types: .dbf, .dlis, .docx, .jpeg, .jpg, .las, .mpeg4, .pdf, .prj, .shp, .shx, .tif, .tiff, .xls, .xlsx, .zip
- h. Select Upload. The document will be added to the documents grid.

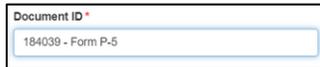


### 2.6.2 Associate an Existing LoneSTAR Document

1. Follow step 1a under Uploading a Document to open the Document Upload modal.
2. Select the Associate Existing LoneSTAR Document radio button.



3. Enter the Document ID for the desired document.



4. Select Upload. The document will be added to the documents grid.



## 3 FEIS Landing Page

### 3.1 Overview

The FEIS Landing Page allows a user to navigate through the system, view alerts, and access the H-8 Oil/Liquid Loss Report Form.

### 3.2 Applicable Security Roles

- The system can be navigated by an external user with the External Read-Only security role.
- The Online Forms tab is displayed for an external user with the H-8 Submitter security role.

### 3.3 Accessing the FEIS Landing Page

The FEIS Landing Page can be accessed by clicking on the FEIS tile on the LoneSTAR Landing Page.

### 3.4 FEIS Landing Page Grids

### 3.5 Alerts

The Alerts tab displays a grid with all system alerts for the user. See Appendix A for a list of alerts that may be received by an external user.

Date	Severity	Message	Status	Actions
03/14/2025	<span style="color: blue;">i</span>	Your H-8 form submission has been approved. Refer to your tracking ID for additional details. Your Tracking ID is 103196.	New	Actions

### 3.6 Online Forms

The Online Forms tab displays a grid with all online forms that are available to the user.

Form Name	Form Number	Form Rules	Form Category	Purpose
H-8 Oil/Liquid Loss Report	H-8	Rules 20 and 91	Oil - Liquid Loss Report	Submit an H-8 Crude Oil, Gas Well Liquids, or Associated Products Loss Report

### 3.7 Forms in Progress

The Forms in Progress tab displays a grid of all forms that are in “Draft,” “Returned” or “Deleted” status.

Tracking ID	Form Name	Description	Organization	Subject ID	Status	Last Modified By	Form Category	Actions
113378	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District: 03 County: BORDEN Drilling Permit No: 4321	BLUE BELL ENERGY, LLC		Draft	Vhanka Chaitani	Oil - Liquid Loss Report	Actions
113377	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District: 01 County: ATASCOSA Comminge Permit No: 12345678910111213141516171819	BLACK DIAMOND		Draft	Shahel Muhammed	Oil - Liquid Loss Report	Actions
113376	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District: 01 County: ARANSAS Comminge Permit No: 1234567891011121314151617	"T" BACKHOE SERVICE		Draft	Shahel Muhammed	Oil - Liquid Loss Report	Actions

### 3.8 Forms Submitted

The Forms Submitted tab displays a grid of all forms that are in “Submitted”, “Approved”, or “Withdrawn”, status.

Tracking ID	Form Name	Description	Organization	Subject ID	Status	Last Modified	Form Category	Actions
113300	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District: 02 County: ATASCOSA T-3 Transporter ID: 50588	OMI AQUA ODFIELD SERVICES LLC		Submitted	Lee Boney	Oil - Liquid Loss Report	Actions
113349	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District: 03 County: ARANSAS Comminge Permit No: 1111	AQUA TERRA PERMAN, LLC		Submitted	Sourcha Lenchaisa	Oil - Liquid Loss Report	Actions
113348	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District: 01 County: ANDERSON LAWARD 54321	OMI EAGLES TRANSPORT SVCS LLC		Submitted	Shahel Muhammed	Oil - Liquid Loss Report	Actions

### 3.8.1 My Facilities

The My Facilities tab displays a grid with a summary of information about each facility that is associated to the Organization the user is logged in under.

Facility ID ↑	Facility Name ↑	Facility Type	Facility Sub Type	Facility Status	Organization	RRC Operator Num...	Permit Number	Permit Expiration
01-1234	Conversion 01-1234	P18		Final	TEST ORG, LLC	123456		
01-4567	Conversion 01-4567	P18		Active	TEST ORG, LLC	123456		
02-1234	Conversion 02-1234	P18		Active	TEST ORG, LLC	123456		
123678	SWD Test Facility	P18		Final	TEST ORG, LLC	123456		
345678	Facility SWD #1	P18		Active	TEST ORG, LLC	123456		

### 3.9 Deleting a Form

A H-8 Oil/Liquid Loss Report may be deleted if the form was created by an external user, in error, and is in “Draft” status.

#### 3.9.1 Applicable Security Roles

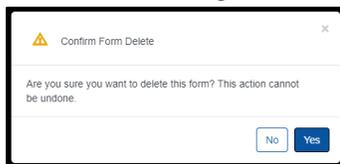
- A form can be deleted by an external user with the H-8 Submitter security role if the form is in “Draft” status and was created by an external user.

#### 3.9.2 Instructions

1. From the Forms in Progress tab, select the row-level Actions dropdown and select Delete from the list. The Confirm Form Delete modal will open.

Tracking ID	Form Name ↑	Description	Organization	Subject ID	Status	Last Modified By	Form Category	Actions
113378	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District 03 County: BORDEN Drilling Permit No. 4321	BLUE BELL ENERGY LLC		Draft	Vhanka Chakrani	Oil - Liquid Loss Report	Actions
113377	H-8 Oil/Liquid Loss Report	H-8 Oil/Liquid Loss Report District 01 County: ATASCOSA Commingles Permit No. 12345678910111213141516171819	BLACK DIAMOND		Draft	Shahid Mohammed	Oil - Liquid Loss Report	<ul style="list-style-type: none"> <li>Edit Form</li> <li>Edit Description</li> <li>Delete</li> </ul>

2. Select Yes to change the form status to “Deleted”.



#### 3.9.3 Validations

- Once a form has been deleted, the action cannot be undone.

### 3.10 Withdrawing a Form

A H-8 Oil/Liquid Loss Report may be withdrawn only after a form is in “Submitted” status and not approved. To withdraw a form, please contact the Field Operations Department.

## 4 H-8 Oil/Liquid Loss Report

### 4.1 Overview

The following sections are a step-by-step walkthrough to create, submit, and review the H-8 Oil/Liquid Loss Report.

### 4.2 Applicable Security Roles

- A form can be created and submitted by an external user with the H-8 Submitter security role.

### 4.3 Accessing the H-8 Oil/Liquid Loss Report

External users with the H-8 Submitter security role can access the H-8 Oil/Liquid Loss Report from the FEIS Landing Page-Online Forms using the steps in the following sub-sections.

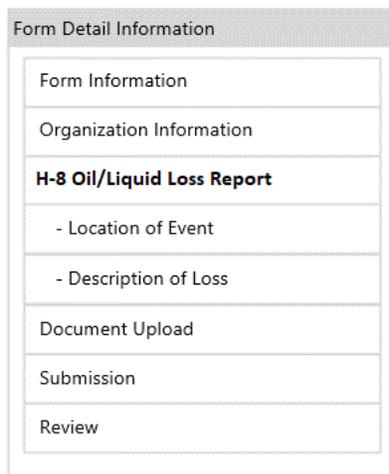
### 4.4 Accessing from the FEIS Landing Page

Accessing the H-8 Oil/Liquid Loss Report from the FEIS Landing Page will allow the user to create a new instance of the form.

1. To open a new instance of the H-8 Oil/Liquid Loss Report form:
  - a. From the FEIS Landing Page, select the Online Forms tab from the grid.
  - b. Select the H-8 Oil/Liquid Loss Report hyperlink from the displayed options to open a new instance of the form.
2. To continue editing an existing Draft of the H-8 Oil/Liquid Loss Report form:
  - a. From the FEIS Landing Page, select the Forms in Progress tab from the grid.
  - b. Select the desired instance of the H-8 Oil/Liquid Loss Report.

### 4.5 Form Navigation and Validation for the H-8 Oil/Liquid Loss Report

Below is the Form Navigation Pane:



The image shows a vertical navigation pane titled "Form Detail Information". It contains a list of menu items: "Form Information", "Organization Information", "H-8 Oil/Liquid Loss Report" (which is bolded), "- Location of Event", "- Description of Loss", "Document Upload", "Submission", and "Review".

Each step will be checked off as the user navigates through entry of the form, both on the Form Navigation bar and in the form detail navigation pane. See Below:

**Form Navigation Bar**



4.5.1 Form Steps

Form steps are wizard-like in that they lead the user through the capturing of data via navigation controls and prompts. Whenever possible, steps that are common among multiple forms are designed for re-use. Multiple form steps may exist in the same Navigation Group.

Form Navigation Group	Form Step Name	Form Step Description
Form Information	Form Information	This step allows the user to enter basic form information to help identify a loss.
Organization Information	Organization Information	This step displays information regarding the Organization or Operator.
	Contacts	This step allows the user to enter contact information for notifications pertaining to the filing.
H-8 Information	H-8 Oil/Liquid Loss Report	This step allows the user to manually enter, through several sub-steps, the information required for H-8 Oil/Liquid Loss reporting.
	Location of Event	This sub-step allows the user to indicate the location information for the event.
	Description of Loss	These sub-steps allow the user to input information about the liquid lost in the leak or spill.
Document Upload	Document Upload	This step allows the user to upload any Documents that are required or necessary to associate to the form submission.

Form Navigation Group	Form Step Name	Form Step Description
Submission	Form Submit	This step allows the user to enter comments, acknowledge the form, preview the submission, and submit the form; provided all critical pre-submission validations are passed.
	Confirmation	This step displays a message to the user to confirm whether or not the form has been submitted.

#### 4.5.2 Validations

Before the H-8 Oil/Liquid Loss Report can be submitted, a series of validations will occur. Below are the validations.

- All required fields with no information will have the standard required field validation message. This is a critical message.
- Fields that allow only a numeric whole number will have the standard must contain numeric whole number validation message when a user attempts to enter a decimal, negative or some other format. This is a critical message.
- When a user is attempting to upload a file that has a filetype not supported, then the following message is displayed, "This file type is not supported. File must be one of the following types: .dbf, .dlis, .docx, .jpeg, .jpg, .las, .mpeg4, .pdf, .prj, .shp, .shx, .tif, .tiff, .xls, .xlsx, .zip" This is a critical message.
- If Interim Report is checked and user tries to submit the report, then the following message is displayed, "You have indicated that this is an Interim H-8 report and that the total volume lost has not been determined. If this is correct, you may close the window and come back to complete this form when the total volume lost and recovered has been determined. If this is not an interim report, please return to the form, uncheck the "Interim Report" box, and complete all required fields." This is a critical message.
- If Interim Report is not checked and Description of Facility from which Liquid Hydrocarbon Loss Occurred is blank, then the following message is displayed, "Description of Facility from which Liquid Hydrocarbon Loss Occurred is a required field."
- If Interim Report is not checked and the Type of Liquid Lost in Leak or Spill is blank, then the following message is displayed, "The Type of Liquid Lost in Leak or Spill is a required field." This is a critical message.
- If Interim Report is not checked and Date Loss Occurred is blank, then the following message is displayed, "The Date Loss Occurred is a required field." This is a critical message.

- If Interim Report is not checked and Date Loss Reported to RRC is blank, then the following message is displayed, "The Date Loss Reported to RRC is a required field." This is a critical message.
- If Interim Report is not checked and Total Barrels Lost is blank, then the following message is displayed, "The Total Barrels Lost is a required field." This is a critical message.
- If Interim Report is not checked and Total Barrels Recovered is blank, then the following message is displayed, "The Total Barrels Recovered is a required field." This is a critical message.
- If Interim Report is not checked and Water Impacted Type is blank, then the following message is displayed, "The Water Impacted Type is a required field." This is a critical message.
- If Interim Report is not checked and Cause of Loss is blank, then the following message is displayed, "The Cause of Loss is a required field." This is a critical message.
- If Interim Report is not checked and Remediation Method is blank, then the following message is displayed, "The Remediation Method is a required field." This is a critical message.
- If Date of Loss Reported to RRC is before the Date of Loss Occurred, then the following message is displayed, "The Date Loss Reported to RRC date cannot be before the Date Loss Occurred date." This is a critical message.
- If Total Barrels Recovered is greater than Total Barrels Lost, then the following message is displayed, ""Total Barrels Recovered cannot be greater than Total Barrels Lost." This is a critical message.

## 4.6 Form Information Step

The Form Information Step allows the user to enter basic form information to help identify a loss. See the instructions below on how to fill out this page.

Form Information

Please enter information below. \* Indicates required field

Form Name  
H-8 Oil/Liquid Loss Report

Organization  
ABC ORG (123456)

District \*  
08

County \*  
Pecos

Identifier Type \*  
Lease ID

Identifier Number \*  
54263

Description \* ⓘ

H-8 Oil/Liquid Loss Report  
District: 08  
County: Pecos  
Lease ID: 54263

All comments are discoverable records, open to public review.

Cancel Save & Continue

### 4.6.1 Instructions

1. Open a new instance of the H-8 Oil/Liquid Loss Report using the instructions provided in the Accessing the H-8 Oil/Liquid Loss Report section.
2. The Organization information pre-populates to the context of the Organization the user is logged in as and is disabled.
3. Type the district number into the District search-select box, then choose a district from the dropdown list.
4. Type a portion of the County Name into the County search-select box, then choose a county from the dropdown list.
5. Choose an Identifier Type from the dropdown list below.
  - a. Lease ID
  - b. Drilling Permit No.
  - c. Commingle Permit No.
  - d. T-1 Transporter ID
  - e. T-4 Pipeline ID

6. Enter the corresponding Identifier Number for the Identifier Type selected. Ensure the Identifier Number entered is less than 25 characters.
7. Select the Save and Continue button to save the data and continue to the Organization Information Step. Once Save and Continue has been selected, the fields on the Form Information Step cannot be edited. The save will create a tracking number to be used throughout the filing process for this form. If information must change based on information within the Form Information step, the form should be deleted and a new one started.

#### 4.7 Organization Information Step

The Organization Information Step displays organization summary information including the P-5 status and address data for the operator. This page also contains contact information where notifications will be sent to the operator and interested parties. Contact information should be added for the person that submitted the report and any other parties that should receive email correspondence regarding the filing.

This page is read only except for Contacts. A user will be able to add, edit, and delete contacts, with the exception of the Submitter role.

Organization Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the form submitter is selected as a contact. \* Indicates required field

<b>Organization Long Name</b> TEST ORG, LLC	<b>Type of Organization</b> Limited Liability Company (LLC or LC)
<b>Organization Short Name</b> TEST ORG, LLC	<b>RRC Operator Number</b> 123456
<b>Organization Primary Address</b> PO BOX 123 Your Town, TX 12345	
<b>Organization Primary Phone Number</b> (555) 555-5555	<b>Ext</b>

Contacts

Advanced Filtering Actions

Name ↑	Phone Number	Email	Role	Actions
Tester Name	(111) 111-1111	Tester.Name@yourorg.com	Submitter	

Back Next Save

#### 4.7.1 Instructions

1. Review the P-5 Information.
2. In the Contacts grid, the name of the user that initiated the form will appear with the Submitter role, and additional form contacts may be added. These contacts will receive correspondence via e-mail.
3. From the Contacts grid, select the Actions dropdown and select Add Contact from the list. The Add Contact modal will open.
4. Select Form Contact from the Contact Role dropdown list. Form Contact should be the only option available.
5. Form contact information can be added in two ways:
  - a. If the form contact has already been registered in LoneSTAR by the P-5 Business Group, type all or a portion of the person's name in the Find Person search-select box, then choose the correct name from the dropdown list. The Contact Name, Phone Number, and Email will populate with available information. Note: If the Phone Number and Email are available, the user will see "Email on file" and "Phone Number on file" instead of the actual results due to database encryption.
  - b. If the form contact has NOT already been registered in LoneSTAR by the P-5 Business Group, deselect the checkbox, indicating that the form contact is not in LoneSTAR, and manually enter the Contact Name, Phone Number, and Email.
6. Select Save to add the form contact to the Contacts grid.

The screenshot shows a modal window titled "Add Contact" with a close button (X) in the top right corner. Inside the modal, there is a legend: "\* Indicates required field". Below the legend is a checkbox labeled "Is this contact already in LoneSTAR?" which is checked. Underneath are several input fields: "Contact Role" (with an asterisk), "Find Person" (with an asterisk), "Contact Name", "Phone Number", and "Email". At the bottom of the modal are two buttons: "Cancel" and "Save".

#### 4.7.2 Validations and Warnings

- When entering a contact that is not associated to the operator, Contact Name, Phone Number, and Email must be entered for each contact.

#### 4.8 Location of Event Step

This step allows the user to enter or view the location of the event for the H-8 filing. All fields are free format except Company Type. Depending on the type of company, certain fields may or may not display and may or may not be required, as indicated by the red asterisk.

Below is an example of the screen that displays for the selection “Other”:

1. Organization
  - a. Displays the organization the user selected and is completing the *H-8 Oil/Liquid Loss Report* for. This is a read-only field.
2. Company Type
  - a. Contains a dropdown list of values: Producer, Transporter and Other. A Company Type is a required field and must be selected to avoid critical required field validation errors.
3. Other
  - a. Describes the Other Company Type. Required if “Other” is selected for Company Type. The field will only display when ‘Other’ is selected for Company Type.

4. Lease Name, Property Name, and/or Location where Liquid Hydrocarbon Loss occurred
  - a. Represents the physical address or area where the loss happened. The Lease Name, Property Name, and/or Location where Liquid Hydrocarbon Loss occurred is a required field and must be entered in the free form text box to avoid critical required field validation errors.
5. Latitude
  - a. This is the latitude of the location of the Gathering System or Facility.
6. Longitude
  - a. This is the longitude of the location of the Gathering System or Facility.
7. Section
  - a. Section of the location of the Gathering System or Facility.
8. Block
  - a. Block of the location of the Gathering System or Facility.
9. Survey
  - a. Survey of the location of the Gathering System or Facility.

#### 4.9 Description of Loss Step

This step allows the user to enter the “Liquid Loss Data” for the H-8 filing. All fields with a red asterisk are required entries when the Interim Report box is not checked. The user cannot save the form unless the required entries are completed. Depending on the field value selection, certain fields may or may not display and may or may not be required, as indicated by the red asterisk. Check the Interim Report box if unable to provide all the details in the report and save what was entered. User will not be able to submit the report when Interim Report is checked. When checked, user is not be required to fill out all the fields before saving.

Below is the screen display for the user to enter description of loss data:

The screenshot displays the 'Description of Loss' form. On the left, a 'Form Detail Information' sidebar shows progress for various sections. The main form area includes:

- Organization:** DIAMONDBACK E&P LLC
- Description of Facility from which Liquid Hydrocarbon Loss Occurred\*:** Other (dropdown), Other\* (text field). Callout: "Only displayed when 'Other' is selected for Facility Type."
- Interim Report:**
- Name of Landowner where Liquid Hydrocarbon Loss Occurred:** (text field)
- Type of Liquid Lost in Leak or Spill\*:** Other (dropdown), Other Description\* (text field). Callout: "Only displayed when 'Other' is selected for Type of Liquid Lost in Leak or Spill"
- Date Loss Occurred\*:** 02/28/2022
- Date Loss Reported to RRC\*:** 02/28/2022
- Total Barrels Lost\*:** 10
- Total Barrels Recovered\*:** 5
- Total Barrels Net Loss:** 5
- Notification ID Number:** (text field)
- Water Impacted Type\*:** Other (dropdown), Other Description\* (text field). Callout: "Only displayed when 'Other' is selected for Water Impacted Type"
- Cause of Loss\*:** Other (dropdown), Other Description\* (text field). Callout: "Only displayed if 'Other' is selected for Cause of Loss"
- Cause of Loss Remarks:** (text area)
- Additional Information on the Cause of Loss:** (text area)
- Remediation Method\*:** Other (dropdown), Other Description\* (text field). Callout: "Only displayed if 'Other' is selected for Remediation Method"
- Remediation Remarks:** FREE LIQUIDS RECOVERED, REMEDIATION BEING SCHEDULED
- Overall Remarks:** FREE LIQUIDS RECOVERED, REMEDIATION BEING SCHEDULED

A legend on the left lists facility types: Tank Battery, Flow Line, Separator-Gun Barrel/Trauler, Stalling Boat, Pipeline, Pump Station/LACT Unit or Terminal, Wellhead/Valve, Vehicle (Truck, Barge, Etc.), and Other.

1. Organization
  - a. Displays the organization the user selected and is completing the *H-8 Oil/Liquid Loss Report* for. This is a read-only field.
2. Description of Facility from which Liquid hydrocarbon Loss Occurred

- a. A drop down of values will display when the user clicks in the text box. Values are Tank Battery, Flow Line, Separator-Gun Barrel-Treater, Stuffing Box, Pipeline, Pump Station LACT Unit or Terminal, Wellhead Valve, Vehicle (Truck, Barge, Etc.), Other
3. Other
  - a. Describes the Other Facility Type. Required if "Other" is selected for Facility Type. The field will only display when 'Other' is selected for Facility Type.
4. Interim Report
  - a. Check this box if unable to provide all the details in the report. You will not be able to submit the report when this is checked. When checked, you are not be required to fill out all the fields before saving.
5. Name of Landowner where Liquid Hydrocarbon Loss Occurred
  - a. The Name of the Landowner of the property where the Oil/Liquid loss occurred.
6. Type of Liquid Lost in Leak or Spill
  - a. A drop down of values will display when the user clicks in the text box. Values are Crude, Gas Well Liquid, Products, Combined, Other.
7. Other Description
  - a. Describes the Other Type of Liquid Lost in Leak or Spill. Required if "Other" is selected for Type of Liquid Lost in Leak or Spill. The field will only display when 'Other' is selected for Type of Liquid Lost in Leak or Spill.
8. Date Loss Occurred
  - a. Date/Calendar picker field. Represents specific date indicating when the liquid hydrocarbon loss event happened.
9. Date Loss Reported to RRC
  - a. Date/Calendar picker field. Represents specific date indicating when a fire, leak, spill, or break in facilities that caused a loss of more than 5 barrels of crude oil, gas well liquids, or associated products was reported to RRC. The Date Loss Reported to RRC date cannot be before the Date Loss Occurred date.
10. Total Barrels Lost
  - a. Represents the amount of oil/liquid lost in a spill or release. Value must be zero or a positive integer value to avoid critical validation error.
11. Total Barrels Recovered
  - a. Represents the amount of oil recovered from a spill or release, including oil that has been recovered and is no longer in the environment. Value must be zero or a positive integer value to avoid critical validation error. Total barrels recovered cannot be greater than Total barrels lost.
12. Total Barrels Net Loss
  - a. Total Barrels Lost entered minus Total Barrels Recovered amount. This is a calculated field and cannot be entered.
13. Notification ID Number
  - a. Notification number for the spill event assigned in ICE.
14. Water Impacted Type?

- a. A drop down of values will display when the user clicks in the text box. Values are No, Lake, River, Creek, Stock Tank, Bay or estuary, Coastal (State), Coastal (Federal), Canal, Other.
15. Other Description
  - a. Describes the Other Water Impacted Type. Required if “Other” is selected for Water Impacted Type? The field will only display when ‘Other’ is selected for Water Impacted Type?
16. Cause of Loss
  - a. A drop down of values will display when the user clicks in the text box. Values are Theft, Corrosion, Equipment Failure, Vandalism, Company Human Error, Human Error – 3<sup>rd</sup> Party, Controlled, Well Blow Out, Other.
17. Other Description
  - a. Describes the Other Cause of Loss. Required if “Other” is selected for Cause of Loss. The field will only display when ‘Other’ is selected for Cause of Loss.
18. Cause of Loss Remarks
  - a. Free text field to enter detailed description of the event or incident that led to the loss.
19. Remediation Method
  - a. A drop down of values will display when the user clicks in the text box. Values are Installed New Equipment, Repaired Existing Equipment, Abandoned, Mixed in place/on-site bioremediation, Removed to an approved disposal site, Contained in lined interim storage, Other.
20. Other Description
  - a. Describes the Other Remediation Method. Required if “Other” is selected for Remediation Method. The field will only display when ‘Other’ is selected for Remediation Method.
21. Remediation Remarks
  - a. Free text field to enter notes or comments that describe the actions taken to clean up and restore the environment after the spill/loss.
22. Overall Remarks
  - a. Free text field that represents the summary or conclusion that highlights the key points and takeaways from the incident or event.

#### 4.9.1 Validations

- When Interim Report is not checked, make sure all the required fields are populated to avoid critical required field validation errors.

#### 4.10 Document Upload Step

This step allows the user to upload any Documents that are required or necessary to associate to the H-8 Oil/Liquid Loss Report submission. The Document Upload grid displays all documents that have been uploaded as part of the H-8 Oil/Liquid Loss Report and allows a user to upload new document.

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering Actions Search

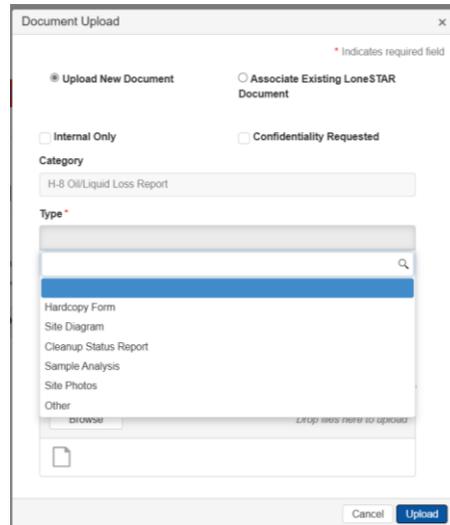
Upload Date ↓	Uploaded By	Description	Filename	Actions
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0 20 items per page No results to display

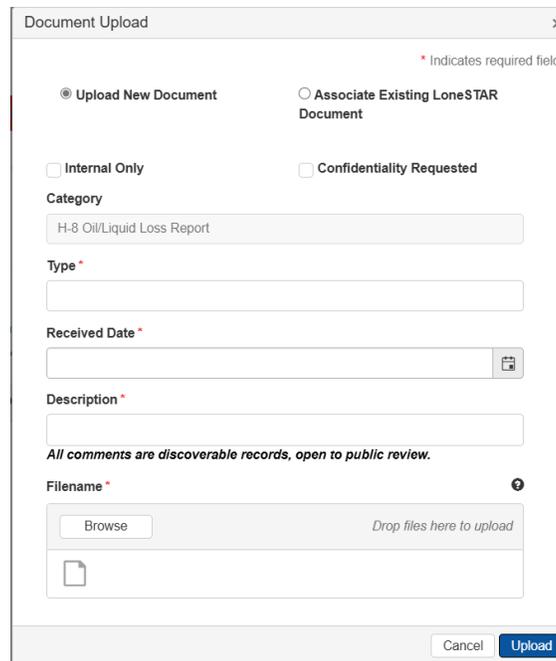
Back Next Save

To upload a document, the user will select Add Document from the Action button. The document category will be pre-populated with “H-8 Oil/Liquid Loss Report”. The document type dropdown is used to further clarify the type of document being uploaded. The values are “Hardcopy Form”; “Site Diagram”; “Cleanup Status Report”; “Sample Analysis”; “Site Photos” and “Other”. There are no Subtype documents currently. The received date is the date the document was received, not the date that was entered into the system. The Description should be a short description that properly describes the document. Clicking Browse will open File Explorer for the correct document to be selected for upload.

Below is the modal which will display to add a document. The default radio button of Upload New Document is selected and will display the following columns.

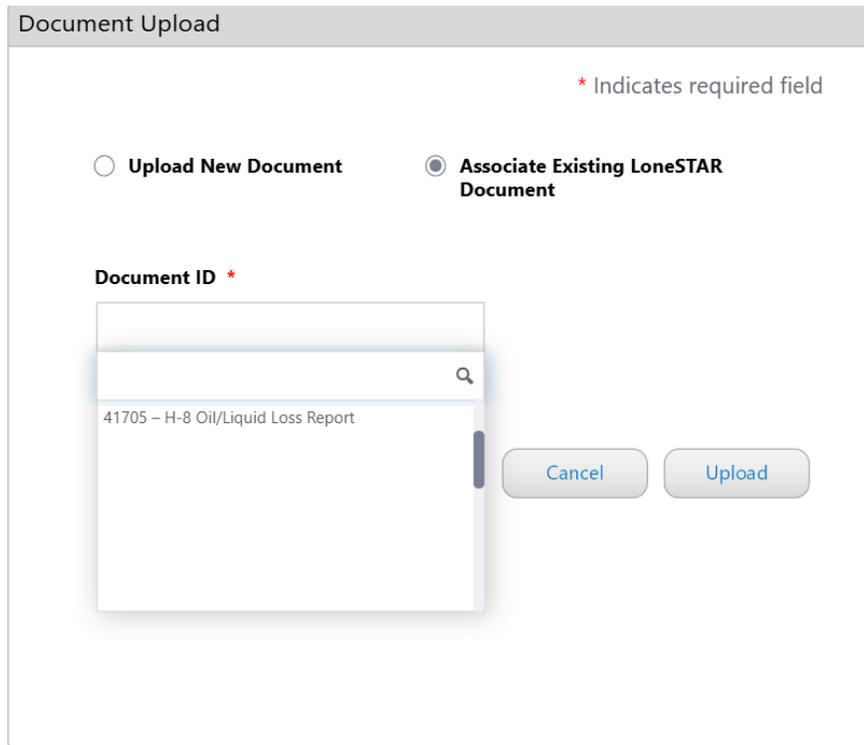


The screenshot shows a 'Document Upload' modal window. At the top, there are two radio buttons: 'Upload New Document' (which is selected) and 'Associate Existing LoneSTAR Document'. Below these are two checkboxes: 'Internal Only' and 'Confidentiality Requested'. A 'Category' dropdown menu is set to 'H-8 Oil/Liquid Loss Report'. A 'Type' dropdown menu is open, showing a search bar and a list of options: 'Hardcopy Form', 'Site Diagram', 'Cleanup Status Report', 'Sample Analysis', 'Site Photos', and 'Other'. A 'Browse' button is visible below the list. At the bottom of the modal are 'Cancel' and 'Upload' buttons.



The screenshot shows the same 'Document Upload' modal window, but with the 'Associate Existing LoneSTAR Document' radio button selected. The 'Type' dropdown menu is now closed, and the 'Received Date' field is visible. The 'Description' field is also visible. Below the description is a note: 'All comments are discoverable records, open to public review.' The 'Filename' field is visible with a 'Browse' button and a 'Drop files here to upload' area. At the bottom of the modal are 'Cancel' and 'Upload' buttons.

These fields will display when Associate Existing LoneSTAR Document radio button is selected.



The image shows a 'Document Upload' dialog box. At the top right, it says '\* Indicates required field'. There are two radio button options: 'Upload New Document' (unselected) and 'Associate Existing LoneSTAR Document' (selected). Below these is a text input field labeled 'Document ID \*'. A search dropdown menu is open below the input field, showing a search icon and a single result: '41705 - H-8 Oil/Liquid Loss Report'. To the right of the dropdown are two buttons: 'Cancel' and 'Upload'.

#### 4.11 Submission Step

The Submission step is the final step to submitting the form. A set of validations will occur before the form can be submitted.

##### 4.11.1 Instructions

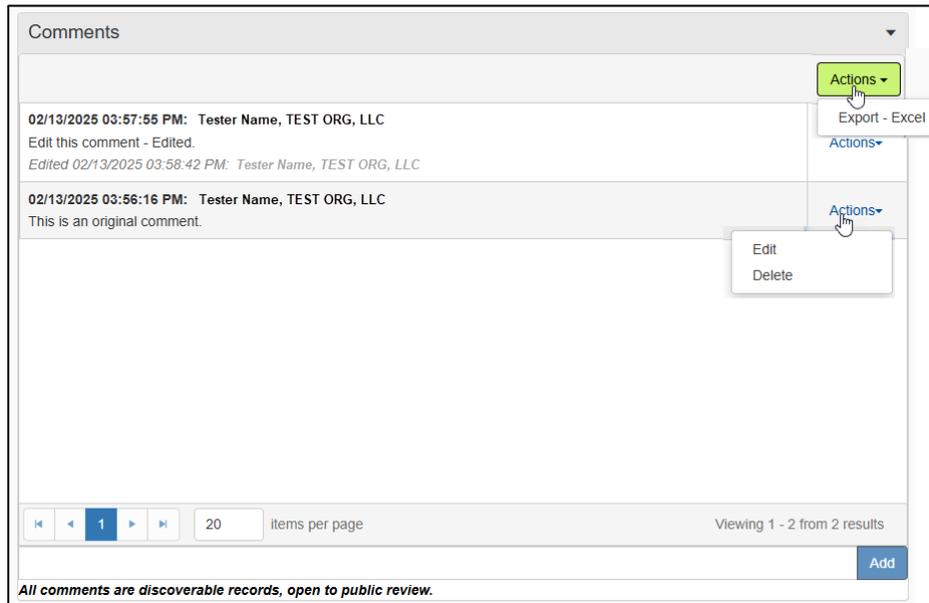
1. Online Form Association to associate a previously submitted form to the current form will not be used at this time. This can be ignored.



The image shows a table titled 'Online Form Association'. The table has five columns: 'Tracking ID', 'Form Category', 'Title', 'Description', and 'Actions'. The table is currently empty. In the top right corner of the table area, there is a blue button labeled 'Actions' with a dropdown arrow and a gear icon.

Tracking ID	Form Category	Title	Description	Actions
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2. To add a comment to the Form:
  - a. Enter the comment in the textbox.
  - b. Select Add to add the comment to the Comments grid.
  - c. The user can Edit a comment by selecting Edit from the Row-Level Actions, menu.
  - d. The user can Delete a comment by selecting Delete from the Row-Level Actions menu.



3. Acknowledgement:
  - a. The Submitter will auto-populate with the current user's First Name and Last Name when the acknowledgement checkbox is selected.
  - b. The user should type in the Title in the Submitter Title field.
  - c. The system will auto-populate with the current date for the Submission Date.
  - d. If no critical errors, select Submit at the bottom of the page to submit the Form for review.

**Acknowledgment**

Submission Date  
January 1<sup>st</sup>, 2023

Submitter

Submitter Title \*

By typing my name, I declare under penalties prescribed in Article 6036c, R. C. S., that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that data and facts stated therein are true, correct, and complete, to the best of my knowledge. \*

## Appendix A: Alerts

<u>Alert Title</u>	<u>Explanation</u>
FORM WITHDRAWN	Received by the assigned user when a form associated with an assigned task has been withdrawn by an operator.
FORM WITHDRAWN BY OTHER	Received by the assigned user when a form associated with an assigned task has been withdrawn by an external user.
FORM RETURNED	Received by the assigned user when the review status of the filing is returned.
FORM APPROVED	Received by the assigned user when the review status of the filing is approved.