Online User Guide: W-3 (Plugging Record)

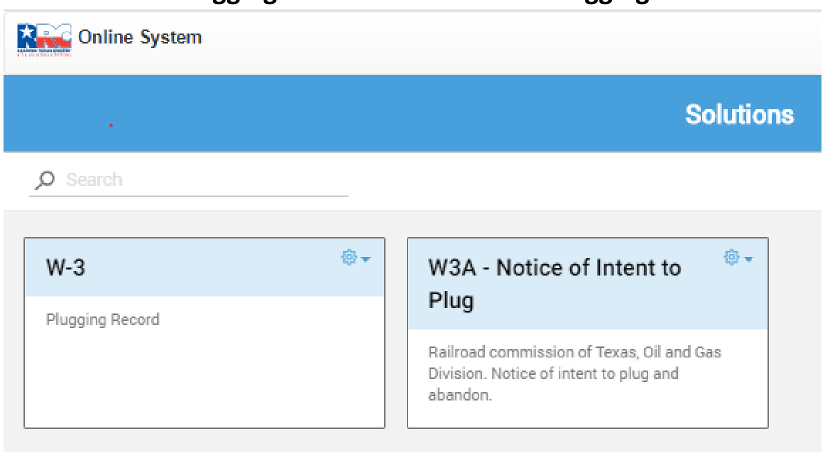
Submitting an electronic W-3: An overview

Operators (filers) must start a W-3 filing and enter information into many of the data fields, **and then send the filing to the plugger**. Outside of RRC on-line and by any method they choose, the **operator must inform the plugger that the W-3 is ready for their input**. The plugger will complete their required fields and certify their part of the filing, then send it back to the operator (original filer). The operator can do a final review of the entire W-3 filing before adding their certification and submitting to the RRC for review.

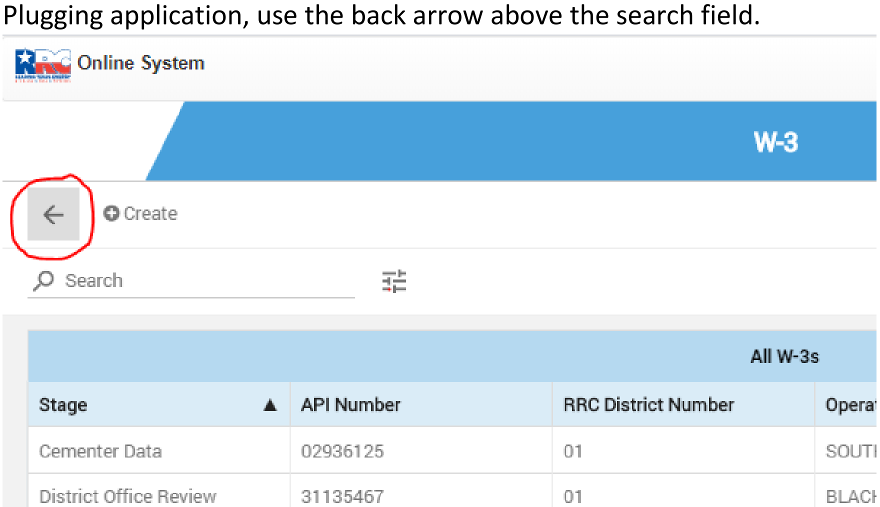
The submitted W-3 is reviewed by the local district office staff. The staff reviewer can return the W-3 back to the filer, if needed, or approve it and move it forward through the on-line system. Following district approval of the W-3, the system will remove the well from the proration schedule, notify the RRC's GIS team for map updates, and create an e-copy (pdf) of the approved W-3. Lastly, this W-3 pdf and any attachments are submitted to the RRC permanent documents file for the well.

Operator (external user) Filing Steps

1. Log into RRC Online.
2. Click the **Well Plugging** link and click the **W-3 Plugging Record** button.



3. The W-3 grid displays. **NOTE:** To move between the W-3 and W-3A solutions within the Well Plugging application, use the back arrow above the search field.



4. Click **Create** to begin filing a W-3.

NOTE: *Contracted pluggers cannot create the W-3 for the Operator.* The Operator will always create the W-3 filing to send to the plugger. When working as a contracted plugger, the operator of the well (not the plugger) will need to begin the filing. See the workflow diagram (attachment 1).

NOTE: If a user is also designated as a Plugger in the RRC's systems, the system displays buttons for "My W-3s" and "Cementer". To create a W3 for a well where the plugger is also the well operator, click the "My W-3s" button. To complete a W-3 as a contracted plugger, see the *Cementer Filing Steps, Contracted Plugging Role* section, page 4.

5. Answer the question "*Is the cementing operation being performed by the operator of record?"* **NOTE:** Answer *Yes* only if you are the operator of the well, are not a RRC-designated plugger, and pumped the cement to plug the well. (Internal users answer other questions.)

6. Choose the type of well that was plugged (oil, gas, or dry hole).
7. Enter the API in the *API Number* field.
8. In the field below the *API Number* field, click the drop-down arrow and select the current lease ID number. If the well is a multiple completion, choose one of the on-schedule lease IDs and list the other lease IDs in the fields provided. If the well is a dry hole (no completion filed and no lease ID number assigned), only a few data fields will pre-populate and most fields will require data entry. **NOTE:** On a Dry Hole W3 filing, a field name and field number from the drilling permit is required. While any listed will do, the main objective is recommended.

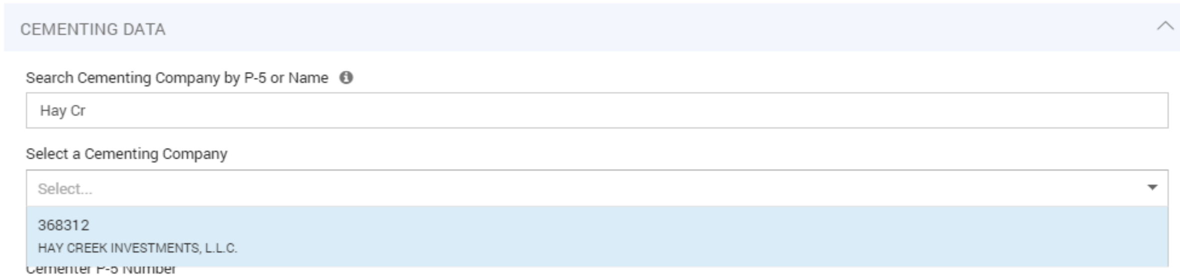
The following data fields pre-populate based on the lease you select. If a W-3A was approved in the on-line application, the data fields will prepopulate from that W-3A. If not, the pre-populated data is sourced from the RRC wellbore database.

- RRC District Number
- RRC ID or Lease Number
- Field Name
- Field Number
- Lease Name
- Well Number
- Operator Name and Address
- Operator P-5 Number
- Drilling Permit Number
- Survey
- County
- Total Depth
- Casing record information
- Record of perforation information

9. Answer the question *Is this well being converted to Fresh Water production?* If "yes", attach a pdf of the approved P-13 form.
10. In the *Operator Information* section, enter the appropriate information *the Original Form W-1 filed in name of* and the *Any subsequent W-1's filed in name of* fields, if applicable.
11. In the *Well Location* area, complete the necessary fields.

12. In the *Drilling Info* fields, enter the appropriate information in the *Date Drilling Permit Issued*, *Date Drilling Commenced*, *Date Drilling Completed*, and *Date Well Plugged*.
13. In the *Completion Info* section, complete the *If gas, amount of condensate on hand at time of plugging* field.
14. In the *Completion Info* section, answer the "*Is this well a multiple completion?*" question. If *"Yes"*, click the **Add** button to include the information requested for other On-Schedule completions. Also use the **Add** button at the *Open Hole and/or Perforated Intervals* section to list the additional production perforations or completed intervals (see instruction number 17).
15. In the *Casing Record* area, you can:
    - Click the **Add** button to add casing.
    - Click within the row to edit the casing information.
    - Click the check box then click **Remove** to delete a casing information row.
16. Answer the "*Was any non-drillable material (other than casing) left in this well?*" question. If *"Yes"*, use the pop-up box for remarks.
17. In the *List All Open Hole And/Or Perforated Intervals* area, you can:
    - Click the **Add** button to add perforations.
    - Click within the row to edit the perforation information.
    - Click the check box then click **Remove** to delete a row of perforations.

    NOTE: Perforations will pre-populate for only the lease originally selected. For any multiple completions listed, production perforations must be added manually.
18. Answer the "*Was well filled with mud-laden fluid, according to the regulations of the Railroad Commission?* question.
    - If *"Yes"*, complete the fields for *How was mud applied*, and *Mud Weight (LBS/GAL).*
    - If *"No"*, a note of explanation is required in the Remarks box. For example, "Well filled with cement from TD to Surface."
19. In the *Depth of Deepest Fresh Water*, enter the appropriate information.
20. In the *Other Fresh Water Zones* by GAU area, click the **Add** button.
    - Enter the appropriate information in the *Top* and *Bottom* fields.
    - Click **Save**.
21. Answer the *"Have all abandoned wells on this lease been plugged according to RRC Rules?"* question and enter the date in the "*Date RRC District Office notified of plugging*" field.
22. In the *Name(s) and address(es) of surface owners of well site* area, you can
    - Click the Add button to add the names and addresses.
    - Enter the appropriate information in the field.
    - Click **Save**.
23. Answer the "*Was notice given before plugging to the above?*" question.
24. In the *Search Cementing Company by P-5 or Name* field, enter the name or P-5 number of the company cementing the well.



25. In the Select a Cementing Company field, click the drop-down arrow and select the appropriate company. The Cementing Company and Cementer P-5 information will display.
    NOTE: To be recognized by the search, the cementing company must have an active P-5 and the specialized P-5 code of "PLUGGR", identifying them as an RRC approved plugging company.
26. In the Remarks box, enter any remarks.
27. In the Additional Attachments area, click the **Add** button to attach any supporting documentation. Attachments must be in PDF format.
28. Click **Submit**. When submitted correctly, the filing will progress to the *Cementer Data* stage. If the filing has errors, a new window will appear, prompting the filer for corrections.
29. **NOTE:** The system does not yet recognize the designated plugger. After submitting the W-3 to the *Cementer Data* stage, the filer must directly contact their designated plugging company and inform their plugger the filing for the specific API number is now ready for their input.

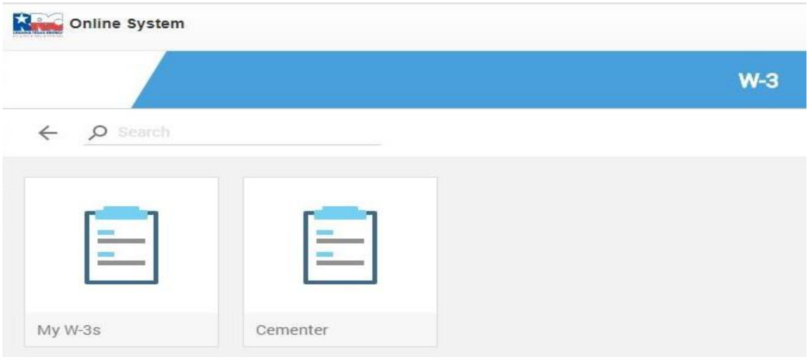
After the filer successfully submits the W-3 and notifies their plugging contractor that the filing is available, the plugger will access the filing and complete the *Cementer Data* section. The plugger will then certify their information and return the form back to the filer. The filer will do a final review and if necessary, return the filing to the plugger for corrections, or add their certification and submit the filing to the Railroad Commission for approval. Upon successful submission of a fully certified W-3, the system will send a confirmation email to the filer, and another email to the appropriate RRC district office to prompt RRC review.

Cementer Filing Steps, Contracted Plugging Role

NOTE: Due to electronic and security factors, a plugger cannot begin a W-3 filing for an operator. ***The operator must initiate the filing, then send it on to their plugger.*** The Operator will identify the plugger within the system prior to their submission of the filing, but must notify the plugger outside of the system to tell them the filing is ready for the addition of the plugging info in the *Cementing Data* section. After the plugger opens the W-3 to input the plug data, the filing will be linked to that user.

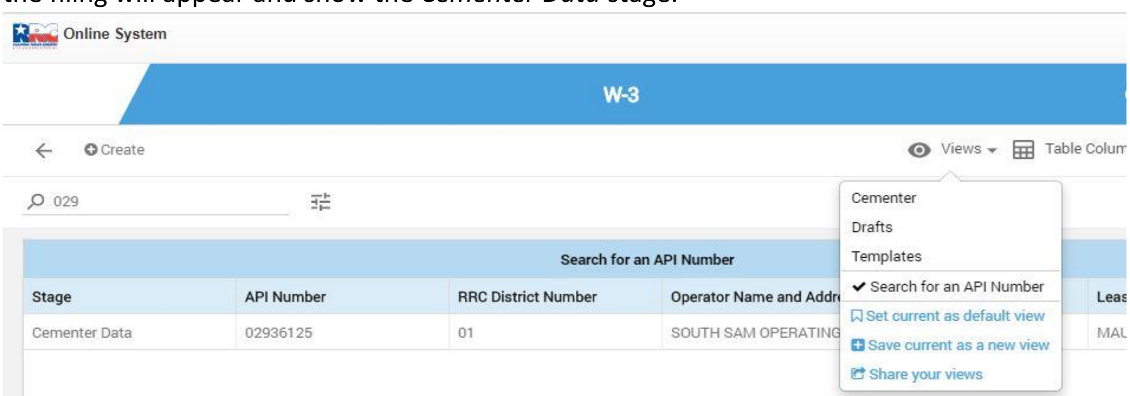
NOTE: ***A cementer (plugger) can have two roles within the W-3 application***. A plugger may file as an operator for their own wells, or they may file as a plugger for wells they have plugged for other operators. ***Filers using the app in the pluggers role must have their login information associated with the plugging company they represent***, ***or they will not have access to the "Cementer" button to complete W3 filings as the plugger on wells plugged for other operators***. Pluggers that do not have the "Cementer" button should check their registration with their company's RRC Security Administrator or the RRC Help Desk.

1. Log into RRC Online, click the Well Plugging link, then choose the W-3 option.
2. Click the **Cementer** button to locate W-3s where you were the contracted plugger.

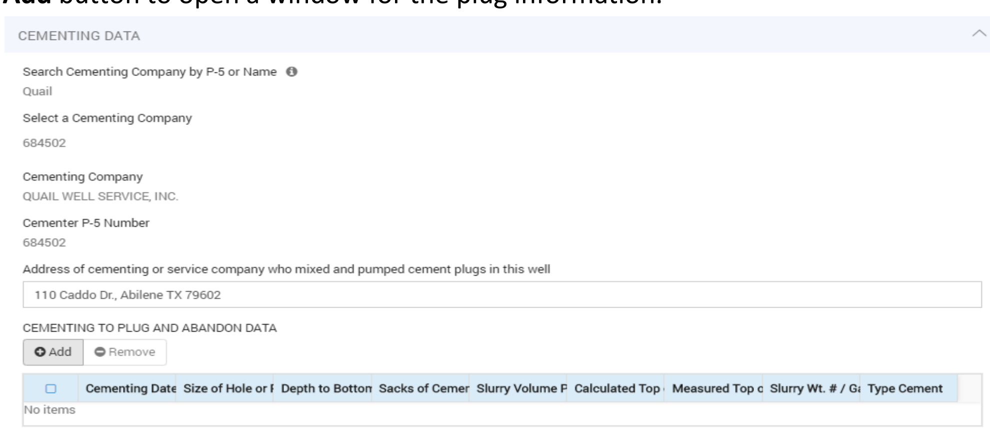


NOTE: If you are a P-5 designated plugger and correctly registered in RRC Online, you will see 2 button choices when you log into the W3. If you do not see the screen above, you may have an issue with your log-in. Check with your company's designated Security Administrator or the RRC help Desk to determine your correct status.

3. In the upper right, Click **Views** and choose **Search for an API Number** to access the W-3 you want to complete. Enter the API number in the search field. If successfully submitted by the operator, the filing will appear and show the *Cementer Data* stage.



4. Click in the row of the filing to open. In the in the *Cementing Data* section of the form, click the **Add** button to open a window for the plug information.

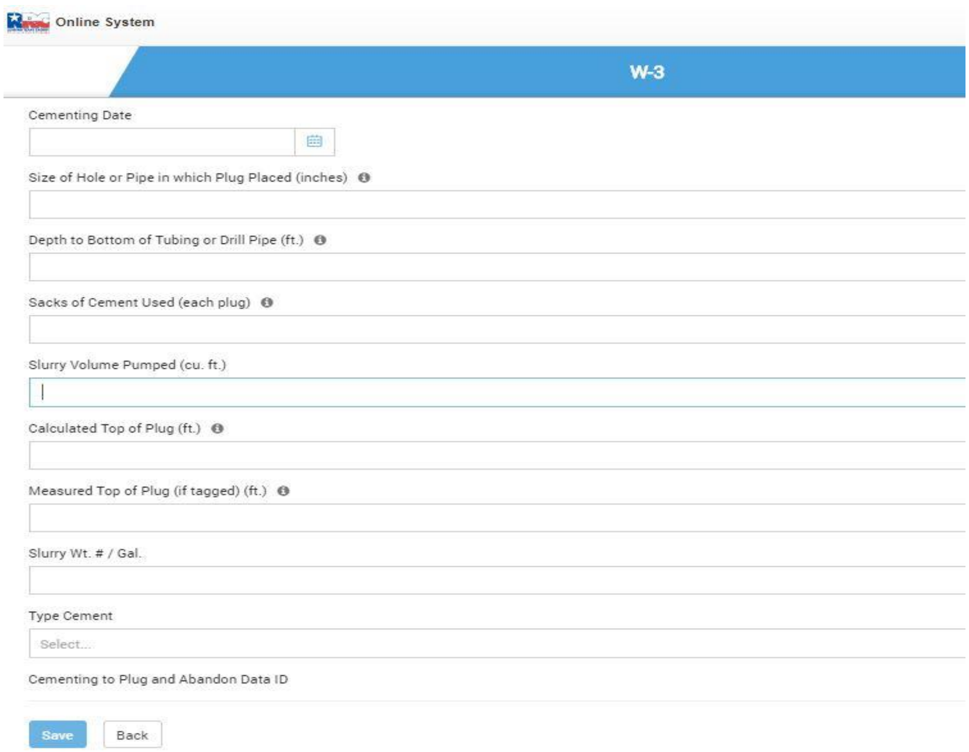


5. The screen shown below will appear. Complete the fields for each successful plug set, then click **SAVE**. To add the next plug data, click **Add** for another plug data screen**.** Add the plugs as set, deepest first and moving up hole.

NOTE: Attempted or failed plugs (plugs that did not remain as placed) should be listed in the *Remarks* box. List only successfully set plugs in the plug data.

NOTE: Pay close attention to the (information buttons) for details about formatting. Typos and formatting errors will prevent submitting. For filing purposes, "surface" = "0" (zero). Also, **casing and hole size data is entered as a whole number and fraction (when present) and not with decimals**. *EXAMPLES: 4 1/2, not 4.5; 8 5/8, not 8.625; 16 not 16.0*

NOTE: A value for *Calculated Top of Plug* is required, even when tagging.



NOTE: If a Cast Iron Bridge Plug was set, with the required cement on top, under the "type cement" field, use the dropdown menu to choose "CIBP, X" for the CIBP plus the type of cement set with it. The CIBP setting depth is the same as the *Depth to Bottom of Tubing or Drill Pipe* depth.

6. In the *Remarks* box, enter any remarks.
7. Certify the W3.
8. Click the **Submit to Operator** button to return the filing to the operator for final submission.

Operator Submission Steps

1. Log in.
2. Select the W3 you want to submit. Filings in the *Operator Review* stage have been returned to you from the plugger and may be ready to submit to the RRC.

3. Review the filing. Return to the plugger (if necessary) or Certify your approval.
4. Click the **Submit to District** button. Upon successful submission, the system will send a confirmation email to the filer, and another email to the appropriate RRC district office. A pdf of the "submitted" version of the W-3 is saved to the "Files" tab.

Searching for Approved W3s (All External Users)

1. In the W3 grid, click **Views| All W3s**.
2. In the *Search* field, type **Approved**. The Approved W3s display. **TIP**: You can use the *Filter* button to filter the search results by additional characteristics.

Operator Filing Hints, Tips and Tricks:

1. W-3s can be filed on paper (like always) OR on-line. A W-3 cannot be filed both ways.
2. The App works best in Chrome. We recommend that you clear your browser history before and between filings.
3. Due to electronic and security factors, a plugger cannot begin a W-3 filing for an operator. ***The operator must initiate the filing, then send it on to their plugger.*** The Operator will identify the plugging company on the filing before submitting it but must notify the plugger outside of the system to tell them the filing is ready for them to add the plugging info in the *Cementing Data* section. After the plugger opens the W-3 to input the plug data, the filing will be linked to that user.
4. For a cementer to be recognized by the search, the cementing company must have an active P-5 and the specialized P-5 code of "PLUGGR", identifying them as an RRC approved plugging company.
5. In-progress filings are saved automatically. Unsubmitted filings are saved to the *Drafts* link accessible at *Views* on the filer's main page.
6. The system times out after 60 minutes and may appear non-responsive after any prolonged inactivity. Filings in progress will be saved to *Drafts*. Log out and log in again to reactivate.
7. Filings are searchable by most of the data fields of the filing, as well as the *Stage* of the filing.
8. Upon creation of a filing, the system will assign a unique tracking number to each filing. The tracking number is located at the very top of the filing screen, above the *Questions* header bar.
9. Use of the *Search* entry field will search all fields for the data entered. To search by API number, enter the API. Use of the State number for Texas (42) is not required.
10. Columns can be sorted by clicking in their header or title box. Additional data filtering options are available using the Filter tool near the *Search* entry field.
11. You can customize the main page grid using the filter button. After customizing, you can name the view and save it for future use by clicking *Views*, then *Save current as a new view*.
12. Where a Date is to be entered, you can enter the date (format as MM/DD/YYYY) or use the calendar.
13. The entry field for *Abstract* number is Required to file. **HINT**: If unknown, use the RRC GIS mapping system to identify (use the API to search for the well location).

14. For a lease with more than 5 sets of perforations, only the first five sets will pre-populate; additional sets will require manual entry. A "set" of perfs is one row of "FROM" and "TO" depths. This issue will be upgraded in a future release.
15. For Multiple Completions, the perforation data will pre-populate for only the lease originally selected. For the other leases associated with the wellbore, the production perforations must be added manually.
16. Attachments must be in PDF format. Prior to Approval by a district office, attachments may be added.
17. When entering data, **DO NOT use a "0" (zero) where a blank should be**. Zero does not equal blank (or null or unknown) data. The system might use the zero, changing the meaning for that field.
18. The perforation record is for perfs related to production and previous workovers only. Perforations added during the P&A process (perf & squeeze or perf & circulate) should be noted in the Remarks box, listing depth of the perfs and the associated cementing operation (squeeze or circulate). **Example:** *Plug #3: perf @ 3580, circulate cement.*
19. For a perf & squeeze (or circulate) plug set inside & outside of two or more strings of casing, list the largest size casing in the data field asking for the "size of hole or pipe in which plug placed". Note the other associated casing sizes for that plug number in the Remarks Box and note that the plug was perf & squeeze (or circ.). **Example:** *Plug #5: Perf 11 7/8 @ 1260, circulate cement into 16 inch.*
20. Typos and formatting errors will prevent filings. For filing purposes, "surface" = "0" (zero). Also, casing and hole size data is entered as a whole number and fraction (when present) and not with decimals. **Examples:** *4 ½, not 4.5; 8 5/8, not 8.625; 16 not 16.0*
21. If a Cast Iron Bridge Plug (CIBP) was set, with the required cement on top, under the "type cement" field, choose "CIBP, X" for the CIBP plus the type of cement set with it. The CIBP setting depth is the same as the *Depth to Bottom of Tubing or Drill Pipe* depth.
22. Attempted or failed plugs (plugs that did not remain as placed) should be listed in the *Remarks* box. Only successfully set plugs should be recorded in the plug data.
23. A value for *Calculated Top of Plug* is required, even when tagging.
24. Comments added in the *Comments* section will not transfer to the *PDF* but are saved and remain visible with the filing. Remarks entered in the *Remarks* box will print to the pdf.
25. Following the "Submission" and "Approval" stages, a *PDF* is created. These *PDFs* are located on the "Files" tab of each filing and are downloadable.
26. Filings in the *Approved* stage are public record and can be located for review in the system by use of the search feature. PDFs of the approved W-3 (with attachments) are also permanently archived in the RRC's neuDocs (formerly Neubus) well records.
27. In the rare occurrence when an e-filed W3 is in the "approved" stage and no record of it appears in Neubus, contact the appropriate district office for their assistance.
28. If a filing needs deletion from the App, contact the appropriate district office.

W3 Filing Stages*:* The 8 major Stages for a filing are listed here.

Stage	***Definition***	***Action Required By***
Cementer Data	A W-3 that has been submitted by the operator (or filer) to a plugger (cementer) to complete their part.	Cementing Company
Operator Review	A W-3 that has been certified and returned to the operator by their plugger, or returned to the operator by a district reviewer. After the Operator's review, the W-3 can be certified and submitted to the RRC.	Operator
District Office Review	A W-3 that has been completed by the operator and the cementer and submitted to RRC for review.	District Reviewer
Mainframe Response	A W-3 that has been approved by the District Office and will be sent to automatically update the mainframe overnight.	System
W3 Oracle Export Failed	A district approved W-3 that did not successfully update the RRC's database.	District Reviewer
Manual Entry	A W-3 that has been approved by the District Office and must be manually entered into the mainframe.	Well Compliance
GIS Update	A W-3 that has been approved by the District Office and updated on the mainframe. It is ready to be updated in the GIS.	Mapping
Approved	A W-3 that has been approved by the District Office, updated on the mainframe and updated in GIS. If a W3 is in the Approved status, the approved PDF will be available in Neubus the day after it is approved.	System

Additional Stages will be recorded on a filings' *Change Log* tab, and may be occasionally noted, however those Stages are usually transitory.

W3 ***System-generated Emails***				v2019.12.05
Email Ref #	***Action Generating & When Emailed***	***Emailed TO***	***Subject of Email***	***Text of Email***
1	Operator returns W3 to plugger	Plugger	W-3 Returned for API <API Number>	The operator has returned your W-3 filing. Please review the return for their comments, make the corrections, and re-submit for a follow-up review. If you have any questions about your W-3, contact the appropriate operator. Please do not reply to this email as it is sent from an un-monitored mailbox.
2b	Operator submits W3	Operator	W-3 Submitted for API <API Number>	Hello <Representative of Company>, Your W-3 on-line filing has been successfully submitted and will be reviewed. Thank you for using the RRC On-line Application. If you have any questions about your filing, contact the appropriate district office. Please do not reply to this email message as it is sent from an un–monitored mailbox.
2a	Operator submits W3	Distribution/ District List	W-3 Submitted for Your Review API <API Number>	Hello <Distribution List>, Please review the new W-3 for API Number <API Number>. Thank you for your time and hard work.
3	Reviewer returns submitted W3 to Operator	Operator	W-3 On-line Filing Returned for API <API Number>	District staff has returned your W-3 filing. Please review the return for their comments, make the corrections, and re-submit for a followup review. If you have any questions about your W-3, contact the appropriate district office. Please do not reply to this email message as it is sent from an un–monitored mailbox.
4	PDF generated following finalization of all reviews & approvals (DO, Mapping, Well Compliance)	Operator	Approved W-3 pdf attached for API <xxx-xxxxx>	Attached is a pdf file of your approved W-3 for the subject well. Please note the well's API number is included in the filename. If you have any questions about your W-3, contact the appropriate district office. Please do not reply to this email message as it is sent from an un–monitored mailbox.

Attachment 1: Workflow Diagram