Cast Iron Bridge Plug (CIBP)

User Guide

For Wireline Companies

Railroad Commission of Texas
Information Technology Services Division
July 2019

Table of Contents

What is a Cast Iron Bridge Plug Report?

The W-15 Cementing Report (W-15) is filed to record the placement of a CIBP in a well. The W-15 CIBP is an attachment to forms:

- G-1 Gas Well Back Pressure Test, Completion or Recompletion Report;
- W-2 Oil Well Potential Test, Completion or Recompletion Report;
- W-3 Plugging Record; and,
- W-4 Application for Multiple Completions form.

The W-15 CIBP is usually initiated by a wireline company.

Filers will still be able to file a paper W-15 CIBP Report and that process will not change. However, making the filing process available online will provide validations which allows for collecting more accurate and reliable data.

Who will have access?

While most operators and cementers/pluggers with a P-5 (and, by default consultants that file on their behalf) already use the RRC Online system to file electronically, there may be many wireline companies who do not, since they don't have a P-5 number. For wireline companies to benefit from the W-15/CIBP system, they must acquire a User ID that is assigned by their 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 temporary password. From there, they can change their password and begin creating User IDs for other 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 already has a security administrator, please email the Commission at rrconline-security@rrc.texas.gov.

1. Read the requirements for participating in online filing.
2. Print the SAD form (there is also a copy at the end of this User Guide).
3. Complete and sign the SAD form then mail it to the RRC, following instructions on Page 2 of the form. When the form is received at RRC and processed, the designated security administrator will receive a User ID and temporary password by email.

4. The security administrator will log into the system, select a personalized password and assign User IDs and filing rights.

Note: *Don't worry, RRC personnel will be able to view any filing initiated in order to assist the filer in completing the form.*

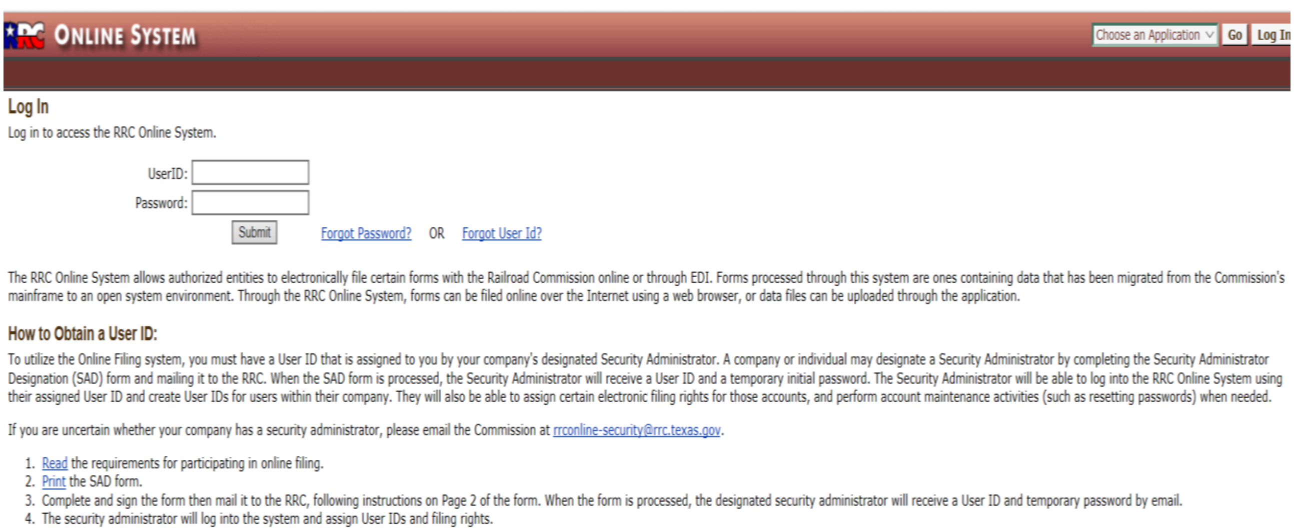
Getting Started

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.

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

RRC Online Login Screen



ONLINE SYSTEM

Choose an Application Go Log In

Log In

Log in to access the RRC Online System.

UserID:

Password:

Submit 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.

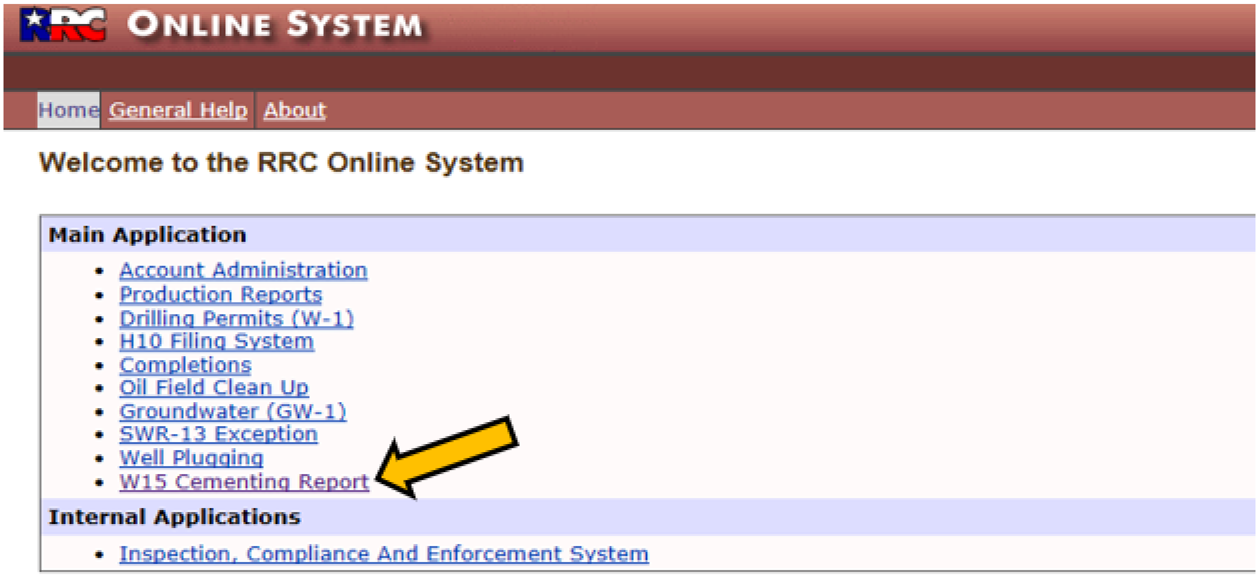
How to Obtain a User ID:

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.

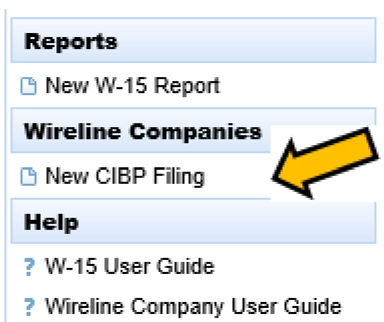
If you are uncertain whether your company has a security administrator, please email the Commission at rrconline-security@rrc.texas.gov.

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.

After logging into RRC Online, a user with the proper security access will see the *W-15 Cementing Report* link on their Home Page.



Upon selecting the W-15 Cementing Report link, a dashboard will appear that may or may not be populated depending on whether the user is linked to any existing W-15 reports. In the far left-hand column, there are direct links to create a new CIBP filing or review the Wireline Company User Guide.



Navigation for Wireline Users without P-5s

The following is a list of the actions that can be performed as an external filer of the W-15 system:

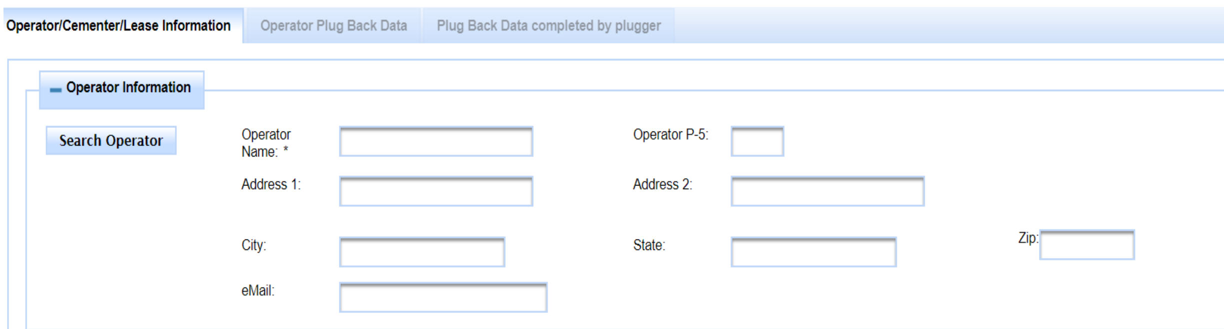
- Log into the W-15 online system.
- Read/view an existing W-15 Cementing Report (in progress, submitted or updated).
- Initiate a new W-15 Cementing Report (for a new CIBP set).
- Edit a work-in-progress Cementing Report (except for any Operator updates).
- Delete a W-15/CIBP.

- Generate, save and print a pdf of a “Both Submitted” (meaning both the Cementer and the Operator have completed and submitted their portion of the W-15) W-15 Cementing Report.

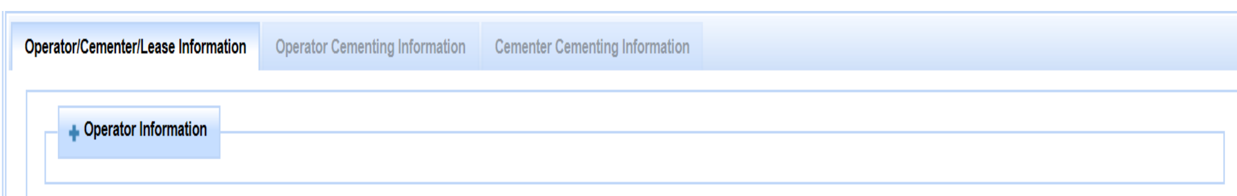
Creating a New CIBP Report

To start the process of creating a new CIBP Report, click the **New CIBP Report** link on the left-hand side of the *W-15 Cementing Report Dashboard* page.

Before collapse:



After collapse:



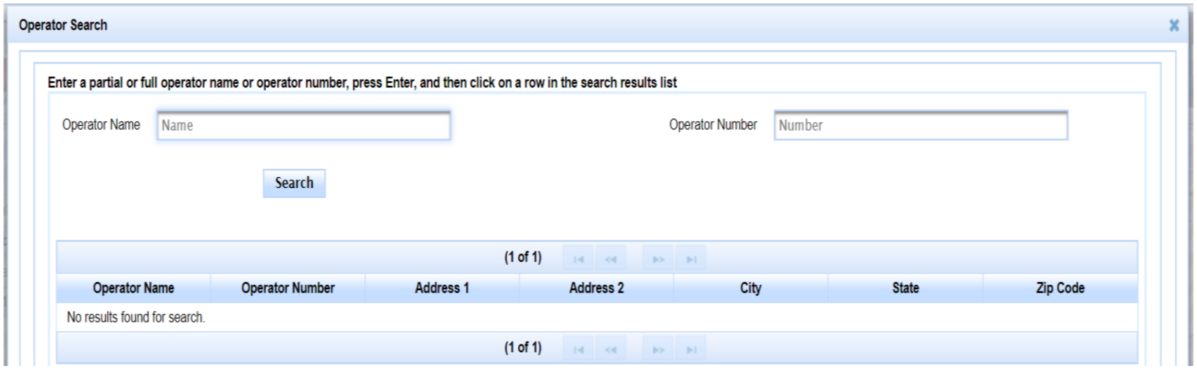
Tab Navigation

A series of tabs are presented that will be used to fill out additional application information.

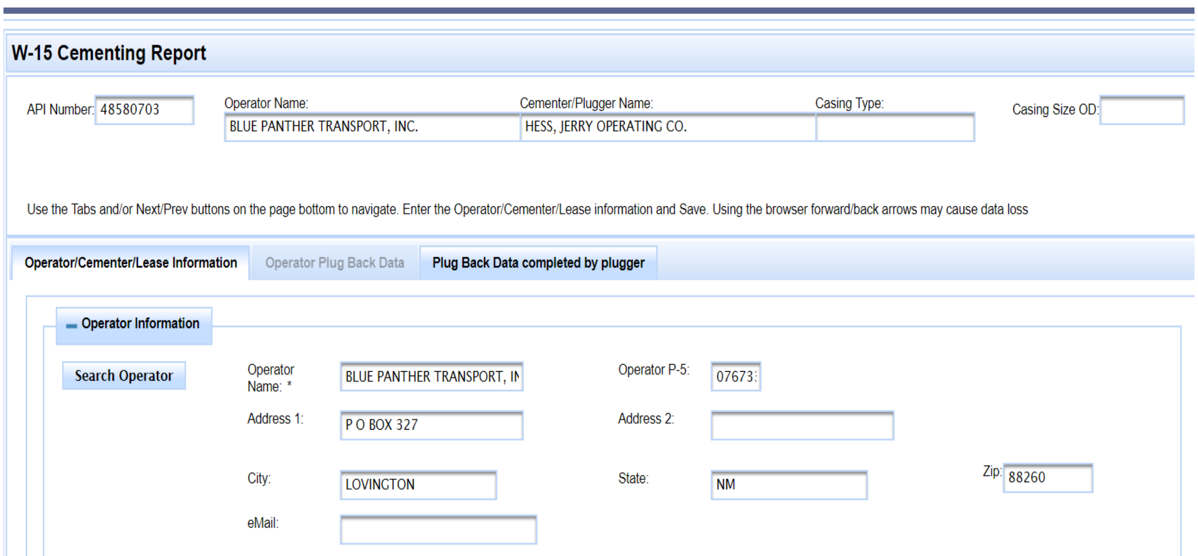
Operator/Cementer/Lease Information Tab

Operator Information

The **Operator**, for whom the CIBP is being created for, will be selected by clicking the **Search Operator** button which displays the Operator Search screen.



The search can be executed by either operator name or number. After selecting the operator, the name of the operator displays at the top of the screen and the demographics **auto-fill** into the form. Operator email is preferred but optional.



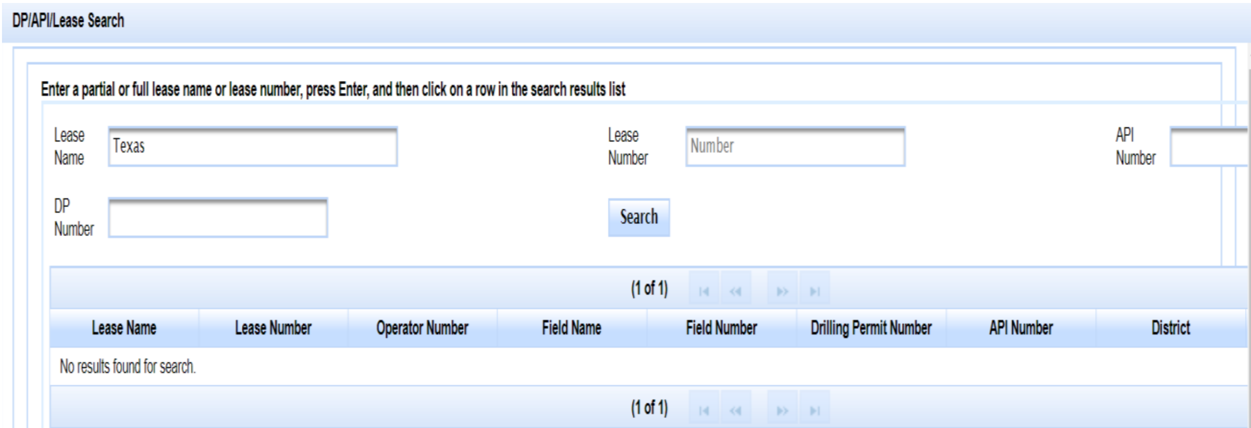
IMPORTANT: All fields in the report screens marked with an asterisk (*) are required fields. This data must be entered and completed before submitting a new CIBP.

Cementer Information

The Wireline (Cementer) information will **auto-fill** into the form based on user name. Please check for accuracy. An e-mail address is preferred but optional.

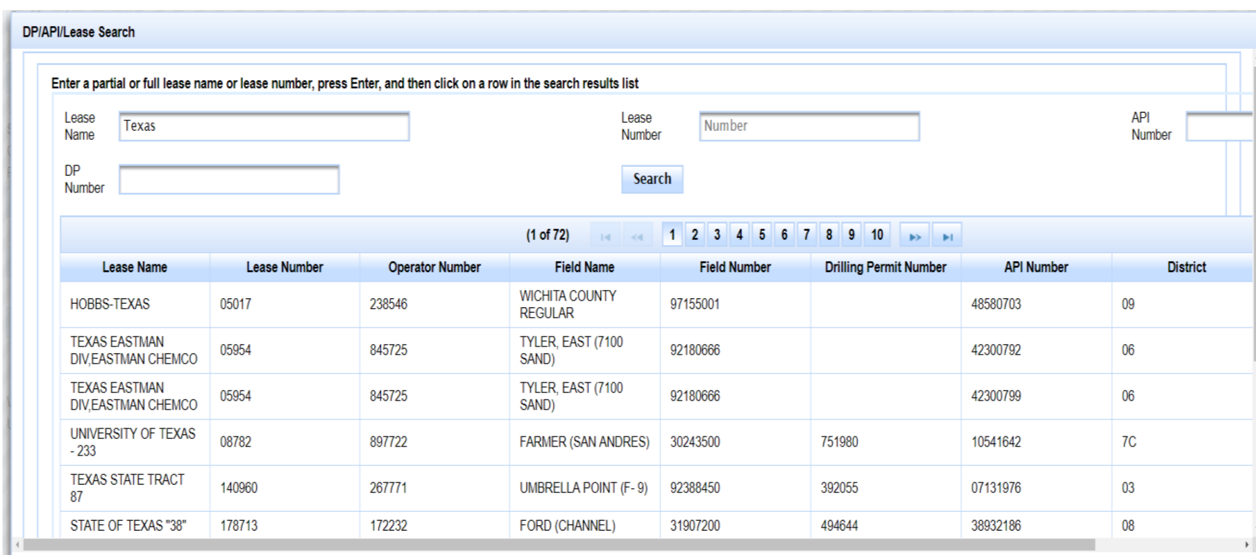
Well/Lease Information

The **Well** for which the CIBP is being created for can be selected by clicking the **Search Lease/API/DP** button or the **Lease/API/Wells** button. Both display the **DP/API/Lease Search** screen.



The well can be searched by: lease name or number, API number or DP number. Use the **Search Lease/API/DP** button if you are filing a CIBP for a well that has previously been filed on in the completions system since 2011. If you don't find the well using this button, use the **Lease/API/Wells** button if you are filing a CIBP for a well that was completed before 2011.

After selecting the lease, the name and number of the lease **auto-fills** into the form. The API number will also **auto-fill** at the top of the page.



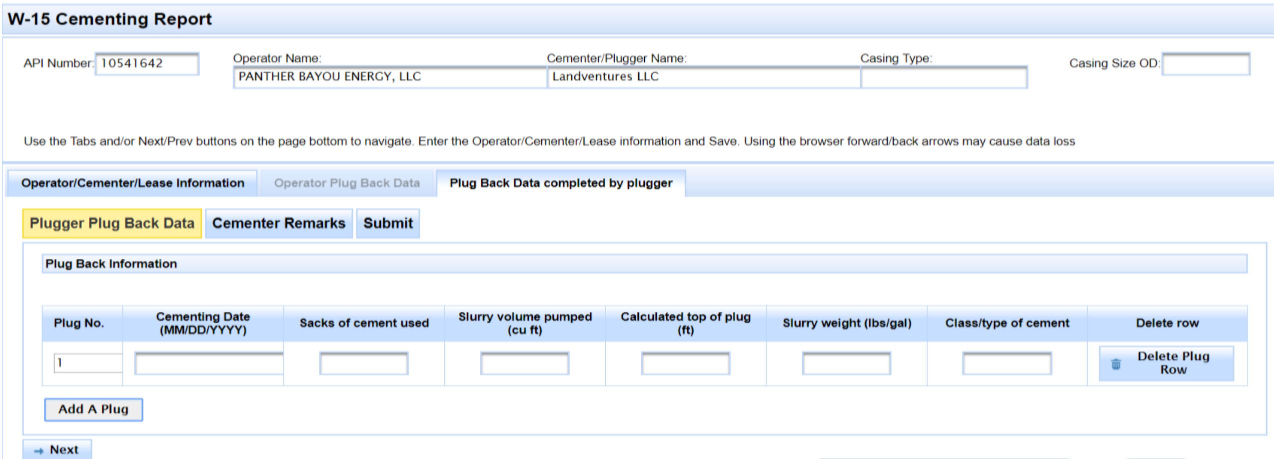
When the Operator, Cementer and Lease Information is complete, click on the **Save** button to save the entered information and activate the **Plug Back Data completed by plugger** tab. To continue, click on the **Plug Back Data completed by plugger tab.**

Note: For filing a new CIBP, with the exception of the Operator/Cementer/Lease Information tab, you must use the **Next** button to proceed. This validates that the required fields have been entered.

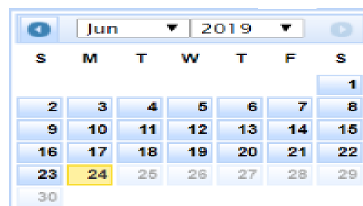
Plug Back Data Completed by Plugger Tab

Plugger Plug Back Data

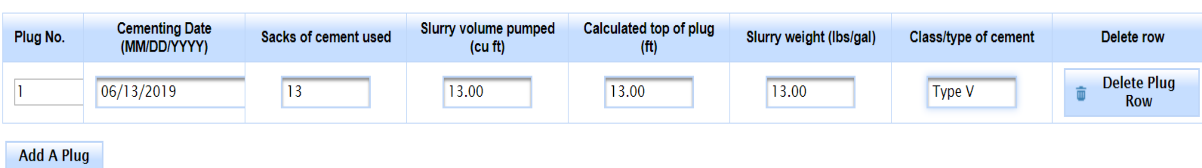
Click the **Add A Plug** button to create the first row to enter a plug.



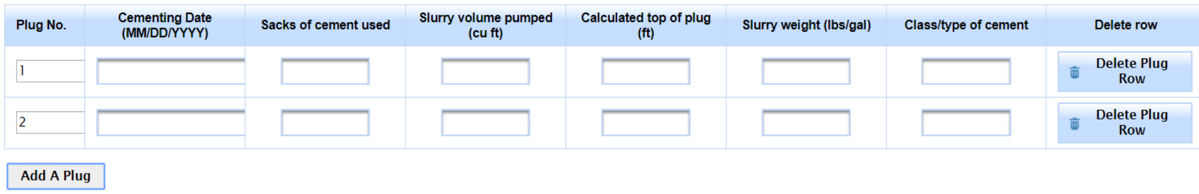
Enter the actual date of the plugging by navigating over the Cementing Date text box and clicking. A calendar will appear for date selection. Navigate to previous months by clicking the light blue arrow in the upper, left hand corner.



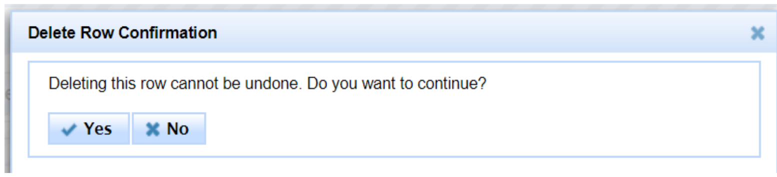
Moving from left to right, continue to enter the number of **Sacks of cement used**; **Slurry volume pumped**; **Calculated top of plug**; **Slurry weight**; and, **Class/type of cement**.



If another plug is required, simply click the **Add a Plug** button again and repeat the process. This button can be selected as often as needed. If a mistake is made, the entire row can be deleted and re-entered correctly by clicking the **Delete Plug Row** button.



If delete is selected, a message will pop up asking for confirmation:

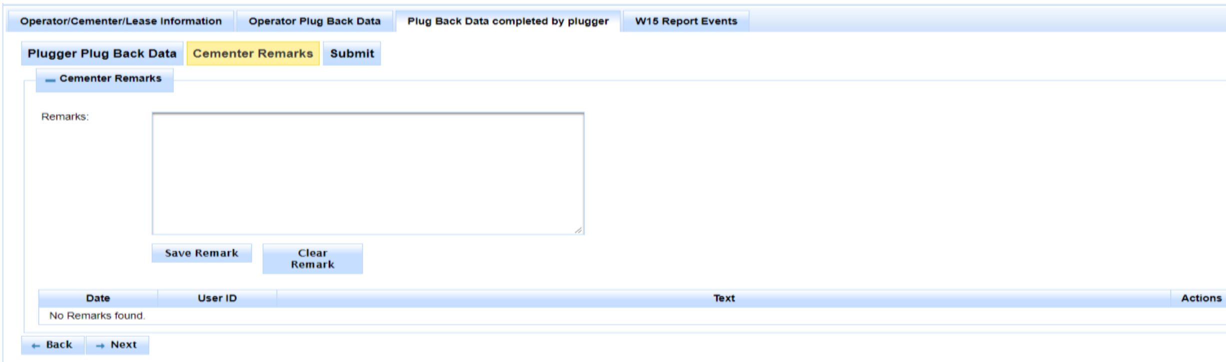


When done, click **Save** and either continue, pause or leave the application to return later; or, select **Next** to continue to the Cementer Remarks page.

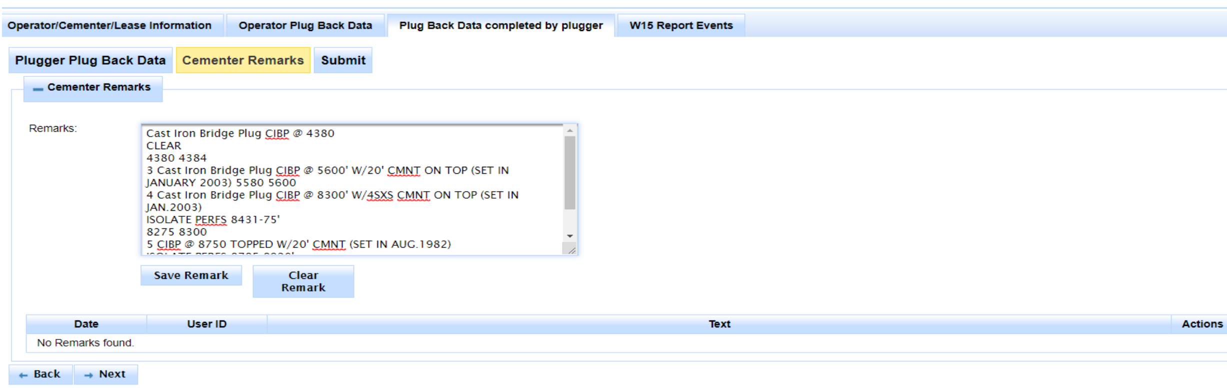
Pro Tip: If you have advanced to the Cementer Remarks or Submit page and need to change something on the Plugger Plug Back Data page, you can always return by using the Back ← Back button.

To record Cementer Remarks, click over the text box in the center of the page.

Cementer Remarks

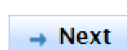


Begin typing remarks within the text box. If copying and pasting from another source, please keep in mind that some degree of formatting may be lost.



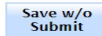
The remark can be cleared if it is incorrect or saved to continue.

Once a remark is saved, it is moved below the text box to make room for further comments. After a remark is saved, it can be edited or deleted by using the appropriate icon under **Actions**.

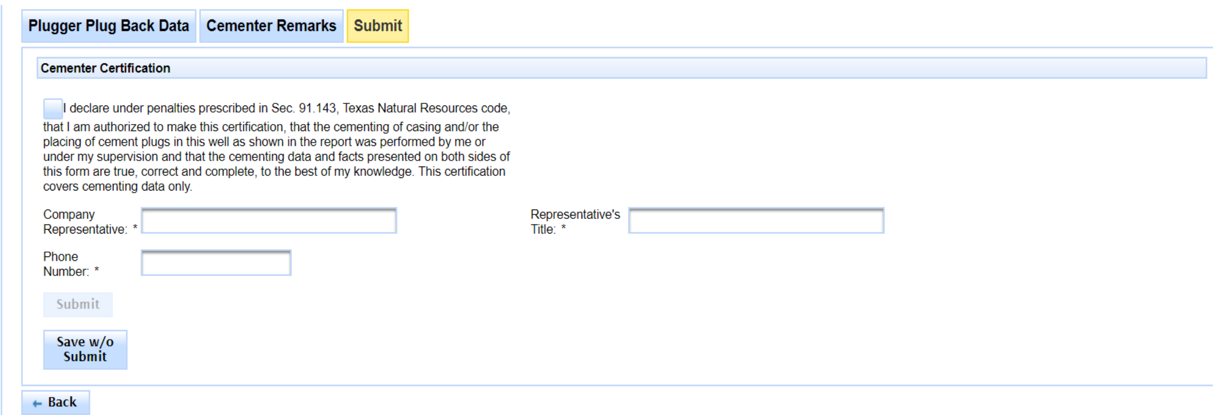
To continue to the next tab to submit the CIBP, click on the Next 

button.

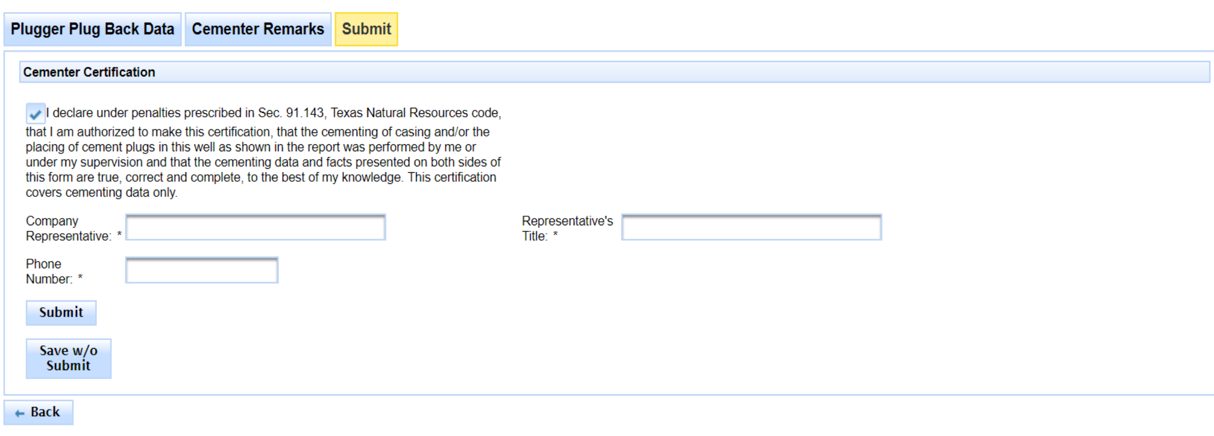
Submit

Cementer Certification – ***all fields are required**. If some information is incomplete or unknown at this point, click Save w/o Submit 

button to return and submit once data is known.



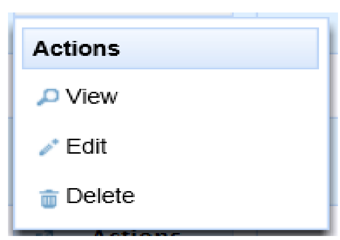
Once the certification box is checked by clicking within it, the Submit button will appear for selection.



Actions Buttons for Filer

Perform actions directly from the dashboard on existing filings by clicking the **Actions** button.

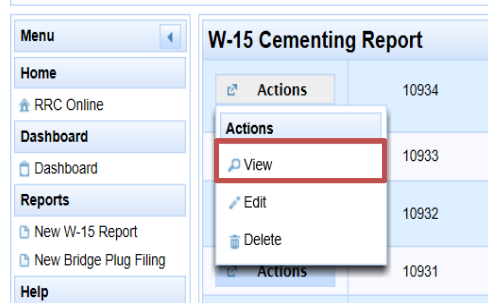
- ***View***: allows the review of filings in every status.
- ***Edit***: allows the update of filings.
- ***Delete:*** allows the deletion of filings.
  The system will prompt the user with a confirmation box.



View a Filing

View *in progress*, *submitted* or *updated* filings in read-only format directly from the list displayed on the *W-15 User Dashboard*.

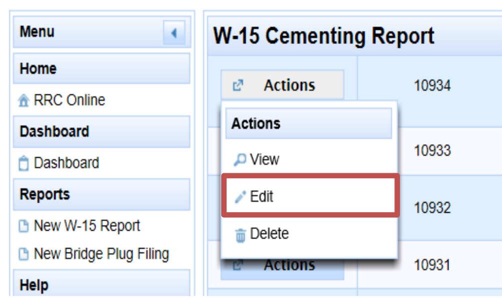
1. Click the **Actions** button next to the desired Cementing Report.
2. Click the **View** option from the drop-down menu.
3. The system will automatically direct to the W-15 *Cementing Report* page.
4. The system will default the view to the first tab within the *W-15 Cementing Report* page which is the *Operator Cementing Information* tab.
5. Navigation to all other tabs on the page will be in read-only mode.



Edit a Filing

Edit *in progress*, *submitted* or *updated* filings directly from the list displayed on the *W-15 User Dashboard* page.

1. Click the **Actions** button next to the Cementing Report to be edited.
2. Click the **Edit** option from the drop-down menu.
3. The system will automatically direct to the W-15 Cementing Report page.
4. The system will default to the first tab within the *Cementing Report* page which is the *Operator/Cementer/Lease Information* tab.

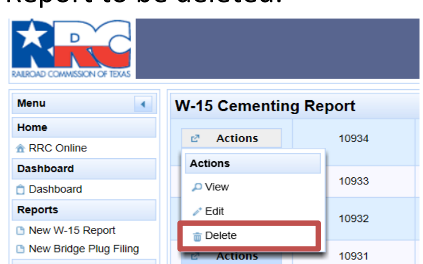


Delete a Filing

Delete *in progress, submitted or updated* filings directly from the list displayed on the *W-15 User Dashboard* page.

1. Click the **Actions** button 

next to the Cementing Report to be deleted.
2. Click the **Delete** option from the drop-down menu.
3. A confirm prompt will appear requiring action. Click **Yes** to delete the filing or click **No** to return to the filing list.
4. After clicking Yes, the application is removed from the W-15 Cementing Report Dashboard of all parties involved.
5. After clicking No, the transaction is canceled, and the application returns to the dashboard.
6. After clicking the X in the top, right-hand corner, the transaction is canceled and the



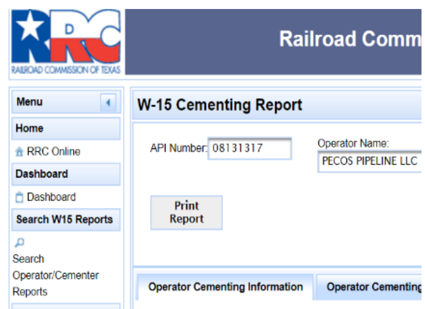
Application returns to the dashboard.

IMPORTANT: Although an existing filing can be deleted, the system keeps a record of who deleted the record along with the time and date.

Save as a PDF/Print

Once **certified by both parties**, a W-15 in .pdf format can be created, saved and attached to forms such as G-1, W-2, W-3 and W-4.

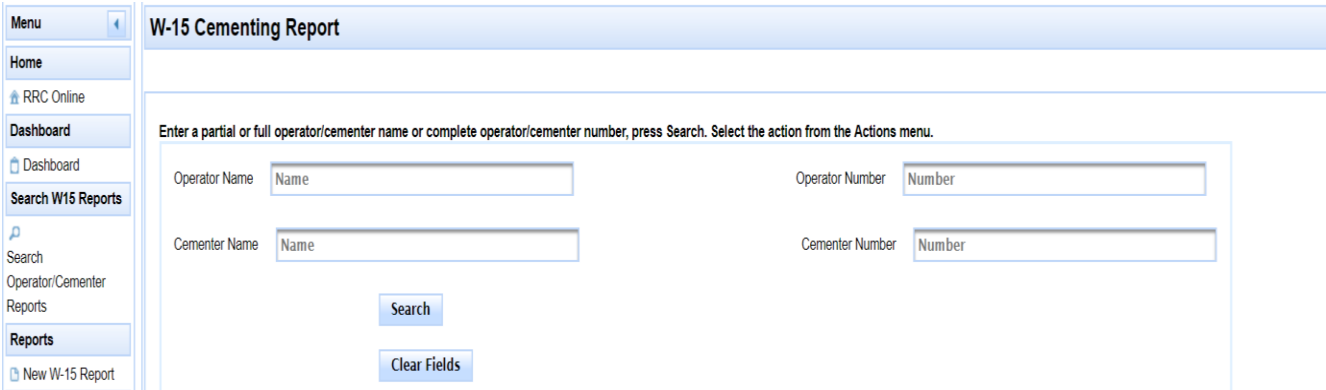
1. From the Dashboard, select a W-15 from the list with a status of Both Submitted.
2. Click the **Actions** menu.
3. Scroll down to select the **View** option to open the report.
4. Click the **Print Report** button located on the upper left side of the page, above the tabs, from within the Cementing Report.
5. The system will automatically download the .PDF to the bottom of the page to be saved and printed.



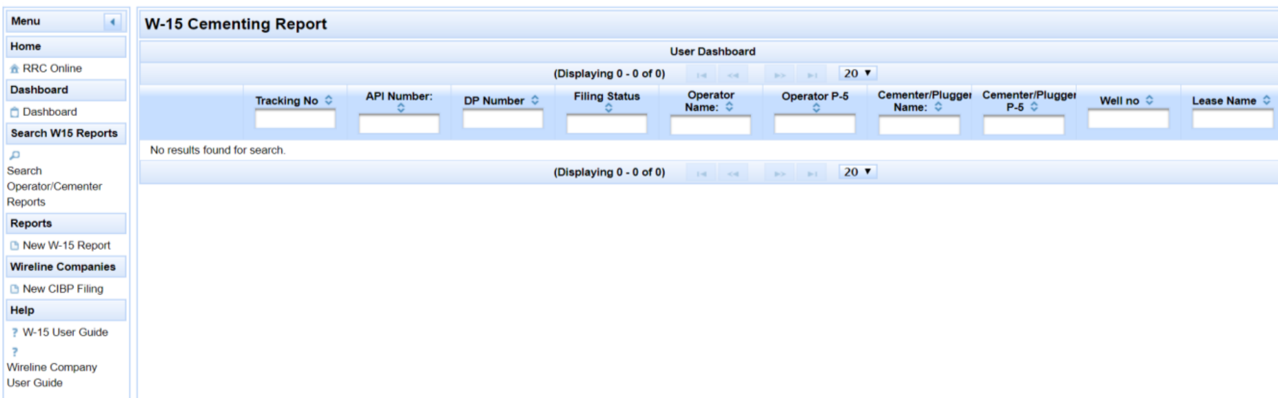
Search for a Filing

Search for information by following the instructions below:

1. From the Dashboard, click the Search Operator/Cementer Reports link in the left hand column;
2. Enter a partial or full operator/cementer name or a complete operator/cementer number, and click Search;
3. Locate the desired W-15 Filing;
4. Select the action from the Actions menu.



Sorting Search Results



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 selected. Clicking it a second time, 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 entered in the text box.

   For example, if “Petroleum”, was entered, only results that contain the characters “Petroleum” in the first word 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 showing more results on the page or quickly moving from page to page.
   a. The numbers **‘Displaying 1 – 20 of 119’** next to the navigation bar show the current page and total number of applications in the list.
   b. Click the drop-down list 20 ▼ in the navigation bar to select the number of results per page to show in the list of applications. Current choices are: 10, 15, 20, 25 and 50.

c. Click the next button in the navigation bar to go to the next page of the list of applications. If 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 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 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 on the first page, this button cannot be used.

g. Clicking the numbered buttons 1 2 3 leads directly to the page that corresponds to the number clicked on.

Filtering Search Results

After getting the results of the search, they can be further filtered to better show only the information specified.

User Search Results

(Displaying 1 - 4 of 4) 1 20

	Tracking No	API Number:	DP Number	Filing Status	Operator Name:	Operator P-5	Cementer/Plugg Name:	Cementer/Plugg P-5	Well no	Lease Name
				Both						
Actions	11111	25133595	679885	Both Submitted	EOG RESOURCES MARKETING LLC	253120	BLACKBEARD OPERATING, LLC	073056	11H	EAGLE FORD C UNIT
Actions	11077	13380047		Both Submitted	EOG RESOURCES, INC.	253162	EOG RESOURCES, INC.	253162	1	HILL (LAKE SAND) STORAGE UNIT
Actions	11045	13380047		Both Submitted	EOG RESOURCES, INC.	253162	EOG RESOURCES, INC.	253162	1	HILL (LAKE SAND) STORAGE UNIT
Actions	11043	07701985		Both Submitted	EOG RESOURCES, INC.	253162	EOG RESOURCES, INC.	253162	1	GAS STORAGE UNIT #2

(Displaying 1 - 4 of 4) 1 20

Click the text boxes under the column names and enter a full or partial word to filter the application list by results that only contain the key word(s) entered in the text box.

For example, if "In Progress" is entered in the **Filing Status** text box, only results that have an application status of *In Progress* are displayed (see example above). Removing the text removes the filter and returns the list to its initial state.

Pro Tip: If you want to quickly remove a filter, simply backspace or delete the (filter) word typed into the box at the top of the column.

Determining Filing Status

The status of the application can be determined by performing the following steps:

1. Search for the desired W-15 filing by going to the *Dashboard* page and searching for the filing(s).
2. Once the results are returned, look at the *Filing Status* column. Applications can have the following statuses:
    - *In Progress* – The filing information has been initiated and saved, by either the Operator or the Cementer, but has not been submitted.
    - *Operator Submitted* – The filing has been initiated by the Operator and submitted but the Cementer/Plugger has not completed filing yet.
    - *Cementer Submitted* – The filing has been initiated by the Cementer/Plugger and submitted but the Operator has not completed filing yet.
    - *Operator Updated* – The filing status is set to Operator Updated when one of the following occurs:
        i. The Operator completes their part of a Cementer-initiated filing and does a save. Doing a save means the Operator hasn't completed their part of the filing and will submit the filing sometime in the future.
        ii. The Operator modifies a filing that has a filing status of Both Submitted and does a save. Doing a save means the Operator hasn't completed their modification and will resubmit the filing sometime in the future.
    - *Cementer Updated* – The filing status is set to Cementer Updated when one of the following occurs:
        i. The Cementer/Plugger completes their part of an operator-initiated filing and does a save. Doing a save means the Cementer/Plugger hasn't completed their part of the filing and will submit the filing sometime in the future.
        ii. The Cementer/Plugger modifies a filing that has a filing status of Both Submitted and does a save. Doing a save means the Cementer/Plugger hasn't completed their modification and will resubmit the filing sometime in the future.
    - *Both Submitted* – The filing has been completed and submitted by both Operator and Cementer/Plugger, regardless of who initiated, for approval. Both entities can still modify and re-submit a filing with a filing status of Both Submitted. An email is sent to the Operator (if an email address has been entered on the Application tab) with the W-15 filing as a PDF attachment so the operator can use the filing as needed.

Frequently Asked Questions

How does the system know which filings a user is associated with?

When a W-15 filing is initially created, the system will store the operator's and cementer's P-5 number on each filing as well as the organization ID of the logged-on user who creates a filing so that when a user logs on, the system can display filings that the user will have access to.

How does the system know which filings a user is associated with if they don't have a P-5?

Many of the wireline companies don't have a P-5 number, so for instance, all CIBP (Cast Iron Bridge Plug) filings created by a wireline company will be associated with the wireline company by user/organization ID and not by a P-5 number.

How do I get a User ID and Password?

Every Wireline company must nominate at least one software administrator that will be responsible for setting up and maintaining users. A System Administrator Designation (SAD) form for must be submitted for each individual administrator. Instructions and the form itself are included at the end of this User Guide.

I need to record a CIBP for a specific operator, why isn't it showing on my dashboard when I log in?

Because wireline companies do not have a P-5 Organization Number, operators cannot designate them on a W-15. As a result, wireline companies must always initiate the W-15 CIBP themselves. Once initiated, it will show up on the dashboard of all parties involved for tracking and completion.

How can I see my filings to track their progress?

A user can log into the W-15 application at any time and see the filings they are associated with. This includes the filings the user has initiated and filings that other users initiated and designated that user as a participant. From the dashboard, scroll down to the desired filing and select **View** from the **Action** menu.

How many W-15s are required for multiple plugs?

The W-15 CIBP functionality is designed to accommodate multiple plugs for each well. Simply click the Add a Plug button after each entry to add as many as necessary.

Who can delete a W-15?

It's important to remember that while any user is able to delete a W-15 in any status, the system will keep a record of who deleted the record, the date and time.

How can I find out who edited my filing?

A user can log into the W-15 application at any time and see who edited the filings they are associated with. This includes the filings the user has initiated and filings that other users initiated and designated that user as a participant. From the dashboard, scroll down to the desired filing and select **View** from the **Action** menu. The last (4th) tab is titled W-15 Report Events. Click on this tab to see a listing of events including date/time/user ID.

How can I find out who deleted my filing?

To request an audit of a deleted filing, please call the help desk and provide the following information. Please allow for 5-10 business days (not including holidays) for a response.

- Name of user;
- API Number;
- Date the filing was last updated;
- Date the change was noticed;
- Operator/Cementer/Lease Names.

How does the application know my filing is correct?

There are data validations built into the application that are designed to prevent certain errors, however the completed W-15 is not reviewed or approved by the RRC within the W-15 application. Upon certification by both parties completing the filing, the application will save a copy of that W-15. Saving /downloading a completed W-15 captures the data entered and certified by both parties at the time of the save and certification. Subsequent edits to a certified W-15 will create a new version of the W-15.

When is my W-15 reviewed and approved by the RRC?

RRC staff does not approve, or even review, W-15s within this application. The application allows filers to create and save the W-15 as supporting documentation for subsequent upload into other on-line applications, or even as an attachment to hardcopy filings.

W-15s are reviewed by RRC staff when used as attachments to other forms being submitted (W-2/G-1, W-3A/W-3, W-4). If there is an issue with a completed W-15 submitted with another form, it will be noted by staff during the review of whatever form it was attached to. An incorrect W-15 can delay the approval of that form to which it has been attached.

Glossary

Term	Definition
API	American Petroleum Institute
CIBP	Cast Iron Bridge Plug
DP	Drilling Permit
ID	Identification
OD	Outside Diameter
OH	Open Hole/Drilled Hole
P-5	Organization Report required by the Railroad Commission prior to performing operations within the state of Texas.
RRC	Railroad Commission
SAD	Security Administrator Designation
TAC	Texas Administrative Code
TD	Total Depth
W-15	Railroad Commission Cementing Report
Wireline Company	A company that uses cabling technology to lower equipment or measurement devices into the well for the purposes of well intervention, reservoir evaluation, pipe recovery, and plugback (PB), temporary abandonment (TA), or plug and abandon (P&A). In these cases, the wireline company may set a CIBP (cast iron bridge plug) to PB or TA, or a CIBP with cement (by bailer) to permanently seal off an interval of perforations or open hole (PB or P&A).

Additional Help

If additional assistance is required or questions remain about filing the Cementing Report (W-15) application, please contact the district office. District office contact information can be found on the RRC Locations page of the RRC website.

RRC Online Security Requirements

Authorization Procedures

Refer to 16 Texas Administrative Code [TAC] §3.80

Security Administrator Designation

An approved Security Administrator Designation (SAD) Form must be on file with the Railroad Commission as a condition of participation in electronic filing with the Commission, including filings through the RRC Online System. More than one security administrator can be designated, but a separate SAD form must be completed for each additional security administrator. Participants may change a Security Administrator Designation at any time. For more information on the Security Administrator functions and responsibilities, please see the RRC Online System frequently asked questions, and the PDF instructions for user account creation/maintenance.

Once the Commission approves the Security Administrator Designation, the security administrator will be notified of his or her assigned User ID by email. The security administrator can then further distribute security by assigning additional User IDs to employees within the company and designating which forms they are authorized to file electronically with the Commission. **A SAD FORM SHOULD NOT BE FILED FOR EACH USER ACCOUNT**. The security administrator(s) will have complete control over who within the company receives authorization to file electronically. The security administrator is responsible for maintaining security of all assigned User IDs and passwords.

For filings made on behalf of an operator by an independent third party, the operator on whose behalf the filing was made is responsible for compliance with all Commission rules and regulations relating to the filing and any permit issued by the Commission.

If the Commission determines that a filing made by an independent third party on behalf of an operator was not authorized by the operator, the Commission may take action to suspend or revoke the Security Administrator Designation of the independent third party and may pursue an enforcement action against the independent third party for violation of Texas Natural Resources Code, §91.143. Violations of §91.143 may result in the assessment by the Commission of an administrative penalty of up to $1,000 per incident after an administrative hearing is held. Violations of §91.143 may also be subject to separate criminal prosecution.

Passwords must have a minimum length of six (6) and no more than thirty (30) characters. Passwords may consist of alphabetic characters, numeric characters, the following special characters (@, #, {, }, $, or |), or any combination of these characters.

Mail the Security Administrator Designation (SAD) Form to:

Railroad Commission of Texas
Permitting/Production Services
1701 North Congress Avenue
P.O. Box 12967
Austin, TX 78711-2967

Receipt of the Security Administrator Designation will be acknowledged by e-mail

Railroad Commission of Texas
P.O. Box 12967
Austin, TX 78711-2967

July 2018

RRC SAD FORM

Security Administrator Designation

for Electronic Filing Form

I. COMPANY IDENTIFICATION

CHECK APPROPRIATE BOX:

[ ] Operator **OR** [ ] Petroleum Consultant/Independent Contractor or other Non-Operator

COMPLETE THE FOLLOWING:

Company Name:______________________________ RRC P-5 Number, if Operator:____________

Mailing Address:____

Phone No.:_______________ Fax No.:_______________

E-mail Address:________________________________

II. SECURITY ADMINISTRATOR IDENTIFICATION

YOU **MUST** COMPLETE THE FOLLOWING TO PARTICIPATE AS A SECURITY ADMINISTRATOR:

Name of Security Administrator:____

Mailing Address if Different from Above:____

E-mail Address:____

Phone No.:____

Fax No.:____

Initial One-Time Use Password:____

CERTIFICATION

I declare, under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make this Security Administrator Designation, that it was prepared by me or under my supervision and direction, and that the information stated herein is true, correct, and complete, to the best of my knowledge and belief. I further declare that all electronic filings made pursuant to this designation will be in the manner prescribed by the Railroad Commission of Texas and will be compatible with the software, equipment, and facilities required by the Railroad Commission of Texas. All electronic filings will comply with any required procedures for participation in electronic filing. I further declare that any filings which I make on behalf of another party will be made only if I have been authorized by that party to file on its behalf and I acknowledge that any filings made on behalf of an operator by me as an independent third party which are subsequently determined by the Commission to be made without the operator's authorization may result in the suspension or revocation of this Security Administrator Designation and/or the right to make any filings at the Commission on behalf of other parties.

SIGNATURE:____

NAME (Print):____

TITLE:____

For RRC Use Only

Approval Date:______________

Initials:____________________

ELECTRONIC FILING
SECURITY ADMINISTRATOR DESIGNATION FORM

Authorization Procedures

► Refer to Statewide Rule 80 (16 Texas Administrative Code [TAC] §3.80)

► A Security Administrator Designation Form must be on file as a condition of participation in electronic filing with the Commission. A separate form must be completed for each additional security administrator. Participants may change a Security Administrator Designation at any time.

Once the Commission approves the Security Administrator Designation, the security administrator will be notified of his or her assigned User ID. The security administrator may then further distribute security by assigning additional User IDs to employees within the company and designating which forms they are authorized to file electronically with the Commission. The security administrators will have complete control over who within the company receives authorization to file electronically for the company. The security administrator is responsible for maintaining security of all assigned User IDs and passwords.

For any filing made on behalf of an operator by an independent third party, the operator on whose behalf the filing was made is responsible for compliance with all Commission rules and regulations relating to the filing and any permit issued by the Commission.

If the Commission determines that a filing made by an independent third party on behalf of an operator was not authorized by the operator, the Commission may take action to suspend or revoke the Security Administrator Designation of the independent third party and may pursue an enforcement action against the independent third party for violation of Texas Natural Resources Code, §91.143. Violations of §91.143 may result in the assessment by the Commission of an administrative penalty of up to $1,000 per incident after an administrative hearing is held. Violations of §91.143 may also be subject to separate criminal prosecution.

Passwords must have a minimum length of six (6) and no more than thirty (30) characters. Passwords may consist of alphabetic characters, numeric characters, the following special characters (@, #, {, }, $, or |), or any combination of these characters.

Mail the Security Administrator Designation Form to:

Railroad Commission of Texas Information Technology Services
1701 North Congress Avenue P.O. Box 12967
Austin, TX 78711-2967

Receipt of the Security Administrator Designation Form will be acknowledged by e-mail.

All electronic filing information maintained at the Commission is subject to the Public Information (Open Records) Act, Chapter 552 of the Texas Government Code.