



# **Cementing Report (W-15)**

## **User Guide**

Railroad Commission of Texas  
Information Technology Services Division  
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## What is a W-15?

The W-15 Cementing Report 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 is usually initiated by the cementer or plugger and completed by the associated operator; however, the online W-15 system will allow either entity to *initiate* the filing. Both entities will certify the form.

Filers will still be able to file a paper W-15 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.



**NOTE:** Only one casing type per W-15 form can be filed. If more than one casing type is present, multiple W-15s are required.

## Who will have access?

While most operators and cementers/pluggers with a P-5 Organization Number (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 those wireline companies to benefit from the W-15 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](mailto: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 username 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

**Log In**

Log in to access the RRC Online System.

UserID:   
 Password:   
 [Forgot Password?](#) OR [Forgot User ID?](#)

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

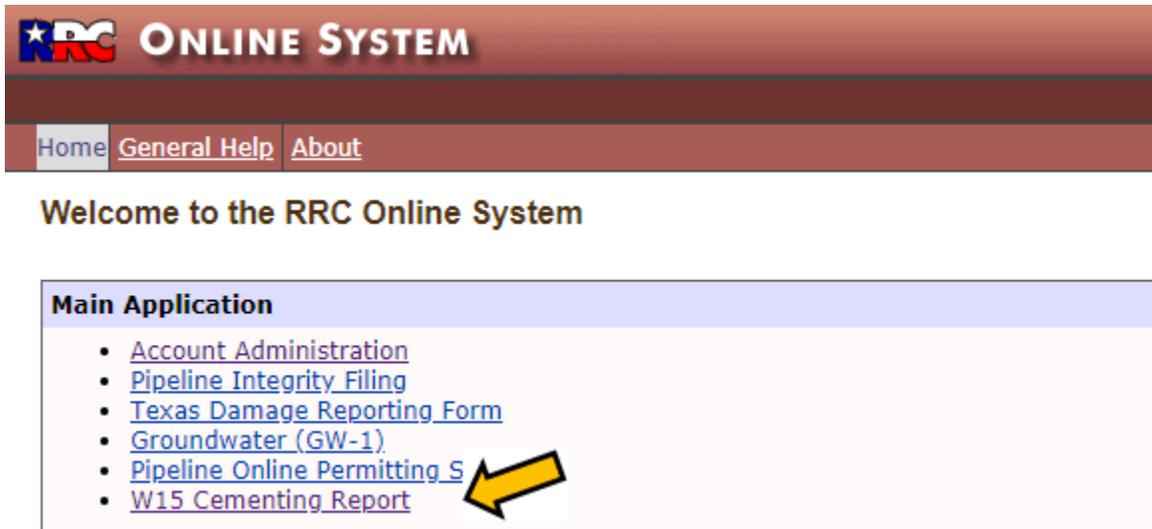
**How to Obtain a User ID:**

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

If you are uncertain whether your company has a security administrator, please email the Commission at [rrconline-security@rrc.texas.gov](mailto: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 W-15 Cementing Report filing or review the W-15 User Guide.



## Navigation for Users with P-5s

### User Roles and Permissions (Operator)

The following is a list of the actions an operator can perform 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.
- Edit a work-in-progress W-15 Cementing Report (except for any cementer/plugger updates).
- Delete a W-15 Cementing Report.
- Generate, save and print a pdf of a “Both Submitted” W-15 Cementing Report.

### User Roles and Permissions (Cementer/Plugger)

The following is a list of the actions a cementer/plugger can perform 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.
- Edit a work-in-progress W-15 Cementing Report (except for any Operator updates).
- Delete a W-15 Cementing Report.
- Generate, save and print a pdf of a “Both Submitted” W-15 Cementing Report.

### P-5 User Dashboard – Operator/Cementer/Plugger



| W-15 Cementing Report     |             |            |           |                      |                            |              |                          |                        |         |                               |
|---------------------------|-------------|------------|-----------|----------------------|----------------------------|--------------|--------------------------|------------------------|---------|-------------------------------|
| User Dashboard            |             |            |           |                      |                            |              |                          |                        |         |                               |
| (Displaying 1 - 20 of 60) |             |            |           |                      |                            |              |                          |                        |         |                               |
|                           | Tracking No | API Number | DP Number | Filing Status        | Operator Name              | Operator P-5 | Cementier/Pluggier Name  | Cementier/Pluggier P-5 | Well no | Lease Name                    |
| Actions                   | 10032       | 07701983   |           | Operator In Progress | ABI MANAGEMENT GROUP, INC. | 002623       | AARDVARK DRAINAGE CO.    | 000853                 | 1       | GAS STORAGE UNIT # 1          |
| Actions                   | 10031       | 13300047   |           | Operator In Progress | ABI MANAGEMENT GROUP, INC. | 002623       | ACE MANAGEMENT           | 003530                 | 1       | HILL (LAKE SAND) STORAGE UNIT |
| Actions                   | 10030       | 07701985   |           | Operator In Progress | ABI MANAGEMENT GROUP, INC. | 002623       | ADAGEO ENERGY GROUP, LLC | 003964                 | 1       | GAS STORAGE UNIT #2           |
| Actions                   | 10029       | 07701985   |           | Operator In Progress | AARDVARK DRAINAGE CO.      | 000853       | AARDVARK DRAINAGE CO.    | 000853                 | 1       | GAS STORAGE UNIT #2           |
| Actions                   | 10028       | 13300047   |           | Operator In Progress | ABI MANAGEMENT GROUP, INC. | 002623       | AARDVARK DRAINAGE CO.    | 000853                 | 1       | HILL (LAKE SAND) STORAGE UNIT |

Upon log-in, the User Dashboard will display all entries where the P-5 number of the user/company is associated.

## Navigation for Users without P-5s

### User Roles and Permissions (Consultant)

The following is a list of the actions that an operator can perform 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.
- Edit a work-in-progress W-15 Cementing Report.
- Delete a W-15 Cementing Report.
- Generate, save and print a pdf of a “Both Submitted” W-15 Cementing Report.

### User Roles and Permissions (Wireline Company)

The following is a list of the actions that a wireline company can perform 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 (only New Cast Iron Bridge Plug (CIBP)).
- Edit a work-in-progress Cementing Report (except for any Operator updates).
- Delete a W-15 Cementing Report.
- Generate, save and print a pdf of a “Both Submitted” Cementing Report.

## Creating a New W-15 Report

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



**Pro Tip:**

Economize space!  
Don't forget to use Expand  and Collapse  buttons!

**Before collapse:**

|                                     |  |  |                                |  |                                |  |
|-------------------------------------|--|--|--------------------------------|--|--------------------------------|--|
| Operator/Cementor/Lease Information |  |  | Operator Cementing Information |  | Cementor Cementing Information |  |
| Operator Information                |  |  |                                |  |                                |  |
| Search Operator                     |  |  |                                |  |                                |  |
| Operator Name: *                    |  |  | Operator P-5:                  |  |                                |  |
| Address 1:                          |  |  | Address 2:                     |  |                                |  |
| City:                               |  |  | State:                         |  | Zip:                           |  |
| eMail:                              |  |  |                                |  |                                |  |

**After collapse:**

|                                     |  |  |                                |  |                                |  |
|-------------------------------------|--|--|--------------------------------|--|--------------------------------|--|
| Operator/Cementor/Lease Information |  |  | Operator Cementing Information |  | Cementor Cementing Information |  |
| + Operator Information              |  |  |                                |  |                                |  |

## Tab Navigation

A series of tabs present that are used to fill out additional application information.

The following sections provide information about the tabs that contain Cementing Report information. The fields on these tabs must be filled out correctly and thoroughly to submit a successful W-15.



**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 W-15.

## Operator/Cementer/Lease Information Tab

### User Designation

Upon selecting **New W-15 Report**, the user will be asked to verify their user type.

Menu

Home

RRC Online

Dashboard

Dashboard

Search W15 Reports

Search Operator/Cementer Reports

Reports

New W-15 Report

### W-15 Cementing Report

Select user type

Verify the user type before selecting, Operator, Cementer or Consultant. Once selected this cannot be undone.

I am an Operator

I am a Cementer

I am both Operator and Cementer

If the authorized user has a P-5, their company information will **auto-fill** into the form based on the role they select. Please check for accuracy. Email is preferred but optional.

Menu

Home

RRC Online

Dashboard

Dashboard

Search W15 Reports

Search Operator/Cementer Reports

Reports

New W-15 Report

### W-15 Cementing Report

Select user type

Verify the user type before selecting, Operator, Cementer or Consultant. Once selected this cannot be undone.

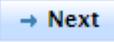
I am a Consultant for the Operator

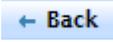
I am a Consultant for the Cementer

I am a Consultant for both Operator and Cementer

If the authorized user is a consultant, the company information will **auto-fill** into the form based on the operator and cementer they select. Please check for accuracy. Email is preferred but optional.

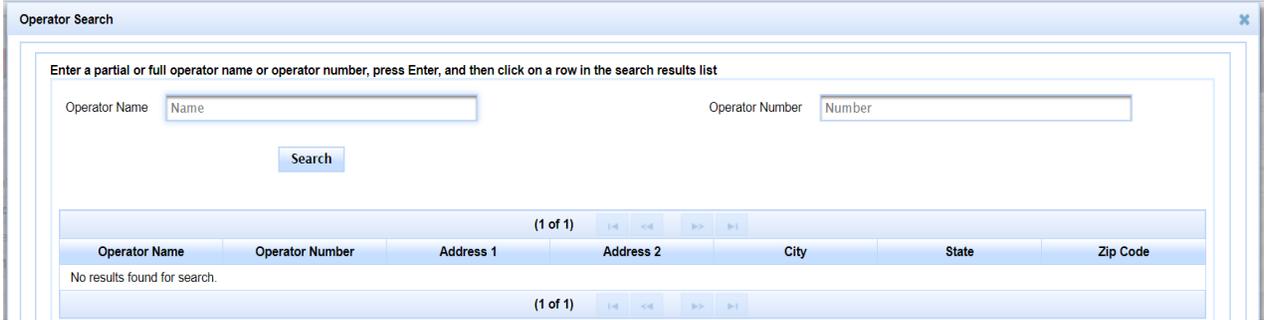
*For filing a new W-15 Cementing Report, the tabs appear as a reference and the **Next** button must be used to proceed. This ensures that required fields have been entered.*

Navigate to the next tab by clicking **Next**  on any tab screen. Doing these triggers data validations before moving forward to the next tab.

Navigate to the previous tab by clicking **Back**  on any tab screen where available.

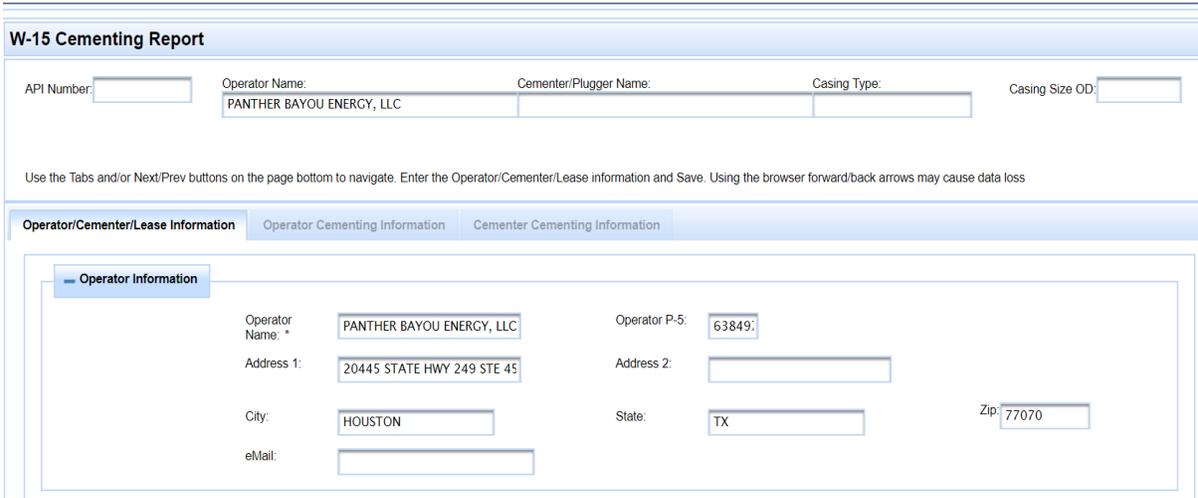
### Operator Designation

If the User is *not* the Operator, the **Operator**, for whom the W-15 is being created for, will be selected by clicking the **Search Operator** button which displays the Operator Search screen.



The screenshot shows a window titled "Operator Search". It contains two input fields: "Operator Name" with a placeholder "Name" and "Operator Number" with a placeholder "Number". Below these is a "Search" button. Underneath is a table with the following columns: Operator Name, Operator Number, Address 1, Address 2, City, State, and Zip Code. The table currently shows "No results found for search." and pagination controls indicating "(1 of 1)" results.

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.



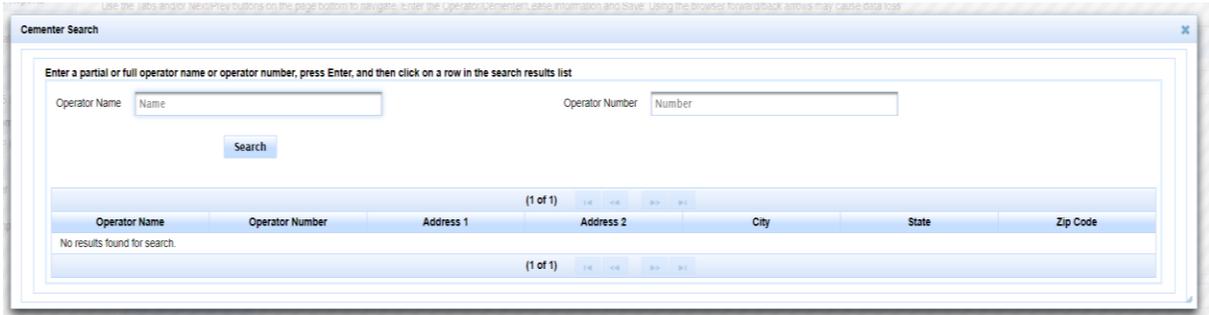
The screenshot shows the "W-15 Cementing Report" form. At the top, it has a header "W-15 Cementing Report". Below this are several input fields: "API Number", "Operator Name" (filled with "PANTHER BAYOU ENERGY, LLC"), "Cementer/Pluggin Name", "Casing Type", and "Casing Size OD". A note below the fields says: "Use the Tabs and/or Next/Prev buttons on the page bottom to navigate. Enter the Operator/Cementer/Lease information and Save. Using the browser forward/back arrows may cause data loss". Below the note is a tabbed interface with three tabs: "Operator/Cementer/Lease Information" (selected), "Operator Cementing Information", and "Cementer Cementing Information". Under the selected tab, there is a sub-section "Operator Information" with the following fields: "Operator Name: \*" (filled with "PANTHER BAYOU ENERGY, LLC"), "Operator P-5:" (filled with "63849"), "Address 1:" (filled with "20445 STATE HWY 249 STE 45"), "Address 2:" (empty), "City:" (filled with "HOUSTON"), "State:" (filled with "TX"), "Zip:" (filled with "77070"), and "eMail:" (empty).



**Pro Tip:** There is more than one way to trigger a search. If you are working on a desktop or laptop with a keyboard, when you finish typing in the search name or phrase you are looking for, you can switch to the mouse and click the Search button or, you can just click the Enter key on your keyboard.

### Cementer Designation

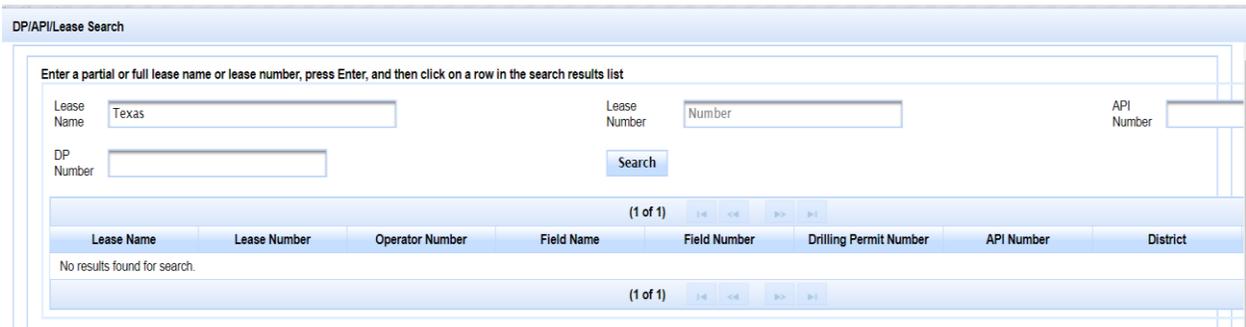
If the User is *not* the Cementer, the **Cementer** for whom the W-15 is being created for, will be selected by clicking the **Search Cementer** button which displays the Cementer Search screen.



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

### Well/Lease Information

The **Well** for which the W-15 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 W-15 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 W-15 for a well that was completed before 2011.

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

DP/API Lease Search

Enter a partial or full lease name or lease number, press Enter, and then click on a row in the search results list

Lease Name:  Lease Number:  API Number:

DP Number:

| Lease Name                       | Lease Number | Operator Number | Field Name              | Field Number | Drilling Permit Number | API Number | District |
|----------------------------------|--------------|-----------------|-------------------------|--------------|------------------------|------------|----------|
| HOBBS-TEXAS                      | 05017        | 238546          | WICHITA COUNTY REGULAR  | 97155001     |                        | 48580703   | 09       |
| TEXAS EASTMAN DIV.EASTMAN CHEMCO | 05954        | 845725          | TYLER, EAST (7100 SAND) | 92180666     |                        | 42300792   | 06       |
| TEXAS EASTMAN DIV.EASTMAN CHEMCO | 05954        | 845725          | TYLER, EAST (7100 SAND) | 92180666     |                        | 42300799   | 06       |
| UNIVERSITY OF TEXAS - 233        | 08782        | 897722          | FARMER (SAN ANDRES)     | 30243500     | 751980                 | 10541642   | 7C       |
| TEXAS STATE TRACT 87             | 140960       | 267771          | UMBRELLA POINT (F- 9)   | 92388450     | 392055                 | 07131976   | 03       |
| STATE OF TEXAS "38"              | 178713       | 172232          | FORD (CHANNEL)          | 31907200     | 494644                 | 38932186   | 08       |

When the Operator, Cementer and Lease Information is complete, click on the **Save**  button to save the information and activate the **Operator Cementing Information** tab. To continue, scroll back to the top of the screen and click on the **Operator Cementing Information** tab.



**Note:** For filing a new W-15, 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.

## Operator Cementing Information Tab

### Operator Casing Cementing Data

Click the *Select Casing Type* menu to choose one of seven different options.

Select Casing Type

- Select Casing Type
- Liner
- Production
- Conductor
- Surface
- Tapered Production
- N/A
- Intermediate

The Casing Type selected will auto-fill at the top of the page and drive the remaining questions in this section.

Operator Casing Cementing Data    Squeeze/Plug Back/Plug & Abandon    Operator Remarks   

Casing Cementing Data - completed by operator

Select Casing Type     Multi-stage cement shoe     Multiple Parallel Strings     DV Tool not opened



**IMPORTANT:** The casing type and check boxes selected will determine which fields on this page will be available and which fields will be required. It is important to pay close attention to the asterisk (\*) locations denoting required fields.

If using the **Multi-stage cement shoe** and/or **DV Tool not opened** options, there will be an option to auto-fill the **Cementing – Multi-stage Tool** section, with some information already entered as

the casing data. **Click the Auto-populate from casing data** button that appears below the *Cementing – Multi-stage Tool* heading when either box is checked for selection. Even though the data is auto-filled, it is still editable.

**Cementing - Multi-stage Tool**

Auto-populate from casing data

|   |                      |                                     |                      |  |                      |
|---|----------------------|-------------------------------------|----------------------|--|----------------------|
| Drilled hole size (in): *                   | <input type="text"/> | Depth of drilled hole (ft): *       | <input type="text"/> | Est. % wash-out or hole enlargement: * | <input type="text"/> |
| Size of casing in O.D. (in): *              | <input type="text"/> | Casing weight (lbs/ft) and Grade: * | <input type="text"/> | No. of centralizers used: *            | <input type="text"/> |
| Hours waiting on cement before drill-out: * | <input type="text"/> | Calculated top of cement (ft): *    | <input type="text"/> | Setting depth tool (ft): *             | <input type="text"/> |

When the Operator Casing Cementing Data is complete, select **Save** and either continue or pause; **Save and Exit** the application to complete it at a later time; or, select **Next** to continue to the Squeeze/Plug Back/Plug & Abandon Tab.

## Squeeze/Plug Back/Plug & Abandon Tab.

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

Operator/Cementer/Lease Information    Operator Cementing Information    Cementer Cementing Information    W15 Report Events

Operator Casing Cementing Data    **Squeeze/Plug Back/Plug & Abandon**    Operator Remarks    Submit

Cementing to Squeeze, Plug Back or Plug and Abandon

| Plug No.          | Type of work | Size of hole or pipe (in.) | Depth to bottom of tubing or drill pipe (ft.) | Cement retainer setting depth (ft.) | CIBP setting depth (ft.) | Amount of cement on top of CIBP (ft.) | Measured top of plug, if tagged (ft.) | Perforate and squeeze | Delete row |
|-------------------|--------------|----------------------------|---|-------------------------------------|--------------------------|---------------------------------------|---------------------------------------|-----------------------|------------|
| No records found. |              |                            |   |                                     |                          |                                       |                                       |                       |            |

Add A Plug

← Back    → Next

Click the **Type of work** drop-down menu to make a selection.

Operator/Cementer/Lease Information    Operator Cementing Information    Cementer Cementing Information    W15 Report Events

Operator Casing Cementing Data    **Squeeze/Plug Back/Plug & Abandon**    Operator Remarks    Submit

Cementing to Squeeze, Plug Back or Plug and Abandon

| Plug No. | Type of work          | Size of hole or pipe (in.) | Depth to bottom of tubing or drill pipe (ft.) | Cement retainer setting depth (ft.) | CIBP setting depth (ft.) | Amount of cement on top of CIBP (ft.) | Measured top of plug, if tagged (ft.) | Perforate and squeeze  | Delete row      |
|----------|-----------------------|----------------------------|---|-------------------------------------|--------------------------|---------------------------------------|---------------------------------------|------------------------|-----------------|
| 1        | Select Cementing Type | <input type="text"/>       | <input type="text"/>                          | <input type="text"/>                | <input type="text"/>     | <input type="text"/>                  | <input type="text"/>                  | Select Perforate Squee | Delete Plug Row |

Add A Plug

← Back    → Next

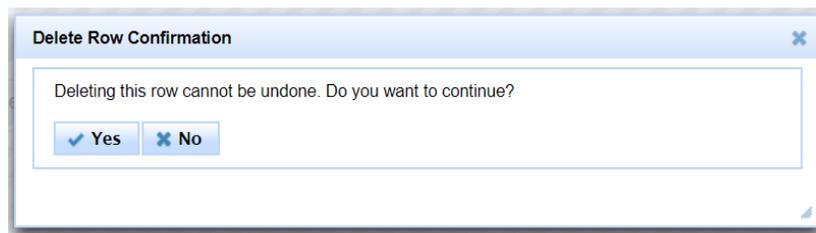
From left to right, continue entering the details of the plug: **Size of hole or pipe**; **Depth to bottom of tubing or drill pipe**; **Cement retainer setting depth**; **CIBP setting depth**; **Amount of cement on top of CIBP**; **Measured top of the plug, if tagged**; and, **Perforate and squeeze**.

| Plug No. | Type of work         | Size of hole or pipe (in.) | Depth to bottom of tubing or drill pipe (ft.) | Cement retainer setting depth (ft.) | CIBP setting depth (ft.) | Amount of cement on top of CIBP (ft.) | Measured top of plug, if tagged (ft.) | Perforate and squeeze | Delete row      |
|----------|----------------------|----------------------------|---|-------------------------------------|--------------------------|---------------------------------------|---------------------------------------|-----------------------|-----------------|
| 1        | Cementing To Squeeze | 6                          | 6   | 6                                   | 6                        | 6                                     | 6                                     | Yes                   | Delete Plug Row |

Add A Plug

← Back → Next

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 an error occurs, the entire row can be deleted and re-entered correctly by clicking the **Delete Plug Row** button. If the delete function is selected, a message will pop up asking for confirmation:



When Squeeze/Plug Back/Plug & Abandon data is complete, select **Next** to continue to the Operator Remarks Tab.

## Operator Remarks Tab

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

Operator/Cementer/Lease Information | Operator Cementing Information | Cementer Cementing Information | W15 Report Events

Operator Casing Cementing Data | Squeeze/Plug Back/Plug & Abandon | **Operator Remarks** | Submit

Operator Remarks

Remarks:

1000 characters remaining.

Save Remark | Clear Remark

| Date              | User ID | Text | Actions |
|-------------------|---------|------|---------|
| No Remarks found. |         |      |         |

← Back → Next

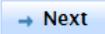
Begin typing (or copying and pasting) remarks within the text box. If copying and pasting from another source, please keep in mind that some degree of formatting may be lost.

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

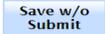
Once a remark is saved, it is moved below the text box to make room for further comments.



**Pro Tip:** If you have advanced to the Operator Remarks or Submit page and need to change something on the Squeeze/Plug Back/Plug & Abandon Tab page, you can always return by using the Back  button.

When Operator Remarks are complete, click on the Next  button to continue to the Submit Tab.

## Submit Tab

Operator Certification – **\*all fields are required.** If some information is incomplete or unknown at this point, click the 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.

Operator Casing Cementing Data Squeeze/Plug Back/Plug & Abandon Operator Remarks **Submit**

**Operator Certification**

I declare under penalties prescribed in Sec. 91.143, Texas Natural Resources code, that I am authorized to make this certification, that I have knowledge of the well data and information presented in this report and that data and facts presented on both sides of this form are true, correct and complete, to the best of my knowledge. This certification covers all well data.

Operator Representative: \*  Representative's Title: \*

Phone Number: \*

**Submit**

**Save w/o Submit**

[← Back](#)

## Cementer Cementing Information

### Cementer Casing Cementing Data

#### Cementing Slurry

Begin entering cementer data by first stating whether the cement was circulated to ground surface or not.

**W-15 Cementing Report**

API Number:  Operator Name:  Cementer/Plugger Name:  Casing Type:  Casing Size OD:

Use the Tabs and/or Next/Prev buttons on the page bottom to navigate. Enter the Operator/Cementer/Lease information and Save. Using the browser forward/back arrows may cause data loss

Operator/Cementer/Lease Information Operator Cementing Information **Cementer Cementing Information** W15 Report Events

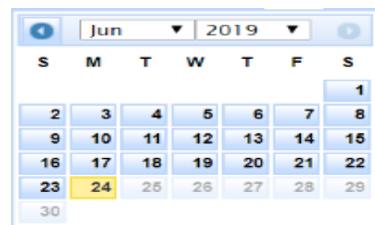
Cementer Casing Cementing Data Squeeze/Plug Back/Plug & Abandon Cementer Remarks **Submit**

**Casing Cementing Data - completed by cementer**

Was cement circulated to ground surface (or bottom of cellar) outside casing? Yes  Cementing date \*  Multi-stage Tool

**Cementing Slurry**

Enter the actual date of the cementing by navigating over the little calendar icon to the right of 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 corner or utilizing the month and/or year drop down.



If a multi-stage tool(s) is used, click the Multi-stage Tool box to enable the Cementing – Multi-Stage Tool section.

Operator/Cementer/Lease Information Operator Cementing Information **Cementer Cementing Information** W15 Report Events

**Cementer Casing Cementing Data** Squeeze/Plug Back/Plug & Abandon Cementer Remarks **Submit**

**Casing Cementing Data - completed by cementer**

Was cement circulated to ground surface (or bottom of cellar) outside casing? No  Cementing date \*  Multi-stage Tool

**Cementing Slurry**

Click the **Add A Slurry** button to create the first row to enter a slurry.

**W-15 Cementing Report**

Cementer Casing Cementing Data   Squeeze/Plug Back/Plug & Abandon   Cementer Remarks   Submit

Casing Cementing Data - completed by cementer

Was cement circulated to ground surface (or bottom of cellar) outside casing?    Cementing date \*    Multi-stage Tool

**Cementing Slurry**

| Slurry No.                     | No. of Sacks                   | Class                          | Additives                       | Volume (cu ft)                    | Height (ft)                       | Delete row                                |
|--------------------------------|--------------------------------|--------------------------------|---------------------------------|-----------------------------------|-----------------------------------|---|
| <input type="text" value="1"/> | <input type="text" value="6"/> | <input type="text" value="V"/> | Calcium Chloride; Bentonite; Po | <input type="text" value="6.00"/> | <input type="text" value="6.00"/> | <input type="button" value="Delete Row"/> |
| Total:                         | <input type="text" value="6"/> |                                |                                 | <input type="text" value="6"/>    | <input type="text" value="6"/>    |   |

Moving from left to right, continue to enter the number of **Sacks of cement used**; **Class**; **Additives**; **Volume** in cubic feet; and, **Height** in feet.

**Cementing - Multi-Stage Tool**

| Slurry No.                     | No. of Sacks                   | Class                          | Additives                        | Volume (cu ft)                    | Height (ft)                       | Delete row                                |
|--------------------------------|--------------------------------|--------------------------------|----------------------------------|-----------------------------------|-----------------------------------|---|
| <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="V"/> | Friction Reducers; Friction Addi | <input type="text" value="2.00"/> | <input type="text" value="2.00"/> | <input type="button" value="Delete Row"/> |
| Multi-stage Total:             | <input type="text" value="2"/> |                                |                                  | <input type="text" value="2"/>    | <input type="text" value="2"/>    |   |

Create a Multi-stage tool(s) by clicking the Add a Slurry button. The application will automatically keep a running total of the **Number of Sacks**; **Volume** and **Height**.

**Cementing - Multi-Stage Tool**

| Slurry No.                     | No. of Sacks                   | Class                          | Additives                        | Volume (cu ft)                    | Height (ft)                       | Delete row                                |
|--------------------------------|--------------------------------|--------------------------------|----------------------------------|-----------------------------------|-----------------------------------|---|
| <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="V"/> | Friction Reducers; Friction Addi | <input type="text" value="2.00"/> | <input type="text" value="2.00"/> | <input type="button" value="Delete Row"/> |
| Multi-stage Total:             | <input type="text" value="2"/> |                                |                                  | <input type="text" value="2"/>    | <input type="text" value="2"/>    |   |

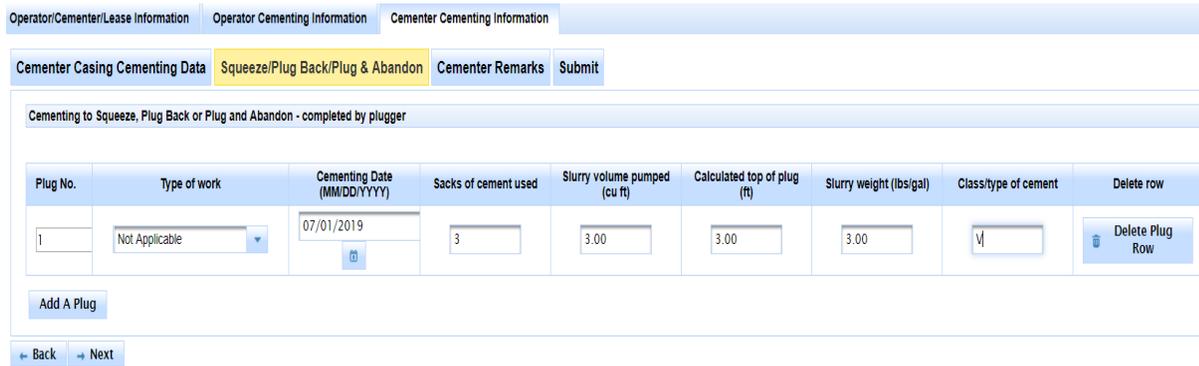


**NOTE:** Did you forget to click the Multi-stage Tool button? If you expand the Multi-stage data box, the application will automatically check the box for you. Likewise, if you expanded the Multi-stage data box by accident, be sure to go back up to the top and uncheck the box!

When the Cementer Casing Cementing Data is complete, select **Save** and either continue or pause; **Save and Exit** the application to complete it at a later time; or, select click on the **Next**  button to continue to the Squeeze/Plug Back/Plug & Abandon Tab.

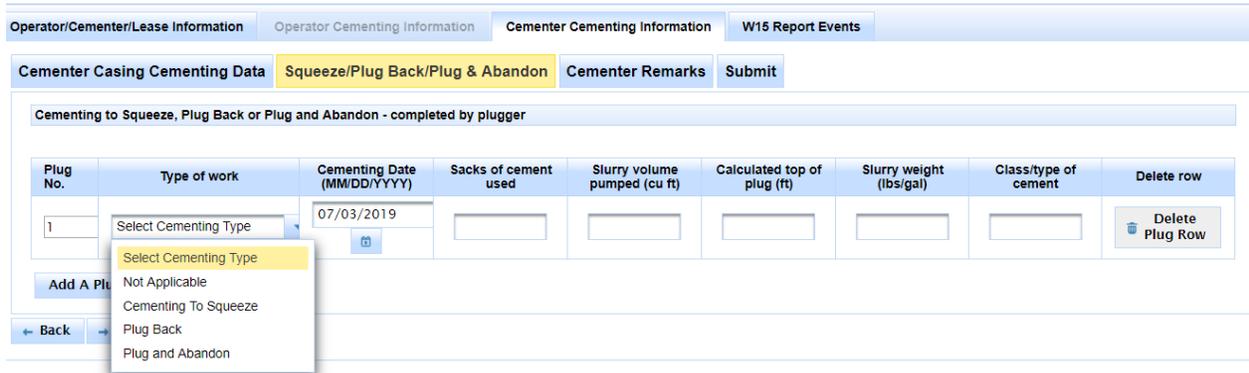
## Squeeze/Plug Back/Plug & Abandon

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



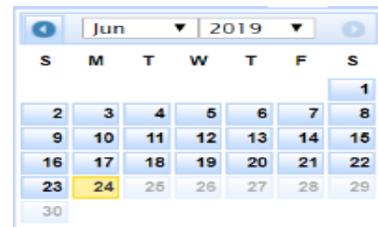
| Plug No. | Type of work   | Cementing Date (MM/DD/YYYY) | Sacks of cement used | Slurry volume pumped (cu ft) | Calculated top of plug (ft) | Slurry weight (lbs/gal) | Class/type of cement | Delete row      |
|----------|----------------|-----------------------------|----------------------|------------------------------|-----------------------------|-------------------------|----------------------|-----------------|
| 1        | Not Applicable | 07/01/2019                  | 3                    | 3.00                         | 3.00                        | 3.00                    | V                    | Delete Plug Row |

Click on the drop-down menu to the right of the Type of Work box and select from the options by scrolling to the best choice for the first plug. If more than one plug is required, each can have a different type.



| Plug No. | Type of work          | Cementing Date (MM/DD/YYYY) | Sacks of cement used | Slurry volume pumped (cu ft) | Calculated top of plug (ft) | Slurry weight (lbs/gal) | Class/type of cement | Delete row      |
|----------|-----------------------|-----------------------------|----------------------|------------------------------|-----------------------------|-------------------------|----------------------|-----------------|
| 1        | Select Cementing Type | 07/03/2019                  |                      |                              |                             |                         |                      | Delete Plug Row |

Enter the actual date of the cementing by navigating over the little calendar icon under 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 or utilizing the month and/or year drop down.



From left to right, continue entering the details of the plug: **Sacks of Cement Used**; **Slurry Volume Pumped (cu ft)**; **Calculated top of Plug (ft)**; **Slurry Weight (lbs/gal)**; and, **Class/type of cement squeeze**.

Operator/Cementer/Lease Information    Operator Cementing Information    **Cementer Cementing Information**    W15 Report Events

**Cementer Casing Cementing Data**    Squeeze/Plug Back/Plug & Abandon    Cementer Remarks    Submit

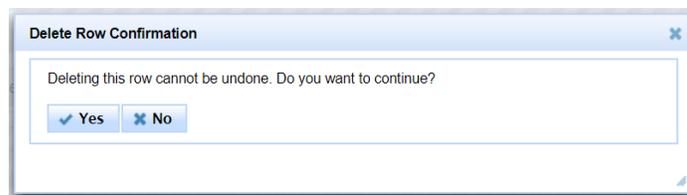
Cementing to Squeeze, Plug Back or Plug and Abandon - completed by pluggger

| Plug No. | Type of work   | Cementing Date (MM/DD/YYYY) | Sacks of cement used | Slurry volume pumped (cu ft) | Calculated top of plug (ft) | Slurry weight (lbs/gal) | Class/type of cement | Delete row      |
|----------|----------------|-----------------------------|----------------------|------------------------------|-----------------------------|-------------------------|----------------------|-----------------|
| 1        | Not Applicable | 07/03/2019                  | 2                    | 2.00                         | 2.00                        | 2.00                    | 2                    | Delete Plug Row |

Add A Plug

← Back    → Next

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 an error occurs, the entire row can be deleted and re-entered correctly by clicking the **Delete Plug Row** button. If the delete function is selected, a message will pop up asking for confirmation:



When Squeeze/Plug Back/Plug & Abandon data is complete, select **Next** to continue to the Cementer Remarks Tab.

## Cementer Remarks Tab

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

Operator/Cementer/Lease Information    Operator Plug Back Data    Plug Back Data completed by pluggger    W15 Report Events

Pluggger Plug Back Data    **Cementer Remarks**    Submit

Cementer Remarks

Remarks:

Cast Iron Bridge Plug CIBP @ 4380  
 CLEAR  
 4380 4384  
 3 Cast Iron Bridge Plug CIBP @ 5600' W/20' CMNT ON TOP (SET IN JANUARY 2003) 5580 5600  
 4 Cast Iron Bridge Plug CIBP @ 8300' W/45XS CMNT ON TOP (SET IN JAN.2003)  
 ISOLATE PERFS 8431-75'  
 8275 8300  
 5 CIBP @ 8750 TOPPED W/20' CMNT. (SET IN AUG.1982)

Save Remark    Clear Remark

| Date              | User ID | Text | Actions |
|-------------------|---------|------|---------|
| No Remarks found. |         |      |         |

← Back    → Next

Begin typing (or copying and pasting) 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**.

Operator/Cementer/Lease Information    Operator Cementing Information    Cementer Cementing Information

Cementer Casing Cementing Data    Squeeze/Plug Back/Plug & Abandon    **Cementer Remarks**    Submit

**Cementer Remarks**

Remarks:

1000 characters remaining.

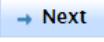
Save Remark    Clear Remark

| Date       | User ID | Text   | Actions   |
|------------|---------|--|---|
| 07/01/2019 | laura   | A powder of alumina, silica, lime, iron oxide, and magnesium oxide burned together in a kiln and finely pulverized and used as an ingredient of mortar and concrete also. 1 : any mixture used for a similar purpose 2 : a binding element or agency, such as a : a substance to make objects adhere to each other b : something serving to unite firmly |   |

← Back    → Next

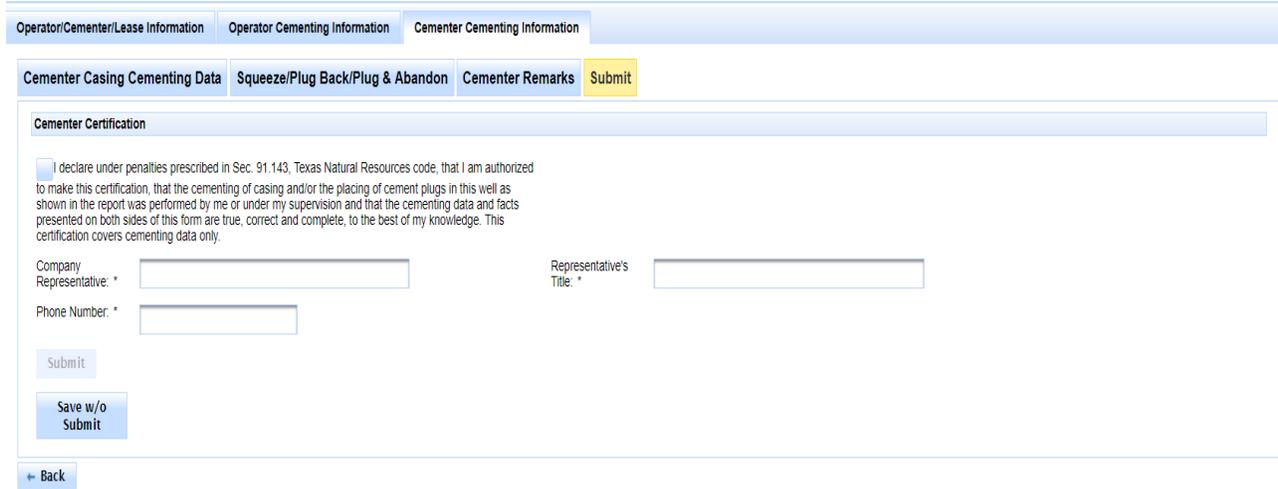


**Pro Tip:** If you have advanced to the Cementer Remarks or Submit page and need to change something on the Plugger Plug Back Data page, you can always return by using the Back  button.

When Cementer Remarks are complete, click on the **Next**  button to continue to the Submit Tab.

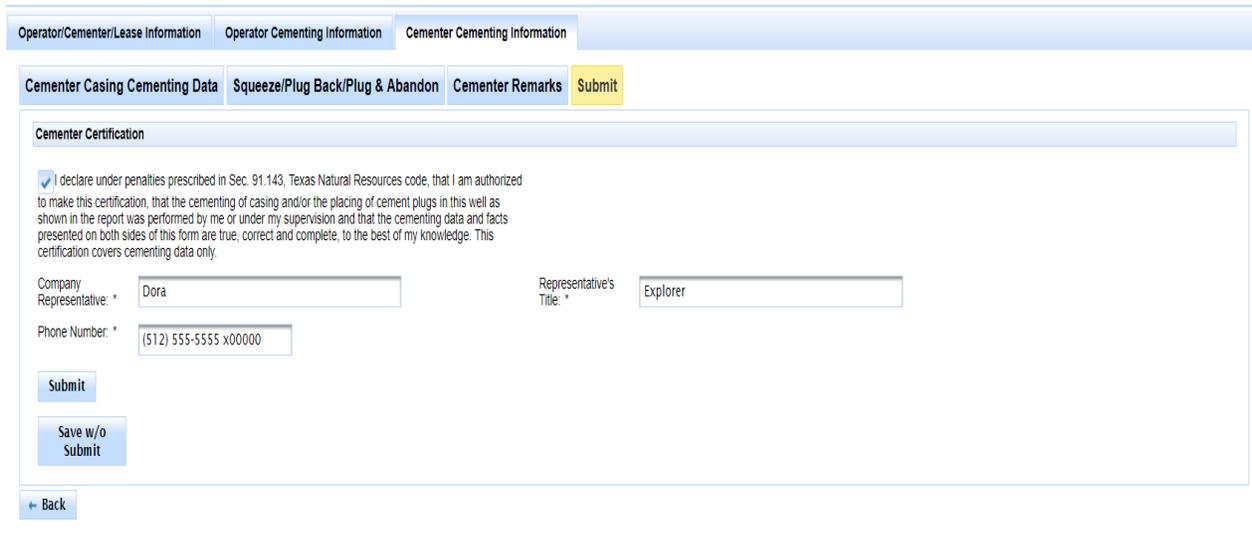
## Submit Tab

Cementer Certification – **\*all fields are required.** If some information is incomplete or unknown at this point, click the Save w/o Submit  button to return and submit once data is known.



The screenshot shows the 'Cementer Certification' section of a web application. At the top, there are navigation tabs: 'Operator/Cementer/Lease Information', 'Operator Cementing Information', and 'Cementer Cementing Information'. Below these are sub-tabs: 'Cementer Casing Cementing Data', 'Squeeze/Plug Back/Plug & Abandon', 'Cementer Remarks', and 'Submit'. The main content area is titled 'Cementer Certification' and contains a paragraph of text with a checkbox that is currently unchecked. Below the text are input fields for 'Company Representative: \*', 'Phone Number: \*', and 'Representative's Title: \*'. There are three buttons: 'Submit', 'Save w/o Submit', and a 'Back' button at the bottom left.

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



This screenshot shows the same 'Cementer Certification' form, but now the checkbox is checked. The input fields are populated with the following data: 'Company Representative: \*' is 'Dora', 'Phone Number: \*' is '(512) 555-5555 x00000', and 'Representative's Title: \*' is 'Explorer'. The 'Submit' button is now highlighted in yellow, indicating it is the active option. The 'Save w/o Submit' button is still present but not highlighted. The 'Back' button remains at the bottom left.

## W-15 Report Events Tab

Given the collaborative environment in which the W-15 Cementing Report is created, a high-level event log is kept and accessible to all authorized users. This log displays the type of event that occurred, the date and time the event took place and the user ID of the person that created the event.

### W-15 Cementing Report

API Number:  Operator Name:  Cementer/Plugging Name:  Casing Type:  Casing Size OD:

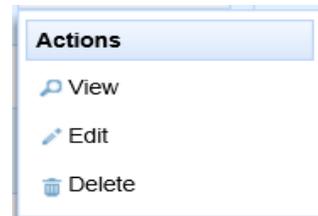
---

| Event Type         | Date                | User ID |
|--------------------|---------------------|---------|
| Cementer Submitted | 07/08/2019 11:16:48 | misty   |
| Operator Updated   | 07/08/2019 10:55:45 | tcpb    |
| Operator Updated   | 07/08/2019 10:55:14 | tcpb    |
| Cementer Submitted | 07/08/2019 10:47:00 | misty   |
| In Progress        | 07/08/2019 10:44:19 | misty   |
| In Progress        | 07/08/2019 10:40:05 | misty   |

## Actions Buttons for Filer

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

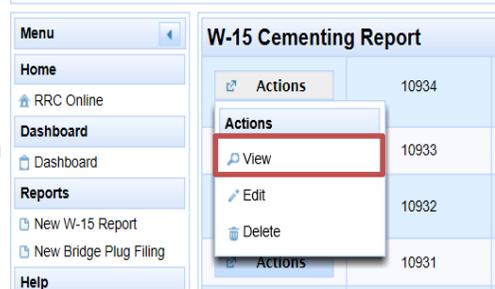
- **View:** allows the review of filings in every status.
- **Edit:** allows the update of filings.
- **Delete:** allows the deletion of filings.  
The system will prompt the user with a confirmation box.



## 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* page.

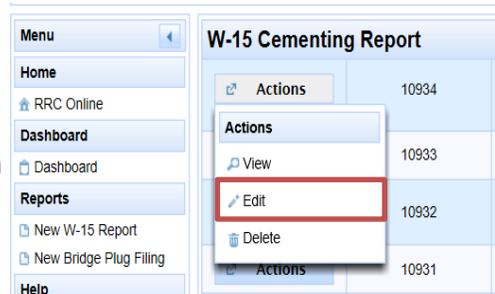
1. Click the **Actions** button  next to the desired Cementing Report.
2. Click the **View** option from the drop-down menu.
3. The system will automatically direct to the *W-15 Cementing Report* page.
4. The system will default the view to the first tab within The *Cementing Report* page which is the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

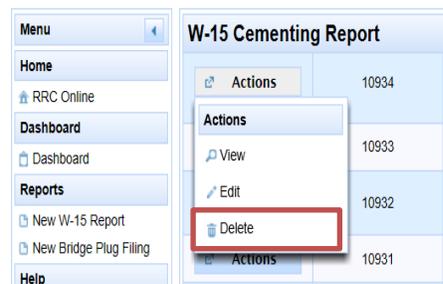
1. Click the **Actions** button  next to the desired Cementing Report.
2. Click the **Edit** option from the drop-down menu.
3. The system will automatically direct to the *W-15 Cementing Report* page.
4. The system will default the view to the first tab within The *Cementing Report* page which is the *Operator Cementing Information* tab where only the telephone and e-mail contact information can be edited.



## 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 desired Cementing Report.
2. Click the **Delete** option from the drop-down menu.
3. A confirm message 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 .PDF can be created, saved and printed so that it can be attached to other 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 column.
2. Enter a partial or full operator/cementer name or complete operator/cementer number, press Search.
3. Locate the desired W-15 Filing.
4. Select the action from the Actions menu.

**W-15 Cementing Report**

Enter a partial or full operator/cementer name or complete operator/cementer number, press Search. Select the action from the Actions menu.

Operator Name  Operator Number

Cementer Name  Cementer Number

## Sorting Search Results

**W-15 Cementing Report**

User Dashboard

(Displaying 0 - 0 of 0) 1-8 << >> 20 ▾

| Tracking No          | API Number           | DP Number            | Filing Status        | Operator Name        | Operator P-5         | Cementer/Plugger Name | Cementer/Plugger P-5 | Well no              | Lease Name           |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|----------------------|----------------------|
| <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

No results found for search.

(Displaying 0 - 0 of 0) 1-8 << >> 20 ▾

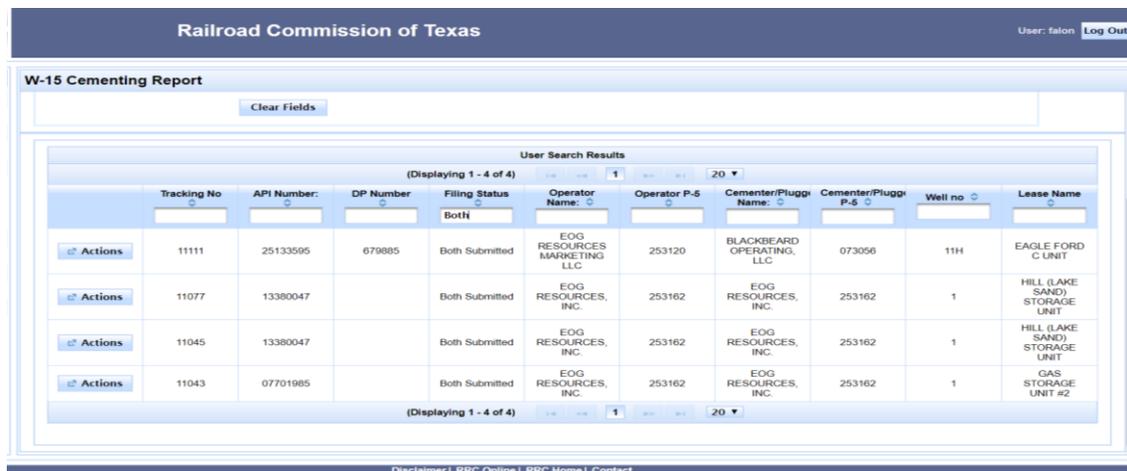
Navigate lists of information by following the instructions below:

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.
3. 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.
4. 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 how many applications total are in the list of applications.
  - b. Click the drop-down list  in the navigation bar to select how many results per page are 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  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.



| Railroad Commission of Texas  |            |           |               |                |                             |                      |                           |         |            |                               |
|---|------------|-----------|---------------|----------------|-----------------------------|----------------------|---------------------------|---------|------------|-------------------------------|
| User Search Results   |            |           |               |                |                             |                      |                           |         |            |                               |
| (Displaying 1 - 4 of 4)   |            |           |               |                |                             |                      |                           |         |            |                               |
| Tracking No   | API Number | DP Number | Filing Status | Operator Name  | Operator P-5                | Cementer/Pluggi Name | Cementer/Pluggi P-5       | Well no | Lease Name |                               |
|  | 11111      | 25133595  | 679885        | Both Submitted | EGG RESOURCES MARKETING LLC | 253120               | BLACKBEARD OPERATING, LLC | 073056  | 11H        | EAGLE FORD C UNIT             |
|  | 11077      | 13380047  |               | Both Submitted | EGG RESOURCES, INC.         | 253162               | EGG RESOURCES, INC.       | 253162  | 1          | HILL (LAKE SAND) STORAGE UNIT |
|  | 11045      | 13380047  |               | Both Submitted | EGG RESOURCES, INC.         | 253162               | EGG RESOURCES, INC.       | 253162  | 1          | HILL (LAKE SAND) STORAGE UNIT |
|  | 11043      | 07701985  |               | Both Submitted | EGG RESOURCES, INC.         | 253162               | EGG RESOURCES, INC.       | 253162  | 1          | GAS STORAGE UNIT #2           |

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

Determine the status of the application 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/Pluggger has not completed filing yet.
  - *Cementer Submitted* – The filing has been initiated by the Cementer/Pluggger 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/Pluggger completes their part of an operator-initiated filing and does a save. Doing a save means the Cementer/Pluggger hasn't completed their part of the filing and will submit the filing sometime in the future.
    - ii. The Cementer/Pluggger modifies a filing that has a filing status of Both Submitted and does a save. Doing a save means the Cementer/Pluggger 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/Pluggger, 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 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?

An operator should complete a Form W-15 for each cementing company used on a well.

Only one casing *type* per W-15 form can be filed. If more than one casing type is needed to be filed, multiple W-15s will have to be filed.

### Who can delete a W-15?

It's important to remember that while anyone can 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 (4<sup>th</sup>) 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?

An audit of a deleted filing can be requested by calling the help desk and providing 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 created in 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 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   |
| DV                      | Diverting (or Differential) Valve Tool ~ aka stage collar   |
| 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  |
| <b>Wireline Company</b> | 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 a 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*

## 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.

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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.