



**(W-10/G-10) OIL/GAS WELL STATUS
REPORT**

ELECTRONIC FILING REQUIREMENTS

AUGUST 1, 2013

VERSION 1.1

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Introduction

In September 2013, the Railroad Commission of Texas (RRC) is implementing an online system for filing of the Annual Well Status reports for both Oil (W-10) and Gas (G-10) Wells. The web-based system is a part of the RRC Online system, which also includes Drilling Permits (Form W-1), Production Reports (Form PR), UIC Well Monitoring (H-10) and Completions (W2/G-1). This document describes the EDI file specifications and procedures for uploading your W-10/G-10 file.

Please direct questions or comments in this regard to the RRC Proration Unit at 512.463.6975 or via email to Proration_Unit@rrc.texas.gov

Filing options:

The W-10/G-10 system will provide the following methods for filing Annual Well Status Reports for Operators with an active P-5.

EDI:

- a. Capability to file W-10 and G-10 Well Status Reports via EDI including well re-tests.
- b. The system provides a delimited format allowing filers to easily file via EDI. Anyone using spreadsheet software to compile their Well Test data will be able to export the file to a tab or right curly bracket delimited format for EDI submission.
- c. The system will streamline the notification of the process results for W-10/G-10's by utilizing the e-mail address associated with the filer's user ID.
- d. The W-10/G-10 application will verify the format of each file submitted. A file not meeting the formatting requirements will not be accepted. Filers will be required to correct the formatting error and re-verify the file. Since this check will be performed each time a file is submitted, the necessity to submit and receive a certification of formatting is redundant and therefore eliminated. However, the Commission will provide EDI filers with a test site prior to implementation for those who wish to upload a test file to validate their EDI file format.
- e. For specific W-10 or G-10 records not meeting the filing requirements, the filer will receive error/approval feedback via email after the file is processed each evening. Any rejected records in the file may be resubmitted via the EDI system after the errors are corrected. Do not resubmit the entire file again.

- f. The Commission will accept EDI filings for W-10/G-10 reports on one type of media; web based file upload. All W-10/G-10 EDI filings will be required to be in the new format after the implementation date now tentatively set for September 1, 2013.

On-line:

- a. The RRC Online W-10/G-10 application will have the capability to file a W-10 or G-10 Well Status report via online entry of the annual/semi-annual reporting or for re-tests. Once submitted, the report is processed overnight and the results emailed to the filer.
- b. The W-10/G-10 on-line filing application will perform some validations on the data submitted to ensure that the W-10 or G-10 is valid. If, after submission and acceptance of the data by the on-line application, the system finds a violation, the on-line filer will receive notification via email.
- c. The online user will have the ability to re-submit a previously rejected Well Status report. The application will also provide the capability to re-submit previously rejected W-10s or G-10s via EDI. Do not re-submit previously accepted and processed W-10 or G-10 surveys.
- d. For the filer who wishes to maintain a hardcopy file of the data submitted, the on-line application will provide an option to print a paper copy of the data so it can be retained for their records.

Hardcopy:

Hardcopy W-10s and G-10s will still be accepted. Please note that effective September, 2013, pre-printed W-10/G-10s will no longer be provided. A list will be mailed informing you of the leases and due dates for required filing. If filing via hardcopy, a blank W-10 or G-10 form is available in the RRC Form Library. It will not be prefilled with the lease data. It is strongly suggested that Operators take advantage of the Online Filing application as the system is capable of alerting the filer of errors prior to submittal and expedites the processing of these forms.

Security issues and concerns:

The RRC Online application is available to all Operators with an Active P-5 or third-party consultant/vendor. An organization must file a Security Administrator Designation (SAD) Form with the Commission as a requirement for filing on-line and/or EDI. Additional information regarding SAD forms can be found on our website at <http://www.rrc.texas.gov/about-us/resource-center/forms/online-filing-at-rrc/rrc-online-security-requirements/>.

An account is created for the person named on the SAD Form with the role of Security Administrator for the organization. This Security Administrator, in turn, can assign 'Filing Rights' to employees of the organization authorizing them to file RRC forms on-line.

Organizations who have previously filed SAD forms do not need to re-file. The existing Security Administrators will be able to assign W-10/G-10 'Filings Rights' to the users within the RRC Online Application.

The W-10/G-10 applications will have four roles giving the Security Administrator flexibility in assigning various filing rights:

1. W-10/G-10 Full Filing Rights: First filing right (role) that allows the user to file the W-10/G-10s via all mediums (Online and EDI) and perform all functions within the W-10/G-10 application.
2. W-10/G-10 Online Filing Only: A second filing right (role) that only allows online filing and its related functions. Such users will not be able to upload an EDI file or be a designated agent within an EDI file.
3. W-10/G-10 Upload EDI Filing Only: A third filing right (role) that only allows EDI file upload rights and viewing and downloading of a violations file. Such a role will not be able to file Online or be designated as an agent in the EDI file. Such a role will allow the data designated third party or in-house data center users to upload a W10/G-10 EDI file on behalf of the business managers responsible for the EDI filing of W-10/G-10 Forms.
4. EDI Agent: A fourth filing right (role) that only allows EDI agent rights, EDI file upload rights and viewing and downloading of a violations file. Such a role will not be able to file Online.

These filing rights will allow the organization to ensure that all reports submitted to the Commission are generated from their own processes while giving the user access to processing results to determine what changes need to be submitted.

EDI File and Format Requirements:

- 1) The file will have a delimited format. Either of the following delimiters is allowed: tab (tab) and a right curly bracket } (rcb). (Only one delimiter type per file.)
- 2) W-10 reports are due on an annual basis. Operators are notified monthly which wells are due. After September 1, 2013, the mail out will consist of a cover letter with a listing of the wells that are due. This information will also be available via a query in the new W10/G-10 online application.
- 3) G-10 reports are due on a semi-annual basis. Operators are notified monthly which wells are due. As with the W-10s, after September 1, 2013, the mail out will consist of a cover letter with a listing of the wells that are due. This information will also be available via a query in the new W-10/G-10 online application.
- 4) Permission to file electronically must be obtained from the Commission via a SAD (Security Administrator Designation) Form. Additional information regarding SAD forms can be found on our website at <http://www.rrc.texas.gov/about-us/resource-center/forms/online-filing-at-rrc/rrc-online-security-requirements/>.
- 5) The requirement for testing the file format prior to certification has been eliminated. The only requirement will be authorization given by a security administrator for the organization submitting the report.
- 6) An EDI file must contain records of either all W-10 records or all G-10 records. A single EDI file may not contain records of both W-10 and G-10.
- 7) The specific business rules used for data validation are referenced later in this document as part of the W-10/G-10 Record Layouts in the Definition/Example column.
- 8) When the data type for a data item is described as numeric/integer, only digits will be accepted. Do not include commas or other special characters.

Record Layouts:

Identifying Record

Each file submitted to the RRC for EDI processing must have an Identifying Record as the first record in the file. The processing of this record includes the validation that the Agent user ID is authorized to file electronically. An operator or third-party vendor may obtain authorization by submitting the Security Administrator Designation form (SAD).

There is a limit of 2,500 records per file.

| Order Number | Data Item | Data Type (Max Length) | Required | Definition/Example |
|--------------|----------------------------|------------------------|----------|---|
| 1 | Delimiter | Varchar (3) | Y | Used to delimit file. Values are: tab or rcb (right curly bracket - }) |
| 2 | Record Type | Varchar (4) | Y | Form Type either G-10 or W-10 |
| 3 | Filer User ID | Varchar (10) | Y | User ID assigned by the SAD to the filer. Example: jsmith |
| 4 | Filer Full Name | Varchar (50) | Y | Name of the filer submitting the file. Ex. John Smith |
| 5 | Filer e-mail Address | Varchar (50) | Y | Email address for the person filing the records. Will be used to contact the filer with processing results. Ex: support@marathon.com |
| 6 | Filing Operator P-5 Number | Varchar (6) | Y | The operator number assigned to the filing operator by the RRC. Ex. 525380 |
| 7 | Filing Operator Name | Varchar (50) | Y | The operator company name. Ex. Marathon Oil Company |
| 8 | Filer Phone Number | Varchar (10) | Y | Phone number of the filer. Ex. 5128336614 |
| 9 | Record Count | Numeric (4) | Y | Number of records in the file excluding the Identifying Record. Ex. 0030 2,500 Max. |

G-10 Well Status Record

| Order Number | Data Item | Data Type (Max Length) | Required | Definition/Example |
|--------------|-------------------|--|-------------------------------|---|
| 1 | Reason For Filing | Numeric (1) | Y | 1 = Survey 2 = Retest 3 = Correction (correcting a previously filed and accepted G-10) |
| 2 | Record Unique | Varchar (20) | Y | Unique identifier for the record in the file. The number will be used on the Rejected Records report to aid the filer in identifying any record that was not processed based on a violation of a business rule. |
| 3 | District Code | Varchar (2) | Y | Must be one of the following: 01, 02, 03, 04, 05, 06, 6E, 7B, 7C, 08, 8A, 09, 10 |
| 4 | Due Date | Varchar (10) MM/DD/YY YY | Y if Filing reason is survey. | Example: 02/01/2012 |
| 5 | Field Number*** | Varchar (8) See Field Restriction for EDI | Y | The eight digit number assigned to the field by the RRC. Example: 01234567 |
| 6 | Field Name | Varchar (32) | N | Field name as indicated by the RRC proration schedule |
| 7 | Lease Number | Varchar (6) | Y | String of 6 numbers for Gas wells that is assigned by the RRC. Example: 023459 |
| 8 | Lease Name | Varchar (32) | N | Lease name as indicated by the RRC proration schedule. |
| 9 | Well Number* | Varchar (6) See Well Formatting Rules | Y | The six-character alphanumeric well number assigned by the operator. Example: 'A 1H' |
| 10 | Shut-in | Varchar (1) | N | Indicates whether the well is shut in. Example: X=Shut-in |

| | | | | |
|----|-------------|--------------------------------|---|--|
| 11 | Date Tested | Varchar (10) MM/DD/YY YY | Y | The date the G-10 test was conducted. Example: 12/12/2011 |
|----|-------------|--------------------------------|---|--|

| Order Number | Data Item | Data Type (Max Length) | Required | Definition/Example |
|--------------|---------------------------|----------------------------------|---|--|
| 12 | Gas Produced | Numeric (5) | Y | The daily amount of gas produced during the G-10 test. This amount is given in MCF. Example: 21 |
| 13 | Gas Spec. Gravity | Decimal (5) Format 9.999 | Y | The gravity of the gas produced during the test. Range must be between 0.070 and 1.009 Example: 0.099 |
| 14 | Condensate Produced | Decimal (7) Format 99999.9 | N | The daily amount of condensate produced during the G-10 test. This amount is given in BBL. If Condensate Produced is entered, Condensate Gravity must be provided. Example: 12345.6 |
| 15 | Condensate Gravity | Decimal (4) Format 99.9 | Y if Condensate Produced entered | The gravity of the condensate produced during the test. If Condensate Gravity is entered, Condensate Produced must be provided. Example: 12.3 |
| 16 | Water Produced | Numeric (5) | N | The daily amount of water produced during the G-10 test. This amount is given in BBL. Example: 12345 |
| 17 | X Bottom Hole Pressure | Numeric (5) | N | The bottom hole pressure of a well in PSI. Example: 12345 |

| | | | | |
|----|---------------------|-------------|---|--|
| 18 | SIWH Pressure | Varchar (6) | Y | The surface pressure of a well that was shut in during the G-10 test. It is given in PSI. Example: 123456 or EXC EXC indicates the well has an SIP Exception |
| 19 | Flowing Pressure | Numeric (5) | Y | The wellhead, or surface, pressure of a well that is flowing during the test. It is measured in PSI. It is the same as flowing tubing pressure. Example: 12345 |
| 20 | Bradenhead Pressure | Numeric (4) | N | The pressure between the casing strings of a well. If entered, must be a value between 0 and 9999 |

| Order Number | Data Item | Data Type (Max Length) | Required | Definition/Example |
|--------------|----------------------|---|----------|---|
| 21 | Bradenhead Reason*** | Numeric (1) See Bradenhead Reason explanation. | Y | Valid code values are as follows: 1 – Actual measurement 2 – Single string casing 3 – SWR 17 Exception – field is exempt 4 – Buried – unable to monitor 5 – Data not collected |

W-10 Well Status Record

| Order Number | Data Item | Data Type (Max Length) | Required | Definition/Example |
|--------------|-------------------|--|-----------------------------------|---|
| 1 | Reason For Filing | Numeric (1) | Y | 1=Survey 2=Retest |
| 2 | Record Unique | Varchar (20) | Y | Unique identifier for the record in the file. The number will be used on the Rejected Records report to aid the filer in identifying any record that was not processed based on a violation of a business rule. |
| 3 | District Code | Varchar (2) | Y | Must be one of the following: 01, 02, 03, 04, 05, 06, 6E, 7B, 7C, 08, 8A, 09, 10 |
| 4 | Due Date | Varchar (10) MM/DD/YYYY | Y if reason for filing is survey. | Example: 02/01/2012 |
| 5 | Field Number*** | Varchar (8) See Field Restriction for EDI | Y | The eight digit number assigned to the field by the RRC. Example: 01234567 |
| 6 | Field Name | Varchar (32) | N | Field name as indicated by the RRC proration schedule. |
| 7 | Lease Number | Varchar (5) | Y | String of 5 numbers for Oil wells that is assigned by the RRC. Example: 02345 |
| 8 | Lease Name | Varchar (32) | N | Lease name as indicated by the RRC proration schedule. |
| 9 | Well Number* | Varchar (6) See Well Formatting Rules | Y | The six-character alphanumeric well number assigned by the operator. Example: “ 1 “ or “1” |
| 10 | Shut-in | Varchar (1) | N | Indicates whether the well is shut in. Example: X=Shut-in |

| Order Number | Data Item | Data Type (Max Length) | Required | Definition/Example |
|--------------|---------------------------|---|----------|---|
| 11 | Date Tested | Varchar (10) MM/DD/YYYY | N | The date the W-10 test was conducted. Not required if Expanded Allocation = Y. See Expanded Allocation definition. Example: 12/12/2011 |
| 12 | Producing Method | Varchar (1) Swabbing not allowed for EDI filing. Requires attachment. | N | The production method of the well. Acceptable codes are: F=Flowing P=Pumping G=Gas Lift Not required if well is Shut-In |
| 13 | Oil Produced | Decimal (6) Format 9999.9 | N | The daily oil potential for the well in BBL. Example: 3453.5 |
| 14 | Water Produced | Numeric (4) | N | The daily water potential for the well in MCF. Example: 1234 |
| 15 | Gas Produced | Numeric (4) | N | The daily casinghead potential for the well in whole BBL. Example: 1234 |
| 16 | Expanded Allocation** | Varchar (1) See SWR 38 Restriction | Y | Must be a Y or N, for wells producing 5 BBLs a day or less. |
| 17 | Bradenhead Pressure | Numeric (4) | N | The pressure between the casing strings of a well. If entered, must be a value between 0 and 9999 |
| 18 | Bradenhead Reason **** | Numeric (1) See Bradenhead Reason explanation. | Y | Valid code values are as follows: 1 – Actual measurement 2 – Single string casing 3 – SWR 17 Exception – field is exempt 4 – Buried – unable to monitor 5 – Data not collected |

Creating an EDI File Using Excel Download

- Open Excel with a new (empty) spread sheet.
- Select the “Data” tab.
- Select the “From Text” option for the import.
- Select the file to be imported.
- Set the import as “**delimited**”.
- Set the delimiter as a “**tab**”. Should be set already by default.
- Set the “**Data Format**” for columns **A-J** (first ten) as “**text**”. This will keep Excel from dropping leading zeros and spaces from the imported data.
- The rest of the columns are empty of data and can be imported as “general”.

The identifying record, row 3, needs an email address and a phone number. See the first table above. Fill out the rest of the data for each G-10 or W-10 record as needed. Remove any row if needed. **If rows are removed, remember to update the record count to reflect the correct number of reports included in the file.**

Sample W-10 Download file

| #delimiter | recordType | userid | userFullName | emailAddress | operatorNo | operatorName | phoneNumber | recordCount | | | | | | | | |
|---------------|--------------|----------|---------------|--|------------|--------------|------------------|-------------|------------|------------|-----------------|-------------|---------------|--------------|------------|--|
| tab | W-10 | userid | ITS X Support | user@rrc.state.tx.us | 144535 | OrgNameHere | 5124630899 | 4 | | | | | | | | |
| #filingReason | reportUnique | district | dueDate | fieldNo | fieldName | leaseNo | leaseName | wellNo | shutIn | dateTested | producingMethod | oilProduced | waterProduced | gasProduced | basedOnAll | |
| # | | | | | | | | | Empty or X | MM/DD/YYYY | F,P, or G | XXXX.Y BBL | XXXX BBL | XXXXXXXX MFC | Y or N | |
| 1 | A111 | 08 | 11/01/2012 | 66964750 | OLD GLORY | 04405 | SMITH FOUNDATION | 11 | | 9/23/2012 | F | 8899 | 1234 | 1234 | N | |
| 1 | B222 | 08 | 11/01/2012 | 66964750 | OLD GLORY | 04405 | SMITH FOUNDATION | 4 | x | | | | | | N | |
| 1 | C333 | 08 | 11/01/2012 | 66964750 | OLD GLORY | 04405 | SMITH FOUNDATION | 3 | | 10/3/2013 | F | 234.3 | 239 | 345 | n | |
| 1 | D444 | 08 | 11/01/2012 | 66964750 | OLD GLORY | 31440 | SMITH FOUNDATION | 20 | | 10/5/2012 | P | 23.5 | 22 | 543 | N | |

Exporting/Saving update EDI files

Perform a “**Save As**” on the document by setting the “**Save as type**” by scrolling down the available options, to “**Text (Tab delimited) (*.txt)**”. Note that your file will be saved in the “**My Documents**” folder. Change to the preferred directory if needed before saving.

Ignored Lines

Empty lines and lines that begin with the pound character (#) will be ignored.

Well Number Formatting Rules

An attempt will be made to correct well numbers entered for example as “1”. The system will convert it to “ 1 “. If the reformatting attempt fails, the user will be requested to correctly format the well number.

Well numbers must be formatted properly to ensure recognition by the RRC database.

Six spaces with specific requirements are available for a well number. The first space can be either Alpha (A) or Numeric (N), second, third and fourth spaces are Numeric (N) only and the fifth and sixth spaces are Alpha (A) only (A N N N A A). These rules apply to all fields except the Yates and Kelly-Snyder Fields. For the examples below, the underscore denotes a space. “_ _ _ 2 _ _” is actually “ 2 “.

Examples:

- Well No. 2 should be formatted as: _ _ _ 2 _ _**
- Well No. 2 C should be formatted as: _ _ _ 2 _ C**
- Well No. 2C should be formatted as: _ _ _ 2C _**
- Well No. B124 should be formatted as: B124 _ _**
- Well No. 1244 should be formatted as: 1244 _ _**

For the Yates and Kelly-Snyder fields, the well number is entered as far to the right as possible regardless of alpha/numeric qualifiers.

Yates/Kelly-Snyder Example:

- Well No. B2A4 would be formatted as: _ _ B2A4.**

Expanded Allocation Definition

For wells producing 5 barrels a day or less, the volumes reported can be based on allocation. If using allocation, set the value to “Y”. If not, enter “N”. All wells producing greater than 5 barrels per day must be set to “N”. If the Reason for Filing is Survey and Expanded Allocation is set to “Y”, the test date is not required.

Field Restriction for W-10/G-10 EDI

Wildcat fields will not be allowed to be filed via EDI. G-10/W-10 cannot be filed on these types of fields.

Production Method Restriction

Swabbing production method is not allowed for EDI upload. Swabbing requires an attachment and approval by the Proration Unit. Wells with this production method must be filed online or via hardcopy.

EDI SWR 28 Exemption Restriction

Wells for which a Statewide Rule 28 Exemption is being requested cannot be submitted via an EDI file. These wells require attachments and/or approval by the Proration unit and are not allowed using an EDI upload. The W-10/G-10 for these wells may be filed online or via hardcopy.

Bradenhead Reason

This required data item will accept the following valid codes:

- 1 - Actual measurement (Valid when numeric value (including zero) is entered for Bradenhead pressure)
- 2 - Single string casing (For single string casing wells, value is not required)
- 3 - SWR 17 exception – field is exempt (Well is located in an exempt field, value is not required)
- 4 - Buried – unable to monitor (Valve is inaccessible, no value provided)
- 5 - Data not collected (Bradenhead pressure was not measured, no value provided)

EDI Reject Email

Reject Email Header Record

Notification of rejects existing on W-10/G-10's filed electronically to the commission will be emailed to the agent/operator e-mail address in the below record layout.

| Order | Data Item | Definition |
|--------------|------------------|--|
| 1 | Process ID | ID number assigned to the EDI file for the RRC application |
| 2 | Process Date | Date and time file was processed using the format: YYYY-MM-DD HH:MM:SS.SS |
| 3 | EDI File ID | Number of records (W-10/G-10's) received. |
| 4 | Total Trxs | Total number of transactions (records) in the file |

| | | |
|----|----------------|--|
| 5 | File Name | EDI file name as uploaded by the filer |
| 6 | Complete Trxs | Number of transactions (records) accepted |
| 7 | Application | Name of RRC application receiving the EDI file |
| 8 | Trx Errors | Number of transactions (records) rejected |
| 9 | Upload Type | Type of EDI file; either W-10 or G-10 |
| 10 | Process Status | Status of EDI file |

Reject Email Detail Record:

Notification of rejects existing on W-10/G-10's filed electronically to the commission will be emailed to the agent's e-mail address in the Identifying Record. Items 1 - 8 reflect the information for the record in question submitted to the RRC.

| Order | Data Item | Definition |
|-------|----------------------------|---|
| 1 | District:Lease:Well | District, Lease Number and Well Number of the well with a rejected well test. Format 99:999999:XXXXXX |
| | | |
| Order | Data Item | Definition |
| 2 | Record Unique | Unique line number that identifies the record in the file and corresponds to the Record Number according to the agent/submitter's numbering sequence. |
| 3 | Reason for dropping record | Explanation message for dropping indicated records |

Reject Email Sample

Process Id: 84492

Process Date: 2013-03-20 06:36:16.156

EDI File Id: 29

Total Trxs: 4

Filename: G-10.txt

Complete Trxs: 0

Application: GW10

Trxs Errors: 4

Upload Type: G-10

Process Status: COMPLETE

01:123456:Unique=1: Well not found using Operator no., District, and Lease provided.

01:123456:Unique=2: Well not found using Operator no., District, and Lease provided.

01:123456:Unique=3: Well not found using Operator no., District, and Lease provided. 01:123456:Unique=4: Well not found using Operator no., District, and Lease provided.

Glossary

| Term | Definition |
|------------------------|---|
| Bradenhead Pressure | Bradenhead pressure is pressure between casing strings of a well. |
| Correction | A Reason for Filing for a G-10 to correct a previously filed and accepted G-10. Correction not a valid Reason for Filing for a W-10. |
| Delimiter | Character used to separate values between data items. For the W-10/G-10 either a tab or a rcb (}) may be used. |
| Decimal | Mixed number where the whole number part and the fractional part are separated by a decimal. Data requires an explicit decimal point. Check the format for the correct degree of precision |
| Hardcopy | Form filed by mailing in a paper W-10 or G-10 form |
| Integer | A field which can only contain whole numbers |
| Rejected Records | Individual well tests that are dropped from the EDI file for either formatting or content errors. |
| Retest | A G-10 or W-10 well status report filed to indicate a change in the status of the well or as a filing after the due date. |
| Security Administrator | Person designated by the Operator to manage user accounts for RRC online filing. The Security Administrator must have submitted a Security Administrator Designation form (SAD) to the P-5 Department of the RRC. |
| Survey | A G-10 or W-10 well status report filed in response to the mailout notice. |
| SWR | Refers to a Statewide Rule, e.g. SWR 28 |
| Varchar | A variable string containing letters and numbers. |