



Railroad Commission of Texas State
Tracking and Reporting System (LoneSTAR)

Release 1 Software Design

User Guide

W-3C Certification of Surface Equipment Removal for an Inactive Well - Option A

Table of Contents

COURSE OVERVIEW.....	2
COURSE DESCRIPTION.....	2
1.1 LAUNCHING THE FORM.....	3
1.1.1 Key Points.....	3
1.1.2 Steps to launch the form.....	3
1.2 FORM INFORMATION STEP.....	3
1.2.1 Key Points.....	3
1.2.2 Steps to complete the Form Information step.....	4
1.3 ORGANIZATION INFORMATION STEP.....	5
1.3.1 Key Points.....	5
1.3.2 Steps to complete the Organization Information step.....	5
1.4 WELL SELECTION & DISPOSITION.....	6
1.4.1 Key Points.....	6
1.4.2 Steps to complete the Wells step.....	7
1.5 DOCUMENT UPLOAD.....	8
1.5.1 Key Points.....	8
1.5.2 Steps to complete the Document Upload step.....	Error! Bookmark not defined.
1.6 FEES & PAYMENT.....	ERROR! BOOKMARK NOT DEFINED.
1.6.1 Key Points.....	Error! Bookmark not defined.
1.6.2 Steps to complete the Fees & Payments step.....	Error! Bookmark not defined.
1.7 SUBMISSION.....	11
1.7.1 Key Points.....	11
1.7.2 Steps to complete the Form Submit step.....	11
1.8 REVIEW COMMENTS STEP.....	13
1.8.1 Key Points.....	13
1.8.2 Steps to complete the Review Comments step.....	13
1.9 REVIEW STEP.....	13
1.9.1 Key Points.....	13
1.9.2 Steps to complete the Review step.....	14

COURSE OVERVIEW

Course Description

This guide can be used to certify the removal of surface equipment for inactive wells in order to be compliant with Statewide Rule 15.

1.1 Launching the Form

1.1.1 Key Points

- Users with sufficient security roles can launch the form.

Home Hello Adam Bowerman, Railroad Commission of Texas

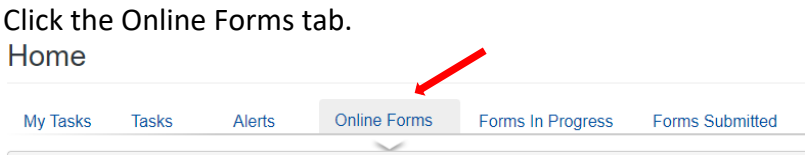
Home Help

My Tasks Tasks Alerts **Online Forms** Forms In Progress Forms Submitted

Form Name ↓	Form Number	Form Rules	Form Category	Purpose
W-3X Application for an Extension of Deadline for Plugging a Well	W-3X	W-3C & W-3X- Rule 3.15	Inactive Well	Request and approve a plugging extension related to one or more wells.
P-5 Organization Report	P-5, P-5O, P-5A	Rule 3.1	P-5	Apply to be a new P-5 organization, renew an existing P-5 organization, or update an existing P-5 organization record.
OFD064 W-3C Certification of Surface Equipment Removal for an Inactive Well	W3C	W-3C & W-3X- Rule 3.15	Inactive Well	Certify the removal of surface equipment for inactive wells in order to be compliant with Statewide Rule 15.
Financial Assurance Release	N/A	Rule 3.78	Financial Management	Request the release of financial assurance.
Financial Assurance Information	P-5LC, P-5PB(1), P-5PB(2), CF-1, CF-2	Rule 3.78	Financial Management	Enter information regarding an organization's financial assurance.

20 items per page Viewing 1 - 5 from 5 results

1.1.2 Steps to launch the form

Step	Action	Required Fields
1.	Navigate to the Internal Landing page.	
2.	Click the Online Forms tab. Home 	
3.	Select OFD064 W-3C Certification of Surface Equipment Removal for an Inactive Well	

1.2 Form Information Step

1.2.1 Key Points

- Learn how to enter information on the form information step and create a new form instance.

Online Forms : OFD064 W-3C Certification of Surface Equipment Removal for an Inactive Well Hello Adam Bowman, Railroad Commission of Texas

OFD064 W-3C Certification of Surface Equipment Removal for an Inactive Well Help

Form Detail Navigation

Form Information

Form Name
W-3C Certification of Surface Equipment Removal for an Inactive Well

Organization*

Certification Option*

- A. Electric service to the production sites for the well(s) identified has been physically terminated, or the sites do not have electrical service.
- B1. All piping, tanks, vessels, and equipment associated with and exclusive to the well(s) identified have been emptied or purged of production fluids; OR
- B2. The Operator owns the surface of the land where the well(s) is located.
- C1. All surface equipment and related piping, tanks, tank batteries, pump jacks, headers, fences, and firewalls associated with and exclusive to the well(s) identified have been removed, all open pits associated with and exclusive to the well(s) identified in this form have been closed and all junk and trash, as defined by Commission rule have been removed; OR
- C2. The Operator owns the surface of the land where the well is located; OR
- C3. The well is part of a Commission recognized EOR and the equipment remaining on the lease is solely associated with current and future operations of the project.
- D. I am unable to comply with the surface equipment cleanup/removal requirements due to safety concerns or required maintenance of the well site. I have attached a written affirmation of the facts regarding the safety concerns or maintenance and request a temporary exception. (Fee set under Rule 78, Tex. Nat. Res. Code 81.0521 & Tex. Nat. Res. Code 81.070) (\$375.00 fee per well)
- This well is not subject to 14(b)(2).
- One or more wells require a removal of certification.

Hard Copy Submission? Date Received* MMDDYYYY

Description*

Cancel Save & Continue

1.2.2 Steps to complete the Form Information step

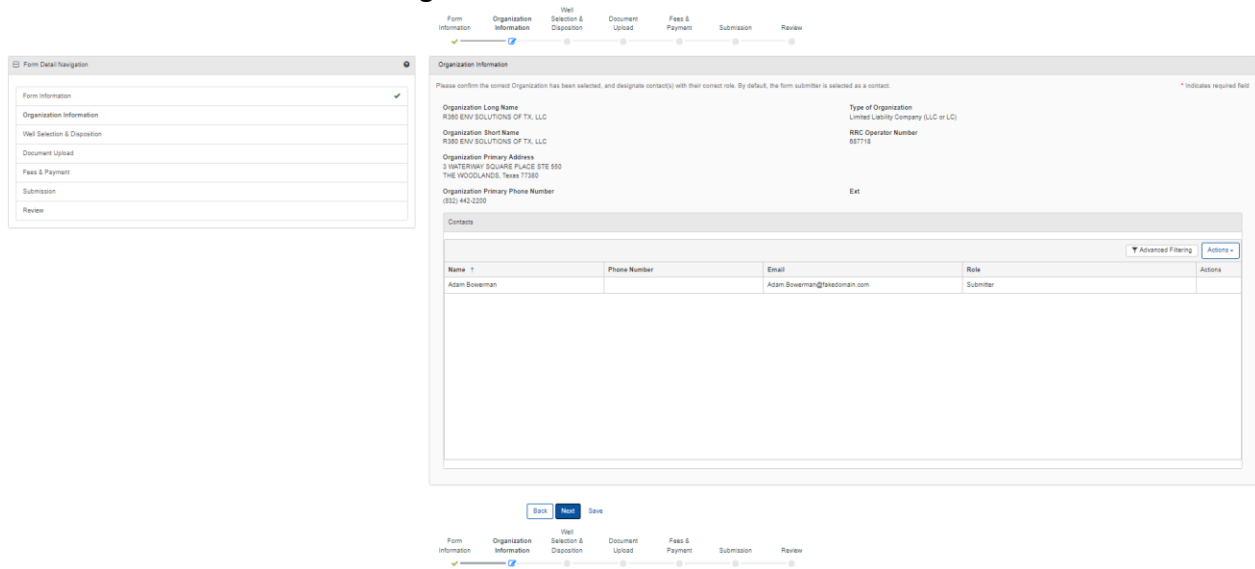
Step	Action	Required Fields
1.	<p>Select the Organization you are submitting the W-3C on behalf of.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Form Information</p> <p style="text-align: right;">* Indicates required field</p> <p>Form Name W-3C Certification of Surface Equipment Removal for an Inactive Well</p> <p>Organization*</p> </div>	
2.	<p>Select the purpose of the W-3C being submitted. For this example, select Option A.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Certification Option*</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A. Electric service to the production sites for the well(s) identified has been physically terminated, or the sites do not have electrical service. <input type="checkbox"/> B1. All piping, tanks, vessels, and equipment associated with and exclusive to the well(s) identified have been emptied or purged of production fluids; OR <input type="checkbox"/> B2. The Operator owns the surface of the land where the well(s) is located. <input type="checkbox"/> C1. All surface equipment and related piping, tanks, tank batteries, pump jacks, headers, fences, and firewalls associated with and exclusive to the well(s) identified in this form have been closed and all junk and trash, as defined by Commission rule have been removed; OR <input type="checkbox"/> C2. The Operator owns the surface of the land where the well is located; OR <input type="checkbox"/> C3. The well is part of a Commission recognized EOR and the equipment remaining on the lease is solely associated with current and future operations of the project. <input type="checkbox"/> D. I am unable to comply with the surface equipment cleanup/removal requirements due to safety concerns or required maintenance of the well site. I have attached a written affirmation of the facts regarding the safety concerns or maintenance and request a temporary exception. (Fee set under Rule 78, Tex. Nat. Res. Code 81.0521 & Tex. Nat. Res. Code 81.070) (\$375.00 fee per well). <input type="checkbox"/> This well is not subject to 14(b)(2). <input type="checkbox"/> One or more wells require a removal of certification. </div> <p>Note: Only one selection may be made for each letter grouping (e.g. Box C1 OR Box C2 OR Box C3).</p>	

3.	<p>Keep the Hard Copy Submission? Checkbox selected and enter the Date Received in the box provided.</p> <p>Hard Copy Submission? <input checked="" type="checkbox"/></p> <p>Date Received* <input type="text" value="MM/DD/YYYY"/></p> <p>Note: The purpose of this is to indicate an Operator sent a W-3C to the commission and the Internal User is now submitting the form on behalf of the Operator.</p>	
4.	<p>Enter a Description that will allow you to easily locate this particular form submission in the future.</p> <p>Description* <input type="text"/></p>	
5.	<p>Click Save & Continue</p> <p>Note: At this point, this is now considered a form instance in LoneSTAR</p>	<p><input type="button" value="Cancel"/> <input type="button" value="Save & Continue"/></p>

1.3 Organization Information Step

1.3.1 Key Points

- Learn how to confirm Organization Information.



1.3.2 Steps to complete the Organization Information step

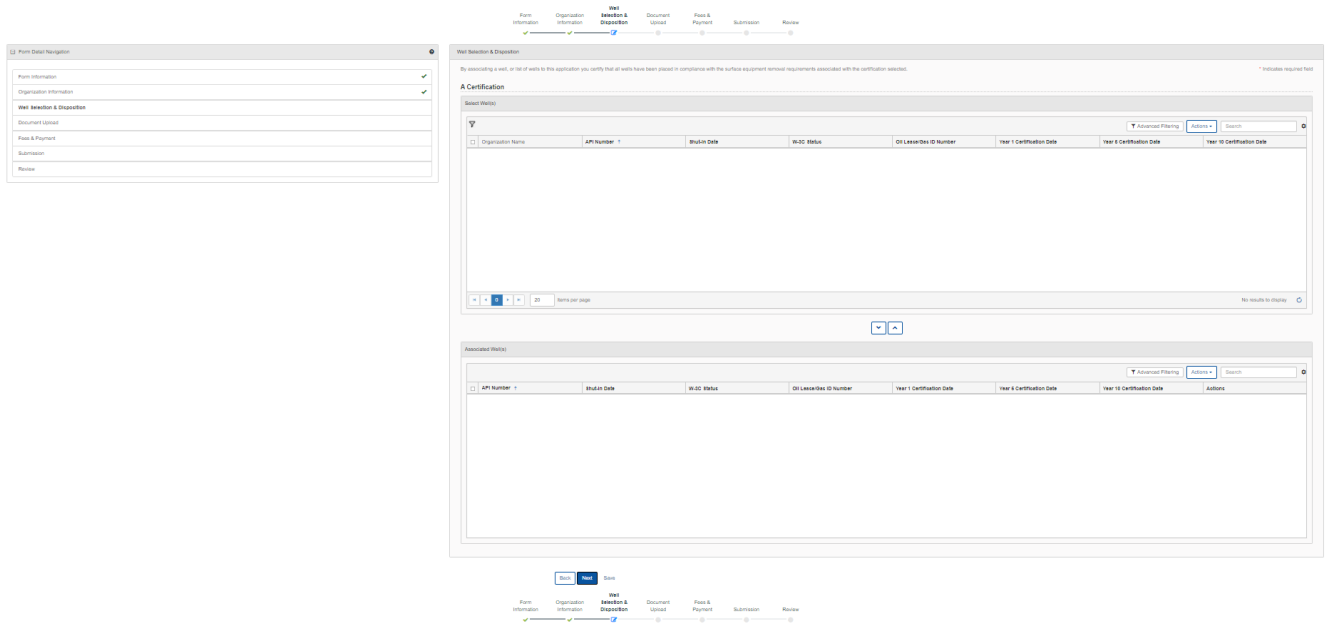
Step	Action	Required Fields
1.	LoneSTAR will present the Organization Information step pre-populated with information based on the most recently approved P-5 Organization Report for the associated to Organization.	

2.	<p>The first information presented includes the information for the organization itself as entered on the P-5 Organization Report.</p> <div data-bbox="228 268 1284 667" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #f2f2f2; margin: -10px -10px 10px -10px; padding: 5px;">Organization Information</p> <p>Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the form submitter is selected as a contact. * Indicates required field</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Organization Long Name R360 ENV SOLUTIONS OF TX, LLC</p> <p>Organization Short Name R360 ENV SOLUTIONS OF TX, LLC</p> <p>Organization Primary Address 3 WATERWAY SQUARE PLACE STE 550 THE WOODLANDS, Texas 77380</p> <p>Organization Primary Phone Number (832) 442-2200</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Type of Organization Limited Liability Company (LLC or LC)</p> <p>RRC Operator Number 687718</p> <p>Ext</p> </td> </tr> </table> </div>	<p>Organization Long Name R360 ENV SOLUTIONS OF TX, LLC</p> <p>Organization Short Name R360 ENV SOLUTIONS OF TX, LLC</p> <p>Organization Primary Address 3 WATERWAY SQUARE PLACE STE 550 THE WOODLANDS, Texas 77380</p> <p>Organization Primary Phone Number (832) 442-2200</p>	<p>Type of Organization Limited Liability Company (LLC or LC)</p> <p>RRC Operator Number 687718</p> <p>Ext</p>									
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3.	<p>Below, the grid displays users who are associated to the form submission. Note: A user with a Role of Submitter is automatically added as the user who is currently in context of the online form.</p> <div data-bbox="228 825 1382 1087" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #f2f2f2; margin: -10px -10px 10px -10px; padding: 5px;">Contacts</p> <div style="text-align: right; margin-bottom: 10px;"> Advanced Filtering Actions </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name ↑</th> <th style="text-align: left;">Phone Number</th> <th style="text-align: left;">Email</th> <th style="text-align: left;">Role</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>Adam Bowerman</td> <td></td> <td>Adam.Bowerman@fakedomain.com</td> <td>Submitter</td> <td></td> </tr> </tbody> </table> </div>	Name ↑	Phone Number	Email	Role	Actions	Adam Bowerman		Adam.Bowerman@fakedomain.com	Submitter		
Name ↑	Phone Number	Email	Role	Actions								
Adam Bowerman		Adam.Bowerman@fakedomain.com	Submitter									
4.	<p>To navigate to the next step, click “Next”.</p> <div data-bbox="253 1184 542 1245" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> Back Next Save </div>											

1.4 Well Selection & Disposition

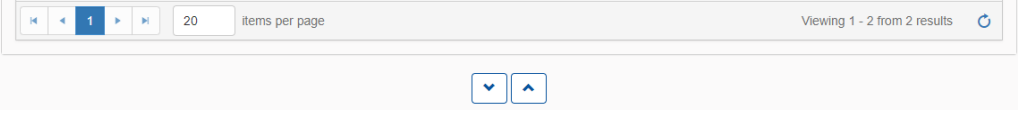

1.4.1 Key Points

- Learn how to associate a well, or list of wells to certify that all wells have been placed in compliance with Statewide Rule 15.



1.4.2 Steps to complete the Wells step

Step	Action	Required Fields																								
1.	<p>This step will display differently based on the information selected on the Form Information step.</p> <p>A Certification</p> <p>Select Well(s)</p> <table border="1"> <thead> <tr> <th>Organization Name</th> <th>API Number ↑</th> <th>Shut-In Date</th> <th>W-3C Status</th> <th>Oil Lease/Gas ID Number</th> <th>Year 1 Certification Date</th> <th>Year 5 Certification Date</th> <th>Year 10 Certification Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> TALOS GULF COAST ONSHORE LLC</td> <td>48134158</td> <td>09/01/2015</td> <td>Not Filed</td> <td>G 03 234939</td> <td>02/08/2018</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td><input type="checkbox"/> TALOS GULF COAST ONSHORE LLC</td> <td>48134901</td> <td>04/01/2016</td> <td>Not Filed</td> <td>G 03 233223</td> <td>02/08/2018</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> <p>Viewing 1 - 2 from 2 results</p>	Organization Name	API Number ↑	Shut-In Date	W-3C Status	Oil Lease/Gas ID Number	Year 1 Certification Date	Year 5 Certification Date	Year 10 Certification Date	<input type="checkbox"/> TALOS GULF COAST ONSHORE LLC	48134158	09/01/2015	Not Filed	G 03 234939	02/08/2018	N/A	N/A	<input type="checkbox"/> TALOS GULF COAST ONSHORE LLC	48134901	04/01/2016	Not Filed	G 03 233223	02/08/2018	N/A	N/A	
Organization Name	API Number ↑	Shut-In Date	W-3C Status	Oil Lease/Gas ID Number	Year 1 Certification Date	Year 5 Certification Date	Year 10 Certification Date																			
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<input type="checkbox"/> TALOS GULF COAST ONSHORE LLC	48134901	04/01/2016	Not Filed	G 03 233223	02/08/2018	N/A	N/A																			
2.	<p>Use the selection boxes in the Well Selection grid to choose all wells that are associated with this W-3C submission. The Well Selection grid fields may be filtered to assist in well selection.</p>																									

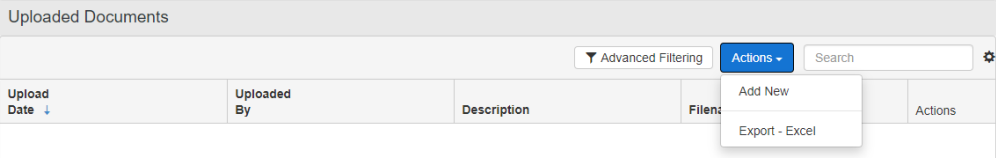
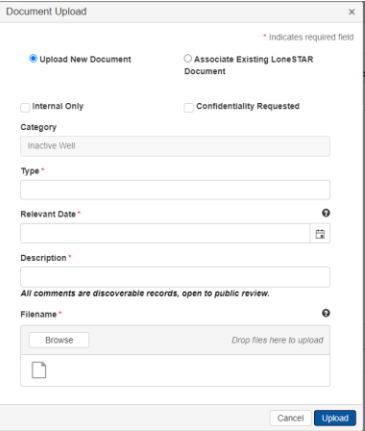
3.	<p>After all wells have been selected from the Well Selection grid, use the (down) selection arrow to populate the Associated Wells grid. The (up) selection arrow may be used to remove wells from the Associated Wells grid.</p> 	
4.	<p>After the Associated Wells grid has been populated with all desired wells, Save the form progress, or select Next to save the form progress and proceed to the Document Upload step.</p> 	


1.5 Document Upload

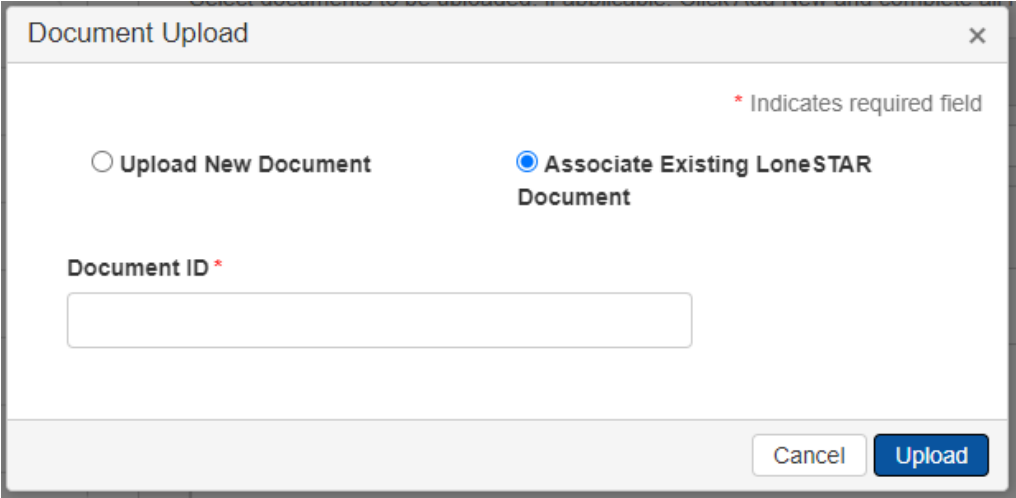


1.5.1 Key Points

- Learn how to upload various documents to be part of the online form submission.

1.5.2 Steps to complete the Document Upload step


	Action	Required Fields
	<p>To upload a new document, click the grid-level actions menu and select to Add New.</p> 	
	<p>You will be presented with the Document Upload dialog.</p> 	

	<p>The user can choose to upload a new document or associate an existing document.</p> <p>Note: To associate an existing document, the document must have been uploaded as part of a previously approved form associated to the organization in context.</p> <p> <input checked="" type="radio"/> Upload New Document <input type="radio"/> Associate Existing LoneSTAR Document </p>	
	<p>If you choose to upload a new document, you must select the type of document to be associated to the document. Select a type, set the relevant date to today, and enter a description which can be easily identified later.</p>	
	<p>To upload the document itself, select the Browse button. You will be presented with your file management window to select the document from.</p> <p>Filename * ?</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Browse Drop files here to upload </div> <div style="margin-top: 10px; text-align: center;">  </div> </div>	
	<p>Double click the document you would like to upload and the selected document will display in the Document Upload dialog.</p>	
	<p>LoneSTAR will display a message indicating the document was successfully uploaded.</p> <p>Filename * ?</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Browse ✓ Done </div> <div style="margin-top: 10px; text-align: center;"> <p>Sample.Upload.xlsx</p> <p style="color: #4CAF50; font-weight: bold; font-size: small;">File(s) uploaded successfully.</p> </div> </div>	
	<p>Select Upload and the document will now display in the grid and will be associated to the form submission.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9; margin-top: 10px;"> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Cancel Upload </div> </div>	

	<p>Instead of uploading a new document, an existing document can be associated.</p> 	
	<p>The Document ID dropdown will display a list of documents that can be associated. Select the desired document and click Upload and the document will now display in the grid and will be associated to the form submission.</p> 	
	<p>Select Next to save the uploaded documents and proceed to the next step. Select Save to save the uploaded documents without proceeding to the next step. Selecting Back will return the user to the Well Selection & Disposition page.</p> 	

1.6 Fees and Payment

1.6.1 Steps to complete the Fee and Payment step

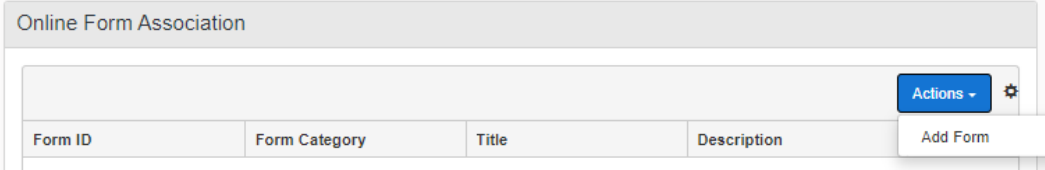
Step	Action	Required Fields
1.	This step does not apply for Option A.	
2.	<p>To navigate to the next step, click “Next”.</p> 	

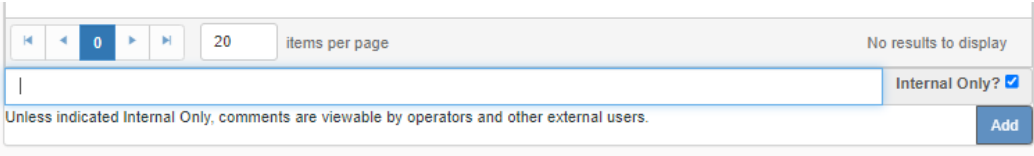
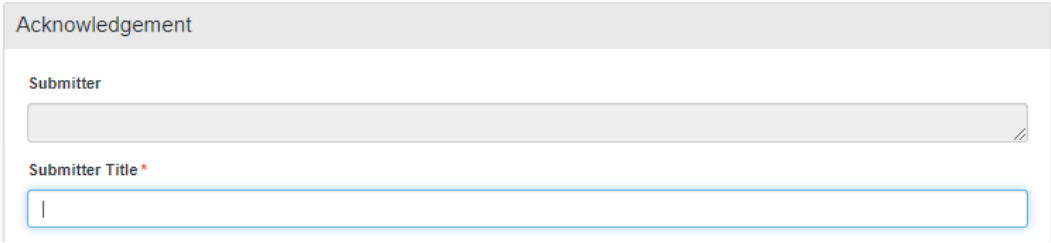
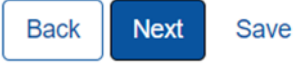
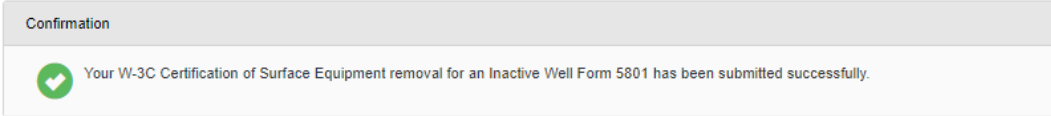
1.7 Submission

1.7.1 Key Points

- Learn how to submit the form.
- Learn how to view confirmation message.

1.7.2 Steps to complete the Form Submit step

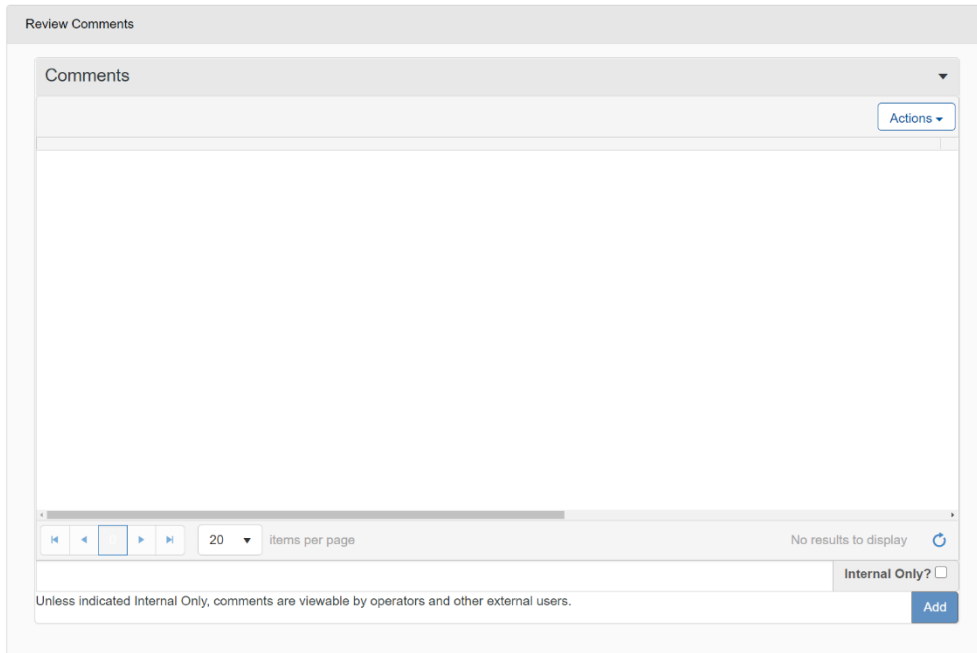
	Action	Required Fields
	<p>To associate an existing online form to be part of this form submission, you can select the Add Form action and select the form from the subsequent dialog.</p> 	

	<p>To add a comment, enter the text of the comment in the comment textbox and press the Add button.</p> 	
	<p>In the Acknowledgement section, the user must enter their submitter title.</p> 	Submitter Title
	<p>Select the certification checkbox.</p> <p><input checked="" type="checkbox"/> By typing my name below, I declare under penalties prescribed in Texas Natural Resources Code Sec. 91.143 that the above certification(s) are based on my personal knowledge of the physical condition of the inactive well(s) identified in this application. I further declare that I am authorized to complete this report, that this report was prepared by me or under my supervision, direction, and control and that the data and facts stated therein are true, correct, and complete, to the best of my knowledge. A person who submits a false, untrue, or fraudulent application, report, or document to the Railroad Commission of Texas in violation of Sec. 91.143 commits a felony punishable by a fine, imprisonment, or both. *</p>	Certification Checkbox
	<p>Select the Submit button to submit the form.</p>  <p>Note: The Submit button is deactivated until all required fields are completed on this step.</p>	
	<p>When the form is submitted, the Confirmation message will be displayed to indicate the form has been submitted and the workflow processing has begun.</p>  <p>Note: Refreshing the page will display if the workflow processing has been completed.</p> <p>Once the form has been submitted, External Users can no longer edit the form.</p>	

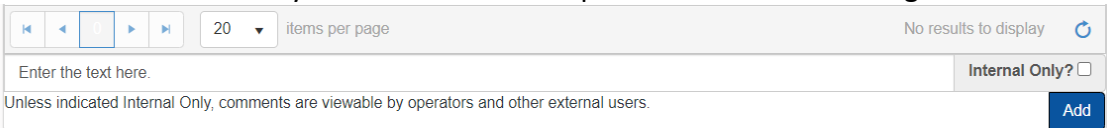
1.8 Review Comments Step

1.8.1 Key Points

- Learn how to complete the Review Comments Step.



1.8.2 Steps to complete the Review Comments step

Step	Action	Required Fields
1.	<p>To add a comment, enter the text of the comment in the comment textbox, select Internal Only? checkbox, and press the Add button.</p> <p>Note:</p> <ul style="list-style-type: none"> Internal Only comments will only be viewable by Internal Users. The Internal Only? checkbox selection persists between entering comments. 	
2.	To add an externally facing comment, enter the text of the comment in the comment textbox, deselect the Internal Only? checkbox, and press the Add button.	
3.	Select the Next button to proceed to the next step.	

1.9 Review Step

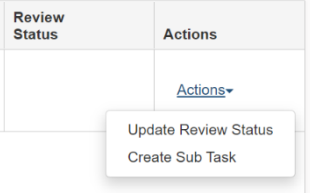
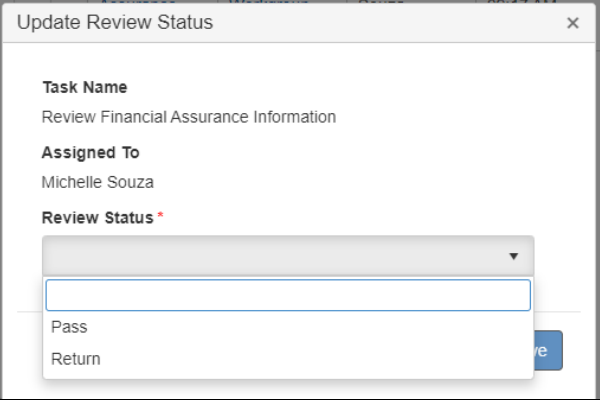
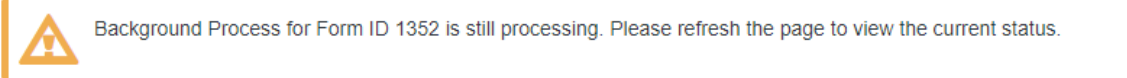
1.9.1 Key Points

- Learn how to complete the Review Step.

Task Name	Form Description	Subject ID	Organization	Workgroup	Assigned To	Due Date ↑	Actions
Review W-3C Task Determination	Description.	A. Electric service to the production sites for the well(s) identified has been physically terminated or the sites do not have electrical service.	TALOS GULF COAST ONSHORE LLC	W-3C Review		05/04/2021	Actions

1.9.2 Steps to complete the Review step

1.	The step is pre-populated with a review task to be completed.															
2.	Before the task can be completed, it must be assigned to yourself. Select the Task Name link to be taken to the Task Detail page.															
3.	To assign the task to yourself, select the Edit button and in the Assigned To dropdown, select your name from the list, set a Due Date, and select Save.	Assigned To, Due Date														
	<p>Assigned To</p> <p>Nicholas Bennett</p> <p>Due Date *</p> <p>02/10/2021</p> <p>Created Date</p> <p>02/09/2021</p> <p>Created By</p> <p>System</p> <p>Cancel Save</p>															
4.	Now that the task is assigned to you, you can select the Actions dropdown to disposition the review task.															
	<p>Review</p> <table border="1"> <thead> <tr> <th>Task Name</th> <th>Workgroup</th> <th>Assigned To</th> <th>Created</th> <th>Last Updated</th> <th>Review Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Review Financial Assurance Information</td> <td>P-5 Workgroup</td> <td>Michelle Souza</td> <td>03/09/2021 09:17 AM</td> <td>03/09/2021 09:25 AM</td> <td></td> <td>Actions</td> </tr> </tbody> </table>	Task Name	Workgroup	Assigned To	Created	Last Updated	Review Status	Actions	Review Financial Assurance Information	P-5 Workgroup	Michelle Souza	03/09/2021 09:17 AM	03/09/2021 09:25 AM		Actions	
Task Name	Workgroup	Assigned To	Created	Last Updated	Review Status	Actions										
Review Financial Assurance Information	P-5 Workgroup	Michelle Souza	03/09/2021 09:17 AM	03/09/2021 09:25 AM		Actions										

5.	<p>For the purpose of this guide, we are going to choose to Approve the form. To do so, select Update Review Status from the dropdown.</p>		
6.	<p>Select Approve from the Review Status dropdown and select Save to disposition the task. You will be asked to confirm your selection and select to continue.</p>		Review Status
7.	<p>Workflow processing will begin and you will be notified that you can refresh the page to view the updated status.</p> 		
8.	<p>When workflow processing is complete, the form can be closed.</p>		