



# Disposal/Injection Well Pressure Test Report (H-5)

## External User Guide

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Railroad Commission of Texas  
Information Technology Services Division  
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## What is an H-5?

Under Statewide Rules 9 (Disposal Wells), 46 (Fluid Injection into Productive Reservoirs), 96 (Underground Storage of Gas in Productive or Depleted Reservoirs), 81 (Brine Mining Injection Wells), 95 (Underground Storage of Liquid or Liquefied Hydrocarbons in Salt Formations) and 97 (Underground Storage of Gas in Salt Formations), all disposal, injection, and storage wells must be pressure tested to determine if there are any leaks in the casing, tubing or packer. These tests are known as mechanical integrity tests (MIT), and the results of the tests are reported on *Form H-5 Disposal/Injection Well Pressure Test Report*.

By statewide rule, these tests are required before injection operations begin and every 5 years thereafter. However, if there are substandard completion conditions such as short surface casing, wells must be tested annually or at the interval specified by the Commission. A mechanical integrity test is also required after a well workover or whenever the mechanical integrity of the well needs to be verified.

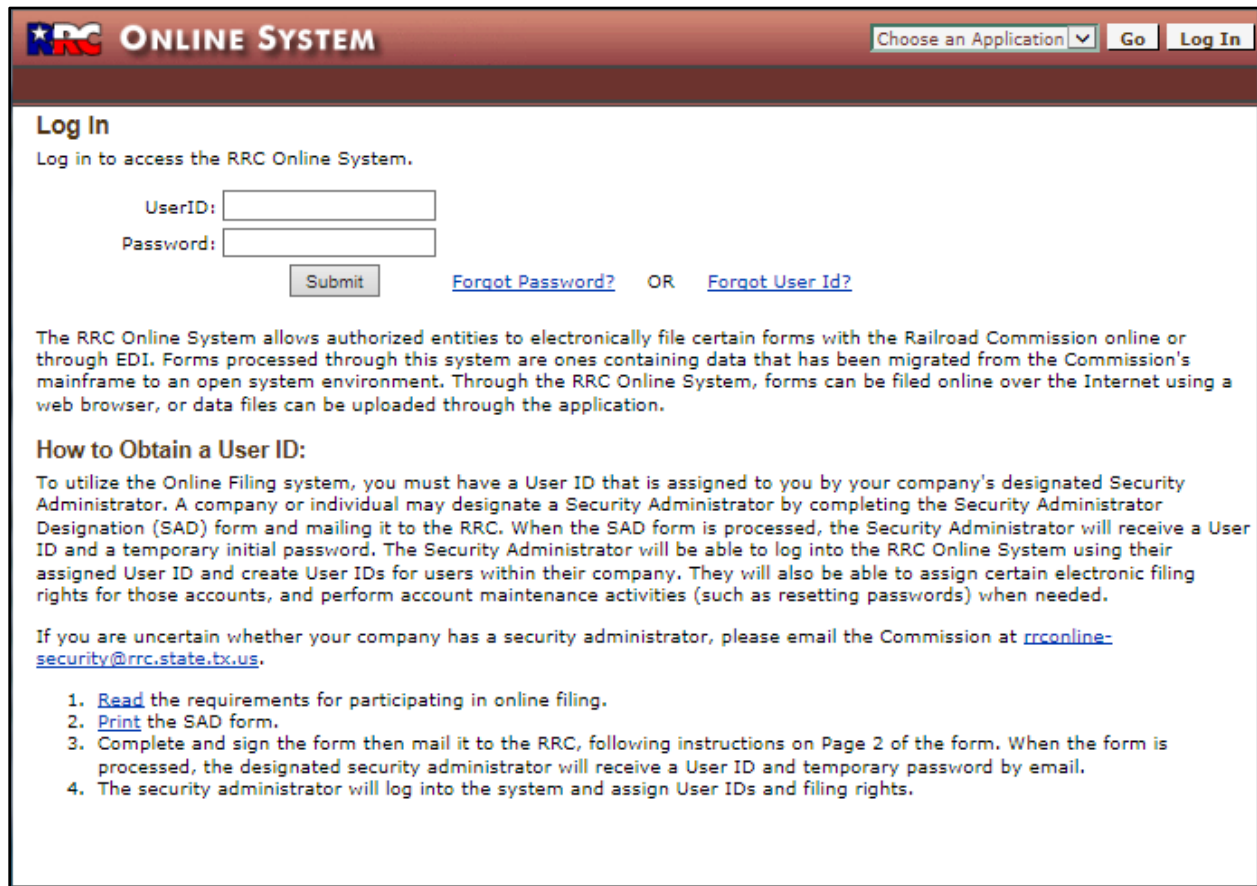
## Getting Started

### 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 are 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*. H-5 Test Reports can be filed online over the Internet using a web browser.

## RRC Online System Login Screen



The screenshot shows the RRC Online System login page. At the top, there is a header with the RRC logo and the text "ONLINE SYSTEM". To the right of the header, there is a dropdown menu labeled "Choose an Application" with a "Go" button and a "Log In" button. Below the header, the page is titled "Log In" and contains the instruction "Log in to access the RRC Online System." There are two input fields: "UserID:" and "Password:". Below these fields is a "Submit" button and two links: "Forgot Password?" and "Forgot User Id?". A paragraph of text explains that the RRC Online System allows authorized entities to electronically file certain forms with the Railroad Commission online or through EDI. Below this text is a section titled "How to Obtain a User ID:" which provides instructions on how to obtain a User ID and a temporary initial password. It also includes a list of steps to follow for obtaining a User ID and a link to email the Commission for more information.

**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.

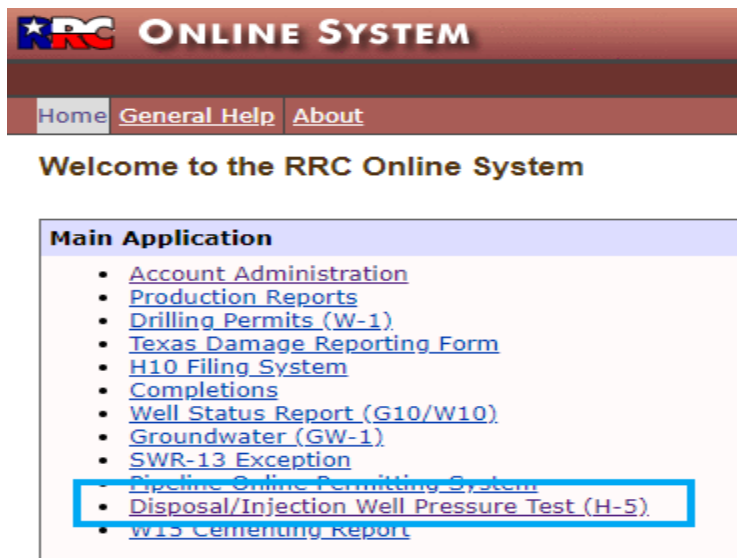
**How to Obtain a User ID:**

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 [rconline-security@rrc.state.tx.us](mailto:rconline-security@rrc.state.tx.us).

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 the *RRC Online System*, a user with the proper security access will see the *Disposal/Injection Well Pressure Test (H-5)* link on their Home Page.



The screenshot shows the RRC Online System Home Page. At the top, there is a header with the RRC logo and the text "ONLINE SYSTEM". Below the header, there is a navigation bar with links for "Home", "General Help", and "About". The main content area is titled "Welcome to the RRC Online System" and contains a section titled "Main Application" with a list of links. The link "Disposal/Injection Well Pressure Test (H-5)" is highlighted with a blue box.

**RRC ONLINE SYSTEM**

[Home](#) [General Help](#) [About](#)

**Welcome to the RRC Online System**

**Main Application**

- [Account Administration](#)
- [Production Reports](#)
- [Drilling Permits \(W-1\)](#)
- [Texas Damage Reporting Form](#)
- [H10 Filing System](#)
- [Completions](#)
- [Well Status Report \(G10/W10\)](#)
- [Groundwater \(GW-1\)](#)
- [SWR-13 Exception](#)
- [Pipeline Online Permitting System](#)
- [Disposal/Injection Well Pressure Test \(H-5\)](#)
- [W15 Cementing Report](#)

Upon selecting the *Disposal/Injection Well Pressure Test (H-5)* link, the *Actions Needed Dashboard* will display.

## Actions Needed Dashboard - H-5 Home Page

The screenshot shows the 'H-5: Disposal/Injection Well Pressure Test' Actions Needed Dashboard. The page header includes the Railroad Commission of Texas logo and a 'Log Out' button. A left-hand navigation menu lists options like 'Home', 'RRC Online', 'H-5 Home', 'Dashboard', 'Action Needed', 'Submitted', 'Approved', 'Failed', 'Search', 'Search H-5 Tests', 'Test Report Filing', 'New H-5 Test', 'Help', and 'User Guide'. The main dashboard area features a table with columns for UIC Number, API Number, Filing Number, Submittal Date, Test Status, County, District, Lease Name, Lease Number, Well Number, Injection Well Type, Operator Name, Operator Number, Submitter Name, and Retest. A single application is displayed with a status of 'In Progress' in Reeves County, District 08, and a well number of 1. The injection well type is '2-Disposal into a Productive Zone'. The 'Retest' column contains a 'Y'.

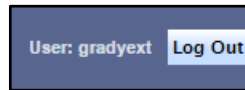
UIC Number	API Number	Filing Number	Submittal Date	Test Status	County	District	Lease Name	Lease Number	Well Number	Injection Well Type	Operator Name	Operator Number	Submitter Name	Retest
		41		In Progress	REEVES	08			1	2-Disposal into a Productive Zone				Y

The *Actions Needed Dashboard* is the main landing page of the *H-5: Disposal/Injection Well Pressure Test* site. In the left-hand column, there are direct links that provide navigation within the H-5 system.

## Navigating the H-5 System

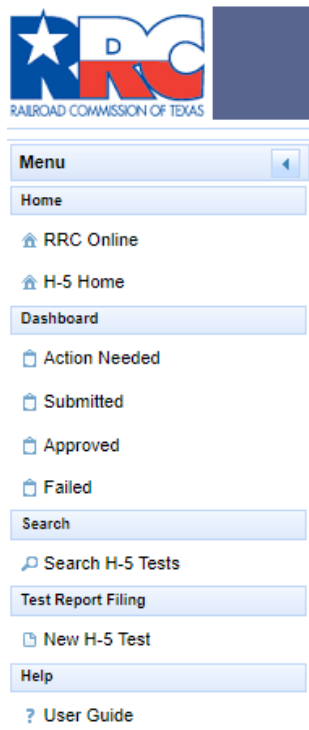
There are many ways of navigating the *H-5: Disposal/Injection Well Pressure Test* site, and this section describes the navigational menus that will help you get to where you want to go.

### Logged in User












The top-right side of the window shows the currently logged-in user, as well as the **Log Out** button. Click the **Log Out** button to log out and return to the RRC login screen.



### Left Navigation Menu



The navigation menu is on the upper-left side of the window. You can navigate to these sections by clicking on one of the following links:

- From the *Home* subsection, click the link labeled  **RRC Online** to go to the *RRC Online System* page.
- From the *Home* subsection, click the link labeled  **H-5 Home** to go to the *H-5: Disposal/Injection Well Pressure Test* site.

- From the *Dashboard* subsection, click the link labeled  **Action Needed** to view test reports that require an action from you to complete the filing process. These test reports will be in *In Progress* or *Inconclusive* status. All the test reports in the *Action Needed Dashboard* are submitted by users with an *RRC Online System* user profile that is associated with the same operator number or consultant number as the logged-in user.
- From the *Dashboard* subsection, click the link labeled  **Submitted** to view test reports that have been submitted for review by the Commission. These test reports will be in *Submitted*, *Awaiting Review-Storage Cavern*, *Under DO Review*, *DO Reviewed*, *Under Inj-Storage Review* or *Resubmitted* status.  
All the test reports in the *Submitted Dashboard* are submitted by users with an *RRC Online System* user profile that is associated with the same operator number or consultant number as the logged-in user.
- From the *Dashboard* subsection, click the link labeled  **Approved** to view test reports that have been approved by the Commission. They will be in *Approved* status.  
All the test reports in the *Approved Dashboard* are submitted by users with an *RRC Online System* user profile that is associated with the same operator number or consultant number as the logged-in user.
- From the *Dashboard* subsection, click the link labeled  **Failed** to view test reports that were evaluated as failed by the Commission. They will be in *Failed* status.  
All the test reports in the *Failed Dashboard* are submitted by users with an *RRC Online System* user profile that is associated with the same operator number or consultant number as the logged-in user.
- From the *Search* subsection, click the link labeled  **Search H-5 Tests** to see H-5 test reports submitted by any user, including users with an *RRC Online System* user profile that is associated with a different operator number or consultant number than the logged-in user.
- From the *Test Report Filing* subsection, click the link labeled  **New H-5 Test** to create a new H-5 test report.
- From the *Help* subsection, click the link labeled  **User Guide** to view the *Disposal/Injection Well Pressure Test User Guide*.

You can collapse the left navigation menu by clicking the collapse icon . This will collapse the menu to the left of the screen. Click the expand icon  to expand the menu again.

## Bottom Navigation Menu


[Disclaimer](#) | [RRC Online](#) | [RRC Home](#) | [Contact](#)

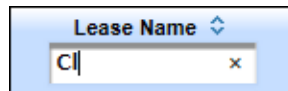
At the bottom of the window, you can access links to different areas of functionality in the RRC home page. You can navigate to these sections by clicking on one of the following links:

- Click the **Disclaimer** link to navigate to, and view, the *Railroad Commission of Texas Site Policies*.
- Click the **RCC Online** link to navigate to the *RRC Online System* home page.
- Click the **RRC Home** link to navigate to the RRC public website.
- Click the **Contact** button to view RRC contact information.

## Navigating the Dashboards

Navigate the *Action Needed*, *Submitted*, *Approved* or *Failed* Dashboard by following the instructions below:




1. Click the sort order button  below the column title to sort the test reports by the information in the column selected. Clicking it again reverses the sort order.
2. Click the text box under the column name and enter a full or partial word to filter the list for items containing the text you entered. For example, if you enter “Le”, only results that contain the characters “Le” are displayed (lower case “le” and upper case “LE” are treated as the same characters). Removing the text from the search box returns the list to its initial state.





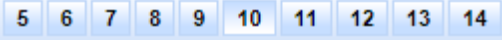
A screenshot of a search box labeled "Lease Name" with a dropdown arrow. The text "Cl" is entered in the search box, and there is a small "x" icon to clear the text.



**NOTE:** Filter text is not case sensitive.

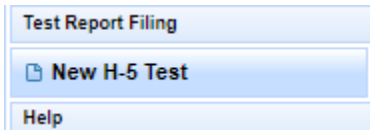
3. The navigation bars at the top and the bottom of the list of test reports allow you to show more results on the page or move from page to page quickly. These navigation bars allow you to easily navigate lists of test reports.
  - a. Click the drop-down list  in the navigation bar to select how many results per page you want to see.
  - b. Click the next button  in the navigation bar to go to the next page. If you are on the last page, this button cannot be used.
  - c. Click the previous button  in the navigation bar to go to the previous page. If you are on the first page, this button cannot be used.



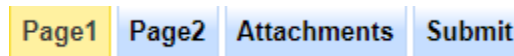
- d. Click the last button  in the navigation bar to go to the last page. If you are on the last page, this button cannot be used.
- e. Click the first button  in the navigation bar to go to the first page. If you are on the first page, this button cannot be used.
- f. Click any of the numbered buttons  to navigate directly to the page that corresponds to the number you clicked on. Regardless of the number of pages that are returned, there are only ten buttons shown on this navigation bar at a time.

## Creating and Submitting a New H-5 Test Report

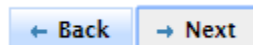
To start process of entering a new test report, click the **New H-5 Test** link in the left navigation menu. A new H-5 test report displays.



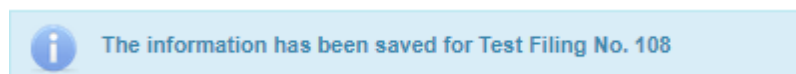
1. You can track your progress with the page tabs (**Page1**, **Page2**, **Attachments**, **Submit**). The current filing page will be golden while the others are blue.



2. Use the **Next** and **Back** buttons to navigate between the pages of the test report.



3. Your changes are automatically saved when you click the **Next** button. A *Filing Number* is created when navigating from **Page 1** to **Page 2**. You will see the following message when the next page displays.



**IMPORTANT:** All fields on the test report data entry screen marked with an asterisk (\*) are required fields.

You will be able to navigate to the next page only after required information has been entered, and errors have been resolved.

4. **Page 2** and the **Attachments** page will display identifying information for the well at the top of the screen.

### H-5: Disposal/Injection Well Pressure Test

Filing No. 108 UIC No. 999999999 Operator TEST OPERATOR, LLC

Dist. 03 Lease TEST LEASE

Well No. 1851

Inj Well Type 2-Disposal into a Productive Zone

The screen illustration below is **Page 1** of the test report when it displays initially.

**H-5: Disposal/Injection Well Pressure Test**

Page1
Page2
Attachments
Submit

**Operator Information**

Operator Name	Operator Number
Address 1	Address 2
City	State
Zip Code:	

**Lease and Well Information**

Lease Name	Oil Lease/Gas ID Number
Field Name	Field Number
District	County
Well Number	API Number
UIC Number	Injection Well Type

**Test Information**

Date Test Performed *	<input type="text" value="MM/DD/YYYY"/>	Reason for Test *	<input type="text" value="Reason for Test"/>
Is this a Retest? *	<input type="text" value="Select One"/>	For a Retest, Date of Previous Test	<input type="text" value="MM/DD/YYYY"/>
Remedial Actions Prior to Retest:	<input type="text"/>	Other Remedial Action Prior to Test	<input type="text"/>

Well Completion Strings	Size as Fraction (ex. 4 1/2) (in.)	Depth Set (ft.)	Top Of Cement (ft.)	Action
Surface Casing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Long String Casing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Tubing or Hanging String	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

String Type\*

- The first step is to identify the well. Enter the *UIC Number*, *API Number*, or use the **Advanced Search** feature to find and select the well. There is also a link to the **GIS Viewer** for informational purposes only. The illustration below shows these options.

**Identifying Well**

Identify the well for test filing by UIC No., API No. or use the Advanced Search for other search criteria.

UIC Number:	<input type="text"/>	<input type="button" value="Find"/>	API Number	<input type="text" value="000-00000"/>	<input type="button" value="Find"/>	<a href="#">GIS VIEWER</a>	<input type="button" value="Advanced Search"/>
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2. The illustration below shows the **Advanced Search** window used to find a well based on these identifiers: *UIC Number, Operator Number, Operator Name, API Number, Lease Number, Lease Name, Well Number, Field Number, Field Name*.
  - a. Enter an identifier in the text box and click **Search**.
  - b. Select a well from the list displayed and click **Set**.

### *Operator Information and Lease and Well Information sections*

Once the well is selected using one of the search options, the system will populate the **Operator Information** and **Lease and Well Information** sections. The information in these sections cannot be modified.

**Operator Information**

Operator Name	Operator Number
Address 1	Address 2
City	State
Zip Code:	

**Lease and Well Information**

Lease Name	Oil Lease/Gas ID Number
Field Name	Field Number
District	County
Well Number	API Number
UIC Number	Injection Well Type

### *Test Information section*

**Test Information**

Date Test Performed *		Reason for Test *	
<input type="text" value="MM/DD/YYYY"/>		<input type="text" value="Reason for Test"/>	<input type="button" value="v"/>
Is this a Retest? *	<input type="button" value="Select One"/>	For a Retest, Date of Previous Test	<input type="text" value="MM/DD/YYYY"/>
Remedial Actions Prior to Retest:	<input type="button" value="v"/>	Other Remedial Action Prior to Test	<input type="text"/>

3. *Date Test Performed* – This is a required item for all injection well types.
4. *Reason for Test* – This is a required item for all injection well types. Select from the following options:
  - a. *Initial Test Prior to Injection*
  - b. *After Workover*
  - c. *Annual Test as Required by Permit*
  - d. *5-Year Test as Required by Statewide Rule*
  - e. *Alternate Test Schedule as Required by Permit*
  - f. *Injection Permit Cancellation/Suspension*
  - g. *Injection Permit Reactivation*
  - h. *Requested by RRC*
5. *Is this a Retest?* – This is a required item for all injection well types. Select *Yes* or *No* from the dropdown to indicate whether the H-5 is being filed for a retest. If the reason for filing is *Initial Test Prior to Injection*, the value selected must be *No*.
6. *For a Retest, Date of Previous Test* – This date is required if the H-5 is for a retest. It cannot be a future date.
7. *Remedial Actions Prior to Retest* – This item is optional for all injection well types. Select one or more items from these selection options:
  - a. *Tubing*
  - b. *Packer*
  - c. *Casing*
  - d. *Wellhead*
8. *Other Remedial Actions Prior to Test* – If a remedial action performed prior to the test is not included in the remedial actions selections list, enter it in the optional text box.

*Well Completion Strings section*

Well Completion Strings	Size as Fraction (ex. 4 1/2) (in.)	Depth Set (ft.)	Top Of Cement (ft.)	Action
Surface Casing	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Long String Casing	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Tubing or Hanging String	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

String Type\*

9. The *Well Completion Strings* section provides blank rows for entering *Size*, *Depth Set* and *Top of Cement* for *Surface Casing*, *Long String Casing* and *Tubing or Hanging String*. For all injection well types, *Long String Casing* is required.

- a. *Size* – Enter the size measured in inches. Enter up to four digits with a fraction if needed. Decimals are not allowed and cannot be input by the filer.
- b. *Depth Set* – Enter the depth measured in feet. Enter up to five digits with no fractions or decimals.
- c. *Top of Cement* – This is an optional item. Enter the depth measured in feet. Enter up to five digits with no fractions or decimals.

*Top of Cement* cannot be entered for *Tubing or Hanging String*.

If a string type is not applicable to the well that was tested, leave the row blank. You do not need to delete a blank row. The system will automatically delete a blank row when you submit the test report.



**IMPORTANT:** Although the online system requires only *Long String Casing* information to be entered, you must enter all strings applicable to the well that was tested. Otherwise, the test may be evaluated by the Commission as *Inconclusive* or *Failed*.

10. If you need to enter an additional string for the well, click the drop-down list labeled *String Type*. The selection options are as follows:
  - a. *Surface Casing*
  - b. *Long String Casing*
  - c. *Intermediate Casing*
  - d. *Liner*
  - e. *Tubing or Hanging String*

After you select a *String Type*, the **Add String** button becomes active. Click the button and a blank row will be added below the last row. Enter both *Size* and *Depth Set*. *Top of Cement* is optional for all string types except *Tubing or Hanging String*. *Top of Cement* cannot be entered for *Tubing or Hanging String*.

If you need to delete a row, click the **Delete** button to the right of the row. It is OK to leave an unneeded row blank. The system will automatically delete a blank row when you submit the test report.

11. Below is an example of a completed **Well Completion Strings** section. The row labeled *Liner* was added by selecting the *String Type* from the drop-down list.

Well Completion Strings	Size as Fraction (ex. 4 1/2) (in.)	Depth Set (ft.)	Top Of Cement (ft.)	Action
Long String Casing	10 3/4	3243	0	Delete
Surface Casing	16	125	0	Delete
Tubing or Hanging String	7 5/8	3159		Delete
Liner	5 1/2	3259	0	Delete

String Type\*  
 Add String

[→ Next](#)

- When you have completed **Page 1**, click the **Next** button at the bottom left side of the page. If the system detects errors, messages will display.
- After you resolve any errors, click **Next** again to save the information and advance to **Page 2**.

The screen illustration below is **Page 2** of the test report when it displays initially.

**H-5: Disposal/Injection Well Pressure Test**

- Well Information

Packer Make/Model \*

Depth Packer Set \*

Permitted Injection Interval  
 Top 2500 Bottom 6222

Completed Injection Interval  
 Top \*  Bottom \*   No Completed Intervals

Authorized Liquid Injection Pressure 1250

Authorized Gas Injection Pressure

Well Status \*

- Test Pressures

Test Pressures must be entered unless one of the following applies:

Well did not pressure up. No test pressures to report.

Digital recorder readings are attached (Note: An analog circular chart is not considered a digital recording.)

Minutes Elapsed	Tubing or Hanging String (psig)	Casing (psig)	Surface Casing (psig)	Action
INITIAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
30	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Test Witnessed by RRC? \*  Name of RRC Representative

Injection Fluid Description

Annulus Fluid Description \*

Select Tests/Surveys Performed on this Well

Specify Other Test/Survey Performed on this well

Operator Comments on Test   
500 characters remaining.

*Well Information section*

- Well Information

Packer Make/Model

Depth Packer Set

Permitted Injection Interval  
 Top 6300 Bottom 8300

Completed Injection Interval \*  
 Top  Bottom \*   No Completed Intervals

Authorized Liquid Injection Pressure 3150

Authorized Gas Injection Pressure 0

Well Status \*

1. **Packer Make/Model** – This item is required for all injection well types except *brine mine* or *storage cavern*. Select from the following options:
  - a. *No packer/injection down casing*
  - b. *Other equipment*. If selected, a description is required. Enter this in the text box.
  - c. *Packer*. If selected, make and model are required. Enter these in the text box.



2. *Depth Packer Set* – This item is required if *Packer* or *Other equipment* is selected. It is optional if well type is *brine mine* or *storage cavern*.
  - a. *Depth Packer Set* must be less than or equal to *Completed Injection Interval – Top* if *Completed Injection Interval – Top* is greater than zero.
  - b. *Depth Packer Set* cannot be entered if *No packer/injection down casing* was selected for *Packer Make/Model*.
3. *Permitted Injection Interval – Top* – This item is automatically populated from the permit information and cannot be modified.
4. *Permitted Injection Interval – Bottom* – This item is automatically populated from the permit information and cannot be modified.
5. *Completed Injection Interval – Top* – This item is required for all injection well types unless the **No Completed Intervals** box is checked. Enter an integer up to five digits long.
  - a. If entered, it must be a smaller number than *Completed Injection Interval – Bottom*.
6. *Completed Injection Interval – Bottom* – This item is required for all injection well types unless the **No Completed Intervals** box is checked. Enter an integer up to five digits long.
  - a. If entered, it must be a larger number than *Completed Injection Interval – Top*.
7. **No Completed Intervals** checkbox – If this box is checked, *Completed Injection Interval* items are not allowed for input.
8. *Authorized Liquid Injection Pressure* – This item is automatically populated from the permit information and cannot be modified.
9. *Authorized Gas Injection Pressure* – This item is automatically populated from the permit information and cannot be modified.
10. *Well Status* - This item is required for all injection well types. Below are the selection options:
  - a. *Active*
  - b. *Temporarily Abandoned*
  - c. *Drilled But Not Completed*
  - d. *Injection Permit Suspended*
  - e. *Converted to Production*
  - f. *Permit Cancelled*
  - g. *Well Plugged*
  - h. *Shut-In*
  - i. *Initial Test Before Injection*

## Test Pressures section

**Test Pressures**

Test Pressures must be entered unless one of the following applies:

Well did not pressure up. No test pressures to report.

Digital recorder readings are attached (Note: An analog circular chart is not considered a digital recording.)

Minutes Elapsed	Tubing or Hanging String (psig)	Casing (psig)	Surface Casing (psig)	Action
INITIAL				Delete
15				Delete
30				Delete

Add Pressure Reading

11. The *Test Pressures* section provides blank rows for entering the INITIAL test pressure and rows for entering test pressures at 15 and 30 minutes after the INITIAL pressure reading.

At least one pressure reading must be entered in the row labeled INITIAL. A pressure reading is an integer value of 0 or greater. Enter the test pressures under the columns labeled as follows:

- Tubing or Hanging String (psig)*
- Casing (psig)*
- Surface Casing (psig)*

12. If the *Minutes Elapsed* for your test is different than 15 or 30 minutes, you can change the value in the *Minutes Elapsed* column. The INITIAL value cannot be changed.
- If your test ran for hours instead of minutes, convert hours to minutes by multiplying the number of hours by 60. For example, if two hours have elapsed since the last reading, enter 120 in the *Minutes Elapsed* column (2 X 60).



**NOTE:** If you change the values in the *Minutes Elapsed* column, save the test report, and then return later to submit the report, the system will re-add blank rows with 15 and 30 minutes in the *Minutes Elapsed* column. If you don't need these rows, simply leave them blank. When you submit the record, the system will automatically discard unused rows, and will then sort the completed rows according to the value in the *Minutes Elapsed* column (example, INITIAL, 10, 15, 30).

13. If the well did not pressure up and there are no test pressures to report, select the checkbox labeled **Well did not pressure up. No test pressures to report.** If selected, no test pressures can be entered.
14. If you are going to attach a report of digital recorder readings on the **Attachments** page, select the checkbox labeled **Digital recorder readings are attached.** For all injection well types except brine

mines and storage caverns, test pressures are still required to be entered when digital recorder readings are attached.

If you select this checkbox, the validations will require you to upload a digital MIT Report for the filing before it is submitted. This is explained later in the **Attachments** section of this document.

15. Add **Pressure Reading** button – Click to add another blank row for a pressure reading.
  - a. *Minutes Elapsed* column. Specify the number of minutes elapsed since the last reading. It is OK if you enter a value in the *Minutes Elapsed* column that is out of order with the existing rows (example: INITIAL, 15, 30, 10). When you submit the record, the system will automatically discard any blank rows and will sort the rows according to the value in the *Minutes Elapsed* column (example: INITIAL, 10, 15, 30).
  - b. *Tubing or Hanging String, Casing, or Surface Casing* columns. Enter at least one pressure reading as an integer 0 or greater.
16. If you need to delete a row, click the **Delete** button to the right of the row. It is OK to leave an unneeded row blank. The system will automatically delete a blank row when you submit the test report.

#### Other Information section

---

Test Witnessed by RRC? *	Select One ▾	Name of RRC Representative	<input type="text"/>
Injection Fluid Description	<input type="text"/>		
Annulus Fluid Description *	Liquid ▾	<input type="text"/>	
Select Tests/Surveys Performed on this Well	<input type="text"/>		
Specify Other Test/Survey Performed on this well	<input type="text"/>		
Operator Comments on Test	<input type="text"/>		

500 characters remaining.

---

17. *Test Witnessed by RRC?* – This is a required item. Select *Yes* or *No* from the drop-down list.
18. *Name of RRC Representative* – This is an optional item. Enter the name of the inspector in the text box.
19. *Injection Fluid Description* – This is an optional item. Enter a description in the text box.
20. *Annulus Fluid Description* – The selection values are *Liquid* or *Gas*.
  - a. The default selection is *Liquid*.
  - b. If *Liquid* is selected, an optional description can be entered in the text box.
  - c. If *Gas* is selected, a description is required to be entered in the text box.

21. *Select Tests/Surveys Performed on this Well* – If applicable, select one or more test or survey names if they were performed at the same time as the mechanical integrity test. The selection options are as follows:
- a. *Sonar Survey*
  - b. *Casing Inspection (PDF only)*
  - c. *Radioactive Tracer Survey*
  - d. *Temperature Log*
22. *Specify Other Test/Survey Performed on this Well* - This is an optional text box. Enter the test or survey name if a test or survey was performed at the same time as the mechanical integrity test, but it was not specified in the list above.
23. *Operator Comments on Test* – This is an optional text box for the operator to enter comments about the test.
24. When you have completed **Page 2**, click the **Next** button at the bottom left side of the page. If the system detects errors, messages will display.
25. After you resolve any errors, click **Next** again to save the information and advance to the **Attachments** page.

## Attachments page

The screen illustration below is the **Attachments** page.

Page1 Page2 **Attachments** Submit

**i** The information has been saved for Test Filing No. 130

**Attachments**

Select Attachment Type  + Choose File

File Name	File Size	Type	Upload Status	Actions
No Attachments Found.				

[← Back](#) [→ Next](#)

1. The **Attachments** page is where you can upload and attach a supporting document to the filing. You can upload one attachment at a time.
2. A supporting document needs to be scanned and saved on your computer before you can upload it on the **Attachments** page.

### **IMPORTANT:**



1. *Analog (Circular) Chart* attachments must be scanned and saved in **color** (not black and white).
  2. A *Casing Inspection* document can only be submitted in PDF format.
3. Select *Attachment Type* from the following options:
    - a. *Analog (Circular) Chart (in color)*
    - b. *Brine Mining Digital MIT Report*
    - c. *Calibration Certificate*
    - d. *Casing Inspection – acceptable in PDF format only*
    - e. *Digital Recorder Reading Report*
    - f. *Procedure Approval Letter*
    - g. *Storage Cavern Digital MIT Report*
    - h. *Sonar Survey*
    - i. *Other*
  4. Click the **Choose File** button to open a window to find the file to upload from your computer. Select the file to upload and click the **Open** button. This will upload the file.


- a. For attachments types other than *Casing Inspection* (PDF format only), the system will accept attachments in the following formats:
  - i. .pdf, .tiff, .docx, .doc, .xlsx, .csv, .jpg, jpeg, and .png.
- b. File size can be up to 25 MB.


5. Once the file is uploaded, it will display on the screen with the *File Name*, *File Size*, *Type*, and *Upload Status* describing the file. Use the **Actions** buttons to **View** or **Delete** the file.

File Name	File Size	Type	Upload Status	Actions
MIT Chart.tif	1873056	Analog (Circular) Chart	File Uploaded Successfully	<a href="#">Delete</a> <a href="#">View</a>
Calibration Certificate.pdf	34692	Calibration Certificate	File Uploaded Successfully	<a href="#">Delete</a> <a href="#">View</a>

6. To upload another file, select an *Attachment Type* and click the **Choose File** button.
7. When you have uploaded the necessary documents, click the **Next** button. If the system detects errors, messages will display.
8. If the report is for any well type **except** a storage cavern, if you selected on **Page 2** the **Digital recorder readings are attached** checkbox, a *Digital Recorder Readings Report* or *Brine Mining Digital MIT Report* attachment must be uploaded to advance to the **Submit** page. If one of these attachments is not uploaded, the following error message displays:

Page1 Page2 **Attachments** Submit

 A Digital MIT Report must be uploaded before the test report is submitted

 The information has been saved for Test Filing No. 108

**Attachments**


Select Attachment Type


File Name	File Size
No Attachments Found.	

[← Back](#) [→ Next](#)

9. If the report is for a storage cavern, a *Storage Cavern Digital MIT Report* attachment must be uploaded to advance to the **Submit** page. If it is not uploaded, the following error message displays:

Page1 Page2 **Attachments** Submit

 A Storage Cavern Digital MIT Report must be uploaded before the test report is submitted.

 The information has been saved for Test Filing No. 48

**Attachments**

Select Attachment Type

File Name	File Size
No Attachments Found.	

[← Back](#) [→ Next](#)

10. After you resolve any errors, click **Next** again to save the information and advance to the **Submit** page.

## Submit page

1. To submit the H-5 report, read the certification statement, and then select the **Certify** checkbox.

If you decide not to submit the report at this time, you can do one of the following:

- a. Click the **Back** button to return to the **Attachments** page.
- b. Click a link on the left navigation **Menu** to exit the test report.
- c. Click the **Logout** button at the top right of the screen.

When you return to the **Submit** page later, you will need to click the **Certify** button again before submitting the report.

← Certify and Submit

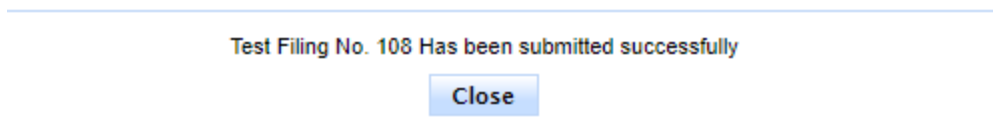
CERTIFICATION: I declare under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that the data and facts stated herein are true, correct, and complete, to the best of my knowledge.

Certify

Submit

← Back

2. Once the filing is submitted successfully, a confirmation message will display:



3. The system changes the filing status to **Submitted**. You can view the test report by clicking the **Submitted** link on the left navigation menu.
4. Click the **Close** button. The **Action Needed** dashboard will display.



## Saving an *In Progress* Test Report

When completing a new H-5 test report, after you have entered the required items and advanced to the next page, you can save a test report to submit later. For example, after entering the required items on **Page 1** of a new H-5 test report, click the **Next** button. The system automatically assigns a **Filing Number**, saves the data on **Page 1**, and displays **Page 2**. You can exit the new H-5 test report screen by clicking a link on the left navigation menu, or you can continue entering data items on **Page 2**.

As you advance through each page of the test report (i.e., **Page 1**, **Page 2**, **Attachments**, and **Submit**) the system saves your data when the **Next** button is clicked. If you exit the screen before entering the required data items and clicking the **Next** button, the system will not save the data on that page.

If you save a test report to submit later, it will display in your *Actions Needed Dashboard*. The report status is *In Progress*.

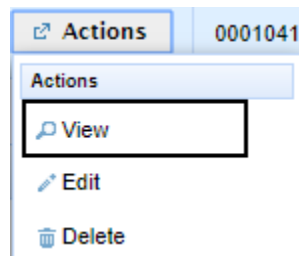


**IMPORTANT:** The system saves the data items on the page only when the **Next** button is clicked.

## Viewing an *In Progress* Test Report

You can view an *In Progress* test report by following the steps below.

1. In the *Action Needed Dashboard*, find the test report that you want to view.
2. Click the **Actions** button next to the test report. This will open a drop-down list of actions that can be performed.

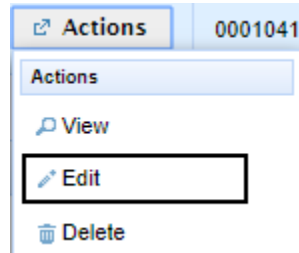


3. Click the **View** button to display the test report in its current state. The test report cannot be edited in view mode. You can navigate through the test report while in view mode by clicking a tab name at the top of the screen.
4. While the test report has an *In Progress* status, the **Test Result** page will only contain identifying information about the well.

## Editing an *In Progress* Test Report

You can edit an *In Progress* test report by following the steps below.

1. In the *Action Needed Dashboard*, find the test report that you want to edit.
2. Click the **Actions** button in the row next to the test report. This will open a drop-down list of actions that can be performed.

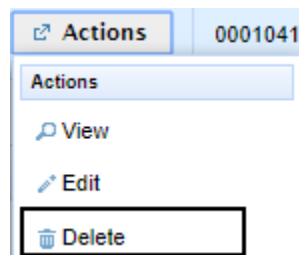


3. Click the **Edit** button next to the test report in order to display and edit the H-5 test report.
4. Enter the new information on the test report and click the **Next** button to navigate through each tab of the test report. The system will validate and save the information as you navigate to the next page. If you advance to the **Submit** page, the test report can be submitted now or later.

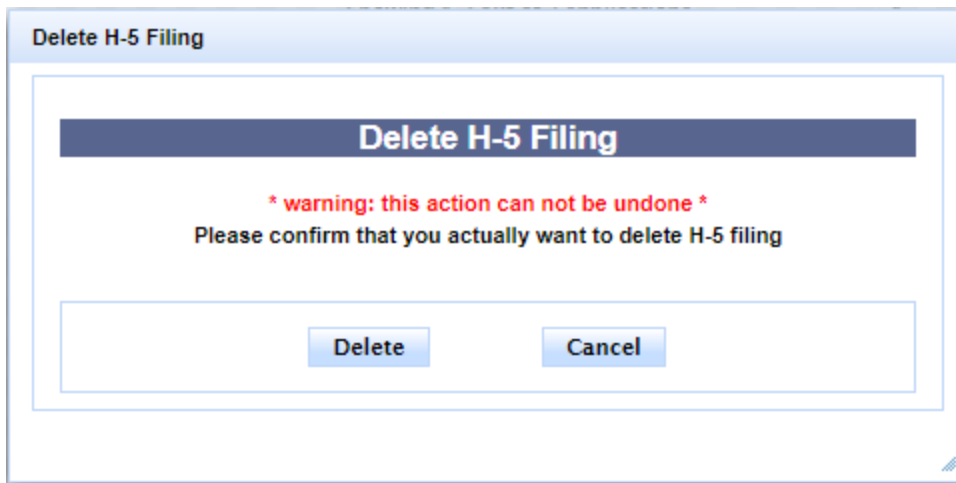
## Deleting an *In Progress* Test Report

You can delete a test report that has not yet been submitted. A test report cannot be deleted after it has been submitted. To delete an *In Progress* test report, follow the steps below.

1. In the *Action Needed Dashboard*, find the test report that needs to be deleted.
2. Click the **Actions** button in the row next to the test report. This will open a drop-down list of actions that can be performed.



3. Click the **Delete** action.
4. A confirmation message will display to verify that you want to delete the test report. Once a test report has been deleted, it cannot be retrieved again.



5. If you do not want to delete the test report, click **Cancel** to return to the *Actions Needed Dashboard*.

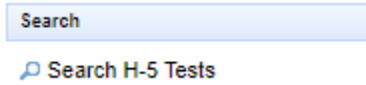


**IMPORTANT:** You can only delete test reports that are in an *In Progress* status.

## Searching for an H-5 Test Report

All H-5 test reports in the system (even those filed by another operator) can be viewed using the **Search** feature. Test reports can be viewed using the **Search** feature for any status except *In Progress*.

1. To access the H-5 search query from the left navigation menu, click the link labeled **Search H-5 Tests**.



2. The *Search Test Reports* screen displays as shown below.

A screenshot of the "H-5: Disposal/Injection Well Pressure Test" search interface. The page has a header "H-5: Disposal/Injection Well Pressure Test" and a sub-header "Search Test Reports". Below the header are 14 numbered search criteria: 1. UIC Number, 2. API Number, 3. County (dropdown), 4. District (dropdown), 5. Lease Number, 6. Lease Name, 7. Field Number, 8. Field Name, 9. Operator Number, 10. Operator Name, 11. Filing Number, 12. Injection Well Type (dropdown), 13. Test Status (dropdown), and 14. Retest Indicator (dropdown). To the right of these are date filters: "Test Performed Date 15 From To", "Submittal Date 16 From To", and "Evaluation Date 17 From To". At the bottom, there are "Search" and "Clear Search" buttons, a status bar showing "Showing 0-0 out of 0 applications", and export options for PDF, Excel, and CSV. A table below the status bar shows search criteria with values: UIC Number: 1, API Number: 2, Filing Number: 11, District: 4, Lease No.: 5, Lease Name: 6, Well No.: 8, Field Name: 8, Test Performed Dt: 15, Test Status: 13, Injection Well Type: 12. Below the table, it says "No results found for search."

3. You can search for test reports using different search criteria.
4. If you enter more than one search criterion, the records in the results list must match all the search criteria that you specify.

For example, if you search for test reports in District 1 for your operator number, all the reports displayed in the results list will be for wells located in District 1 for your operator number.

If your search criterion is field number, all the test reports displayed in the results list will be associated with that field number.

5. Here are the search criteria available for finding one or more test reports:
  1. *UIC Number*: UIC permit number for the well. You do not need to enter leading zeros.
  2. *API Number*
  3. *County*: Select one county per search from the dropdown selection list of all counties in Texas.
  4. *District*: Select one or more RRC districts from the dropdown selection list.
  5. *Lease Number*
  6. *Lease Name*
  7. *Field Number*
  8. *Field Name*
  9. *Operator Number*
  10. *Operator Name*
  11. *Filing Number*: The system assigns a unique Filing Number to each test report. This criterion will return one test report.

12. *Injection Well Type*: Select one or more well types from the dropdown selection list
  13. *Test Status*: Test status will indicate where the test report is in the filing process. Select one or more statuses from the dropdown selection list.
  14. *Retest Indicator*: Select *Y* or *N* (i.e., *Yes* or *No*).
  15. *Test Performed Date (From) (To)*: This is the date that the mechanical integrity test (MIT) was performed. Both a “From” and a “To” date are required.
  16. *Submittal Date (From) (To)*: This is the date that the H-5 test report was submitted through the online system. If the Injection-Storage Permits Unit staff data enters a hardcopy report on behalf of an operator, the submittal date is the receive date stamped by the RRC on the hardcopy report. Both a “From” and a “To” date are required.
  17. *Evaluation Date (From) (To)*: This is the date that the Injection-Storage Permits Unit staff assigned a test status of *Approved*, *Inconclusive*, or *Failed* to the test report. Both a “From” and a “To” date are required.
6. After entering one or more search criterion, click the **Search** button.
  7. If you want to perform another search using different search criteria, click the **Clear Search** button to clear the search results list and erase the previously entered search criteria.
  8. A search results list can be exported to PDF or CSV format by clicking the icons at the top and bottom of the results table.

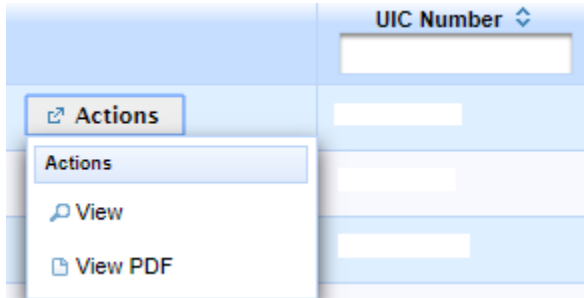
Export Results:  PDF  CSV

9. Search results on this page will only contain filings created in the *RRC Online System* after its implementation in February 2020. Images of the paper Form H-5 test reports that were not submitted through the online system may be accessed through the Oil and Gas Imaged Records Query Menu at <https://www.rrc.texas.gov/resource-center/research/research-queries/imaged-records/imaged-records-menu/>.

## Viewing an H-5 Test Report from the Search Results List

You can view a test report that was returned in the search results list.

1. Click the **Actions** button in the row next to the test report that you want to view. This will open a drop-down list of actions that can be performed.



2. Click **View** from the *Actions* drop-down list to view **Page 1**, **Page 2**, **Attachments**, and the **Test Result** tabs. Click the tabs at the top of the screen to navigate through the test report. You will not be able to modify any data or take any actions when viewing a test report.

Information about the **Test Result** tab is described in the section called [Viewing Test Results and Communications from the Injection-Storage Permits Unit](#).

3. Click **View PDF** from the *Actions* drop-down list to view the test data as a formatted report. This displays a copy of the H-5 test report with the **most recent information that was submitted**.



**NOTE:** Previous versions of the test report for this filing number can be viewed on the **Test Result** tab.

In the upper right corner of the page, *Filing Number* is the unique identifier for a test report filed for a specific UIC permit number for a test performed on a specific date.

When the test report is initially submitted, *Version* number is 1 and *Submittal Date* reflects the date the report was initially submitted.

*Test Status* indicates the current status of the test report.

If current *Test Status* is *Approved*, *Inconclusive*, or *Failed*, *Evaluation Date* reflects the date the test status was assigned by the Injection-Storage Permits Unit.

If the test report was evaluated as *Inconclusive* and later resubmitted, the *Version* number is incremented by 1, and *Submittal Date* is updated to reflect the date the report was resubmitted. *Evaluation Date* is updated when the resubmitted test is evaluated by the Injection-Storage Permits Unit as *Approved*, *Inconclusive* or *Failed*.

*Date Test Performed* does not change for this *Filing Number*, even if the test was resubmitted.

Below is a sample of a formatted Test Report, pages 1 and 2. Identifying information about the well has been omitted from the sample.



**RAILROAD COMMISSION OF TEXAS**

**Form H-5**

1701 N. Congress  
P.O. Box 12967  
Austin, Texas 78701-2967

UIC No.:  
Filing No.: 240  
Submittal Date: 01/20/2020  
Version: 1  
Evaluation Date:  
Test Status: Submitted

**DISPOSAL/INJECTION WELL PRESSURE TEST REPORT - Page 1 of 2**

**PREPARER INFORMATION**

Preparer Name: Phone Number:  
E-mail:

**OPERATOR INFORMATION**

Operator Name: Operator No.:  
Address Line 1: City:  
Address Line 2:  
State: Postal Code:

**LEASE AND WELL INFORMATION**

API Number: Injection Well Type:  
District: Lease Number: Well No.:  
Lease Name: Field Number:  
Field Name:  
County:

**TEST REPORT INFORMATION**

Reason for Test: After Workover Date Test Performed: 01/08/2020  
Retest: No For a Retest, Date of Previous Test:  
Remedial Actions Prior to Retest:

**WELL COMPLETION**

	Casing/Tubing Size	Depth Set (ft.)	Top Of Cement
Long String Casing	10 3/4	3243	0
Surface Casing	16	125	0
Tubing or Hanging String	7 5/8	3159	
Liner	5 1/2	3259	0

Packer Make/Model:

Depth Packer Set:  No Packer / Injection Down Casing





**RAILROAD COMMISSION OF TEXAS**

**Form H-5**

1701 N. Congress  
P.O. Box 12967  
Austin, Texas 78701-2967

**UIC No.:**  
**Filing No.:** 240  
**Submission Date:** 01/20/2020  
**Version:** 1  
**Evaluation Date:**  
**Test Status:** Submitted

**DISPOSAL/INJECTION WELL PRESSURE TEST REPORT - Page 2 of 2**

**INJECTION INTERVALS AND TEST PRESSURES**

	<b>Top</b>	<b>Bottom</b>	
<b>Permitted Injection Interval:</b>	2311	2359	
<b>Completed Injection Interval:</b>	22	222	<input type="checkbox"/> No Completed Intervals
<b>Authorized Liquid Injection Pressure:</b>	1100		
<b>Authorized Gas Injection Pressure:</b>		<b>Well Status:</b>	Permit Cancelled

**TEST PRESSURES AND OTHER INFORMATION**

Well did not pressure up. No test pressures to report.       Digital Recorder readings are attached to filing.

	Tubing or Hanging String	Casing	Surface Casing
INITIAL	0	500	0
After 10 minutes	0	500	0

**Test Witnessed by RRC:** No      **Name of RRC Representative:**

**Injection Fluid Description:**

**Annulus Fluid Description:** Liquid



**Other Tests/Surveys Performed on this Well:**

**Operator Comments On Test:**

## Receiving Emails from the Injection-Storage Permits Unit

1. Your submitted H-5 test report data will be reviewed by the District Office and evaluated by Injection-Storage Permits Unit staff. The Injection-Storage Permits Unit staff will assign a status of *Approved*, *Inconclusive* or *Failed* to the test report.
2. If the test report result is *Inconclusive* or *Failed*, Injection-Storage Permits Unit staff will send a letter as an email attachment to the email address associated with your (i.e., the filer's) *RRC Online System* account. For an *Inconclusive* test status, the letter will provide information about why the test was *Inconclusive* and how to remedy the problem.
3. For an *Approved* test report, an approval letter will be emailed to the filer only for brine mine and storage cavern tests. Approval letters are not sent for injection well types other than brine mines and storage caverns.
4. Below is a sample of the email that is sent from the Injection-Storage Permits Unit.

H-5 Well Pressure Test Report – Test Results for API No. < >

 H-5 Filing Do not reply <rrc-who@rrc.texas.gov>  
To  Penny

 injection-Storage-Letter-29.pdf  
36 KB

Your well pressure test report (Form H-5) has been evaluated by the Injection-Storage Unit. Please see the attachment(s) for the results and contact information.

Please contact us if you have any questions about your test results.

5. The document that is attached to the email is a letter that was generated by the Injection-Storage reviewer. This document can also be viewed on the **Test Result** tab. Below is a sample letter for an *Inconclusive* test. Identifying information about the well has been omitted.

Wayne Christian, Chairman  
Christi Craddick, Commissioner  
Ryan Sitton, Commissioner



Danny Sorrells  
Assistant Executive Director  
Director of Oil and Gas

Paul Dubois, P.E.  
Assistant Director  
Technical Permitting

## RAILROAD COMMISSION OF TEXAS

### OIL AND GAS DIVISION

January 20, 2020

RE: Mechanical Integrity Test (MIT) Report

Operator:

County:

Lease:

Field:

UIC No.:

District:

Lease No.:

Field No.:

API No:

Filing No.:

Well No.:

We have received the Form H-5 you submitted for the test performed on 08/04/2019. The results of this test are inconclusive, for the following reason(s):

The test pressure was less than required for this well (refer to Instruction 4(c)). The test pressure should be at least 500 psig.

Please resolve the violation(s) above by completing the following action(s):

Retest the above-referenced well and either submit a paper Form H-5 and original recording chart to the appropriate District Office OR submit an electronic Form H-5 with digitally recorded data online.

Your compliance within 60 days of the date of this letter will eliminate the need for further Commission action.

If you have any questions, please call 512-463-7037 or email [ogmtestto@rrc.texas.gov](mailto:ogmtestto@rrc.texas.gov).

Sincerely,

Injection-Storage Permits Unit  
Technical Permitting

## Viewing Test Results and Communications from the Injection-Storage Permits Unit

All test reports evaluated by the Injection-Storage Permits Unit can be accessed and viewed from the **Search H-5 Tests** feature or from a Dashboard. *Approved* test reports can be viewed from your *Approved Dashboard*, *Inconclusive* test reports can be viewed from your *Actions Needed Dashboard* and *Failed* reports can be viewed from your *Failed Dashboard*.

1. To view correspondence from the Search feature or from an applicable Dashboard, click the **Actions** button in the row next to the test report you want to view, and then click **View** from the *Actions* drop-down list.
2. Click the **Test Result** tab at the top of the screen to view communication from the Injection-Storage Permits Unit about the test report.

### H-5: Disposal/Injection Well Pressure Test

The screenshot shows the 'Test Result' tab selected. At the top, there is a navigation bar with 'Page1', 'Page2', 'Attachments', and 'Test Result'. Below this, a header section contains the following information: Filing No. 134, Version 2, UIC No., Operator, Dist 01, Lease, Well No. 7, and Inj Well Type 3-Enhanced Recovery. Below the header, the Test Status is 'Approved', Submittal Date is '10/24/2019', and Evaluation Date is '11/03/2019'. The main content area is titled 'RRC Correspondence' and contains a table with the following data:

File Name	File Size	Date Added	View Document
injection-storage-letter-134-1.pdf	37879	11/03/2019 09:56:08	<a href="#">View</a>
h5Filing-134-1.pdf	10085	11/03/2019 09:56:13	<a href="#">View</a>
h5Filing-134-2.pdf	10071	11/03/2019 10:02:56	<a href="#">View</a>

3. At the top of the screen, the **Test Result** tab contains identifying information about the well and the current status of the test report.
4. The **Test Result** tab is always displayed when you view a submitted test report. However, until the test report has been evaluated by Injection-Storage Permits Unit, there won't be any files listed in the **RRC Correspondence** section.
5. Letters emailed to the filer from the Injection-Storage Permits Unit are listed in the **RRC Correspondence** section of the screen. Letters that communicate test status have the following **File Name**:

"Injection-Storage-Letter-<filing number>-<filing version>."

Example: "Injection-Storage-Letter-134-1" where "134" represents the *Filing Number* and "1" represents the *Version* number of the test report filing.

If a test report has been submitted several times, there may be more than one letter that displays in the **RRC Correspondence** section.

6. The **RRC Correspondence** section also contains a PDF of the formatted test report for each version that is submitted and evaluated by the Injection-Storage Permits Unit. The PDF has the following **File Name**:

“h5Filing-<filing number>-<filing version>.”

Example: “Injection-Storage-Letter-134-1” where “134” represents the *Filing Number* and “1” represents the *Version* number of the test report filing.

If a test report has been submitted several times, there may be more than one PDF of the formatted test data that displays in the **RRC Correspondence** section.

7. The Injection-Storage Permits Unit staff may optionally upload other communication items about your test report.

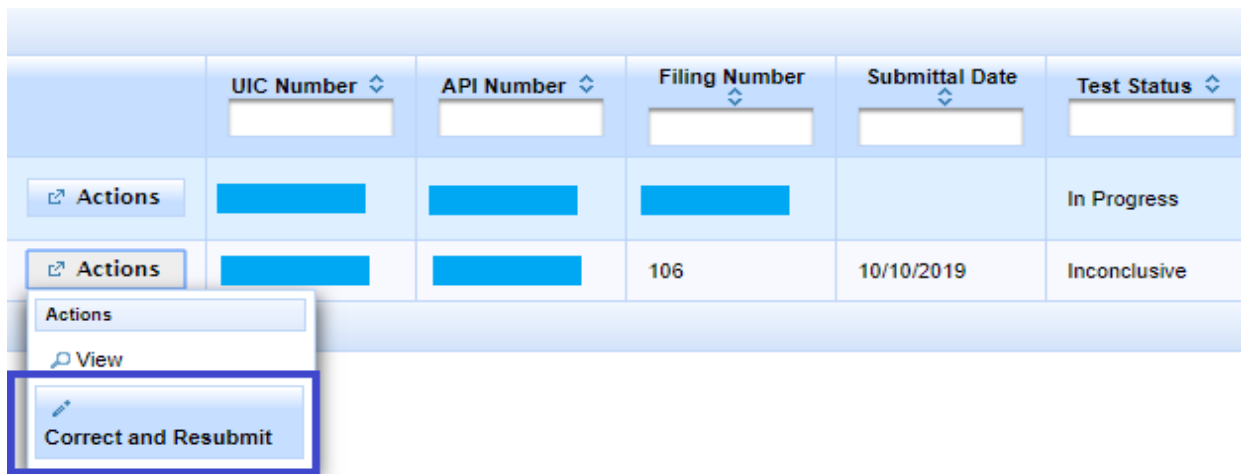


**NOTE:** Use the **Search H-5 Tests** feature if you want to view the most recently submitted data in PDF format. Click the **Actions** button in the row next to the test report you want to view, and then click **View PDF** from the *Actions* drop-down list.

## Resubmitting an *Inconclusive* Test Report

You can resubmit an *Inconclusive* test report by following the steps below.

1. Access the *Action Needed Dashboard* from the navigation menu on the left side of the screen.
2. Click the **Actions** button in the row next to the test report you want to resubmit.
3. When a test report is evaluated as *Inconclusive*, the Injection-Storage Reviewer indicates whether the report is eligible for resubmission. A test report that is eligible for resubmission will display **Correct and Resubmit** as an option in the *Actions* dropdown list.



	UIC Number ▾	API Number ▾	Filing Number ▾	Submittal Date ▾	Test Status ▾
<b>Actions</b>					In Progress
<b>Actions</b>			106	10/10/2019	Inconclusive

Actions

View

**Correct and Resubmit**

4. If the **Correct and Resubmit** option does not display in the *Actions* dropdown list, you will need to contact the Injection-Storage Permits staff member listed in the emailed return letter for further instructions on whether the report should be eligible for resubmission.
  - a. Injection-Storage Permits staff can adjust an indicator on the test report to allow the report to be resubmitted.
5. *Date Test Performed* cannot be modified when you resubmit a test report. If the report is a retest with a new test date, enter a new H-5 test report and enter the previous test date on **Page 1** in the data field labeled *For a Retest, Date of Previous Test*.
6. *Filing Number* does not change for a resubmitted test report. However, a version number will be incremented each time the test report is submitted.
7. Correct any data that needs to be corrected before the test report is resubmitted. The same validations apply for a resubmission that are applicable for the original filing.

- After you have resubmitted the test report, it will display on the **Submitted** Dashboard in *Resubmitted* status.

	UIC Number	API Number	Filing Number	Submittal Date	Test Status
			6	10/01/2019	Under Inj-Storage Review
			106	10/10/2019	Resubmitted

- From the **Submitted** Dashboard, click **View** on the **Actions** button to look at the resubmitted test report. Tab through **Page 1**, **Page 2** and the **Attachments** page to view the most recently submitted data.



**NOTE:** Use the **Search H-5 Tests** feature if you want to view the most recently submitted data in PDF format. Click the **Actions** button in the row next to the test report you want to view, and then click **View PDF** from the *Actions* drop-down list.

- Click the **Test Result** tab at the top of the screen. *Version Number* will be 2 or greater if the test report has been resubmitted.

### H-5: Disposal/Injection Well Pressure Test

Page1
Page2
Attachments
Test Result

Filing No. 106	Version 2	UIC
Test Status Resubmitted		Eva



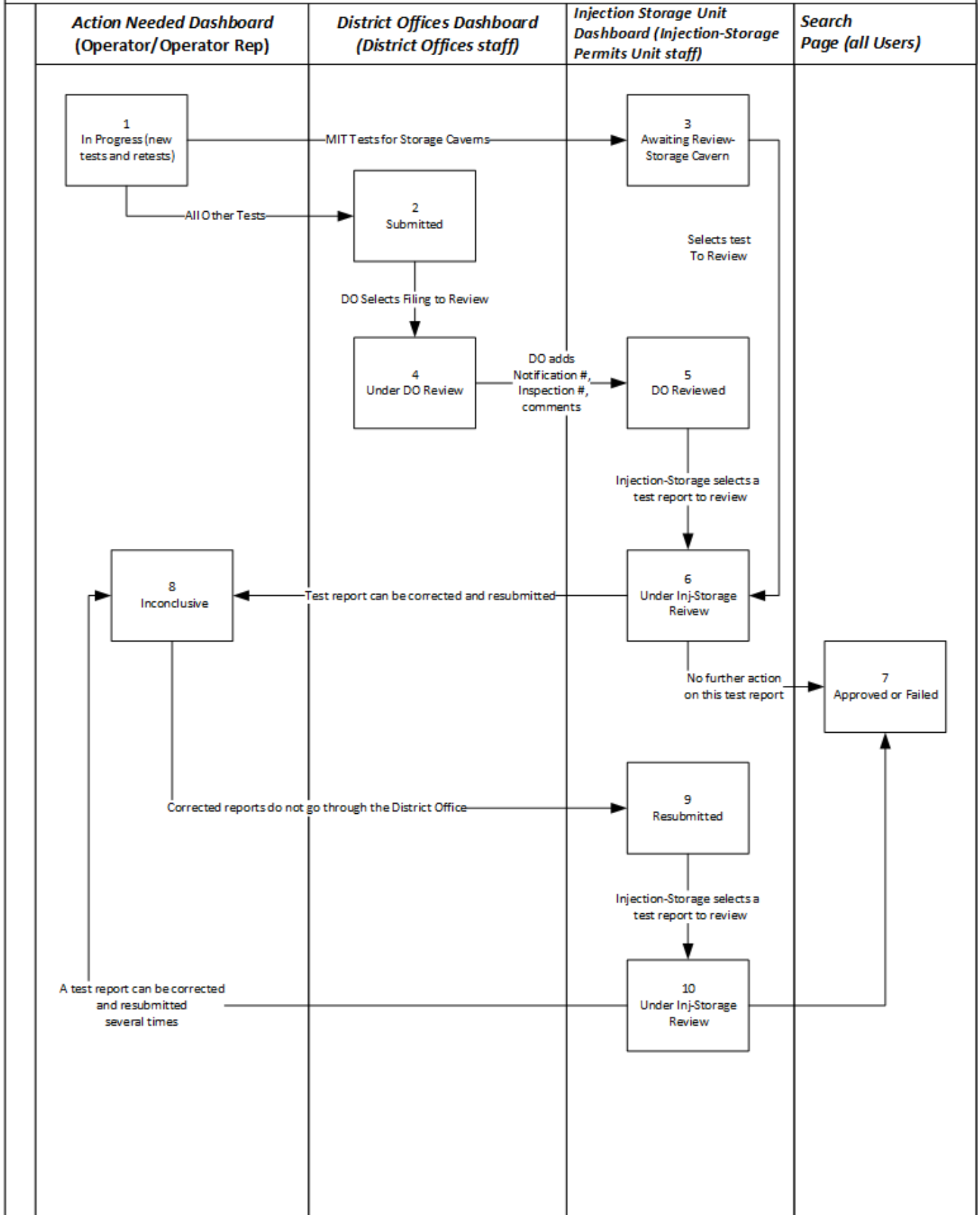
**NOTE:** If you are required to **retest** the well for an *Inconclusive* or *Failed* test, the retest will be submitted as a new test report with a different *Filing Number* and different *Date Test Performed*.

## Workflow for the H-5 Test Report

The H-5 test report will progress through several different statuses from when it is created and submitted to the point where it enters a final status of *Approved* or *Failed*. The *Workflow for the H-5 Test Report* diagram provides a picture of the workflow for the H-5 test report. The numbered boxes represent each status that will appear on one of the *Dashboards*. The arrows indicate how the test report moves from one *Dashboard* to the next as the status changes from *In Progress* through *Approved* or *Failed*. The *Description of the H-5 Test Report Workflow* that follows the diagram provides a narrative description of the workflow steps.



# Workflow for the H-5 Test Report



## Description of the H-5 Test Report Workflow

1. The operator or operator representative (i.e., filer) data enters an H-5 test report (new or retest). The system initially saves the report in an *In Progress* status as soon as the filer moves from **Page 1** to **Page 2** of the test report.

The filer can delete any H-5 test report that has an *In Progress* status.

2. The filer submits the completed H-5 test report. The system changes the status to *Submitted*. If the test report is for a storage cavern, status becomes *Awaiting Review-Storage Cavern* as soon as the record is submitted.

Once the H-5 test report is submitted and has a *Submitted* or *Awaiting Review-Storage Cavern* status, the operator will not be able to edit or delete the report.

3. The system moves a submitted H-5 test report for a storage cavern to the *Injection Storage Unit Dashboard* when it is submitted by the filer.

The system moves all other submitted H-5 test reports to the *District Offices Dashboard*.

4. The District Office selects an H-5 test report to review. The system changes the status to *Under DO Review*, and it will remain in the *District Offices Dashboard* until the review is complete.
5. After the District Office has indicated that its review is complete, the system changes the status to *DO Reviewed*.

The system moves the *DO Reviewed* H-5 test report to the *Injection Storage Unit Dashboard*.

6. The Injection-Storage Permits Unit staff (hereafter called the Injection-Storage reviewer) selects a test report to review. The system changes the status to *Under Inj-Storage Review*, and it will remain in the *Injection Storage Unit Dashboard* until the review is complete.
7. If the Injection-Storage reviewer evaluates the H-5 test result as *Approved* or *Failed*, the test report is now in a final status. The test report can be viewed by the filer in their *Approved Dashboard* or *Failed Dashboard*. The test report can be viewed by any filer from the *Search* page.

For a failed test, the filer will need to conduct and submit a retest as a new H-5 filing, and the process will start over.

8. If the Injection-Storage reviewer evaluates the H-5 test result as *Inconclusive*, the reviewer will indicate whether the filer can update and resubmit H-5 test report.

After discussing the *Inconclusive* test results with the filer, the Injection-Storage reviewer can also modify the *Inconclusive* test as eligible for update and resubmission.

The system moves H-5 test reports in *Inconclusive* status to the *Action Needed Dashboard* of the filer who submitted the H-5 test.

9. If the test report is eligible for resubmission, the filer can access the *Inconclusive* H-5 test from their *Actions Needed Dashboard*. The filer can correct the error, attach any necessary documents, and submit the test report again. Upon submission, the system changes the status to *Resubmitted*.

The system moves the *Resubmitted* H-5 test report directly to the *Injection Storage Unit Dashboard*. A resubmitted H-5 test is not reviewed again by the District Office.

10. The Injection-Storage reviewer selects a *Resubmitted* H-5 test report to review, and the status changes to *Under Injection-Storage Review*.

11. If the Injection-Storage reviewer evaluates the resubmitted test report as *Approved* or *Failed*, this is a final status and the process ends.

If the Injection-Storage Unit reviewer evaluates the resubmitted test report as *Inconclusive*, the process for resolving an *Inconclusive* test repeats until the test status is *Approved* or *Failed*.