



W-1 and P-16 Online Filing: Best practices for W-1 filing and Interactive P-16 workshop.

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July 2025



AFFECTED STATEWIDE RULES



- **SWR 5: Plat and Purpose of Filing**
- **SWR 37: Lease Line and Between Well Spacing**
- **SWR 38: Density**
- **SWR 40: Double Assignment of Acreage**
- **SWR 86: Horizontal Wellbores and Off-Lease penetration points.**

LET'S GET STARTED



Drilling Permits

Filing W-1 Permits

- [New W-1](#)
- [Amend Approved Permit \(W-1\)](#)
- [Copy Existing W-1](#)
- [Reapply for Expired Permit \(W-1\)](#)
- [Existing W-1s](#)

Queries

- [Drilling Permit Query](#)
- [Field Query](#)

WHAT IS YOUR PURPOSE OF FILING?



- **NEW DRILL**
- **RECOMPLETION**
- **RE CLASS**
- **FIELD TRANSFER**
- **RE ENTER**

GENERAL INFORMATION – FIRST HALF



General Information

Save (please hit save to see errors on this page) Add Next [Edit Operator Address](#)

***Purpose of Filing** New Drill Recompletion Reclass Field Transfer Reenter

Expedite

***Wellbore Profiles** Vertical Horizontal Directional Sidetrack

Horizontal Wellbore Type (for Horizontal Wellbore Profiles only) PSA Allocation Stacked Lateral **Status Number (for Stacked Lateral only)**

***W-1 Defaults** Lease name: Well number:

***Total Vertical Depth:**

"Do you **have** the right to develop minerals under any right-of-way? Yes No

"Is this well subject to **SWR 36** (hydrogen sulfide area)? **SWR 36** will automatically be determined by the system according to Field List entries provided.

County:

Enter GPS coordinates for surface location in one of the following formats:
1) degrees, minutes, seconds; 2) decimal degrees; or 3) state plane.
For decimal degrees, enter coordinates in the Degrees boxes.

After saving the data on this page, click the Display Coordinates button to view the coordinates on the GIS. If necessary, the data entered coordinates will be converted to decimal degrees, the RRC standard format. The decimal degrees coordinates will display as a hyperlink. Click the hyperlink to view the surface location on the GIS. **Important:** If you make any changes to the coordinates after viewing them on the GIS, be sure to save the record, and then click Display Coordinates again to view the updated location.

Datum:

Latitude		Longitude	
Degrees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minutes:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seconds:	<input type="text"/>	<input type="text"/>	<input type="text"/>

OR

State Plane		
X-Coordinates	Y-Coordinates	Select Zone
<input type="text"/>	<input type="text"/>	<input type="text" value="(please choose)"/>



GPS coordinates for the SHL are required.

It is ok, and helpful, to provide coordinates for all points on the plat.

- **Coordinates must be shown on the plat:**
 - **Do not enter a set of coordinates on the W-1 that are not shown on the plat.**



- Datums allowed:
 - GCS NAD 27, GCS NAD 83, and WGS 84.
- Coordinate systems accepted:
 - Degrees Minutes Seconds.
 - Decimal Degrees.
 - State Plane.
 - *The State Plane Zone is required on the plat.*

SURFACE LOCATION INFORMATION



- 2 non-parallel perpendicular survey line calls.
- At least the survey name of the surface location.
- Distance & Direction **from** the nearest town to the surface location.

GENERAL INFORMATION – SECOND HALF



*Surface Location

API No: API No. not required for New Drill

Surface Location Type:

Distance from nearest town: miles

Direction from nearest town:

Nearest Town (in the county of the well):

Surface Survey/Legal Location Information:

Enter Abstract #, make sure County is selected above and click Auto-Populate, or fill in Survey, Section, and Block manually.

Survey:

Section:

Block:

Abstract #: A-

Township:

League:

Labor:

Porcion:

Share:

Tract:

Lot:

Additional information about the location:

Perpendicular surface location from two nearest designated reference lines:

Perpendiculars	Distance	Direction	Distance	Direction
Survey Lines	<input type="text"/> feet	from the <input type="text"/> line and	<input type="text"/> feet	from the <input type="text"/> line

* required information

IMPORTANCE OF TRACKING NUMBER



Form W-1: General Information

Status # 828186 - API # Tracking # 491054428	OP # 486517 - LAREDO ENERGY OPERATING, LLC Work In Progress , Created: 06/26/2017 , Filed: Hardcopy	EXAMPLE APPLICATION - Well # A123BC 08 - MIDLAND County	New Drill Horizontal
kingd			

[Queues](#) [General Information](#) [Field List](#) [Field Details](#) [Attachments](#) [Restrictions](#) [Payments](#) [Events](#) [Comments](#) [Review](#)

(please hit save to see errors on this page)

[Edit Operator Address](#)

***Purpose of Filing** **New Drill** **Recompletion** **Reclass** **Field Transfer** **Reenter**

Expedite

***Wellbore Profiles** Vertical Horizontal Directional Sidetrack

Horizontal Wellbore Type
(for Horizontal Wellbore Profiles only) PSA Allocation Stacked Lateral **Status Number (for Stacked Lateral only)**

***W-1 Defaults** Lease name: **EXAMPLE APPLICATION** Well number: **A123BC**

FIELD LIST (1 of 5)



Drilling Permits (W-1)

[Drilling Permits Main](#) [FAQs](#) [Drilling Permits Help](#)

Form W-1: Field List

Status # API # Tracking # 489230741	OP # 486517 - LAREDO ENERGY OPERATING, LLC Work In Progress ,Created: 04/29/2015 ,Filed: Online	VALERIE'S WELL - Well # 1 08 - MIDLAND County	New Drill Horizontal
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[General Information](#) [Field List](#) [Attachments](#) [Comments](#) [Review](#)

Click Add Field button to add a field to this permit.

[Add Field](#) [associated 49B Fields with non-matching numbers](#)

FIELD LIST (2 of 5)



- **The Field List tab is where your proposed fields are entered.**
 - **Drilling Permits staff will not question your proposed fields. Please ensure accuracy.**
- **The Primary Field (first field selected):**
 - **Controls the Lease Name, District Number, and wellbore profile.**
 - **Primary field designation can be changed once another field has been added.**

FIELD LIST (3 of 5)



Drilling Permits (W-1)

[Drilling Permits Main](#)

[FAQs](#)

Field Search

Field Search

Search for a Field:

- Beginning with these characters
- Containing these characters
- Matching this Number Exactly

FIELD RULES- SPECIAL RULES



Drilling Permits (W-1)

Drilling Permits Main [FAQs](#)

Field Query Results

Field Search

Search Again

Search for a Field: Beginning with these characters
 Containing these characters (Please enter at least 3 characters)
 Matching this Number Exactly

Field Query Results

Select the field(s) in the following list (use Ctrl+Click to select multiple fields).
Click "Submit" to return to the Field List page.

85279200	7C	SPRABERRY	(TREND AREA)
85279201	7C	SPRABERRY	(TREND AREA) R 40 EXC
85279400	7C	SPRABERRY	(TREND AREA CL. FK.)
85279600	7C	SPRABERRY	(TREND AREA CL. FK. S.
85279800	7C	SPRABERRY	(TREND AREA CL. FK. W.
85280200	08	SPRABERRY	(PENN.)
85280300	08	SPRABERRY	(TREND AREA)
85280301	08	SPRABERRY	(TREND AREA) R 40 EXC
85280400	08	SPRABERRY	(TREND AREA CL. FK.)
85280500	08	SPRABERRY	(TREND AREA DEAN-WLFCP)

FIELD LIST (5 of 5)



Form W-1: Field List

Status # 871592 - API # Tracking # 494457566	OP # 486517 - LAREDO ENERGY OPERATING, LLC Work In Progress ,Created: 07/29/2021 ,Filed: Hardcopy	SMITH - Well # 1H 08 - ANDREWS County	New Drill Horizontal
kind			

[Queues](#)
[General Information](#)
[Field List](#)
[Field Details](#)
[Attachments](#)
[Restrictions](#)
[Payments](#)
[Events](#)
[Comments](#)
[Review](#)

Click Add Field button to add a field to this permit.

[Add Field](#)
[Associated 498 Fields with non-matching numbers](#)

Field List

The first field added automatically becomes the primary field. Thereafter, all fields added will be pre-populated with data from the primary field. Click **Drilling Permits Help** to learn how to change the primary field.

To enter additional information about a field, click **Edit** to access the **Field Details** screen.

For a directional or horizontal wellbore profile, you must indicate if the surface location is off-lease. For a horizontal wellbore profile, you must also indicate if the penetration point is off-lease. **Be sure to click Save Changes after you update the off-lease indicators.**

Note: All applications submitted before February 2016 will display the off-lease indicators with a default value of 'No.' The information provided on the plat is the authoritative source for this information.

[Save Changes](#)

Status	Dist #	Field Name	Field #	Lease Name	Well #	Well Type	Compl. Depth	Off-lease Surface Location	Off-lease Penetration Point	
	08	SPRABERRY (TREND AREA) Primary Field	85280300	SMITH	1H	Oil or Gas Well	9800	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Delete Edit

[Save Changes](#)



REQUIRED INFORMATION

- **Two Non-Parallel Perpendicular Lease Line Distances**
- **Pooled Unit/Unitized Lease**
- **Well Type**
- **Completion Depth**



REQUIRED INFORMATION:

- Distance to Nearest Lease Line
- Distance to Nearest Well
- Total Wells on Lease
- Total Acres in the Lease

FIELD DETAILS (3 of 6)



*Basic Details

Lease name:

Well number:

Distance to Nearest Survey Line from Surface Location:

Total Acres in the Lease:

Off-lease Surface Location:

Off-lease Penetration Point:

Surface Survey Line Perpendiculars:	Distance	Direction	Distance	Direction
	390.0 feet	from the North line	and 923.0 feet	from the East line

Pooled/Unitized: (Check if yes)

Unitized Docket Number:

(Required only if Unitized)

Well Type:

Completion Depth:

Distance to Nearest Well:

No. of Wells:

Total Depth: **10500**

FIELD DETAILS (4 of 6)



Wellbore Profile

Add Additional Terminus Location

Nearest Distance from the First/Last Take Point (Heel/Toe) to a Lease Line:

Nearest Perpendicular Distance from Any Take Point to a Lease Line:

Enter Abstract #, select the County and click Auto-Populate, or fill in Survey, Section, and Block manually.

Section: Block: Survey:

Abstract #: A- County: 

Additional information about the location:

Delete	Name	Profile		Distance (ft)	Direction	Distance (ft)	Direction
<input checked="" type="checkbox"/>	TH1	Terminus Point	Lease	<input type="text"/> feet	from the <input type="text"/> line	and <input type="text"/> feet	from the <input type="text"/> line
			Survey	<input type="text"/> feet	from the <input type="text"/> line	and <input type="text"/> feet	from the <input type="text"/> line
		Last Take Point	Lease	<input type="text"/> feet	from the <input type="text"/> line	and <input type="text"/> feet	from the <input type="text"/> line
		First Take Point	Lease	<input type="text"/> feet	from the <input type="text"/> line	and <input type="text"/> feet	from the <input type="text"/> line
		Penetration Point	Survey	<input type="text"/> feet	from the <input type="text"/> line	and <input type="text"/> feet	from the <input type="text"/> line

FIELD DETAILS (5 of 6)



Field Rules

Oil Field Rules:

County Regular: N Salt Dome: N Field Location: LAND **Don't Permit: N**

Schedule Remarks: FIELD. ORDER SIGNED: 04/12/16

Comments: P-15, LIST & LEASE PLAT OR PRO. PLAT, UFT FIELD

Rule Type	Depth	Lease Spacing	Well Spacing	Acres per Unit	Tolerance Acres	Diagonal Code	Diagonal Max Length
Special Rules	All Depths	330	0	160.0	40.0	Corner to Corner	99999
Optional Rules	All Depths	467	0	80.0	0.0	Corner to Corner	99999

Gas Field Rules:

County Regular: N Salt Dome: N Field Location: LAND Don't Permit: N

Schedule Remarks: DESIGNATED AS UFT FIELD PER DOCKET 01-0299858

Comments: NO BETWEEN WELL SPACING

Rule Type	Depth	Lease Spacing	Well Spacing	Acres per Unit	Tolerance Acres	Diagonal Code	Diagonal Max Length
Special Rules	All Depths	330	0	40.0	0.0		0

FIELD DETAILS (6 of 6)



Special Horizontal Field Rules

Special Horizontal Field Rules: For informational purposes only. The Final Order controls all field rules.

[Illustration](#) [Screen Help](#)

Unconventional Fracture Treated (UFT): Yes

UFT Effective Date: 05/10/2016

Correlative Interval: From 9000 to 10154 feet

Established by API Number: 31134298

Dual Lease Line Take Point Spacing

First/Last Take Points (Heel and Toe) to Lease Line: 100 feet

Perpendicular Spacing from All Take Points to Lease Line: 330 feet

Between-Well Spacing

Horizontal to Vertical: N/A

Horizontal to Horizontal: N/A

Overlap Distance: N/A

Subsurface Tolerance Box: 33 feet

Stacked Lateral Rules: Yes (If yes, see Final Order for details)

Horizontal Depth Severance: No

Special Rule 38 (Well Density) Provision

Upper: N/A

Notification Radius: N/A

Lower: N/A

Comments for the Special Field Rules

Comments: N/A

History: Final Orders that contain special horizontal field rules language

Docket Number	Final Order Effective Date	Final Order Document
03-0283753	09/24/2013	Click Here

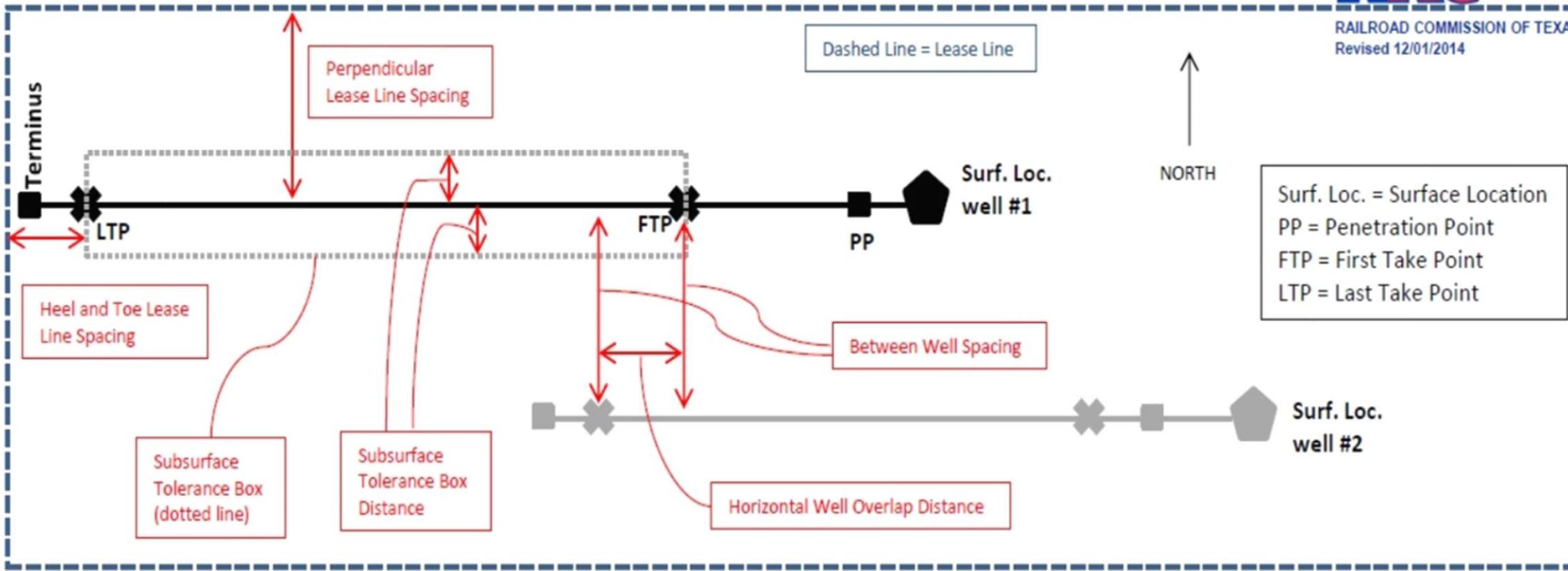
ILLUSTRATION OF WELLBORE



FIELD RULE ILLUSTRATION: PLAT VIEW



RAILROAD COMMISSION OF TEXAS
Revised 12/01/2014





Online system now automatically determines Rule exception status even in field with special horizontal take point language.

- **Dual lease line spacing (heel/toe spacing).**

Allows for quicker approval times for W-1s in fields with special rules that do not have rule exceptions flagged.

FIELD DETAILS TAB (2 OF 5)



Vertical Well:

***Basic Details**

Lease name: Well number: Distance to Nearest Lease Line from Surface Location:

Total Acres in the Lease:

Distance	Direction	Distance	Direction
<input type="text" value="500.0"/> feet	from the <input type="text" value="w"/> line	and <input type="text" value="500.0"/> feet	from the <input type="text" value="n"/> line

Surface Lease Line Perpendiculars:

Pooled/Unitized: (Check if yes) Unitized Docket Number: (Required only if Unitized)

Well Type: Completion Depth: Distance to Nearest Well:

No. of Wells: Total Depth: **1000**

- The box in red is the Rule 37 spacing validation for a Vertical well.
- A Directional well still requires this distance from the Surface Location, however, it will not be the Rule 37 spacing validation for that profile.

FIELD DETAILS TAB (3 OF 5)



Directional Well:

Wellbore Profile

Distance to Nearest Lease Line from Bottomhole Location:

Enter Abstract #, select the County and click Auto-Populate, or fill in Survey, Section, and Block manually.

Section: Block: Survey:

Abstract #: A- County: 

Additional information about the location:

Delete	Name	Profile		Distance (ft)	Direction	Distance (ft)	Direction
<input type="checkbox"/>	BH1	Bottomhole	Lease	<input type="text" value="500.0"/> feet	from the <input type="text" value="n"/> line	and <input type="text" value="500.0"/> feet	from the <input type="text" value="w"/> line
			Survey	<input type="text" value="500.0"/> feet	from the <input type="text" value="n"/> line	and <input type="text" value="500.0"/> feet	from the <input type="text" value="w"/> line

FIELD DETAILS TAB (4 OF 5)



Horizontal well WITHOUT special horizontal field rules:

Wellbore Profile

Nearest Distance from Any Take Point to a Lease Line:

Enter Abstract #, select the County and click Auto-Populate, or fill in Survey, Section, and Block manually.

Section: Block: Survey:

Abstract #: A- County:

Additional information about the location:

Delete	Name	Profile		Distance (ft)	Direction	Distance (ft)	Direction
<input type="checkbox"/>	TH1	Terminus Point	Lease	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line
			Survey	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line
		Last Take Point	Lease	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line
		First Take Point	Lease	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line
		Penetration Point	Lease	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line

FIELD DETAILS TAB (5 OF 5)



Horizontal well WITH special horizontal field rules:

Wellbore Profile

Nearest Distance from the First/Last Take Point (Heel/Toe) to a Lease Line: Nearest Perpendicular Distance from Any Take Point to a Lease Line:

Enter Abstract #, select the County and click Auto-Populate, or fill in Survey, Section, and Block manually.

Section: Block: Survey:

Abstract #: A- County: 

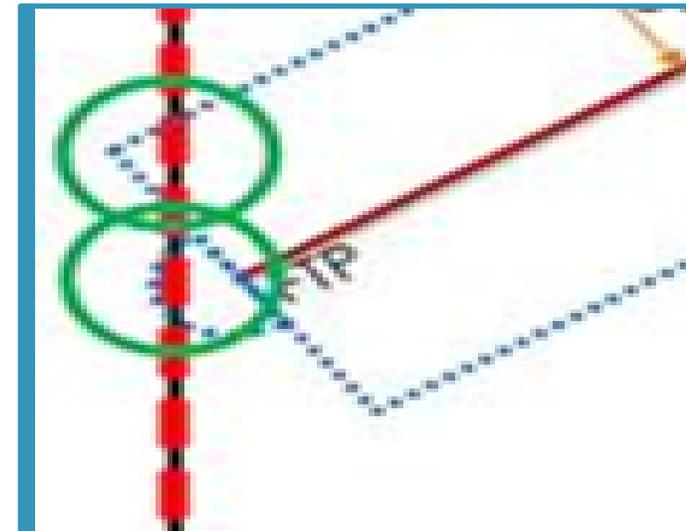
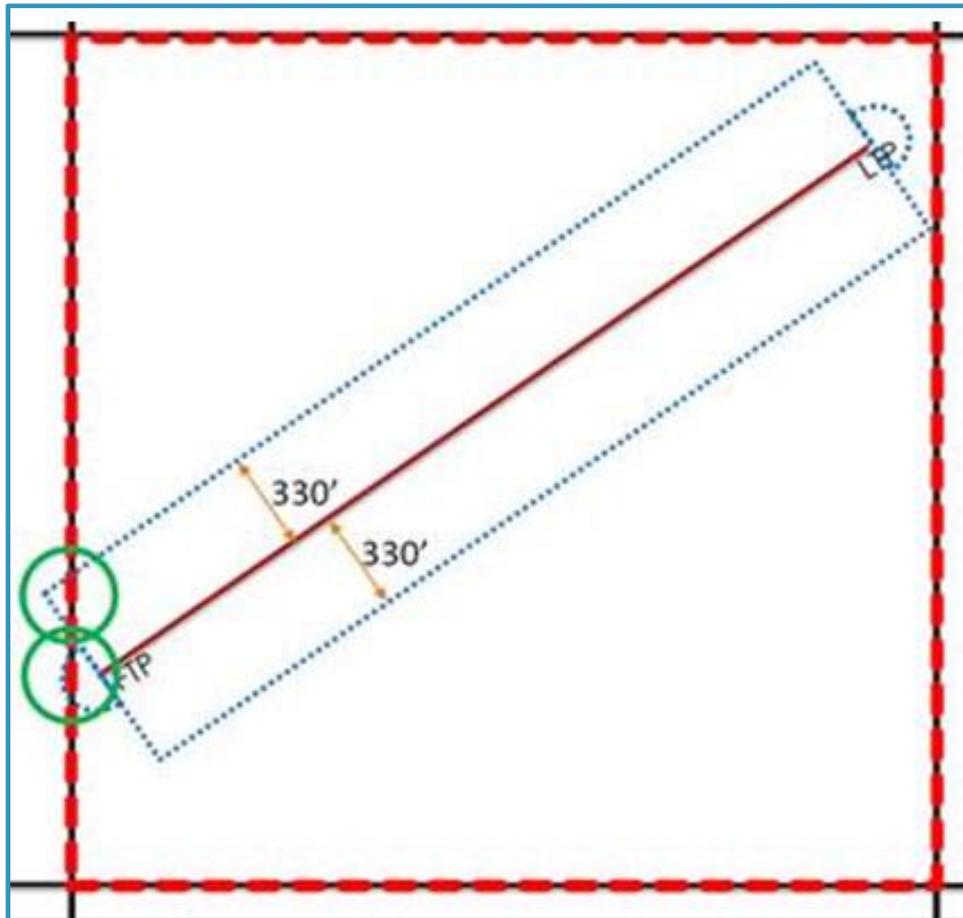
Additional information about the location:

Delete	Name	Profile		Distance (ft)	Direction	Distance (ft)	Direction
<input type="checkbox"/>	TH1	Terminus Point	Lease	<input type="text" value="12.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="12.0"/> feet	from the n <input type="text"/> line
			Survey	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line
		Last Take Point	Lease	<input type="text" value="56.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="10.0"/> feet	from the n <input type="text"/> line
		First Take Point	Lease	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line
		Penetration Point	Lease	<input type="text" value="500.0"/> feet	from the n <input type="text"/> line	and <input type="text" value="500.0"/> feet	from the n <input type="text"/> line

DUAL LEASE LINE SPACING



Heel and Toe Spacing:



Both axial distance and perpendicular distance trigger a SWR 37 exception.

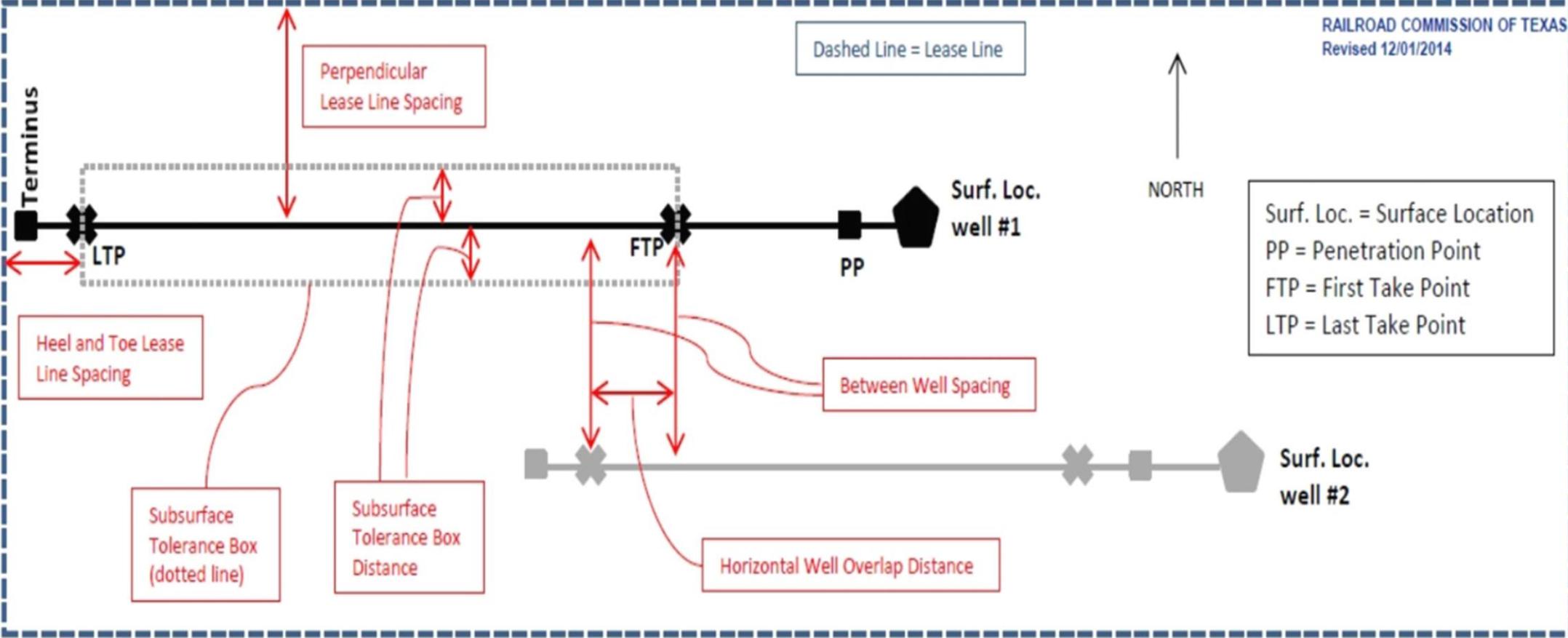
HORIZONTAL WELL ILLUSTRATION



FIELD RULE ILLUSTRATION: PLAT VIEW



RAILROAD COMMISSION OF TEXAS
Revised 12/01/2014



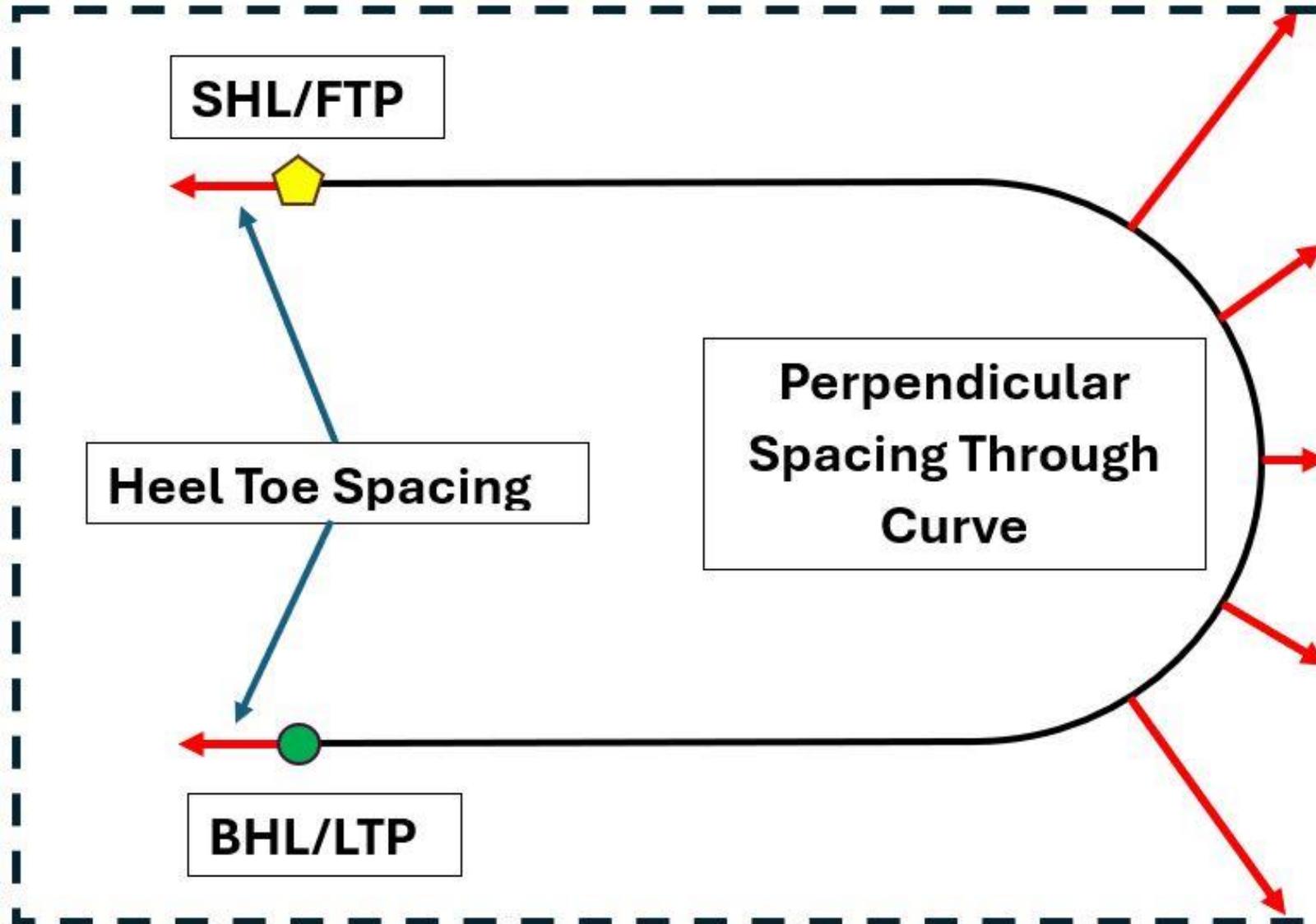


“U-Turn” wells or “Horseshoe” wells

- Heel/Toe spacing applies to the end points of the well.
- Perpendicular spacing will apply throughout the curve of the well.
- If the curve is less than 330 feet from the lease line
 - An NPZ would be required to cover the full section that is less than 330 feet.



DUAL LEASE LINE SPACING : U-TURN WELL (2 of 2)



OFF LEASE PENETRATION POINT (1 OF 3)



Delete	Name	Profile	Distance (ft)	Direction	Distance (ft)	Direction
<input type="checkbox"/>	TH1	Terminus Point	Lease	476.0 feet	from the NE line	and 50.0 feet from the NW line
			Survey	1503.0 feet	from the NE line	and 5636.0 feet from the NW line
		Last Take Point	Lease	476.0 feet	from the NE line	and 100.0 feet from the NW line
		First Take Point	Lease	476.0 feet	from the NE line	and 100.0 feet from the SE line
		Penetration Point	Survey	feet	from the line	and feet from the line

Resolution Explanation - Off-lease Penetration Point

Resolution	Explanation
<input type="checkbox"/> Own Offset	You have indicated on the plat that you are the only affected party.
<input type="checkbox"/> Waivers	Attach a signed waiver for any party you have identified as requiring notification.
<input type="checkbox"/> Notices	Last Notification Date: (MM/DD/YYYY) Attach a copy of the notice and plat that were sent to affected parties. Also attach a copy of each return receipt for affected parties. Provide the date that the last notice was mailed to an affected party, and do not submit your application until 21 days after the last notification date.
<input type="checkbox"/> Publication	You have indicated that you have made a good faith effort to determine all affected parties. As specified in SWR 1.46, attach a copy of the notice that was published and a plat, as well as a publishers affidavit.
<input type="checkbox"/> Hearing Requested	If you have not been able to come to an agreement with affected parties, you may request a hearing. Attach a hearing service list that includes all affected parties.

Docket Number (99-9999999) : Hearing Outcome:

OFF LEASE PENETRATION POINT (2 OF 3)



Two examples of acceptable Certified Mail Receipts for an Off-Lease Penetration Point Notice:

U.S. Postal ServiceTM
CERTIFIED MAILTM RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 8.15

7005 1160 0005 1215 7294

Sent To: **Pioneer Natural Res.**
 Street, Apt. No., or PO Box No.: **5205 N. O'CONNOR BLVD SUITE 200**
 City, State, ZIP+4: **IRVING TX, 75038**

PS Form 3800, June 2002 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) Jordan Shelby</p> <p>C. Date of Delivery 7/5/18</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below:</p>
<p>1. Article Addressed to:</p> <p>CrownQuest Operating LLC P.O. Box 52507 Midland, Texas 79710</p> <p>9590 9402 3235 7196 8623 30</p>	<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Mail Restricted Delivery (00) <input type="checkbox"/> Signature Confirmation Restricted Delivery</p>
<p>2. Article Number (Transfer from service label)</p> <p>7014 3490 0000 0972 6996</p>	

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) Walter Owen</p> <p>C. Date of Delivery 5-7-18</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below:</p>
<p>1. Article Addressed to:</p> <p>Pioneer Natural Res. 5205 N. O'CONNOR BLVD SUITE 200 IRVING TX 75038</p> <p>9590 9402 3125 7166 5277 44</p>	<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Signature Confirmation Restricted Delivery</p>
<p>2. Article Number (Transfer from service label)</p> <p>7005 1160 0005 1215 7294</p>	

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

OFF LEASE PENETRATION POINT (3 OF 3)



FedEx

July 10, 2018

Dear Customer:

The following is the proof-of-delivery for tracking number **813393879334**.

Delivery Information:

Status:	Delivered	Delivered to:	Mailroom
Signed for by:	M.GOWER	Delivery location:	TX
Service type:	FedEx Priority Overnight	Delivery date:	Jul 5, 2018 09:38
Special Handling:	Deliver Weekday		
	Direct Signature Required		

Signature image is available. In order to view image and detailed information, the shipper or payor account number of the shipment must be provided.

Shipping Information:

Tracking number:	813393879334	Ship date:	Jul 3, 2018
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Recipient:
TX US

Shipper:
MIDLAND, TX US

A delivery receipt such as this is problematic because we can't confirm where this was delivered.

The receipt shows that the notice was delivered to a mailroom in Texas, but is not specific:

- Which mailroom?
- Where in Texas?

SWR 40 SECTION (1 OF 2)



State Wide Rule 40

[Form W-1 Instructions](#)

[Form P-16 Instructions](#)

In the current application, is the operator seeking multiple assignment of acreage under Statewide Rule 40?:

If No is chosen, then the additional information below is not required and you may proceed to the wellbore profile section below.

1. Will the well be completed in a "UFT" field?

"UFT" status can be found in the Special Horizontal Field Rules section of this application.

2. Is ownership of the right to drill or produce "divided horizontally", i.e., separated into depth intervals defined by total vertical depth, depth relative to a specific geological contact, or some other similar discriminator?

3. Please provide the upper and lower limits of the applicant's Horizontal Ownership Interval: **Upper Limit:** **Lower Limit:**

If this W-1 is for an Allocation or PSA well and there are multiple severances, the first severance encountered by the wellbore will be entered in the boxes above. Section 5 of the P-16 will capture the severance values for each developmental tract.

4. Is the applicant the owner of all wells, including any wells permitted but not yet drilled or completed, located within one-half mile of the proposed wellbore between the first and last take points?

If No, please attach copies of the SWR 40 notice, SWR 40 service list, and certified plat as required by SWR 40(e)(2)(B).

5. If the well will not be completed in a UFT field, or if the well will be completed in a UFT field but the right to drill and produce has not been divided horizontally, please provide the docket number of the final order approving the multiple assignment of acreage for the subject well or RRC lease/unit. **Docket Number:**

If a Docket # is provided, please also enter the approved interval from the Commission Approved Final Order in the boxes provided for question #3

Please see SWR 40(g) for more information about the public hearing process.

Note: If the answer to question 1 and/or 2 is NO, then this application cannot be approved until the applicant has been granted authority for the multiple assignment of acreage via a Commission approved Final Order.

SWR 40 SECTION (2 OF 2)



- **New section aligns with options offered by the SWR 40 amendment of March 3rd, 2020.**
- **Information is not required if:**
 - Full interval ownership in the regulatory field
 - You are not seeking an exception to SWR 40(e)(2)



WHAT ATTACHMENTS ARE REQUIRED?

Plat - always required

P-12 - for pooled unit W-1s, or an Allocation/PSA well using one or more pooled units in the development

P-16 - for all horizontal wells in any field, and all wellbore profiles in UFT fields

Rule 40 - notification documents, if applicable



Waivers, Lists, and Letters for rule exceptions or off lease PoP's:

- Any waivers, service lists, or due diligence letters are required based on your exception resolution.
 - *A Due Diligence Letter is required anytime you are requesting publication for a rule exception.*
- A field transfer letter is required for ALL Field Transfer applications.

ATTACHMENTS (3 of 3)



Drilling Permits (W-1)

[Drilling Permits Main](#)

[FAQs](#)

[Drilling Permits Help](#)

Form W-1: Image Attachments

Status # API # Tracking # 489230741	OP # 486517 - LAREDO ENERGY OPERATING, LLC Work In Progress ,Created: 04/29/2015 ,Filed: Online	VALERIE'S WELL - Well # 1 08 - MIDLAND County	New Drill Horizontal
---	--	--	-------------------------

- A Plat needs to be attached
- All fields need to be associated with at least one Plat

[General Information](#)

[Field List](#)

[Field Details](#)

[Attachments](#)

[Comments](#)

[Review](#)

Select the type of attachment to upload :

Attachment Type

Name/Size

Associations

Delete



- For pooled units only, or when a pooled unit is being used with an Allocation or PSA permit.
- Operator Name, Field Name, and Lease Name should match the acreage the P-12 supports.
- Well number should match the W1 (unless the W1 is an allocation or PSA well, see notes for details on this).



- **Tract identifiers on the Form should match the tract identifiers on the plat.**
- **Tract acreages should match the tract acreages on the plat.**
- **Indicate any partially unleased interests or non-pooled interests by checking the appropriate box for each tract.**

ATTACHMENTS: P-12 (3 of 3)



Attachment Type	Name/Size	Associations
PLAT #1	File Name: Plat Glacier B 2H.tif Paper Size:LGL	Fields: <input checked="" type="checkbox"/> EAGLEVILLE (EAGLE FORD-1)
PLAT #2	File Name: Leslie Unit Plat.tif.tif Paper Size:LTR	Fields: <input checked="" type="checkbox"/> EAGLEVILLE (EAGLE FORD-1)
P-12	File Name: P-12 DP Leslie Unit Page 1.tif	<input type="radio"/> Plat Glacier B 2H.tif <input type="radio"/> Leslie Unit Plat.tif.tif <input type="radio"/> Selman Unit Plat.tif.tif
PLAT #3	File Name: Selman Unit Plat.tif.tif Paper Size:LTR	Fields: <input checked="" type="checkbox"/> EAGLEVILLE (EAGLE FORD-1)
P-16	File Name: P-16 DP Glacier B 2H Page 2.tif	
As Approved W-1	File Name: AsApprovedW1-6-19-2018.pdf	
As Approved Permit	File Name: AsApprovedPermit-6-19-2018.pdf	
P-12	File Name: P-12 DP Leslie Unit Page 2.tif	<input type="radio"/> Plat Glacier B 2H.tif <input type="radio"/> Leslie Unit Plat.tif.tif <input type="radio"/> Selman Unit Plat.tif.tif
P-12	File Name: P-12 DP Selman Unit.tif	<input type="radio"/> Plat Glacier B 2H.tif <input type="radio"/> Leslie Unit Plat.tif.tif <input checked="" type="radio"/> Selman Unit Plat.tif.tif
P-16	File Name: P-16 DP Glacier B 2H Page 1.tif	
As Submitted W-1	File Name: AsSubmittedW1-6-14-2018.pdf	

Remember to associate each P-12 with a plat:

- Individual plats have been uploaded for each pooled unit.
- Each P-12 is associated with a respective plat.



When to attach a P-16:

- All wells in UFT fields (regardless of profile).
- All horizontal wells (regardless of field).
- All Allocation and PSA wells.



If you are applying for a Rule 40 exception:

- **The Rule 40 Notification documents are required as detailed in SWR 40.**
- **Notice letter dated within 15 days of the W-1 submission date.**
- **Plat showing offsets listed within a half mile radius from producing section of the wellbore.**



Two new attachment types have been created:

- **SWR 40 NOTICE**
- **SWR 40 SERVICE LIST**

Please use the new attachment types.

- **If notice and service list are combined, upload the file twice, using both types.**
- **Half mile plat will be uploaded using either type.**

COMMENTS



Drilling Permits (W-1)

[Drilling Permits Main](#)

[FAQs](#)

[Drilling Permits Help](#)

Form W-1: Comments

Status #

API #

Tracking # 489230741

OP # 486517 - LAREDO ENERGY OPERATING, LLC
Work In Progress ,Created: 04/29/2015 ,Filed: Online

VALERIE'S WELL - Well # 1
08 - MIDLAND County

New Drill
Horizontal

[General Information](#)

[Field List](#)

[Field Details](#)

[Attachments](#)

[Comments](#)

[Review](#)

Add a Comment

Enter your comment in the following text box:

Save



This is the last step before payment:

- **Goal is to have 100% blue check marks.**
- **If errors exist go to page and resolve issues.**
- **When all sections show blue checkmarks, the application is ready to be submitted.**

REVIEW (2 of 3)



Form W-1: Review

Status # API # Tracking # 489230741	OP # 486517 - LAREDO ENERGY OPERATING, LLC Work In Progress ,Created: 04/29/2015 ,Filed: Online	VALERIE'S WELL - Well # 1 08 - MIDLAND County	New Drill Horizontal
---	--	--	-------------------------

[General Information](#) [Field List](#) [Field Details](#) [Attachments](#) [Comments](#) [Review](#)

Status: Work In Progress

[View Current W-1](#) [View SWR 13 Formations](#)

General / Location Information

[edit](#) Basic Information:

Filing Purpose	Wellbore Profiles	Lease Name	Well #	SWR	Total Depth	Horizontal Wellbore	Stacked Lateral Status #
New Drill	Horizontal	VALERIE'S WELL	1		12000		

[edit](#) Surface Location Information:

API #	Distance from Nearest Town	Direction from Nearest Town	Nearest Town	Surface Location Type
	5.5 miles	N	MIDLAND	Land

Survey/Legal Location Information:

Section	Block	Survey	Abstract #	County
		T&P RR CO	223	MIDLAND

Township	League	Labor	Porcion	Share	Tract	Lot

Perpendicular surface location from two nearest designated reference lines:

Perpendiculars	Distance	Direction	Distance	Direction
Survey Lines	2126.0 feet	from the E line and	2270.0 feet	from the S line

REVIEW (3 of 3)



[edit](#) Permit Restrictions:

Code	Description
29	This well must comply to the new SWR 3.13 requirements concerning the isolation of any potential flow zones and zones with corrosive formation fluids. See approved permit for those formations that have been identified for the county in which you are drilling the well in.

Fields

[edit](#) The field you are attempting to permit in will require the filer to determine if a SWR 37 exception is needed. If an exception will be needed please check the SWR 37 box in the field details page so the application can charge you for the exception. Failure to properly set up the application will increase the processing time.

District	Field Name	Field #	Completion Depth	Lease Name	Well #	Well Type	Acres	Distance to nearest well	Distance to nearest Lease Line	SWR	Pooled/ Unitized
08	SPRABERRY (TREND AREA) Primary Field	85280300	11000	VALERIE'S WELL	1	Oil or Gas Well	496.7		100.0		Y
Perpendiculars		Distance	Direction		Distance	Direction					
Surface Lease Lines		2126.0 feet	from the E (off lease) line and		2270.0 feet	from the S (off lease) line					
Section: Abstract #: 1171			Block: County: MIDLAND			Survey:T&P RR CO					
Name	Profile	Distance	Direction		Distance	Direction					
TH1	Terminus Point	Lease	50.0 feet	from the N line and		330.0 feet	from the W line				
		Survey	50.0 feet	from the N line and		2440.0 feet	from the E line				
	Last Take Point	Lease	100.0 feet	from the N line and		330.0 feet	from the W line				
	First Take Point	Lease	462.0 feet	from the W line and		1.0 feet	from the S line				
	Penetration Point	Lease	2126.0 feet	from the E (off lease) line and		2270.0 feet	from the S line				

Attachments

Attachment Type	File Path	Associated Fields and/or Plats
PLAT #1(Paper Size : LTR)	testplat.tif	SPRABERRY (TREND AREA)
P-12	testp12.tif	testplat.tif



[View Current W-1](#)



[View SWR 13 Formations](#)

PAYMENT (1 of 2)



Payment method Page

Status # API # Tracking # 491011143	OP # 486517 - LAREDO ENERGY OPERATING, LLC Work In Progress ,Created: 06/20/2017 ,Filed: Online	SMITH - Well # 1H 7C - ANDREWS County	New Drill Horizontal
---	--	--	-------------------------

Please select your choice of payment:

Credit Card

Electronic Check

Refer to the table below for requirements and conditions of each.

Payment Methods:

There are two ways to pay the filing fees associated with your W-1:

- Credit Card (using the State of Texas payment portal)
- Electronic Check (using the State of Texas payment portal)

See the following conditions for each method:

Payment Method	Requires	Additional Information
Credit Card	A valid credit card.	A fee of 2.25% and a fixed fee \$0.26 are added to the cost of the permit.
Electronic Check	A valid checking or savings account.	Effective 12/1/2016, a fixed fee of \$1 that is added to the cost of the permit will be decreased to 25 cents.

Back To Review Page

PAYMENT (2 of 2)



Form W-1 Payment

Status # API # Tracking # 489230741	OP # 486517 - LAREDO ENERGY OPERATING, LLC Work In Progress ,Created: 04/29/2015 ,Filed: Online	VALERIE'S WELL - Well # 1 08 - MIDLAND County	New Drill Horizontal
---	--	--	-------------------------

Please make sure purpose of filing is correct. If application is being filed at the request of RRC, make sure that this application as filed, satisfies the request. Attach a copy of the RRC correspondence with application. If the application is filed incorrectly all fees may be lost and you will be required to re-file.

Texas.gov Price: \$ 1158.75

\$375.00	This is an additional W-1 application fee when requesting the application to be processed expeditiously.
\$750.00	This is a basic fee for a W-1 application to drill a well at a depth greater than 9000'.

Texas.gov Price - This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

The country of domicile for this transaction is the U.S.A.

[Make Payment](#) (Pursuant to SWR 78(b)(1), this payment is a **non-refundable** fee.)

Click the **Make Payment** button above to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a **trace number** and **authorization information**.

[Back To Payment Method Page](#)

[Back To Review Page](#)

PAYMENT PORTAL (1 of 2)



- 1 Payment Type
- 2 Customer Info
- 3 Payment Info
- 4 Submit Payment

Transaction Detail

When you complete this transaction, Texas.gov will remit the following amounts to the agency on your behalf.

SKU	Description	Unit Price	Quantity	Amount
1	Drilling Permit Fees	\$1,158.75	1	\$1,158.75
Total				\$1,158.75

Transaction Summary

Drilling Permit Fees	\$1,158.75
Texas.gov Price ?	\$1158.75

Need Help?

Please complete the Customer Information Section

Payment

Payment Type



PAYMENT PORTAL (2 of 2)



Payment Type ✓

Credit Card

Customer Information ✓

Address
Valerie Atkins
1701 North Congress
Austin, TX 78701

Phone
512-463-6751

Country
United States

Email Address
valerie.atkins@rrc.state.tx.us

Payment Info ✓

Credit Card
MasterCard ****6781
Exp. 01/2016

Name on Credit Card
Valerie Atkins

Verification

C853D

Enter the characters from the above image:

Cancel

Submit Payment

Transaction Summary

Drilling Permit Fees	\$1,158.75
Texas.gov Price	\$1158.75

Need Help?

Your payment has NOT been processed. Please review your payment information and edit Billing and Payment Method if needed, or select Make Payment.

PAYMENT PROCESSED



Drilling Permits (W-1)

[Drilling Permits Main](#) [FAQs](#)

Form W-1: Payment Processed

Status # 950001	OP # 486517 - LAREDO ENERGY OPERATING, LLC	VALERIE'S WELL - Well # 1	New Drill
API #	Pending Approval , Submitted: 04/30/2015 , Filed: Online	08 - MIDLAND County	Horizontal

An email has been sent to you at ogmtestto@rrc.state.tx.us with the details shown below.

Your payment has been successfully processed and your W-1 has been submitted to the Commission. Please retain the following information for your records.

Authorization Number:	065932
Trace Number:	455DP839WUT1VQF
Texas.gov Price:	\$ 1158.75

Texas.gov Price - This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Status No: 950001

\$ 375.00	This is an additional W-1 application fee when requesting the application to be processed expeditiously.
\$ 750.00	This is a basic fee for a W-1 application to drill a well at a depth greater than 9000'.

[Continue To Review Page](#)



Staff can assist or investigate if:

- **System timed out during payment.**
- **Payment successful but W-1 not submitted.**
- **Duplicate payment messages.**



Staff cannot assist if:

- Account balance is insufficient for payment.
- CC balance is insufficient for payment, or maxed.
- You used the wrong card or method of payment:
 - *If the wrong card or account was used, and payment was successful, we cannot issue a refund.*



Tips for troubleshooting payment issues:

- Check your CC balance.
- Check your bank account balance.
- Use the Drilling Permit Query to check for successful submission.



To avoid non-refundable fees, or duplicate payments please call the Drilling Permits group if you encounter any errors:

- **Do NOT try to resubmit if you have an issue. Call us first.**
 - **Ask for Manager or Team Lead.**
- **You could inadvertently make two payments if you try to resubmit before calling.**

Statewide Rule 78 covers the financial aspects of the permitting process:

- By Rule, all permitting fees are *Non-Refundable*.
- If a W-1 is submitted with a Rule exception that is not needed, it will be removed, and the fees lost:
 - *Please be sure to check the accuracy of your filing before submitting.*
- If you have any questions regarding a request to amend or recomplete, please call the Drilling Permits group first.

REVIEW W-1 BEFORE SUBMITTING !!!



Remember: *You* are your best defense in preventing problems with your application. Please be diligent and REVIEW *before* submitting.

PAUSE AND REFLECT





FORM P-16 ACREAGE DESIGNATION

A Basic Overview

WHEN IS THE P-16 REQUIRED?



- **All Horizontal wellbores.**
 - **Regardless of the regulatory field.**
 - **Includes Allocation and PSA wells.**

- **All wellbore profiles in a UFT field.**
 - **Vertical**
 - **Directional**
 - **Horizontal**

USE THE CURRENT VERSION



Important:

- Please use the current version of the Form P-16.
 - Updates were adopted on June 28th, 2022
 - It is required to use the updated Form
- The most up to date version is always available in the Oil and Gas Forms Library.
 - <https://www.rrc.texas.gov/oil-and-gas/oil-and-gas-forms/>

REQUIRED SECTION BY PROFILE TYPE



Wellbore Profile	Section I	Section II	Section III	Section IV	Section V	Section VI	Attachment 1A	Attachment 2A
Vertical Well	Yes	Yes	Yes	Optional	No	No	Optional	No
Directional Well	Yes	Yes	Yes	Optional	No	No	Optional	No
Horizontal Well	Yes	Yes	Yes	Optional	No	No	Optional	No
Allocation Well	Yes	Yes	No	Optional	Yes	Yes	No	Optional
PSA Well	Yes	Yes	No	Yes	Yes	Yes	No	Optional
Stacked Lateral Well	Yes	Yes	Yes	Optional	No	No	Optional	No
Stacked Lateral Allocation Well	Yes	Yes	No	Optional	Yes	Yes	No	Optional
Stacked Lateral PSA Well	Yes	Yes	No	Optional	Yes	Yes	No	Optional

P-16 - SECTION I



RAILROAD COMMISSION OF TEXAS

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

Form P-16

Page 1

Rev. 06/2022

Acreage Designation

Filer is the owner or lessee, or has been authorized by the owner or lessee, of all or an undivided portion of the mineral estate under each tract for which filer is listed as operator below. For all leases operated by other entities, the number of assigned acres shown are reflected on current Commission records or the filer has been authorized by the current operator to change the assigned acreage of that operator as shown below.

SECTION I. OPERATOR INFORMATION

Operator Name:		Operator P-5 No.:	
Operator Address:			

- P-5 (Operator) No.
- Operator Name
- P-5 Address

P-16 - SECTION II



SECTION II. WELL INFORMATION					
District No.:	Select One	API No.:		Purpose of Filing:	
Well No.:		Drilling Permit No.:		<input type="checkbox"/>	Form W-1
Lease Name:		RRC ID or Lease No.:		<input type="checkbox"/>	Form G-1/W-2
Total Lease Acres:		Field Name:		Ownership Interval:	
Proration Acres:		Field No.:		Upper:	
Wellbore Profile:	Select One	Is this a UFT field?:	Select One	Lower:	
SL Record (Parent) Well Drilling Permit No.:		County:	Select One		

All fields are required

- For a New Drill W-1 the API No. and Drilling Permit No. may not be available. They can be blank, yet are required for an amendment
- If a Lease ID (oil) has been generated, it is required. An RRC ID (gas) is specific to the well and is required only if already created for this well.

SECTION II – COMMON ISSUES (1 OF 2)



District No.:	Select One	S
Well No.:		A
Lease Name:		D
Total Lease Acres:		R
Proration Acres:		F
Wellbore Profile:	Select One	F
SL Record (Parent) Well Drilling Permit No.:		Is
		C

- Lease Name not matching W-1.
- Proration Acres box not being used with a W-1.
- Incorrect Wellbore Profile selection.
 - Choosing Horizontal instead of Stacked Lateral.
- Not adding Parent Well Status/Permit No.

SECTION II – COMMON ISSUES (2 OF 2)



SECTION II. WELL INFORMATION	
API No.:	
Drilling Permit No.:	
RRC ID or Lease No.:	
Field Name:	
Field No.:	
Is this a UFT field?:	Select One
County:	Select One

- **Incorrect or misspelled Field Name.**
- **Field No. not referencing the named field.**
 - **Using S(TA) R40 Field No., with S(TA) Field Name.**
- **Not identifying UFT Field Designation.**
- **Using interval boxes for Allocation or PSA wells**

SECTION III – COMMON ISSUES (1 OF 2)



- **Incorrect Information:**
 - Well Numbers and/or API Numbers
 - Profile selection
 - Incorrect Lease Names and Lease ID's
- **Subject Well Missing:**
 - The subject well being proposed or completed should be listed in this Section, along with other required well listings for your W-1.
- **Missing Required Well Listings**



- **Page 1A is an addendum for Section III.**
- **Auto calculation features will not cross pages, with respect to the totals.**
- **The totals at the bottom of any Supplemental pages (Page 1A or Page 2A, no matter how many) will only be a total for that page only.**



- This is a comments box.
- Any useful information you need to provide.
- PSA acreage statement (required for PSA)
 - MINERAL *AND* WORKING Interests
 - At least 65% agreement to production sharing
 - Need to meet 65% *IN EACH TRACT*
 - Specific numbers per tract, or
 - Statement should reference “from all tracts”

P-16 – SECTION V (1 OF 4)



SECTION V. LISTING OF ALL TRACTS CONTRIBUTING ACREAGE TO AN RRC DESIGNATED DEVELOPMENTAL UNIT THAT IS NOT A SINGLE LEASE, POOLED UNIT, OR GROUP OF TRACTS UNITIZED BY CONTRACT FOR PURPOSES OF SECONDARY RECOVERY					
RRC ID No., Lease No. or Tract ID	Lease Name	Beginning Lease Acres	Ownership Interval (Upper)	Ownership Interval (Lower)	Operator Name and Operator No. (if different from filing operator)
A					
B					
C					
D					
E					
F					
G					
H					
		Total Acreage =			

- Section V is ONLY Used for Allocation or PSA submissions.
- Defines the composition of the developmental acreage.
- Ownership interval information for each developmental tract will be entered in this Section. (Section II is not used)

SECTION V – COMMON ISSUES



- **Lease ID No's. (Oil or Gas) not being listed.**
- **Lease or Tract Names not matching the plat.**
- **Incorrect Beginning Acreage.**
- **Other Operator Names not being listed.**
 - **Not providing the No Double Assignment of Acreage Statement if another Operator is listed.**



- **Only Used for Allocation or PSA submissions.**
 - This Section lists all wells that have acreage proposed or assigned from each tract in the developmental acreage.
- **Wells listed in Section VI will follow the same rules as Section III.**
 - RRC ID No./Lease name and API # follow Section III procedures.
- **For a W-1 application the proposed Allocation or PSA well is now required to be listed, per the June 2022 P-16 updates.**



- **Acres From (part 1):**
 - If a listed well is a base lease well, then it will only have a value in the respective lease column.
 - Stacked Lateral Wells will show Zero acres.
 - If a well is not using a particular tract, then each respective column will be BLANK.
 - Do NOT put Zeroes in this case.
 - A Zero indicates that the well is using the tract, but has no acreage assigned.
 - A blank cell indicates that the well is not using that tract.



- **Acres From (Part 2):**
 - **For a W-1 application:**
 - **Proposed wells not yet completed to schedule should reflect the minimum per the field rules.**
 - **The cumulative assignment should equal the minimum, per the field rules, for Allocation or PSA wells.**
 - **Completed wells can match the schedule OR be shown as they will be at the time of completion.**

SECTION VI – COMMON ISSUES (2 OF 2)



- **Section not being used when Allocation or PSA is selected in Section II.**
- **Incorrect Lease Id's and API Numbers.**
- **Zero acreage being shown for tracts that a particular well does not use. (should be blank)**
- **Acreage being shown for Stacked Laterals. (should be zero)**
- **Incorrect Profile selection.**



- **Page 2A is an addendum for Section VI.**
- **Auto calculation features will not cross pages, with respect to the totals.**
- **The totals at the bottom of any Supplemental pages (Page 1A or Page 2A, no matter how many) will only be for that page.**

REVIEW P-16 BEFORE SUBMITTING !!!



Remember: *You* are your best defense in preventing problems. Please be diligent and REVIEW *before* attaching your P-16.

WE ARE ALMOST DONE





This Session will conclude with advice on:

- **Resolving problems**
 - and how the resolution process works
- **Best Practices for filing**
- **Contact information**

How to resolve a problem email (1 of 3)



- Read the problem letter in full.
- If you receive multiple from the same batch, do not assume that they are all the same.
- Even from the same batch of wells, the problems can (and do) differ.
- Call us if you have questions.

How to resolve a problem email (2 of 3)



- **Reply to the problem email you received.**
 - Do not send a direct email, reply off what you received.
 - Attach all requested document revisions.
 - In the body of the email include any information or verifications that may have been requested.
- **If you have been asked to pay a Rule exception fee, you will need to also tell us the exception resolution.**
 - We won't select this for you.
 - Failure to tell us the resolution will further delay processing.

How to resolve a problem email (3 of 3)



- **Ensure all attachments are provided**
- **Attachments will meet file size and format requirements**
 - No larger than 4.0 MB (keep it below 4)
 - PDFs for P-16, P-12, Plat
 - CSV for Service Lists
- **Be mindful of the filename**
 - Special characters will prevent upload
 - Filename should be letters and numbers only to avoid issues



- Responses do not go directly to the analyst who sent the problem.
 - They go to a general inbox that we forward out of.
- Responses are manually forwarded **THREE** times a day
 - Start of day
 - Just before lunch
 - End of day



- **Depending on when your response came into the inbox, it will be forwarded out in the next forward batch.**
 - **If a response is in the inbox before 8a, it will be forward in the start of day batch.**
 - **If a response in in the inbox at 2p, it will be forwarded in the end of day batch.**



- Analysts will work problems in order of receipt, once they are received in their personal inbox.
- Depending on the volume of problems, they will be managed and balanced with the W-1s that are not yet reviewed.
 - We constantly manage a cycle of problems and unreviewed W-1s.
 - A problem should be resolved within 48 business hours of receipt.



- **A vast majority of the problems that we send are clerical errors.**
- **These can be avoided by checking your work before you submit the W-1 application.**
- **At least 75% of the problems we send are clerical errors that can be avoided ahead of time.**



- **Review your W-1 BEFORE submitting the application.**
 - We have seen an increase in the number of dp-info emails requesting corrections.
 - This is due to the W-1s being reviewed by the filer.
 - However, these reviews are being done after submission.
 - If the filer's review is done BEFORE submission, time will be saved on both ends.



- **Assess the well count accurately.**
- **Ensure all wells within the same field and acreage are included in the well count and listed on the P-16 (if applicable).**
- **If the well count has changed, add a comment.**
 - **Expired permits or completions in another field**



- For Allocation and PSA wells ensure that the lease lines border are accurate.
- The plat is required to show a bolded or dark hash marked line.
 - Surrounding ONLY the developmental tracts listed in Section V of the P-16; or
 - Each individual tract is outlined individually
- Although a best practice, this is a requirement also.



- **If the wellbore is oriented to the lease line at an angle:**
 - **Ensure that a perpendicular spacing call is shown on the plat.**
 - **Tied 90 degrees to the well. Intersects lease line at an angle.**
 - **The purpose is to show compliance to the perpendicular spacing rules (if dual lease line spacing exists).**
 - **This will be an additional call, separate from the lease line calls.**
 - **A problem will be sent if not shown on the plat.**



- **Submit your W-1 application in advance.**
- **Drilling Permit staff reviews ALL W-1s from ALL Districts on order of submission.**
- **The type of application does not change this.**



- **Once you have the information necessary to submit the W-1, it should be submitted.**
- **Waiting until the last minute to file the application will create a situation in you may not meet the spud date.**
- **“Push-Through” requests are for on site emergencies, not late filing.**



- **Your submission timing should also consider:**
 - Local permits that might be needed.
 - Injection permits that might be needed.
 - Statewide Rule 13 exceptions that might be needed.
 - SWR 37 and/or 38 notifications that might be needed.
- **Notifications and exceptions cannot be rushed.**
 - Please plan for this



- **A W-1 that does not require Rule exceptions:**
 - It's best to submit at least two weeks prior to spud
- **A W-1 requiring a Rule exception (37/38) for which own offset, or waivers are used and/or a Rule 13 is needed:**
 - Submit approx. 3 weeks prior to spud for a proper review
- **If a 21-day notification is needed for a Rule 37 or 38 exception:**
 - Submit at least 6 weeks prior to spud to allow for the 21-day notification and prior review



Following the preceding best practice tips can greatly increase the efficiency of your review.

Remember: *You* are your best defense in preventing problems with your application. Please be diligent and REVIEW *before* submitting.

CONTACT INFORMATION



Drilling Permit Main Phone Line	512-463-6751
General Questions (and corrections not related to a problem email)	drillingpermits-info@rrc.texas.gov
Publisher's Affidavits and Tear Sheets	SWR37@rrc.texas.gov
General Hearing Requests and Complaints (NOT resulting from a protest problem email)	OGHearingRequest@rrc.texas.gov
Protest Hearing Request (resulting from a protest problem email)	SWR37@rrc.texas.gov (or reply to the problem email)
Problem Responses	Reply to the problem email that was received
Manager: David King	David.King@rrc.texas.gov

THANK YOU

