

# Digital Well Log Submission

## Accessing the Digital Well Log Submission System

On the RRC Online Home Page, click the **Digital Well Logs Submission** link. The *Digital Well Log Submission* screen displays.

**IMPORTANT:** If the *Digital Well Logs Submission* link does not display on your RRC Online Home Page, contact your company's Security Administrator.

## Submitting a Well Log

1. Select one or more reasons for filing the well log.
2. Enter the *API Number* or *DP Number*. Click the corresponding **Find** button. The *Operator*, *Well Identification* and *Survey and GPS Coordinates* fields are prepopulated.

**IMPORTANT:** (1) If you are submitting a well log for a Dry Hole, enter the DP Number associated with the well.

(2) An API Number or Drilling Permit Number associated with a Completion is required unless you are submitting a well log with the Reason for Filing is Groundwater or UIC – Permitting. For more information about submitting well logs for Groundwater or UIC – Permitting, see the [Submitting a Log for Groundwater or UIC – Permitting](#) section.

**NOTE:** If multiple drilling permits are associated with a single API, the system displays the list of drilling permits that correspond to that API. Select the drilling permit you want to use. The additional well information for the selected drilling permit displays.

3. Complete the following fields.

**IMPORTANT:** Enter the information that corresponds to the Completion (G-1/W-2) filed for this well. If the well log is not associated with a completion, enter the information for the primary file you are submitting.

- Top of Logged Interval
- Bottom of Logged Interval
- O/G Code

**NOTE:** If the well is a dry hole, make sure that Dry Hole is selected as the Reason for Filing. This field is required, so you must choose either O or G.

- Well Log Run Date

4. In the *Upload Files* area, you can upload the well log files.

You can upload both TIFF and LAS files. If you are unable to submit all well log files in TIFF and LAS format, click the *I certify that at this time I cannot submit all well logs in LAS format* check box. If this check box is checked, the system will allow you to submit only TIFF well log files.

If you are submitting LAS and TIFF files, the files must be submitted in a 1:1 ratio. For every TIFF submitted, an LAS file must be submitted. The TIFF and LAS files must have the same Primary Well Log Type and Secondary Well Log Type. You can upload additional TIFF and LAS files, but each TIFF must have a corresponding LAS file, and the pair must have matching Primary and Secondary Well Log Types.

#### **To Upload a TIFF**

- a. Using the *Choose Primary Well Log Type* drop-down list, select the primary well log type in the file. You must select a primary well log type.
- b. In the *Choose Secondary Well Log Types* area, click the check box next to the additional well log types in the file.
- c. In the *Comments* area, enter any comments for the file.
- d. Click the **Choose Tiff** button.
- e. Open the file you want to upload. The file information displays in the grid below.  
**IMPORTANT:** Each uploaded TIFF must be one continuous image.

#### **To Upload an LAS**

- a. Using the *Choose Primary Well Log Type* drop-down list, select the primary well log type in the file. You must select a primary well log type.
  - b. In the *Choose Secondary Well Log Types* area, click the check box next to the additional well log types in the file.
  - c. In the *Comments* area, enter any comments for the file.
  - d. Click the **Choose LAS** button.
  - e. Open the file you want to upload. The file information displays in the grid below.
5. Click the radio button next to file that corresponds to the log header associated with the Completion (G-1/W-2) filed for this well. If you are not submitting the well log for Rule 16 or UIC – Completions, you can select any file.
  6. In the *Submission Remarks* field, enter comments for the complete submission. Unlike the *Comments* field in the *Upload Files* area, this field is for the complete submission, not one specific file in the submission.
  7. Click the *Certification indicator* check box. The *Certification Date* field is populated.
  8. Click **Submit**. The well log submission is complete. A confirmation email will be sent to the submitter's email address.

## Submitting a Log for Groundwater or UIC – Permitting

1. Select **Groundwater** or **UIC - Permitting** as the reasons for filing the well log.
2. Enter the *API Number* or *DP Number*. Click the corresponding **Find** button. The *Operator*, *Well Identification* and *Survey and GPS Coordinates* fields are prepopulated. If information about the well is not prepopulated, you can enter the necessary information.
3. Enter the Operator Information.
  - a. Click the **Search Operator** button. The *Search Operator* dialog box displays.
  - b. Enter information in the *Operator Name* field or the *Operator Number* field.
  - c. Click **Search**. The results display.
  - d. Select the operator that you want to use. The information displays in the *Operator Information* area.
4. Enter the *Well Identification* information. *County* and *Lease Name* are required.
5. Enter the *Survey and GPS Coordinates Information*. *Survey* is required. If *Abstract Number* is not entered, at least one of the other *Survey* fields (*Block*, *Section*) is required.
6. Complete the following fields
  - Top of Logged Interval
  - Bottom of Logged Interval
  - O/G Code

**NOTE:** If the well is a dry hole, make sure that Dry Hole is selected as the Reason for Filing. This field is required, so you must choose either O or G.

- Well Log Run Date
7. In the *Upload Files* area, you can upload the well log files.

You can upload both TIFF and LAS files. If you are unable to submit all well log files in TIFF and LAS format, click the *I certify that at this time I cannot submit all well logs in LAS format* check box. If this check box is checked, the system will allow you to submit only TIFF well log files.

If you are submitting LAS and TIFF files, the files must be submitted in a 1:1 ratio. For every TIFF submitted, an LAS file must be submitted. The TIFF and LAS files must have the same Primary Well Log Type and Secondary Well Log Type. You can upload additional TIFF and LAS files but each TIFF must have a corresponding LAS file, and the pair must have matching Primary and Secondary Well Log Types.

### **To Upload a TIFF**

- a. Using the *Choose Primary Well Log Type* drop-down list, select the primary well log type in the file. You must select a primary well log type.
- b. In the *Choose Secondary Well Log Types* area, click the check box next to the additional well log types in the file.
- c. In the *Comments* area, enter any comments for the file.
- d. Click the **Choose Tiff** button.
- e. Open the file you want to upload. The file information displays in the grid below.  
**IMPORTANT:** Each uploaded TIFF must be one continuous image.

### **To Upload an LAS**

- a. Using the *Choose Primary Well Log Type* drop-down list, select the primary well log type in the file. You must select a primary well log type.
  - b. In the *Choose Secondary Well Log Types* area, click the check box next to the additional well log types in the file.
  - c. In the *Comments* area, enter any comments for the file.
  - d. Click the **Choose LAS** button.
  - e. Open the file you want to upload. The file information displays in the grid below.
8. Click the radio button next to file that you want to designate as the primary file.
  9. In the *Submission Remarks* field, enter comments for the complete submission. Unlike the *Comments* field in the *Upload Files* area, this field is for the complete submission, not one specific file in the submission.
  10. Click the *Certification indicator* check box. The *Certification Date* field is populated.
  11. Click **Submit**. The well log submission is complete. A confirmation email will be sent to the submitter's email address.