

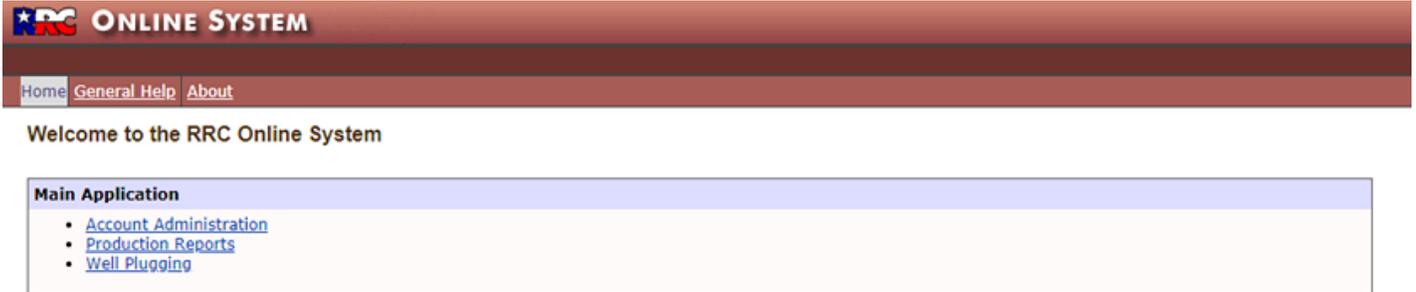
W-3A: Notice of Intention to Plug and Abandon Online User Guide

Introduction

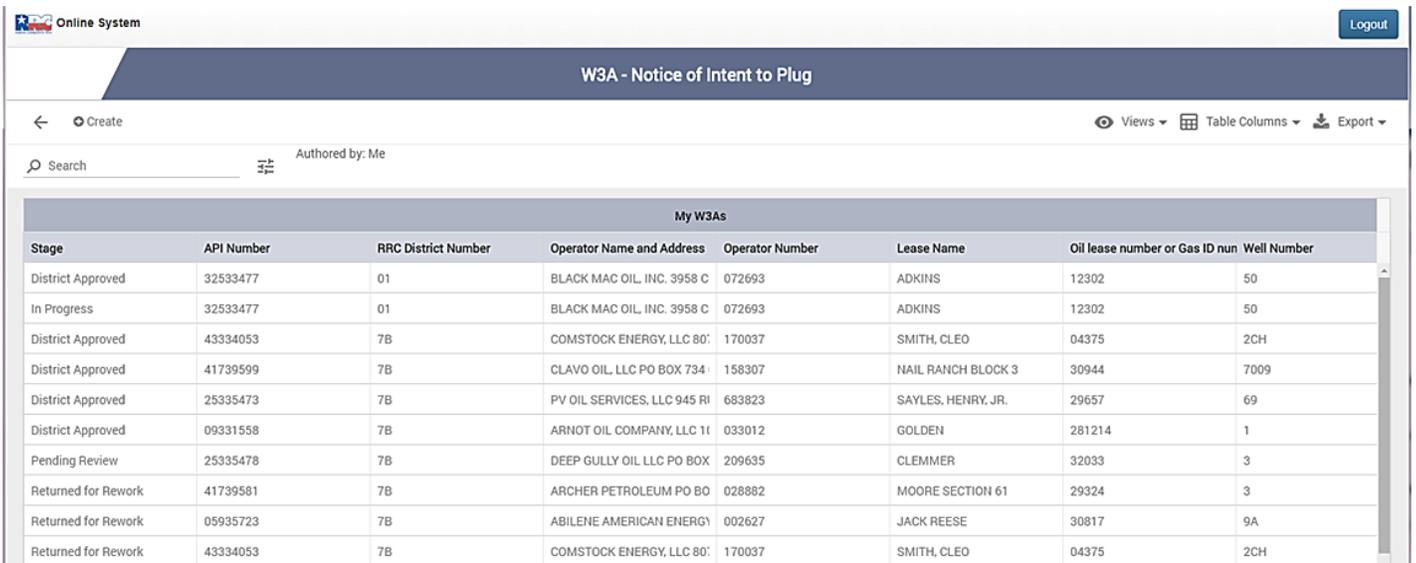
To file form W-3A, the filer (operator of the well or operator's representative) needs the current and, if applicable, the historical wellbore information. Hardcopy filings are still accepted at the District offices. The processes for hardcopies has not changed.

Submitting an Online W3A

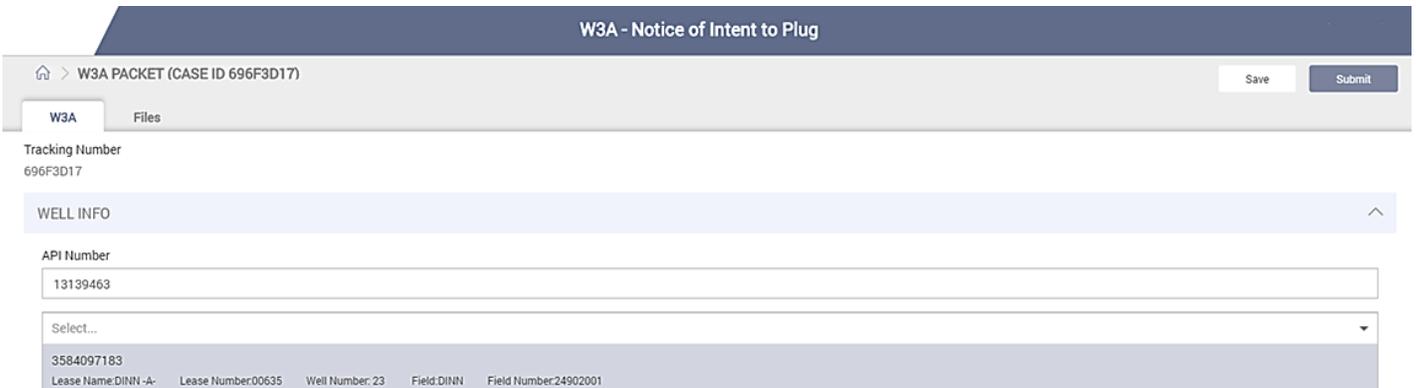
1. Log into RRC Online.



2. Click the **Well Plugging** link.
3. Click **Create**.



4. Enter the API in the *API Number* field.
5. In the field below the *API Number* field, click the drop-down arrow and select the lease number you want to use.



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The data fields listed below will pre-populate based on the lease selected and information available in the RRC database.

IMPORTANT: *Pre-population of fields is based on information available in RRC systems.*

- Operator Name and Address
 - Operator P-5 Number
 - RRC District Number
 - County of well site
 - Drilling Permit Number
 - Rule 37 Case Number
 - Oil Lease Number of Gas ID number
 - Well Number
 - Field Name
 - Field Number
 - Lease Name
 - Section Number
 - Block Number
 - Survey and Survey Numbers
 - Abstract Number
 - Total Depth
 - Usable-quality water strata details
 - GAU Letter issue date
 - Casing record information
 - Record of perforation information
6. Select the *Type of well* and *Type of Completion*.
 7. The *Usable Water Quality Strata* (GAU information) and the date of the letter should pre-populate. If the information does not pre-populate, click the **Add** button to attach a GAU letter. Submission of the GAU information is required in order for a W3A to be reviewed.
 8. In the *Area Review* area, click the **Add** button to enter information *"If there are wells in this area which are producing from or have produced from a shallower zone, state depth of zone (feet)"* or *"If there are wells into which salt water is being or has been disposed of into a shallower zone, state depth of zone (feet)."*
 9. In the *Casing record information* area, you can:
 - Click the **Add** button to add casing information.
 - Click the within the row to edit or add casing information such as TOC, DV tool, or anticipated casing recovery data.
 - Click within a column header to sort the casing table by that parameter.
 - Click the check box then click **Remove** to delete casing.
 10. In the *Record of perforation information* area, you can:
 - Click the **Add** button to add perforations.
 - Click the within the row to edit or add perforation information such as plugged or not plugged.
 - Click within a column header to sort the perforations table by that parameter.
 - Click the check box then click **Remove** to delete perforations.
 11. In the *Plugging proposal information* area, click the **Add** button to add proposed plugging information.
 - Use the drop-down menu to select proposed plug type for each plug.
 - Enter additional information required for selected type of plug.

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- Enter all plugs as needed.
NOTE: Rule 14 requires all plugs, except a top or surface plug, to fill at least 100ft of hole, plus 10% more volume for each 1000ft of depth from ground surface to the bottom of the plug. For example, a plug base at 6000ft requires a minimum plug length of 160ft.
12. Complete the additional fields.
 13. Click the **Submit** button, located at the top of the filing, to submit.
 14. After you have submitted a W3A, you can view the *PDF* the *Files* tab.

If you would like to request an extension for an approved W3A, contact the appropriate [district office](#).

Helpful Hints for Submitting a W3A

1. We recommend that you clear your browser history before and between filing W3As.
2. In-progress filings are saved automatically. Unsubmitted filings are saved to the “Drafts” link accessible at “Views” on the filers main page.
3. The system times out after 45 minutes and may appear non-responsive after any prolonged inactivity. Filings in progress will be saved to “Drafts”. Log out and log in again to reactivate.
4. Filings are searchable by most of the data fields of the filing, as well as the “Stage” of the filing.
5. Upon creation of a filing, the system will assign a unique tracking number to each filing. The tracking number is located at the very top of the filing screen, above the “Well Info” header bar.
6. Use of the “Search” entry field will search all fields for the data entered. Additional data filtering options are available at the icon near the “Search” entry field. To search by API number, enter the API. Use of the State number for Texas (42) is not required.
7. You can customize the main page grid.
8. W3As in the “In-Progress”, “Pending Review”, or “Returned for Rework” stages can only be accessed by the user that filed them.
9. “District Approved” filings are public record and can be located for review by use of the search feature.
10. Following the “Submission” and “Approval” steps, a *PDF* is created. These *PDFs* are located on the “Files” tab and are available to download. The format of the *PDF* cannot be changed. **NOTE:** “Comments” added to the filing will not transfer to the *PDF* but are saved in the system.

W3A “Stage” Definitions (Stage = status)

In Progress: W-3A opened by filer, unsubmitted for review. Only the filer can access their In-Progress W3As.

Pending Review: W3A application has been submitted (or re-submitted) and is ready to be reviewed.

Under Review: District office staff has started the review process.

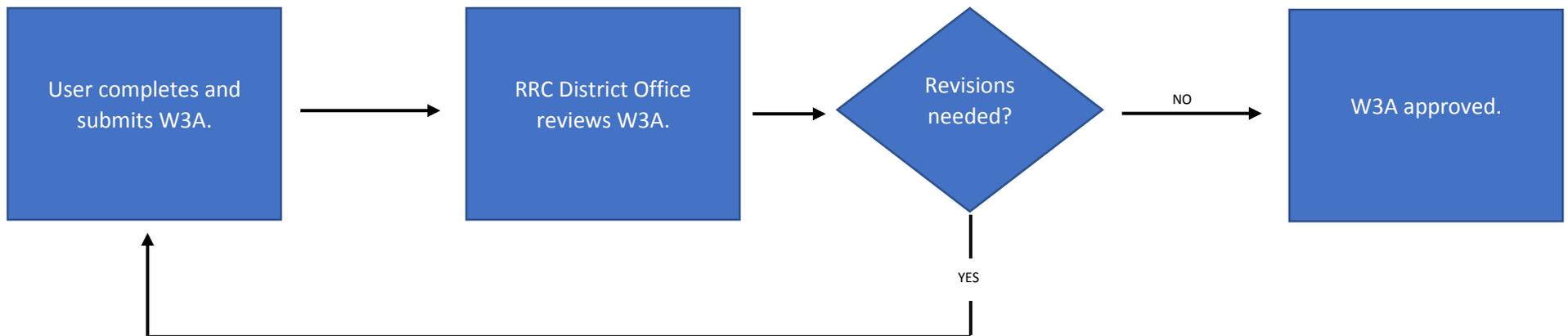
Returned for Rework: District office staff has returned the W-3A to the filer.

W-3A Returned: A *Returned* application is ready for the filer to correct and re-submit.

District Approved: District Office has approved the W3A.

Closed: The filer closes the application when the well is plugged.

W3A Process



W3A GENERAL INFORMATION

The following remain unchanged from the instructions associated with the hardcopy.

- W-3A online filings are submitted by the system to the appropriate Commission District Office for the county where the well's surface location is located. Operators must submit their online filing at least FIVE (5) days before they intend to begin plugging operations. The District Director or their delegate may approve, modify, or reject the operator's plugging proposal as submitted. **IMPORTANT:** Following approval of the online filing, an operator is required to give at least a FOUR (4) HOUR notice to the District office before proceeding to plug the well.
- Operator's must have in hand a letter from the Commission's Groundwater Advisory Unit (GAU), dated within the last five (5) years, stating the depth to which usable quality water strata occur in the area of the well. Usually, this information will pre-populate in the online filing. If it does not pre-populate, an e-copy should be attached.
- Before plugging any well, the operator must give notice to the surface owner of the well-site tract, to the resident of the owner is absent, and to the operators of all offset producing leases.
- When approved, the plugging proposal described in the online W-3A system will be valid for at least six (6) months. The expiration date appears in the system under the "District Office" tab. The date also appears on the *pdf* printout on the last page.
- Operators must comply with the general plugging requirements in section (d) and the specific technical requirements in sections (e) through (k) of Statewide Rule 14. **Consult Statewide Rule 14; proper plugging is the operator's responsibility.**
- Within 30 days after the plugging operations are completed, the operator must file in the appropriate District Office a completed and verified Plugging Record, Form W-3. The cementer of the well must complete and sign the cementing report on Form W-3 or file a separate Form W-15 and attach this report to the plugging record.

If you have questions regarding the W3A online system, W3A plugging requirements, or general well plugging issues contact the appropriate [district office](#) for assistance.