



H-15 Older Inactive Well Test Reports

Online Filing User Guide

Railroad Commission of Texas
Information Technology Services Division
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What is an H-15 Test?

The H-15 test is required to establish that an inactive well over 25 years old does not pose a potential threat of harm to natural resources, including surface and subsurface water, oil and gas. The actual test is generally either a static well fluid level test (FL) or a mechanical integrity test (MIT). The test reports are submitted to the Commission.

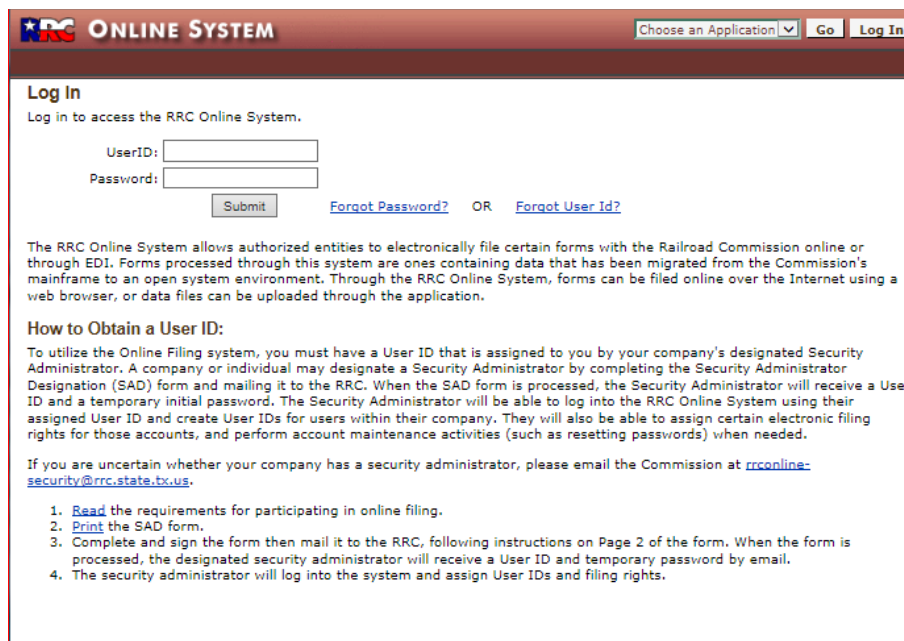
A test notice is sent when Commission records identify a well more than 25 years old that is inactive or has not reported production during the previous twelve-month period. The testing schedule is based on the annual field-testing schedule for the well's completion field.

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 is not recommended.
- JavaScript must be enabled.
- Pop-up blocking software must be disabled.

The [RRC Online System](#) page is your 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. Applications can be filed online over the internet using a web browser.



RRC ONLINE SYSTEM Choose an Application Go Log In

Log In
Log in to access the RRC Online System.

UserID:
Password:

Submit [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 rrconline-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.

Figure 1- RRC Online Login Screen

Navigating to the H-15 from RRC Online

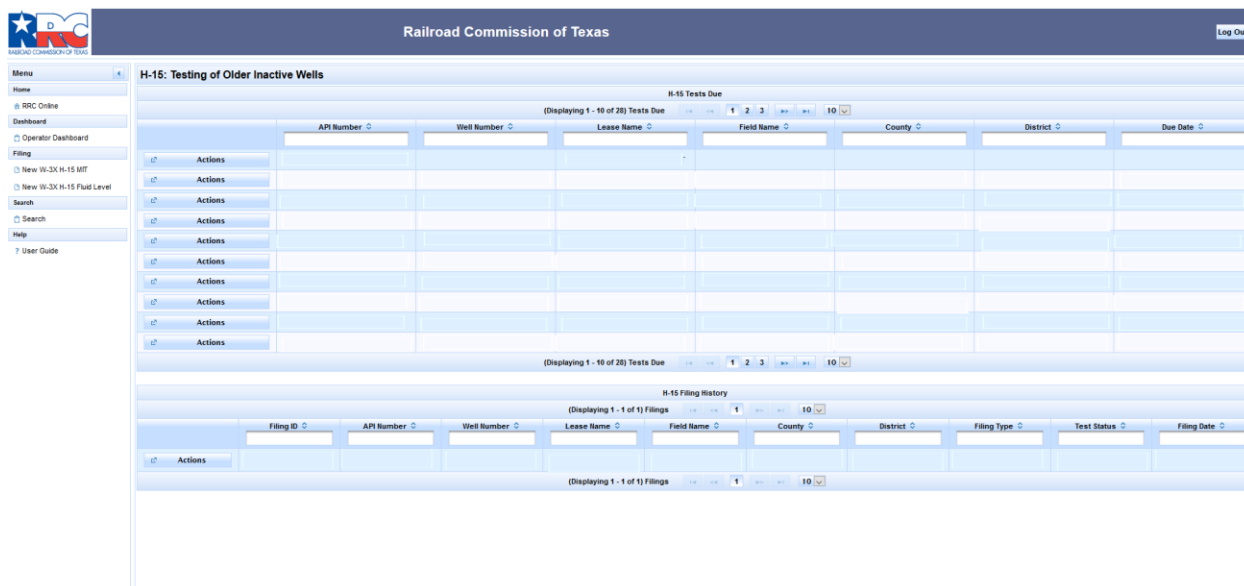
- Login using your assigned user ID.
- The **Main Application** menu screen is displayed after successful login.
- Choose **'H-15 Older Inactive Well Test Report'**.

Welcome to the RRC Online System



Figure 2- RRC Online Application Menu

Dashboard Screen – Operator



3- Operator Dashboard Screen

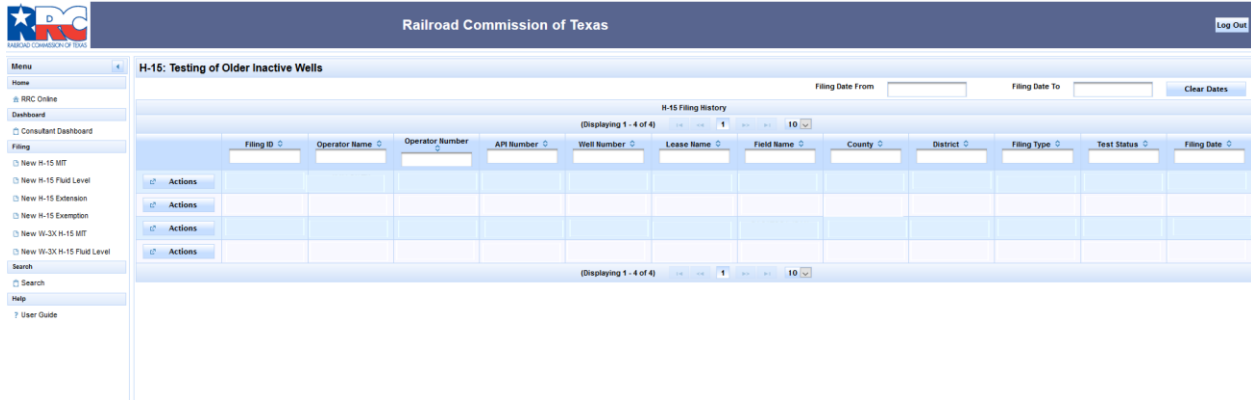
The Dashboard Screen is the main landing page for the *H-15: Testing of Older Inactive Wells* site. The left-hand menu displays links to help you navigate the main parts of the system.

For users directly linked to an Operator, the Dashboard Screen shows two tables, H-15 Tests Due and H-15 Filing History.

The H-15 Tests Due table displays a list of all wells associated with an operator that the Commission has determined are due to file an H-15 test. From this list you will be able to begin an H-15 test submission for each well displayed.

The H-15 Filing History table displays a list of all wells that have had an H-15 test filed in the system. Depending on the type and status of a filing, you will be able to take further actions on each well from this list.

Dashboard Screen – Consultant



4- Consultant Dashboard Screen

For Consultant users who file for multiple operators, the Dashboard Screen shows the H-15 Filing History table. The left-hand menu displays links to launch H-15 actions and help you navigate the main parts of the system.

The H-15 Filing History table displays a list of all wells that have had an H-15 test filed in the system by the logged-in user. Depending on the type and status of a filing, you will be able to take further actions on each well from this list.

H-15 Test Report

Launch a new H-15 Test Report

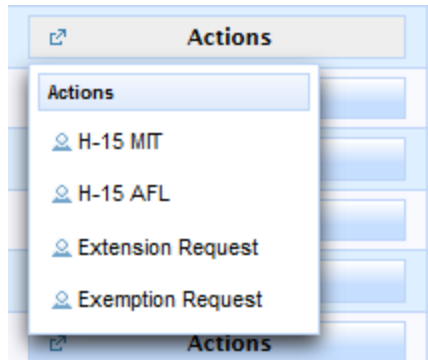
Operator Users

To begin filing an H-15 Test Report, first find the well you need to file for in the H-15 Tests Due table on your dashboard. You can filter and sort the H-15 Tests Due table by any of the column headings.



5- Filter and sort the H-15 Tests Due table

Clicking on the Actions button on the left side of the well listing will open the Actions menu, which allows you to choose the type of filing you can make for the listed well.

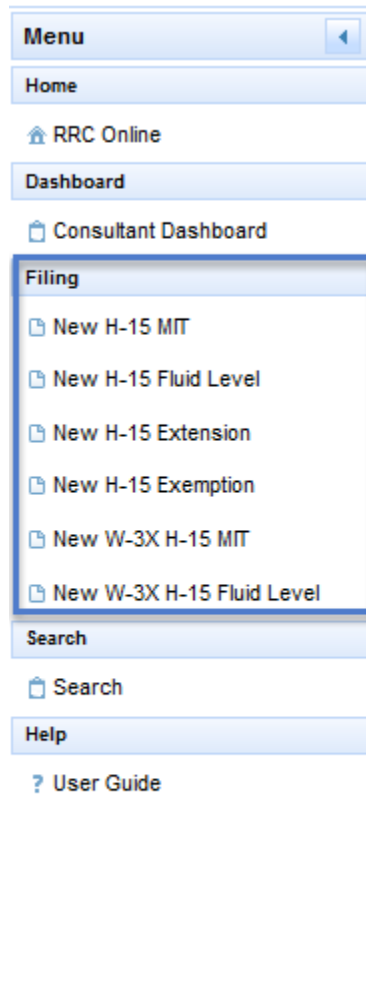


6- H-15 Tests Due Actions Menu

On selecting the type of filing you wish to make for the well, you will be taken to the H-15 Test screen.

Consultant Users

To begin filing an H-15 Test Report, first select the type of report from the Filing section of the left-hand menu. From there you will be taken to the H-15 Test screen.



7- Filing Section on Consultant Left-Hand Menu

Operator Information

Operator Users

Operator Information

Operator Name	AN OPERATOR	Operator Number	99999
Operator Address1	ADDRESS	Operator Address2	
City	CITY	State	TX
Zip Code	78701		

8- Prefilled Operator Information

For users whose access is tied to a specific operator, the operator information required for filing an H-15 will be filled automatically by the system.

Consultant Users

For users with the ability to file for multiple operators, the first step for completing an H-15 filing is to identify the Operator and Well you are submitting on behalf of.

Operator Information

Search Well

Operator Name		Operator Number	
Operator Address1		Operator Address2	
City		State	
Zip Code			

9- Launch Well Search

Clicking the Search Well button in the Operator Information section of the H-15 Test screen will launch a popup window that allows you to search the list of wells due for H-15 Testing.

Search Well Due for H-15 Filing

Enter a partial or full operator name or operator number, press Enter, and then click on a row in the search results list

District: Select District County: Select County

API Number: API Number Operator Name: Operator Name Operator Number: Operator Number Lease Name: Lease Name Lease Number: Lease Number

Search Reset

Operator/Lease Results: Showing 0-0 out of 0 wells due for H-15 filing.

District	Operator Name	Operator Number	Lease Name	Lease Number	Field Name	Well Number	API Number	County Name
No results found for search.								

Operator/Lease Results: Showing 0-0 out of 0 wells due for H-15 filing.

Close Set

10- Search Well Popup Window

On the Search Well window, you can search for a well using any combination of the following information:

- District
- County
- API Number
- Operator Name
- Operator Number
- Lease Name
- Lease Number

Once you enter your search information and click the Search Button, a list of matching wells will display.

Search Well Due for H-15 Filing

Enter a partial or full operator name or operator number, press Enter, and then click on a row in the search results list

District: 03 County: Select County

API Number: [Text Box] Operator Name: [Text Box] Operator Number: [Text Box] Lease Name: [Text Box] Lease Number: [Text Box]

Search [Button] Reset [Button]

Operator/Lease Results: Showing 1-10 out of 2997 wells due for H-15 filing.

District	Operator Name	Operator Number	Lease Name	Lease Number	Field Name	Well Number	API Number	County Name
7B	ANRE GAS SYSTEMS, INC.	025639	COTTEN "A"	083634	LAKE WEATHERFORD (CONVOLUTIONS)	1 T	36731343	PARKER
7B	ANRE GAS SYSTEMS, INC.	025639	COTTEN "A"	083582	MUIR (STRAWN 4400)	2 T	36731446	PARKER
7B	ANTLE OPERATING, INC.	026646	HARRIS	270472	THROCKMORTON COUNTY REGULAR(GAS)	1	44733281	THROCKMORTON
08	APACHE CORPORATION	027200	SHAFTER LAKE (SAN ANDRES) UNIT	20587	SHAFTER LAKE (SAN ANDRES)	376	00337566	ANDREWS
08	APACHE CORPORATION	027200	SHAFTER LAKE (SAN ANDRES) UNIT	20587	SHAFTER LAKE (SAN ANDRES)	391	00337568	ANDREWS
08	APACHE CORPORATION	027200	SHAFTER LAKE (SAN ANDRES) UNIT	20587	SHAFTER LAKE (SAN ANDRES)	382	00337569	ANDREWS
08	APACHE CORPORATION	027200	SHAFTER LAKE (SAN ANDRES) UNIT	20587	SHAFTER LAKE (SAN ANDRES)	377	00337572	ANDREWS
08	APACHE CORPORATION	027200	SHAFTER LAKE (SAN ANDRES) UNIT	20587	SHAFTER LAKE (SAN ANDRES)	389	00337573	ANDREWS
08	APACHE CORPORATION	027200	SHAFTER LAKE (SAN ANDRES) UNIT	20587	SHAFTER LAKE (SAN ANDRES)	375	00337574	ANDREWS
08	APACHE CORPORATION	027200	SHAFTER LAKE (SAN ANDRES) UNIT	20587	SHAFTER LAKE (SAN ANDRES)	199	00384043	ANDREWS

Operator/Lease Results: Showing 1-10 out of 2997 wells due for H-15 filing.

Close [Button] Set [Button]

11- Well Search Results

To choose a well for H-15 Test filing, click on the appropriate row and then the Set button. You will then be taken back to the H-15 Test screen, where the details for the selected well will now be displayed.

Lease and Well Information

Lease and Well Information

Lease Name: A LEASE Oil Lease/Gas ID Number: 9999
 Field Name: A FIELD County: ANDREWS
 RRC District: 08
 Well Number: 376
 Historical Wellbore Date: 03/25/1995
 API Number: 00000000
 Base of Deepest Usable Quality Water: * [Text Box]
 GAU Determination Date: [Text Box]

Location
 Section: 00 Block: A-1
 Abstract: 0000
 Survey: SURVEY
 Well - Perpendicular surface location from two nearest survey lines:
 First Distance: 130 First Direction: N
 Second Distance: 80 Second Direction: E

12- Lease and Well Information Section

The Lease and Well Information section of the H-15 Test screen will be completed automatically from the Commission's records for the selected well.

Given the age of the wells due for H-15 Testing, current data for the Base of Deepest Usable Quality Water might not be available from the Commission's records, so the user will need to enter this detail. For wells where this is entered manually, a Groundwater Advisory Unit Determination Letter must be attached to the H-15 Test before submitting to the Commission.

Mechanical Integrity Test Details

Test Information

Date Test Performed: [Text Box] Type of Test: H-15 MIT
 RRC Notification Number: [Text Box]
 Type of Mechanical Integrity Test: Hydraulic Pressure Other
 Cast Iron Bridge Plug/Packer Depth: [Text Box]
 Define Other: [Text Box]
 Reason for Mechanical Integrity Test: Substitute for annual fluid level test Required for well 25 or more years old AND inactive 10 years or more (effective 11/1/1997)
 Operator Remarks: [Text Area]

13- Mechanical Integrity Test Information Section

To submit a Mechanical Integrity test for H-15, the following information is requested:

1. Date Test Performed. This is the date the Mechanical Integrity Test was performed, a current or past date must be entered or selected here.
2. Type of Test. This is automatically completed based on the selection made from the Dashboard.
3. RRC Notification Number. If the test was witnessed by a Commission inspector, and you know the associated notification number, please provide it here. This information is not mandatory.
4. Type of Mechanical Integrity Test. Choose one option from:
 - a. Hydraulic Pressure – if this is selected, a Cast Iron Bridge Plug/Packer Depth must be entered.
 - b. Other – if this is selected, more details must be added in the Define Other box.
5. Operator Remarks. This is an optional field to give any further information that might be relevant.

Fluid Level Test Details

The screenshot shows a web form titled "Test Information Fluid". It contains the following fields:

- Date Test Performed * (text input)
- RRC Notification Number (text input)
- Top of Fluid in Wellbore: * (text input)
- Performed By (text input)
- Operator Remarks (large text area)
- Type of Test (dropdown menu, currently showing "Annual Fluid Level")
- Determined By * (dropdown menu, currently showing "Determined By:")
- Define Other (text input)

Figure 14- Fluid Level Test Details

To submit a Fluid Level test for H-15, the following information is requested:

1. Date Test Performed. This is the date the Fluid Level Test was performed, a current or past date must be entered or selected here.
2. Type of Test. This is automatically completed based on the selection made from the Dashboard.
3. RRC Notification Number. If the test was witnessed by a Commission inspector, and you know the associated notification number, please provide it here. This information is not mandatory.
4. Top of Fluid in Wellbore. Provide the measurement (in feet) for where the top of fluid is encountered in the wellbore.
5. Determined By. Indicate the method used to determine the Top of Fluid measurement by selecting one of the following options from the list:
 - a. WireLine
 - b. Other (If you select Other, you must provide further details in the Define Other box)
 - c. Visual (Only when top of fluid is visible from surface)
 - d. Sonic Survey
6. Performed By. Provide the name of the individual and company that performed the test.
7. Operator Remarks. This is an optional field to give any further information that might be relevant.

Attachments

Figure 15- Attachments Section

The Attachments section of the H-15 Test Report allows you to upload any required supporting documentation that needs to be submitted with your report.

For Mechanical Integrity Tests, a pdf copy of the test results must be attached to the report.

If the Base of Deepest Usable Quality Water was entered manually, you will need to attach a pdf copy of the Groundwater Protection Determination Letter confirming the depth entered.

To attach a file, first choose the Attachment Type from the list, then click on Choose PDF File. This will open a window allowing you to select the required file from your computer.

A successfully attached file will show up on the Attachments List, and from there you can view or delete the attachment.

You can add multiple attachments to the report by following the same steps for each file.

Certify and Submit

Clicking the Next button at the bottom left corner of the H-15 Test page will take you to the Certify and Submit screen.

Figure 16- Certify and Submit Screen

This is the final step before submitting your test. You are asked to provide contact information for your filing (name, phone number, and email) in case the Commission needs to get in touch regarding the information provided.

Once this information is entered, you will need to indicate agreement with the declaration and then click the Submit button to complete the test submission.

Once the test is submitted, it will go to the Commission for review. Once this is complete you will receive an email notification indicating the outcome in addition to any official correspondence mailed to the organization's address.

Extension Requests

Extensions for filing due H-15 tests may be granted by Austin Field Operations (for good cause) on a case by case basis.

Launch an Extension Request

Extension Requests are initiated in the same way as H-15 Test Reports (see Launch a new H-15 Test Report above), but by selecting Extension Request from either the Action menu on the Operator Dashboard or the left-hand menu on the Consultant Dashboard.

NOTE: Extension requests will not be approved by the Commission if they are submitted prior to the H-15 Test Due date.

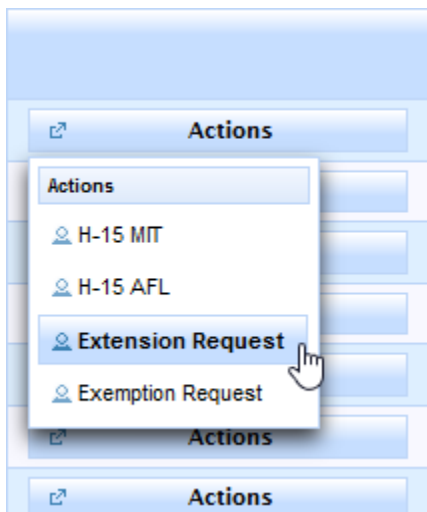


Figure 17- Select Extension Request from Actions menu

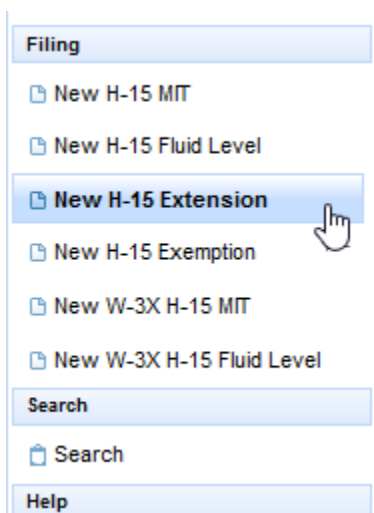


Figure 18- Select New H-15 Extension from left-hand menu

Extension Request Information

The identifying information for an Extension Request is completed in the same way as for an H-15 Test Report (see Operator Information and Lease and Well Information sections above).

In addition to this, you are asked to provide reasons for the request.

The screenshot shows a web form titled "Extension" with a minus sign icon. It contains two main fields: "Reason for Extension *" and "Operator Remarks". The "Reason for Extension" field is a dropdown menu with a blue arrow pointing down. A mouse cursor is hovering over the dropdown, which has opened to show a list of options: "Select Extension" (highlighted in yellow), "Other (Add reason in remarks)", "New operator", and "Approved W-3A". The "Operator Remarks" field is a large, empty text area with a small icon in the bottom right corner.

Figure 19- Extension Reason section

You must select a reason from the options provided in the dropdown list, and you can also provide additional remarks in the space provided.

To support your request for an extension you can attach additional documents to the request (see Attachments section above for further details).

Once this page is complete, clicking the Next button at the bottom of the screen will navigate you to the Submit page (see Certify and Submit section above for further details).

Following submission, the request will be reviewed by the Commission and you will receive notification of the final decision.

Exemption Requests

Exemptions from filing due H-15 tests may be granted by Austin Field Operations – these are evaluated on a case by case basis.

Launch an Exemption Request

Extension Requests are initiated in the same way as H-15 Test Reports (see Launch a new H-15 Test Report above), but by selecting Exemption Request from either the Action menu on the Operator Dashboard or the left-hand menu on the Consultant Dashboard.

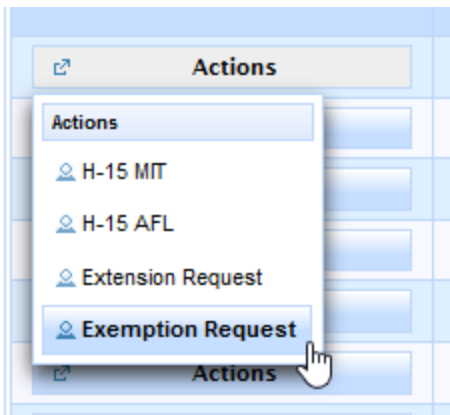


Figure 20- Exemption request in the Actions menu

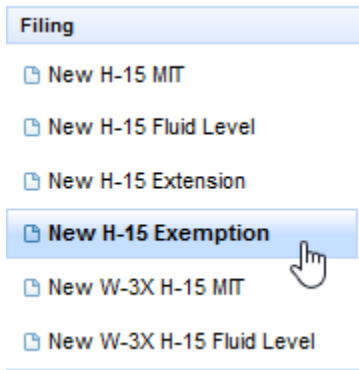


Figure 21- Exemption Request on the left-hand menu

Exemption Request Information

The identifying information for an Exemption Request is completed in the same way as for an H-15 Test Report (see Operator Information and Lease and Well Information sections above).

In addition to this, you are asked to provide reasons for the request.

Figure 22- Exemption Reason section

You must select a reason from the options provided in the dropdown list, and you can also provide additional remarks in the space provided.

To support your request for an exemption you can attach additional documents to the request (see Attachments section above for further details).


Once this page is complete, clicking the Next button at the bottom of the screen will navigate you to the Submit page (see Certify and Submit section above for further details).

Following submission, the request will be reviewed by the Commission and you will receive notification of the final decision.

Navigating the Dashboards

	Filing ID	API Number	Well Number	Lease Name	Field Name	County	District	Filing Type	Test Status	History Status	Filing Date
Actions	149							Annual Fluid Level	Approved	Current	04/09/2020
Actions	141							Mechanical Integrity Test	Approved	Current	04/07/2020
Actions	95							Mechanical Integrity Test	Approved	Current	04/01/2020






Figure 23- H-15 Filing History table on the dashboard screen

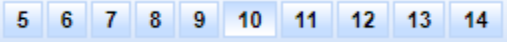
1. Click the sort order button  below the column title to sort the test reports by the information in the column selected. Clicking it again reverses the sort order.
2. Click the text box under the column name and enter a full or partial word to filter the list for items containing the text you entered. 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.



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.

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.

Searching for H-15 Tests

All H-15 test reports in the system (even those filed by another operator) can be viewed using the **Search** feature.

The screenshot displays the 'Search H-15 Test Reports' interface. At the top, there is a header 'H-15: Testing of Older Inactive Wells' and a sub-header 'Search H-15 Test Reports'. Below this is a search form with various input fields: API Number, Operator Name, Operator Number, RRC District (a dropdown menu), Lease Name, Oil lease/Gas ID Number, Field Name, County (a dropdown menu labeled 'List of all TX Counties'), Filing Status (a dropdown menu), Filing Type (a dropdown menu), RRC Notification Number, RRC Inspection Number, Date Test Performed (with 'From' and 'To' date pickers), Historical Wellbore Date (with 'From' and 'To' date pickers), and Filing Date (with 'From' and 'To' date pickers). Below the search form are two buttons: 'Search' and 'Clear Search'. The results section shows a table with the following columns: Form ID, Operator Name, Operator Number, API Number, Well Number, Lease Name, Field Name, County, District, Filing Type, and Test Status. The table is currently empty, with a message 'No results found for search.' above it. At the bottom of the results section, there is a status bar that says 'Showing 0-0 out of 0 filings' and 'Export Results: PDF CSV'.

Figure 24- H-15 Search Screen

You can search for H-15 test reports using any combination of the criteria on the search screen.

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.

After entering one or more search criterion, click the Search button.

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.

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.

Search results on this page will only contain filings created in the RRC Online System after its implementation in May 2020.