

**RAILROAD COMMISSION OF TEXAS  
Oil and Gas Division**

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**NOTICE TO OIL AND GAS WELL OPERATORS**

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**FILING DIRECTIONS FOR HARD COPY COMPLETIONS  
DISTRICTS 05, 06, 6E, 7B, and 09**

Effective October 18, 2010 all paper completion packet reports should be mailed directly to the Railroad Commission (RRC) in Austin for operators filing in RRC Districts 05, 06, 6E, 7B, and 09. Austin staff will key and process the hardcopy completions into the Online Completion System. Once the completion packet is converted to an electronic format, RRC District staff will be able to audit the forms concurrently with Austin staff. All RRC Districts will gradually be phased into this new process. **Only one, original filing should be sent to Austin.**

Operators may by-pass this step by taking advantage of the Commission's Online Completion System and directly submitting completion reports electronically. The web-based online filing system for well completion packets is available to all operators. Forms W-2 and G-1 are accepted in the RRC's Online Filing System. In addition, Forms G-10 and G-5 will be derived, when possible, from data entered from the Form G-1. Form P-4, P-15, and others will be in an electronic format for new leases. Additional required forms, such as Forms W-12 and W-15 can be scanned and attached to the completion packet.

To file forms electronically through the RRC Online Filing System, an operator must first assign a Security Administrator for their organization by submitting to the RRC a Security Administrator Designation (SAD) form. The Security Administrator may then assign user roles to others in the organization, enabling them to file forms electronically with the RRC. Existing users of the RRC's other on-line systems need merely to assign filing rights through their Account Administrator.

Some of the benefits of using the Online Filing System for completions include:

- Immediate submission of the completion packet for review by both Austin and District staff,
- Electronic audit of completion data to ensure correct data is submitted, and
- Quicker, electronic communication between RRC staff and the filer via the on-line message system with the capability to make corrections requested by RRC staff.

Should you continue to file hardcopy completions, mail only the original completion to:

**RAILROAD COMMISSION OF TEXAS  
PRORATION UNIT  
P.O. BOX 12967  
AUSTIN, TX 78711-2967**

If you have questions about the new filing system, please contact the Proration Unit of the Administrative Compliance Section of the Railroad Commission at (512) 463-3905. You may also contact us by e-mail at [prorationunit@rrc.state.tx.us](mailto:prorationunit@rrc.state.tx.us) for more information.

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**PLEASE FORWARD TO THE APPROPRIATE SECTION OF YOUR COMPANY**

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**OCTOBER 2010**