Exception to Statewide Rule 32 Online Filing (Form R-32)

External User Guide

Railroad Commission of Texas
Information Technology Services Division
September 2021

Table of Contents

What is the Application for Exception to Statewide Rule 32 (Form R-32)? **5**

Workflow for the SWR 32 Exception Application **5**

Workflow Description for a SWR 32 Exception Application **7**

Getting Started **8**

RRC Website Minimum Usage Requirements 8

RRC Online System Login Screen 8

Actions Needed Dashboard 9

Navigating the Application for Exception to SWR 32 Online System 9

Logged in User 9

Left Navigation Menu 9

Bottom Navigation Menu 10

Navigating the Dashboards 10

SWR 32 Exception Application Dashboards **12**

Action Needed 12

Pending 12

Approved 13

Denied – Request Hearing 13

Closed 13

Creating and Submitting an Exception Application (New or Renewal/Amendment) **14**

Page 1: Operator and Exception 17

Filing Representative section 18

Operator Information section 18

Requested Exception section 18

Page 2: Property and Flare/Vent Locations 21

Property section 22

Flare/Vent Locations section 24

Page 3: Attachments 29

Rule-Defined Necessity for Release section 29

Required Documentation section 30

Supporting Documentation Attachments section 32

Submitted Data List section 33

Page 4: Submit 34

Payment Portal....35
Paying by Credit Card....35
Paying by Electronic Check....46
Working with *In Progress* Applications (New or Renewal/Amendment)....58
Saving an *In Progress* Application....58
Viewing an *In Progress* Application....58
Completing an *In Progress* Application (New or Renewal/Amendment)....59
Deleting an *In Progress* Application (New or Renewal/Amendment)....60
Viewing Applications Awaiting Engineering Review (New or Renewal/Amendment)....61
Viewing the Results of Engineering's Review - RRC Review Result screen (New or Renewal/Amendment)....63
Application Statuses after Review....63
RRC Review Results screen....64
Banner section....65
Hearing Information section....65
Review Comments section....65
Review Attachment List section....65
RRC Correspondence Attachment List section....65
Authorized Exception section....66
Property section....66
Working with *Returned* Applications (New or Renewal/Amendment)....67
Viewing a *Returned* Application....67
Correcting and Re-submitting a *Returned* Application....68
Withdrawing a *Returned* Application....70
Working with *Approved* Applications (New or Renewal/Amendment)....71
Viewing an *Approved* Application....71
Renew/Amend an Approved Application....72
Cancelling an Approved Exception....72
Working with *Denied* Applications (New or Renewal/Amendment)....74
Viewing a *Denied* Application....74
Requesting a Hearing for a *Denied* Application....75
Viewing Applications Ineligible for Further Action (New or Renewal/Amendment)....76
Searching for a SWR 32 Exception Application....77
Viewing the Search Results List....79

Appendix A. Sample Review Letter Emailed to the Filer **82**

Appendix B. Sample PDF of the Authorized Exception Information **83**

Appendix C. Sample PDF of the Submitted Application Information **84**

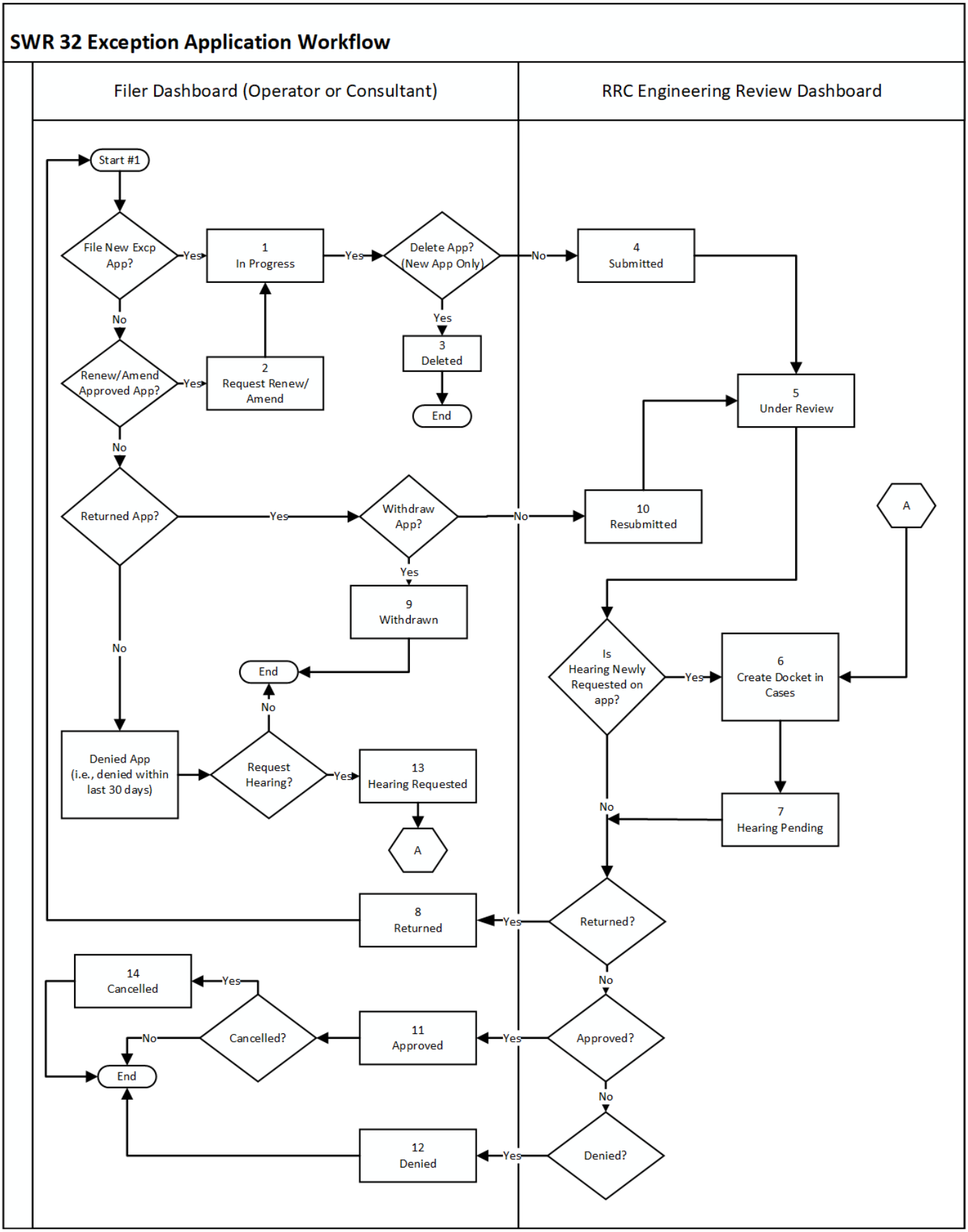
What is the Application for Exception to Statewide Rule 32 (Form R-32)?

The Commission's Statewide Rule 32 (16 Texas Administrative Code §3.32) states that all gas from any oil well, gas well, gas gathering system, gas plant or other gas handling equipment shall be utilized for purposes and uses authorized by law. For example, Rule 32 allows an operator to flare gas while drilling a well and for up to 10 days after a well's completion to conduct well potential testing. Rule 32 also allows an operator to request an exception to flare gas in certain circumstances. Most exceptions authorizing flaring received by the Commission are for flaring casinghead gas from oil wells. Exceptions to flare from gas wells are not typically issued as natural gas is the main product of a gas well.

Flaring of casinghead gas for extended periods of time may be necessary if the well is drilled in areas new to exploration. Other reasons for flaring include gas plant shutdowns; repairing a compressor or gas line or well; or other maintenance. In existing production areas, flaring also may be necessary because existing pipelines may have reached capacity. Commission staff issue flare exceptions administratively for up to 90 days at a time, for a maximum limit of 180 days. Extensions beyond 180 days must be granted through a Commission Final Order.

Workflow for the SWR 32 Exception Application

A SWR 32 exception application submitted through the online system will progress through several different statuses from when it is created and submitted to the point where it enters a final status of *Approved* or *Denied*. The Exception Status Workflow provides a picture of the workflow for the SWR 32 exception application. The numbered boxes represent each status that will appear on one of the dashboards. The arrows indicate how the application moves from one dashboard to the next as the status changes from *In Progress* through *Approved* or *Denied*.


SWR 32 Exception Application Workflow
Filer Dashboard (Operator or Consultant)
RRC Engineering Review Dashboard
Start #1
File New Excp App?
Yes
1 In Progress
Yes
Delete App? (New App Only)
No
4 Submitted
No
Yes
3 Deleted
End
Renew/Amend Approved App?
Yes
2 Request Renew/ Amend
5 Under Review
No
Returned App?
Yes
Withdraw App?
No
10 Resubmitted
A
Yes
9 Withdrawn
No
End
Is Hearing Newly Requested on app?
Yes
6 Create Docket in Cases
No
Denied App (i.e., denied within last 30 days)
Request Hearing?
Yes
13 Hearing Requested
A
No
7 Hearing Pending
8 Returned
Yes
Returned?
No
14 Cancelled
Yes
Cancelled?
No
11 Approved
Yes
Approved?
End
No
12 Denied
Yes
Denied?

Workflow Description for a SWR 32 Exception Application

1. The operator or consultant (i.e., the filer) enters a new application. The online system assigns a filing number and saves the application in *In Progress* status when the filer moves from Page 1 to Page 2 of the application.
2. When a filer requests to amend or renew an existing exception, the online system creates an application in *Request Renew/Amend* status and assigns a filing number. The online system updates the status to *In Progress* when the filer moves from Page 1 to Page 2 of the application.
3. The filer can delete an application with an *In Progress* or *Request Renew/Amend* status. An application in *Deleted* status cannot be viewed in the online system.
4. The filer submits the application after it has been completed and payment has been made. The system changes the status to *Submitted*. The filer cannot delete or edit the application after it has been submitted.
5. Engineering staff selects an application to review from their **Review** dashboard. This action changes a *Submitted* or *Resubmitted* application to *Under Review* status.
6. If the filer has requested a hearing for the exception application, Engineering creates a docket in CASES. They enter the CASES number on the **Review** screen.
7. After the reviewer enters the CASES number, they change the status to *Hearing Pending*. The system generates an email to notify the filer that the application is now in *Hearing Pending* status.
8. If the filer needs to correct an application or supply additional information, the reviewer changes the status to *Returned*. The system generates an email to notify the filer.
9. The filer can choose to withdraw an application in *Returned* status if they do not wish to continue the application process.
10. The filer corrects or supplies additional information for a *Returned* application. The filer resubmits the application and the online system changes the status to *Resubmitted*. The application goes back through the review process.
11. When an application has met the requirements for approval the reviewer changes the status to *Approved*. The system generates an email with a PDF attachment of the approved exception information and sends it to the filer.
12. If an application does not meet the requirements for application approval it may be denied.
13. The filer has 30 days after denial to request a hearing for the exception application. If the filer requests a hearing, the online system changes the status to *Hearing Requested*.
14. An approved exception application can be *Cancelled* by operator request or by Commission action.

Getting Started

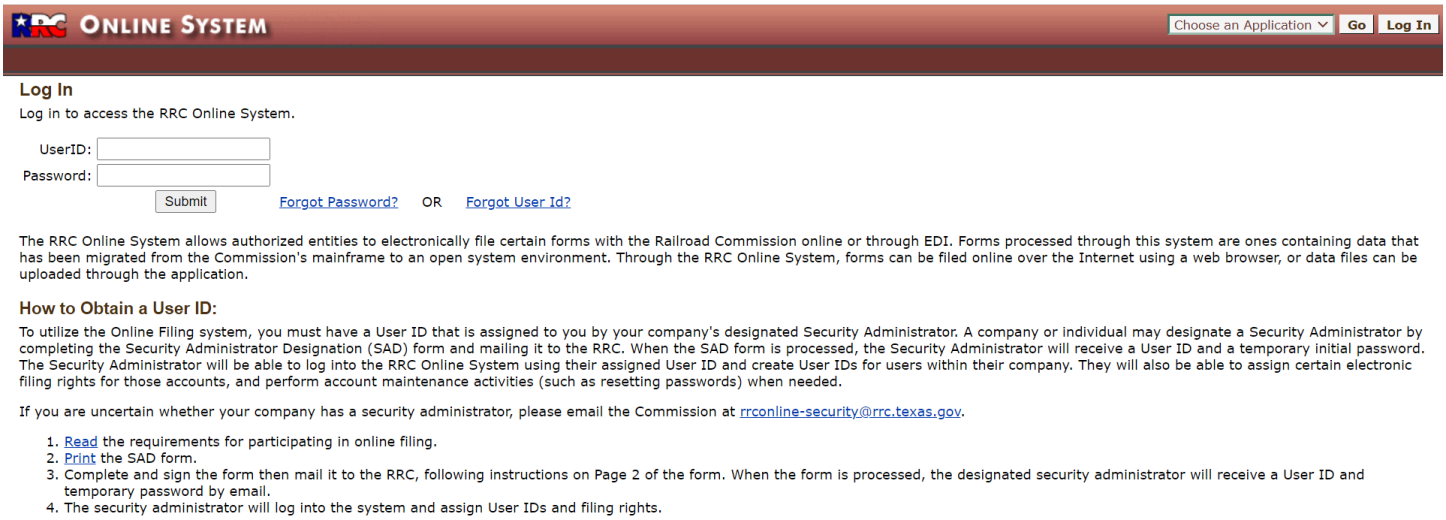
RRC Website Minimum Usage Requirements

Exception to SWR 32 applications can be filed online over the Internet using a web browser.

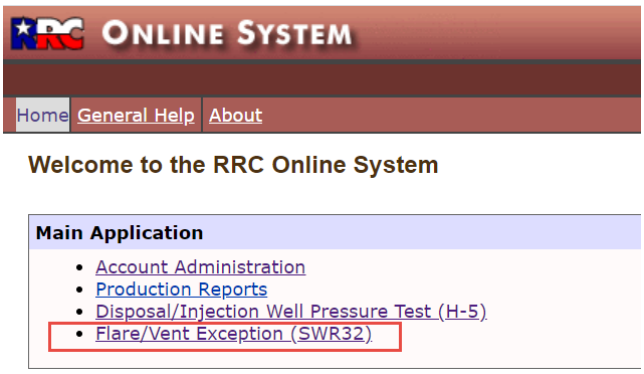
- Mozilla Firefox 32.0+ and Google Chrome 37.0+ are recommended for the best viewing results.
- Internet Explorer 9.0 and below are not recommended.
- JavaScript must be enabled.
- Pop-up blocking software must be disabled.

The *RRC Online System* page is the 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*.

RRC Online System Login Screen

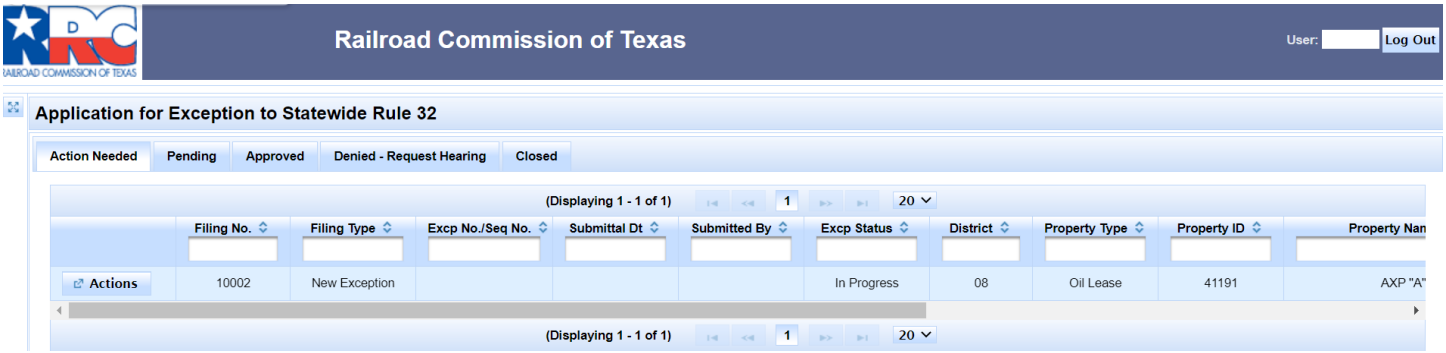


After logging into the *RRC Online System*, a user with the proper security access will see the *Flare/Vent Exception (SWR32)* link on their Home Page.



Upon selecting the *Flare/Vent Exception (SWR32)* link, the **Action Needed** dashboard will display. The **Action Needed** dashboard is the home page for the system.

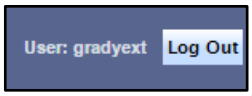
Actions Needed Dashboard



Navigating the Application for Exception to SWR 32 Online System

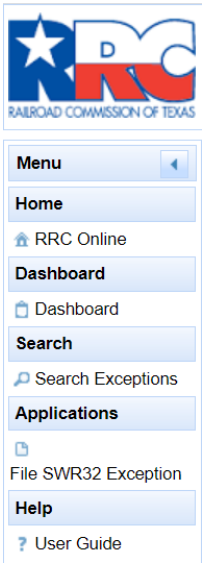
There are many ways of navigating the *Flare/Vent Exception* site, and this section describes the navigational menus that will help you get to where you want to go.

Logged in User



The top-right side of the window shows the currently logged-in user, as well as the **Log Out** button. Click the **Log Out** button to log out and return to the RRC login screen.

Left Navigation Menu



The navigation menu is on the upper-left side of the window. You can navigate to these sections by clicking on one of the following links:

- From the *Home* subsection, click the link labeled **RRC Online** to go to the *RRC Online System* page.
- From the *Dashboard* subsection, click the link labeled **Dashboard** to return to the **Action Needed** dashboard.
- From the *Search* subsection, click the link labeled **Search Exceptions** to see SWR 32 exception applications submitted by any user, including users with an *RRC Online System* user profile that is associated with a different operator number or consultant number than the logged-in user.
- From the *Applications* subsection, click the link labeled **File SWR32 Exception** to create a new application.
- From the *Help* subsection, click the link labeled **User Guide** to view the *Exception to Statewide Rule 32 Online Filing (Form R-32) User Guide*.

You can collapse the left navigation menu by clicking the collapse icon to the left of **Menu**. This will collapse the menu to the left of the screen. Click the expand icon to expand the menu again.

Bottom Navigation Menu

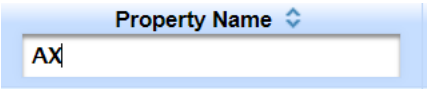
At the bottom of the window, you can access links to different areas of functionality in the RRC home page. You can navigate to these sections by clicking on one of the following links:

- Click the **Disclaimer** link to navigate to, and view, the *Railroad Commission of Texas Site Policies*.
- Click the **RCC Online** link to navigate to the *RRC Online System* home page.
- Click the **RRC Home** link to navigate to the RRC public website.
- Click the **Contact** button to view RRC contact information.

Navigating the Dashboards

Navigate the **Action Needed**, **Pending**, **Approved**, **Denied – Request Hearing** and **Closed** dashboards by following the instructions below:

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 "AX", only results that contain the characters "AX" are displayed (lower case "AX" and upper/lower case "Ax" 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 10 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.

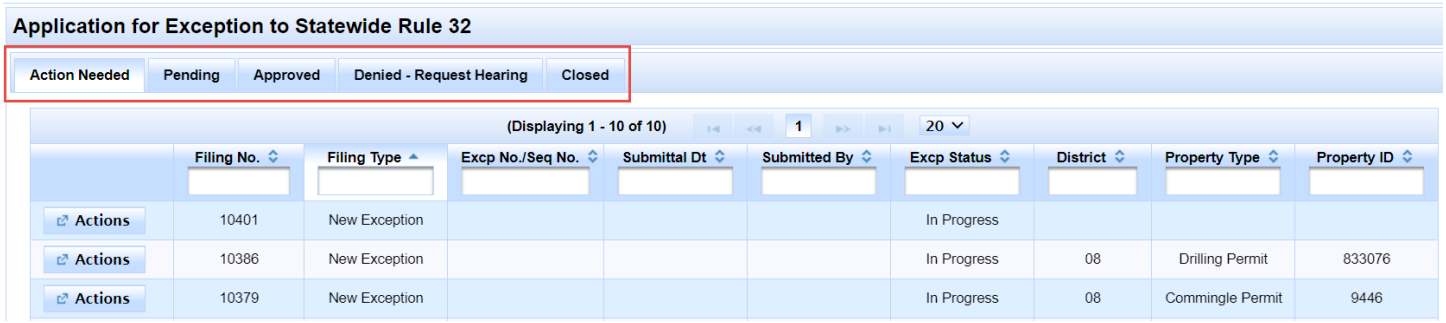
   e. Click the first button in the navigation bar to go to the first page. If you are on the first page, this button cannot be used.

   f. Click any of the numbered buttons 5 6 7 8 9 10 11 12 13 14 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.

SWR 32 Exception Application Dashboards

The online system uses dashboards to organize and display the SWR 32 exception applications according to their current statuses. Dashboards provide a convenient way to locate the application that you need to work with or to view. Dashboards names are displayed as tabs across the top of the screen. Click a tab to view the dashboard.

Each application displayed on a dashboard has an **Actions** button displayed to the left of the row. The status of the application will determine the actions that can be performed.



Action Needed

The **Action Needed** dashboard is displayed when you log into the SWR 32 exception application system. It displays the records for your company in the online system that are awaiting an action by the filer.

Statuses displayed in the **Action Needed** dashboard and **Actions** button selections available:

- *In Progress* (selections on **Actions** button: *View, Complete Filing, Delete Filing*)
- *Returned* (selections on **Actions** button: *View, Correct & Resubmit, Withdraw*)

An application can be deleted only if it has not been submitted. Deleted applications cannot be viewed on any dashboard or through the Search feature.

Pending

The **Pending** dashboard displays submitted applications for your company in the online system that are awaiting an action by an Engineering reviewer. The **Actions** button selection for this dashboard is *View*. Statuses displayed in the **Pending** dashboard:

- *Submitted*
- *Resubmitted*
- *Under Review*
- *Hearing Requested*
- *Hearing Pending*

- *Cancel Pending*
- *Reopened*

Approved

The **Approved** dashboard displays the records for your company in the online system that have been approved by the Commission. If you need to renew or amend an exception that was previously submitted and approved through the online system, this is where you will begin that process.

The **Actions** button will contain selections to *View* or to *Renew/Amend* a previously approved exception. The only status displayed in the **Approved** dashboard is *Approved*.

Denied – Request Hearing

The **Denied – Request Hearing** dashboard displays the records for your company in the online system that have been denied, but that are eligible to request a hearing. The filer automatically has 30 days to request a hearing after an application has been denied. After 30 days, the application automatically moves from this dashboard to the **Closed** dashboard.

The **Actions** button will contain selections to *View* or to *Request Hearing.* If you click the *Request Hearing* selection from the **Actions** button, the exception status changes to *Hearing Requested* and the application is displayed in the **Pending** dashboard.

The only status displayed in the **Denied – Request Hearing** dashboard is *Denied.*

Closed

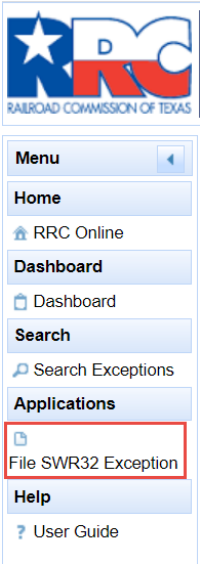
The **Closed** dashboard displays records for your company that are in a final status. The **Closed** dashboard will not display denied applications that are still eligible for a hearing. Those applications will display in the **Denied – Request Hearing** dashboard.

The **Actions** button selection for this dashboard is *View*. Statuses displayed in the **Closed** dashboard:

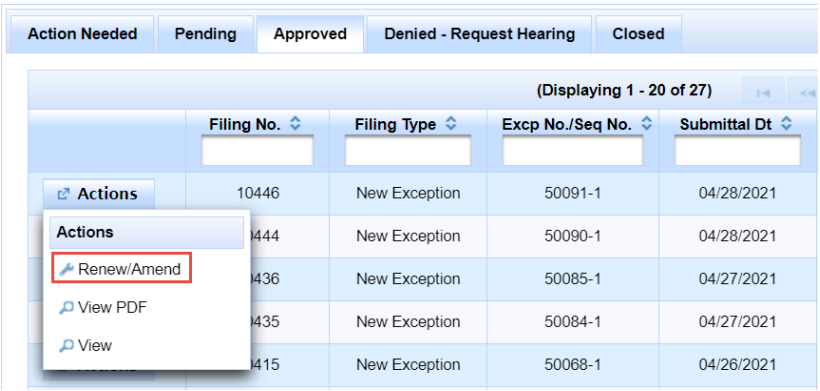
- *Denied*
- *Cancelled*
- *Withdrawn*

Creating and Submitting an Exception Application (New or Renewal/Amendment)

1. To start the process of entering a new exception application, click the **File SWR32 Exception** link in the left navigation menu.



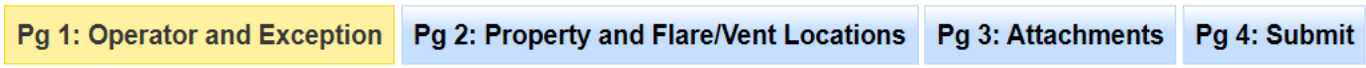
2. To start the process of entering a renewal/amendment application, access the approved exception that you want to renew/amend from the **Approved** dashboard. Click the **Actions** button and select *Renew/Amend*.



NOTE: You can renew/amend an exception only if the previous exception period for the property was entered and approved through the online system.

3. After you have created an application, **Pg 1: Operator and Exception** displays. There are three pages in the application. The fourth page is where you will certify the information, access the payment process, and then submit the application.

4. You can track your progress with the page tabs (**Pg1**, **Pg2**, **Pg3**, **Pg4**). The current filing page will be golden while the others are blue.

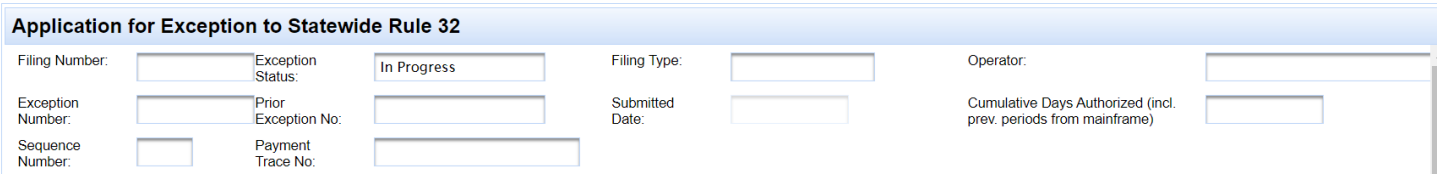


5. Use the **Next** and **Back** buttons to navigate between the pages of the application.

6. Your changes are automatically saved when you click the **Next** button. For a new exception, a *Filing Number* is created when navigating from **Page 1** to **Page 2** of the application. For a renewal/amendment application, the online system creates and displays the *Filing Number* on Page 1 of the application.

> **IMPORTANT:** All items on the data entry screen marked with an asterisk (*) are required information.
>
> You will be able to navigate to the next page only after required information has been entered, and errors on the current page have been resolved.

7. A banner section displayed at the top of each screen contains identifying information about the application. This information is not editable by the filer. Some of the data items in the banner section will be blank until after the application is submitted. Other items such as *Sequence Number* and *Exception Number* for a new exception application will be blank until after the application is approved.



- *Filing Number* – the online system generates a filing number that uniquely identifies each application.
- *Exception Status* – status is *In Progress* before the application is submitted.
- *Filing Type* – for a new application *Filing Type* is *New Exception*. For a renewal/amendment application *Filing Type* is *Renewal/Amendment*.
- *Operator* – name of the operator for whom the exception is requested.

- *Exception Number* – the online system generates a unique number when a new exception application is approved. *Exception Number* displays for a renewal/amendment application.
- *Prior Exception Number* – this item is blank for a new exception application. It is populated with the previous exception number when an application for a renewal/amendment is approved by the Commission as a new exception.
- *Submitted Date* – the system populates this date with the current date when the online application is submitted. This date does not change if the application is resubmitted after being returned by the Commission for correction or additional information.
- *Cumulative Days Authorized (including previous periods from Mainframe)* – the number of days for this exception and any previous exception period(s) approved under the *Exception Number*. If a previous exception period for the property was approved on the Mainframe (i.e., before the online system was implemented in May 2021,) Engineering staff may add the number of days from the previous exception period to the *Cumulative Days Authorized*. *Cumulative Days Authorized* is blank for a new exception.
- *Sequence Number* – this represents the number of applications that have been approved for this *Exception Number*. It is blank for both a new exception and a renewal/amendment until after the application has been approved. For a new exception, sequence number is '1'.
- *Trace Number* – this number is issued by the payment portal as confirmation that the filing fee has been paid. If the application was entered by Engineering staff on behalf of an operator, this item will contain the register number issued before the application was submitted. Payment is the last step before the application is submitted.

Page 1: Operator and Exception

The screen illustration below is **Page 1** of the exception application when it displays initially for a new exception.

If the application is a renewal/amendment of an exception that was previously approved through the online system, most of **Page 1** will be populated with information from the approved exception. Any of the data items on **Page 1** can be modified **except** the SWR 32 (h)(8) indicator for a full or partial shut-down of a gas plant or gas gathering system.

Pg 1: Operator and Exception | Pg 2: Property and Flare/Vent Locations | Pg 3: Attachments | Pg 4: Submit

Filing Representative

Contact Name:

Contact Phone:

Contact Email:

This email address will be used for the electronic communications related to this SWR 32 Exception Filing.

Operator Information

Alternate Addresses: Alternate Addresses

Operator Name:

P-5 Number:

Address 1:

Address 2:

City:

State:

Zip:

24-Hour Emergency Contact Number: *

Requested Exception

Previous exception number not in the online system

Site Name:

Is the operator aware of the "Recommended Practice" related to flaring in the February 2019 Notice to Operators? *

Please check out the **RRC Recommended Lighting Practices** for guidance.

Hearing Requested: * No

Exception is for a full or partial shut-down of a gas plant, gas gathering system, etc. as provided for in SWR 32 (h)(8): * No

Permanent Exception Requested (Hearing required if volume is greater than 50 MCF/Day) * No

Requested Effective Date: *

Requested Expiration Date: *

Number of Days (this request): 0

Release Requested for:

Every day of the calendar month:

Days per month: *

Is this oil and/or gas property connected to a gas gathering or transmission system? *

Distance to nearest pipeline: * Feet

Save and Exit

Next

Filing Representative section

1. *Contact Name* – The online system populates this item with filer's name associated through *RRC Online* with the user ID. It is not updateable by the filer.

2. *Contact Email* – This item is required. The online system populates it with the email associated with the filer's user ID as registered with *RRC Online*. It is updateable. This email address will be used when the system generates email communications about the application.

3. *Contact Phone* – This item is required. The online system populates it with phone number associated with the filer's user ID as registered with *RRC Online*. It is updateable.

Operator Information section

4. **Search Operator** button – Operator information is required. A **Search Operator** button will display if the filer is a consultant filing on behalf of an operator. On the pop-up search screen, enter the operator name or operator number, press **Enter**, and then select the operator. The operator name and address information will populate on the page.

5. *Alternate Address* – This item is optional. The application is populated with the main address associated with the filer's company. Select a different address associated with the operator if needed.

6. *24-Hour Emergency Contact Number* – This item is required. Non-US phone numbers are not allowed.

Requested Exception section

7. *Previous exception number not in the online system* – This item is optional. Enter the exception number previously issued for this property and operator if the previous exception was approved prior to implementation of the online system in May 2021.

8. *Site Name* – This item is optional. Up to 50 characters are allowed.

9. *Is the operator aware of the "Recommended Lighting Practices" related to flaring?* – This item is required. Select either 'Yes' or 'No'.

10. *Hearing Requested* – This item is required. Select either 'Yes' or 'No'. You must request a hearing if:
    a. You are requesting a permanent exception and the requested amount is more than 50 mcf/day.
    b. Number of days for this exception + Authorized Cumulative Days is more than 180 **and** the requested amount is more than 50 mcf/day.

11. *Exception is for a full or partial shut-down of a gas plant, gas gathering system etc. as provided for in SWR 32 (h)(8)* – This item is required for a new exception. Select either 'Yes' or 'No' (the value will default to 'No'.) If you select 'Yes,' more than one property ID can be specified on the application.

    For a renewal/amendment, the item will be populated from the approved exception, and it cannot be updated.

12. *Permanent Exception Requested* – This item is required. Select either 'Yes' or 'No' (the value will default to 'No'.)

13. *Requested Effective Date* – This item is required. Select the date that the exception will begin by clicking the calendar icon.
    a. For a new exception, *Requested Effective Date* can be a past, current, or future date.
    b. For a renewal/amendment, the system will prepopulate with the *Authorized Expiration Date* from the existing exception. This date can be updated to a future date.

14. *Requested Expiration Date* – This item is required unless you are requesting a permanent exception. Select the date that the exception will end by clicking the calendar icon.
    a. The date will be non-editable if you select 'Yes' for *Permanent Exception Requested*.
    b. The date must be on or after *Requested Effective Date*.
    c. For a new exception it can be a past, current or future date.
    d. For a renewal/amendment the system will prepopulate with the *Authorized Expiration Date* from the existing exception. This date can be updated to a future date.

15. *Number of Days for Exception* – The system will calculate and populate this item with the number of days between the *Requested Effective Date* and the *Requested Expiration Date*. It is non-editable.

16. *Release Requested for: Every day of the calendar month* – This item is required unless you enter a value for days per month. Select this box if the flare/vent request is for every day of the calendar month.

17. *Release Requested for: Days per month* – This item is required unless you select the "Every day of the calendar month" box. Enter a number from 1 to 31 if the request is for a specific number of days each month.

18. *Is this oil and/or gas property connected to a gas gathering or transmission syste*m? This item is required. Select either 'Yes' or 'No'.

19. *Distance to nearest pipeline* – This item is required if the property is **not** connected to a gas gathering or transmission system. Enter a number with up to 2 decimal places (ex., 5, 5.2, or 5.25.)

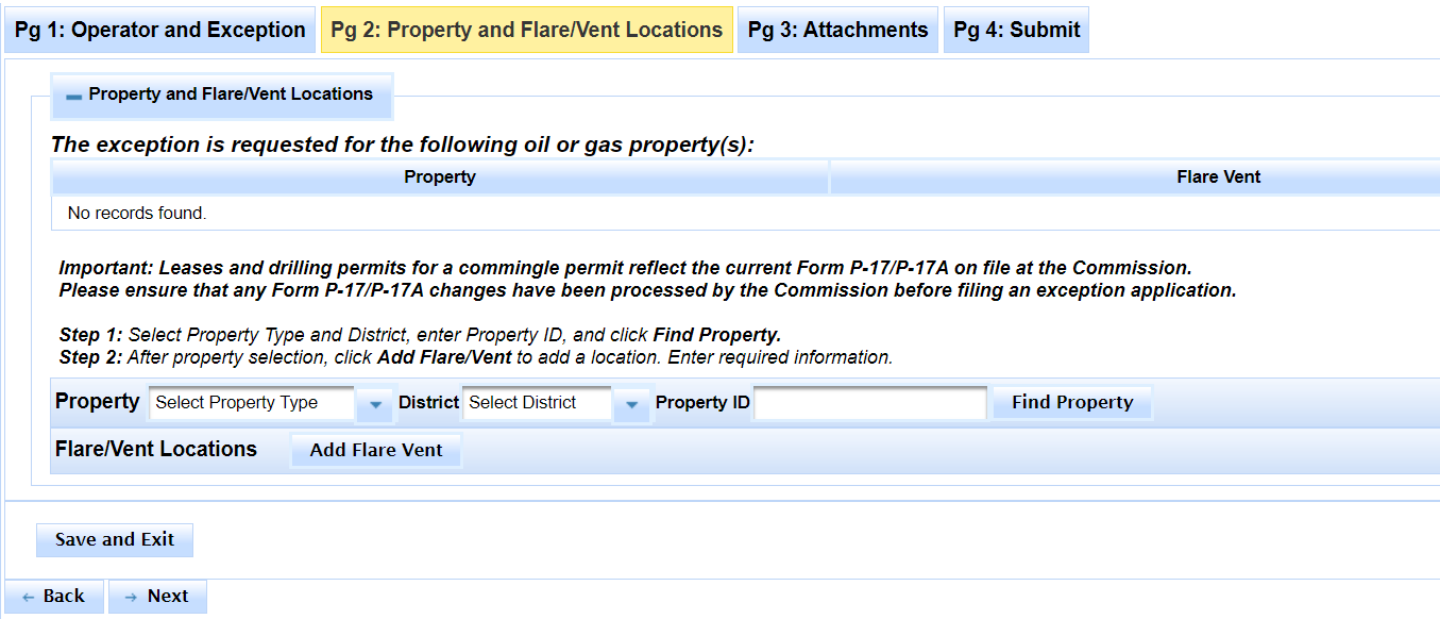
a. *Feet or Miles* – Select whether the distance to the nearest pipeline is measured in feet or miles.

20. When you have completed **Page 1**, click the **Next** button at the bottom left side of the page. If the system detects errors, messages will display.

21. After you resolve any errors, click **Next** again to save the information and advance to **Page 2**.

Page 2: Property and Flare/Vent Locations

The screen illustration below is **Page 2** of the exception application when it displays initially for a new exception.



For a new exception application, **Page 2** is where you will specify the property and one or more flare/vent locations. If this exception is for shutdown of a gas plant, gas gathering system, etc. as provided for in SWR 32 (h)(8), more than one property can be specified for the exception.

For a renewal/amendment application, **Page 2** will be populated with data from the approved exception that you are renewing or amending. If the property on the approved exception is a commingle permit, the online system will automatically display the leases and drilling permits that are currently on file at the Commission on Form P-17 or P-17A (Application for Permit Exception to Statewide Rules 26 and/or 27 (Commingling)).

NOTE: Since information for every property covered by the exception (including leases and drilling permits for a commingle permit) is entered for an online application, you do **not** need to include **Attachment 1** for an online filing.

For a renewal/amendment application, you cannot modify the property IDs that were included on the approved exception application. This represents a material change and requires a new exception. You can modify the requested amount or gas measurement method for a property. You can also add or delete flare/vent locations and the data associated with the locations.

IMPORTANT: Property ID(s) cannot be modified for a renewal/amendment application.

Property section

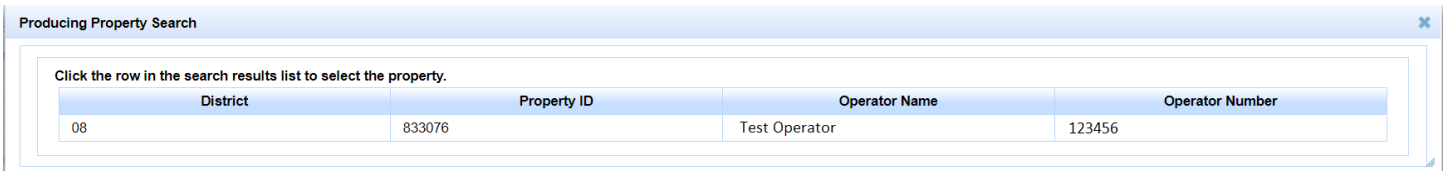
For a new exception, the first task on **Page 2** is to enter the property for which the exception application is being filed.

1. *Property type*. Select one of the following values:
    a. *Drilling Permit*
    b. *Gas Lease*
    c. *Oil Lease*
    d. *Gas Plant*
    e. *Commingle Permit*

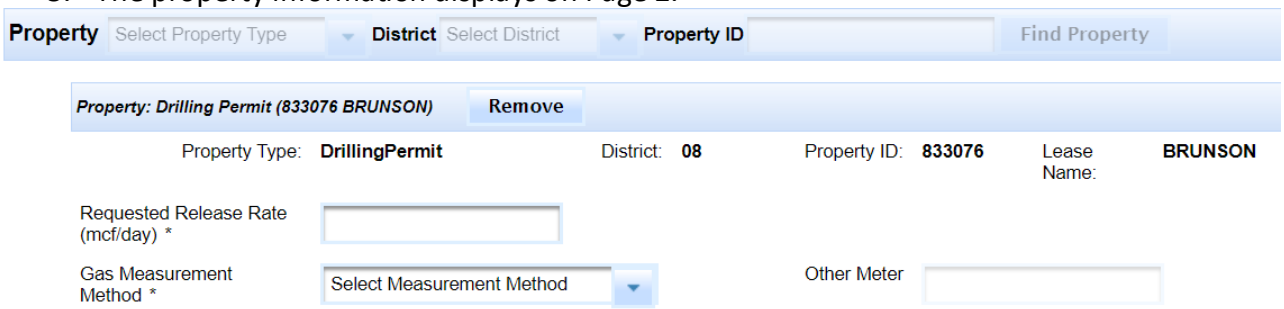
2. *District.* Select the RRC district where the property is located from the drop-down list.

3. *Property ID*. Enter the property number in the text box. Enter the number of digits based on the property type.
    a. Drilling Permit or Gas Lease – 6 digits
    b. Oil Lease – 5 digits
    c. Gas Plant or Commingle Permit – 4 digits

4. Click the **Find Property** button. The property information will display in the popup box. Click the row.



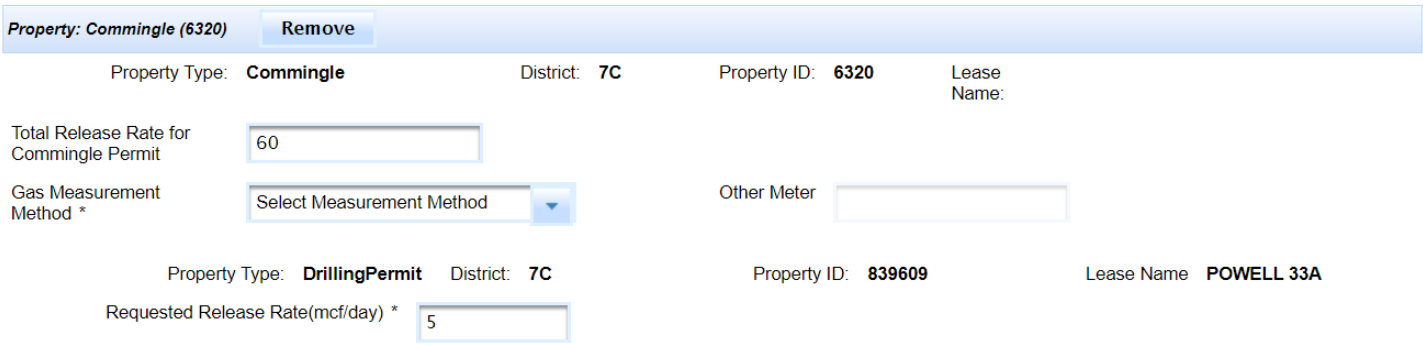
5. The property information displays on Page 2.



6. If you specified the wrong property, click the **Remove** button. You will be able to repeat steps 1-4 to specify another property.

7. If the application is a SWR 32 (h)(8) exception, you can repeat the steps above to add one or more additional properties.

8. If the property is a commingle permit, the leases and drilling permits covered by the commingle permit will display. The list will reflect Forms P-17/P-17A that have been filed and processed with the Commission.



> **IMPORTANT**: Leases and drilling permits for a commingle permit reflect the current Form P-17/P-17A on file at the Commission.
>
> Please ensure that any Form P-17/P1-17A changes have been processed by the Commission **before** filing an exception application.

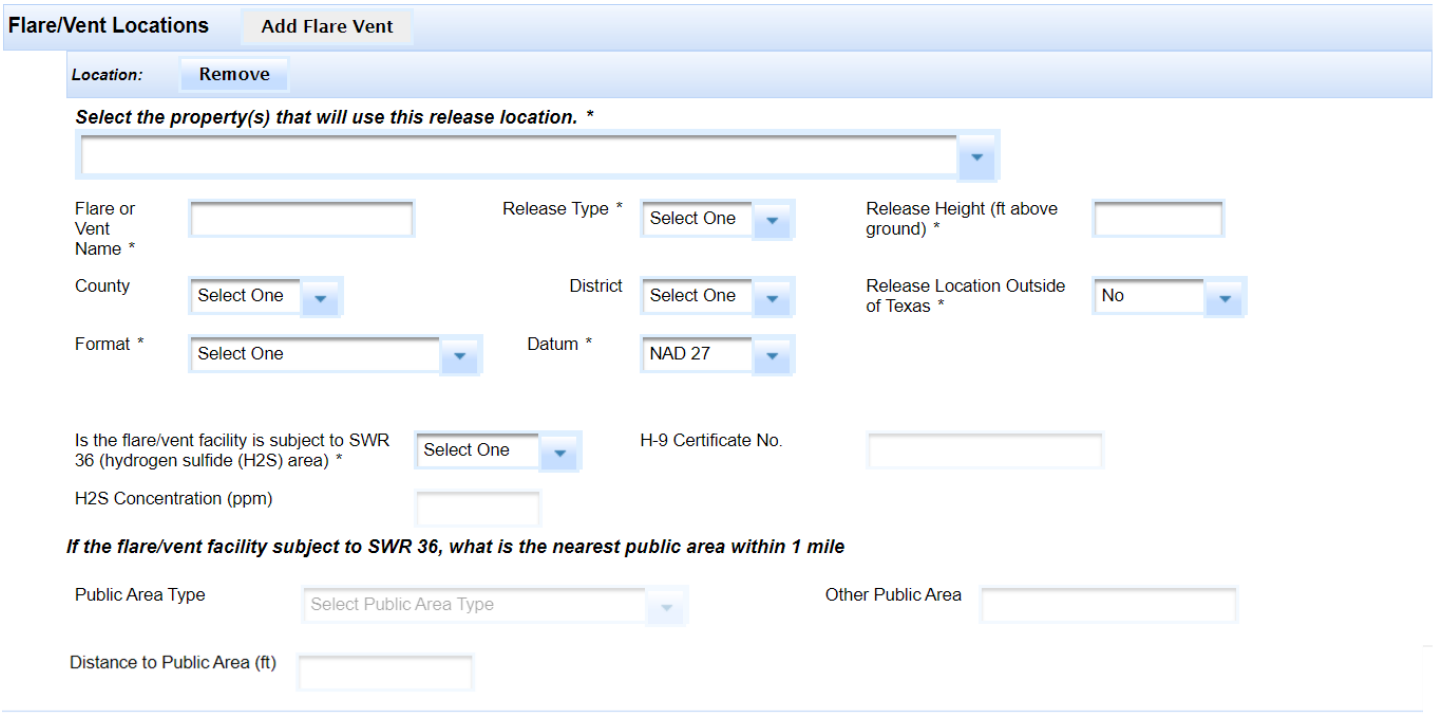
9. *Requested Release Rate (mcf/day)* – This item is required. Enter a whole number greater than 0.
   a. If the property is a commingle permit, the leases and drilling permits associated with the commingle permit will display. For each lease or drilling permit, enter the requested release rate. If a lease or drilling permit will not participate in the request to flare or vent, enter 0 in the *Requested Release Rate* box.
      i. The online system will add the requested amounts for the commingled leases and drilling permits and display the total in *Total Release Rate for Commingle Permit*.
   b. If the application is for a SWR 32 (h)(8) exception, the online system will add the requested amounts for the properties and display the total in *Total Requested Release Rate for multiple property exception.*

10. *Gas Measurement Method* – This item is required. Select one of the following values:
    a. *Orifice Meter*
    b. *Turbine Meter*
    c. *Mass Flow Meter*
    d. *Other Meter*
    e. *Estimate*

11. *Other Meter* – This item is required if *Other Meter* is selected from the *Gas Measurement Method* list. Up to 20 characters are allowed.

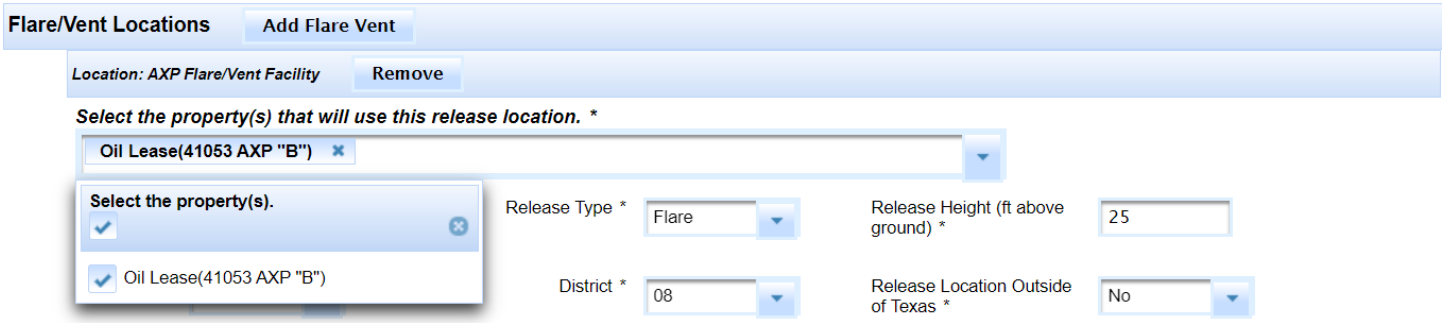
Flare/Vent Locations section

A property can have multiple flare/vent locations. For each flare/vent location added, the online application will first require you to specify the property that will use the location. This step is required even if the application contains one property. Below is a screenshot of the *Flare/Vent Locations* section.



NOTE: Since information for every flare/vent location covered by the exception is entered for an online application, you do **not** need to include **Attachment 2** for an online filing.

To add a flare/vent location click **Add Flare Vent** at the top of the section. Specify the property that will use the location by clicking the drop-down box below the text *Select the property that will use this release location*. On the popup screen that displays, click the checkbox to the left of the property number and name. The popup screen will close after you click a checkbox for the property.



After you have specified the property that will use the release location, enter information about the facility.

12. *Flare or Vent Name* – This item is required. You can enter a maximum of 50 characters.

13. *Release Type* – This item is required. Select 'Flare' or 'Vent' from the drop-down selection list.

14. *Release Height (ft above ground)* – This item is required. Enter a number with no fractions or decimals.

15. *Release Location - County* – This item is required. Select the county where the release facility is located from the drop-down selection list.

16. *Release Location – District* – This item is required. Select the RRC district where the release facility is located from the drop-down selection list.

17. *Release Location Outside of Texas* – Select 'Yes' or 'No' from the drop-down selection list. 'No' will be selected by default. If you select 'Yes,' *Release Location – County* and *Release Location – District* will become inactive since those items are applicable only to release locations in Texas.

18. (GPS) *Format* – This item is required unless *Release Location Outside of Texas* is 'Yes'. Select one of the values below. *Decimal Degrees* is the preferred format.
    a. *Decimal Degrees*
    b. *Degrees, Minutes, Seconds*
    c. *State Plane*
    d. *Degrees and Minutes*

19. (GPS) *Datum* – This item is required unless *Release Location Outside of Texas* is 'Yes'. Select one of the following values:

    a. *NAD 27*
    b. *NAD 83*
    c. *WGS84*

20. If (GPS) *Format* is *Decimal Degrees*, the online system will display two text boxes for the *Latitude* and *Longitude* values. These items are required unless *Release Location Outside of Texas* is 'Yes'. The online system will validate that the coordinates are in the county specified for your flare/vent location.
    a. *Latitude Degrees*
        i. Must contain a number between 25 and 37 before the decimal. At least 1 digit before the decimal is required.
        ii. You can enter up to 6 decimal places with a number or 0.
        iii. Example: 32.050120
    b. *Longitude Degrees*
        i. Must contain a negative number between -107 and -93 before the decimal. At least 1 digit before the decimal is required.
        ii. You can enter up to 6 decimal places with a number or 0.
        iii. Example: -101.995162

21. If (GPS) *Format* is *Degrees*, *Minutes*, *Seconds*, the online system will display six text boxes for the *Latitude* and *Longitude* values. These items are required unless *Release Location Outside of Texas* is 'Yes'. The online system will validate that the coordinates are in the county specified for your flare/vent location.
    a. *Latitude Degrees*
        i. Must contain a number between 25 and 37 with no decimal places.
        ii. Example: 28
    b. *Latitude Minutes*
        i. Must contain a number between 0 and 59 with no decimal places.
        ii. Example: 0 or 59
    c. *Latitude Seconds*
        i. Must contain a number between 0 and 59 before the decimal. At least one digit before the decimal is required.
        ii. You can enter up to 2 decimal places with a number or 0.
        iii. Example: 23.17
    d. *Longitude Degrees*
        i. Must contain a negative number between -107 and -93 with no decimal places.
        ii. Example: -100
    e. *Longitude Minutes*
        i. Must contain a number between 0 and 59 with no decimal places.
        ii. Example: 0 or 59
    f. *Longitude Seconds*
        i. Must contain a number between 0 and 59 before the decimal. At least one digit before the decimal is required.
        ii. You can enter up to 2 decimal places with a number or 0.
        iii. Example: 13.49

22. If (GPS) *Format* is *State Plane*, the online system will display two text boxes for the *X-Coordinate (East-West)* and *the Y-Coordinate (North-South)* values. These items are required unless *Release Location Outside of Texas* is 'Yes'.

   a. X-Coordinate (East-West)
      i. Must contain at least one digit (which can be zero) but cannot be longer than 7 digits.
   b. Y-Coordinate (North-South)
      i. Must contain at least one digit (which can be zero) but cannot be longer than 8 digits.

23. If (GPS) *Format* is *Degrees* and *Minutes*, the online system will display four text boxes for the *Latitude* and *Longitude* values. These items are required unless *Release Location Outside of Texas* is 'Yes'. The online system will validate that the coordinates are in the county specified for your flare/vent location.

   a. Latitude Degrees
      iv. Must contain a number between 25 and 37 with no decimal places.
      v. Example: 28
   b. Latitude Minutes
      i. Must contain a number between 0 and 59 before the decimal.
      ii. You can enter up to 4 decimal places with a number or 0.
      iii. Example: 13.2655
   c. Longitude Degrees
      i. Must contain a negative number between -107 and -93 with no decimal places.
      ii. Example: -100
   d. Longitude Minutes
      i. Must contain a number between 0 and 59 before the decimal.
      ii. You can enter up to 4 decimal places with a number or 0.
      iii. Example: 46.3058

24. *State Plane Zone* – This item is required if (GPS) *Format* is *State Plane*. Select one of the following values:

   a. *North*
   b. *North-Central*
   c. *Central*
   d. *South-Central*
   e. *South*

25. *Is the flare/vent facility subject to SWR 36 (hydrogen sulfide (H2S) area)?* This item is required. Select 'Yes' or 'No' from the drop-down selection list.

26. H-9 Certificate No. This item is required if the flare/vent facility is subject to SWR 36. The system will check to see if the certificate number exists in the online H-9 system. If the H-9 Certificate was issued

before July 2019 it will not be on the online system. A warning message will display, but this message is for information purposes only.

27. *H2S Concentration (ppm)* – This item is required if the flare/vent facility is subject to SWR 36. If the certificate number exists in the online H-9 system, *H2S Concentration* will populate from the record automatically. If it does not exist in the online H-9 system, you will need to enter *H2S Concentration*. Enter a maximum of 5 digits with no fractions or decimals.

28. *Public Area Type* – This item is required if the flare/vent facility is subject to SWR 36. Select one of the following options:
    a. *Dwelling or residential area*
    b. *Public facility such as school or business location*
    c. *Public road*
    d. *Other*
    e. *There is no public area within 1 mile*

29. *Other Public Area* – This item is required if *Public Area Type* is 'Other'. Up to 50 characters can be entered.

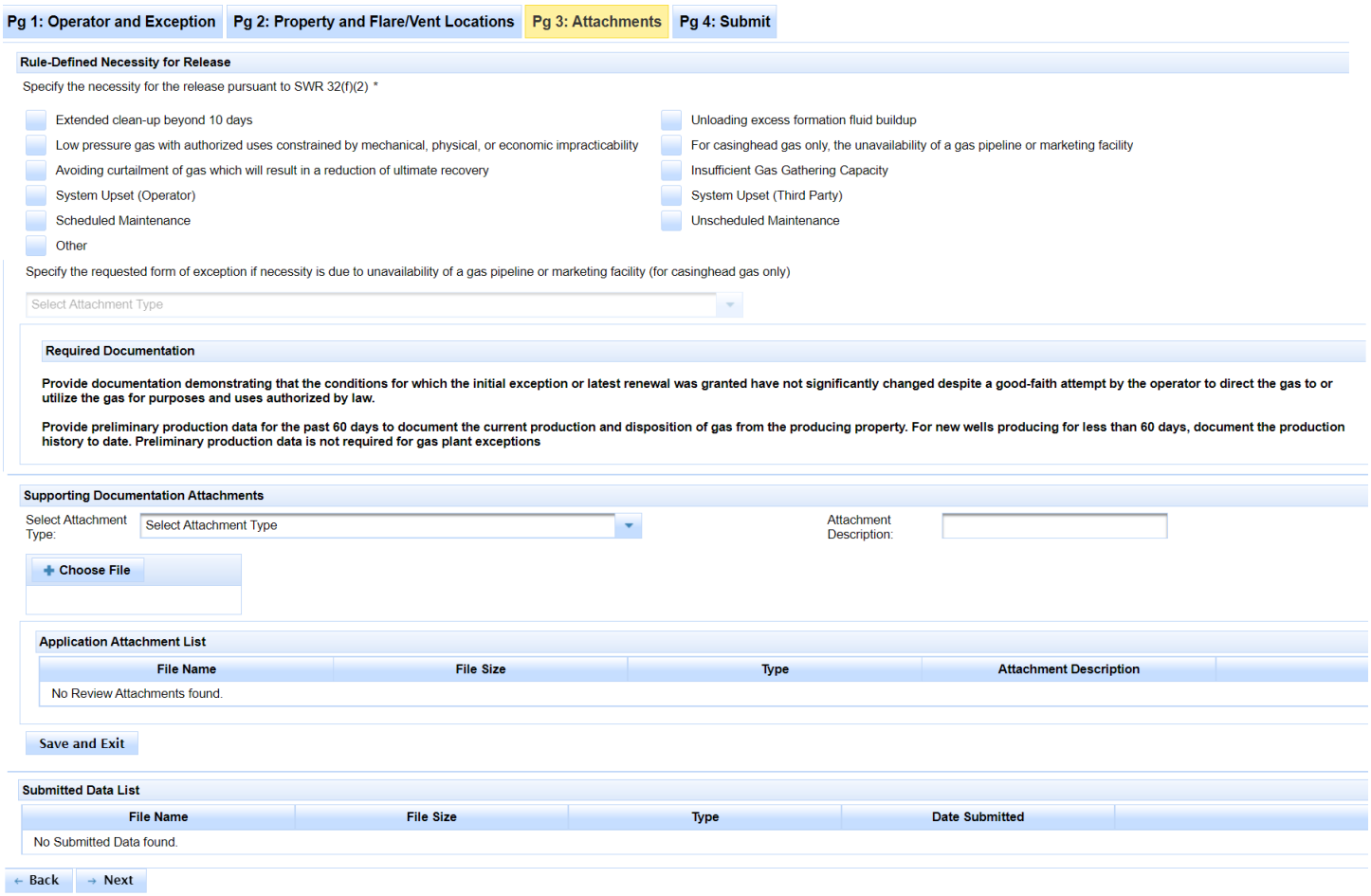
30. *Distance* – This item is required if *Public Area Type* is any value except 'There is no public area within 1 mile'. Enter a number with up to 2 decimal places (ex. 5, .75, 5.2 or 5.25.)

31. When you have completed **Page 2**, click the **Next** button at the bottom left side of the page. If the system detects errors, messages will display.

32. After you resolve any errors, click **Next** again to save the information and advance to the **Attachments** page.

Page 3: Attachments

The screen illustration below is **Page 3** of the exception application when it displays initially. **Page 3** will be blank for both a new exception and a renewal/amendment application.



Rule-Defined Necessity for Release section

From the list below, specify one or more reasons for the release request as defined by SWR 32 (f)(2).

1) *Extended clean-up beyond 10 days* [see SWR 32(f)(2)(A)]
2) *Unloading excess formation fluid buildup* [see SWR 32 (f)(2)(B)]
3) *Low pressure gas with authorized uses constrained by mechanical, physical, or economic impracticability* [see SWR 32 (f)(2)(C)]
4) *For casinghead gas only, the unavailability of a gas pipeline or marketing facility* [see SWR 32 (f)(2)(D)]. If this box is selected, you will also be required to specify the requested form of exception. Select one:
    a) *Administrative approval for 90 days, not to be renewed administratively*
    b) *Administrative approval for up to a 180-day period, in which flaring/venting is limited to 5 days per month.*

c) *Administrative approval for up to 180 days with flare reduction technology applied.*
d) *Step-out (drilling in undeveloped areas): 90-day administrative approval with extension available to 180 days.*

5) *Avoiding curtailment of gas which will result in a reduction of ultimate recovery* [see SWR 32 (f)(2)(E)]
6) *Insufficient Gas Gathering Capacity*
7) *System Upset (Operator)*
8) *System Upset (Third Party)*
9) *Scheduled Maintenance*
10) *Unscheduled Maintenance*
11) *Other*

Required Documentation section

The online system will display a list of the documentation that is required to support the exception application. This list is based on the reason(s) selected for the release request, the type of application (new exception or a renewal/amendment), and whether the release type is flare or vent.

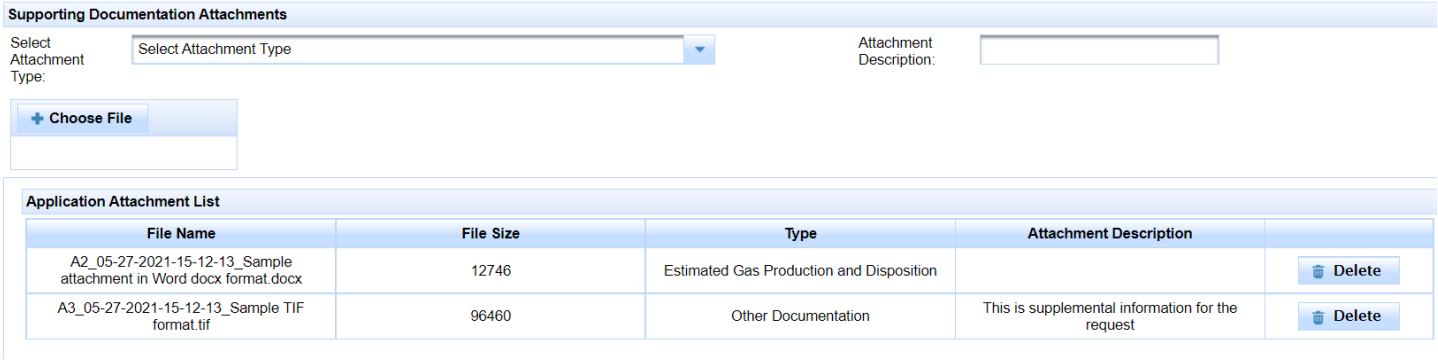
NOTE: Since information for every property and flare/vent location covered by the exception are entered for an online application, you do **not** need to include **Attachments 1** and **2** for an online filing.

Below is a table listing the types of documentation that may be required for the application along with when it is required.

Documentation Description	**Required when:**
Provide an explanation of why the operations cannot be shut-in and the gas must be released. Explain how all non-wasteful uses, including sales of gas and other beneficial uses, have been investigated and exhausted.	Required for a new exception application.
Provide documentation demonstrating that the conditions for which the initial exception or latest renewal was granted have not significantly changed despite a good-faith attempt by the operator to direct the gas to or utilize the gas for purposes and uses authorized by law.	Required for a renewal/amendment application.
Provide preliminary production data for the past 60 days to document the current production and disposition of gas from the producing property. For new wells producing for less than 60 days, document the production history to	Required for every application.

Documentation Description	Required when:
date. Preliminary production data is not required for gas plant exceptions.	
Provide evidence that flaring is not required for safety reasons or by other regulation and that the gas can be safely vented.	Required if Release Type is "Vent" for one or more flare/vent locations.
Provide documentation of mechanical, physical, or economic impracticability.	Required if necessity for release is: • *Low pressure gas with authorized uses constrained by mechanical, physical, or economic impracticability*
Provide documentation of gathering/transmission pipeline availability, capacity and/or reliability limitations. Include plans to secure pipeline and/or gas plant capacity and provide evidence of good faith efforts to obtain the same, which may include an economic analysis assessing gas marketability including treatment, compression and pipeline costs.	Required if necessity for release is one or more of the following: • *For casinghead gas only, the unavailability of a gas pipeline or marketing facility* • *Insufficient Gas Gathering Capacity* • *System Upset (Operator)* • *System Upset (Third Party)* • *Scheduled Maintenance* • *Unscheduled Maintenance* • *Other*
Provide documentation describing the type of release reduction technology used and the anticipated percentage reduction. If the release reduction technology has not been implemented, provide the anticipated date of implementation.	Required if requested form of exception* is: • *Administrative approval up to 180 days, if gas volume flared is reduced via application of a flare/reduction technology.* *Note: Requested form of exception is required if necessity for release is "For casinghead gas only, the unavailability of a gas pipeline or marketing facility.".
Provide documentation of curtailment.	Required if necessity for release is: • *Avoiding curtailment of gas which will result in a reduction of ultimate recovery.*

Supporting Documentation Attachments section



1. This section is where you can upload and attach required or supporting documentation for the exception application.
    a. You can upload one attachment at a time.

2. A document needs to be scanned and saved on your computer before you can upload it on the **Attachments** page.

3. The validations will require you to upload one attachment to support the exception application unless you requested a hearing on **Page 1**. When a hearing has been requested, no supporting documentation is required before the application is submitted.

4. Select one *Attachment Type*:
    a. Attachment is for more than one documentation requirement
    b. Other documentation
    c. Release reduction technology documentation
    d. Demonstration that conditions have not significantly changed (Renewal)
    e. Why operations cannot be shut-in (New exception)
    f. Gas marketability analysis/pipeline limitations/efforts to secure capacity
    g. Curtailment documentation
    h. Evidence that gas can be safely vented
    i. Estimated Gas Production and Disposition
    j. Low pressure gas with authorized uses constrained

5. Enter an optional *Attachment Description* to provide additional information about the file.
    a. *Attachment Description* can be up to 50 characters long.

IMPORTANT: You must select *Attachment Type* before choosing a file to upload. If you do not first choose *Attachment Type*, the file will not upload successfully.

6. Click the **Choose File** button to open a window to find the file to upload from your computer. Select the file to upload and click the **Open** button. This will upload the file.
    a. The online system will accept attachments in the following formats:
        i. .pdf, .tiff, .docx, .doc, .xlsx, .xls, .csv, .jpg, jpeg, and .png.
    b. File size can be up to 15 MB.

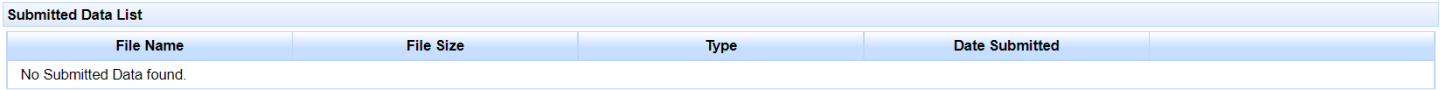
7. Once the file is uploaded, it will display in the **Application Attachment List**. The **Actions** button **Delete** will display immediately after the file is uploaded. The **Actions** buttons **View** will display after you leave the **Attachments** page and return to it.

8. To upload another file, select an *Attachment Type* and click the **Choose File** button.

9. When you have uploaded the necessary documents, click the **Next** button. If the system detects errors, messages will display.

10. After you resolve any errors, click **Next** again to save the information and advance to the **Submit** page.

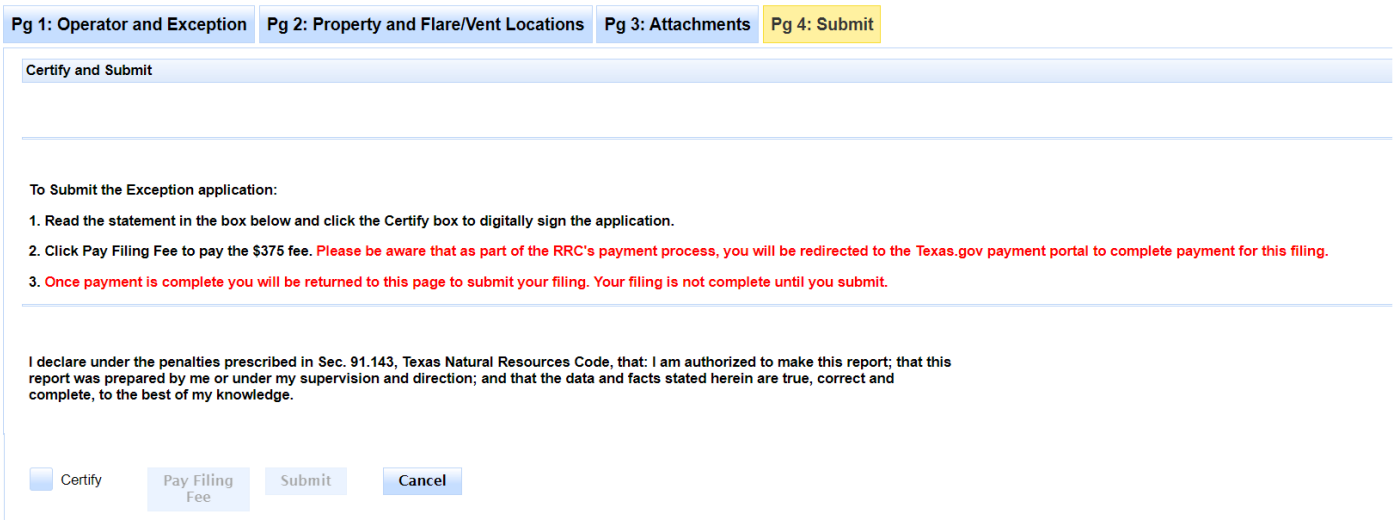
Submitted Data List section



1. The **Submitted Data List** section was added to the online system on 9/30/2021. This section will be empty until after you create and submit the application. When you submit the application, the system will generate a formatted PDF of the application data. A button to view the PDF will be displayed in this section.
2. If the application is returned for correction or additional information, the online system will generate a formatted PDF of the application data each time it is resubmitted to the Commission. A button to view the PDF will be displayed in this section.
3. A sample of the PDF is illustrated in Appendix C.
4. **Note: a formatted PDF of the submitted application data will only be available for applications submitted or resubmitted on or after 9/30/2021.**

Page 4: Submit

The screen illustration below is the **Pg 4: Submit** page of the exception application when it displays initially. The **Pay Filing Fee** and **Submit** buttons are inactive.

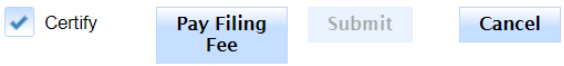


The $375 filing fee must be paid through the SWR 32 online system before submitting the application. There is no fee for resubmittal if the application is returned for correction or additional information.

To activate the **Pay Filing Fee** button, read the certification statement and select the **Certify** checkbox to digitally sign the application.

> Here is the text of the certification statement:
>
> "I declare under the penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that: I am authorized to make this report; that this report was prepared by me or under my supervision and direction; and that the data and facts stated herein are true, correct and complete, to the best of my knowledge."

After you click the **Certify** checkbox the **Pay Filing Fee** button will become active.



Click the **Pay Filing Fee** button to enter the *Payment Portal*. After you complete the payment process, the online system will automatically return to the *Submit* page where you can submit the exception application.

Payment Portal

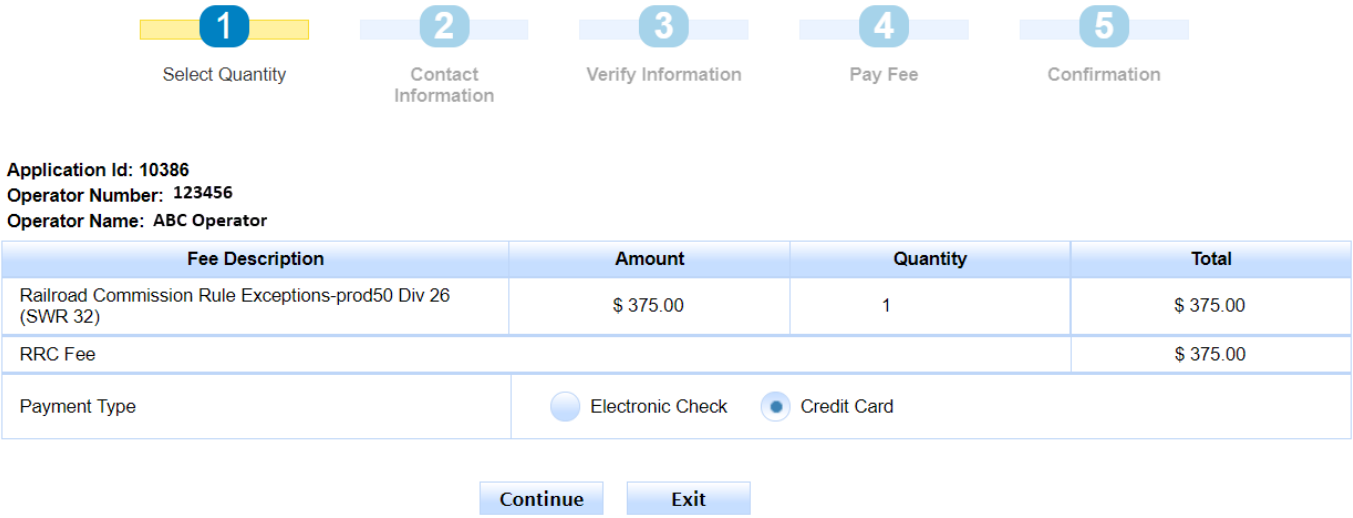
You can pay for your SWR 32 application by credit card or electronic check.

> **IMPORTANT:** You should only have one tab open in your web browser during the payment process.

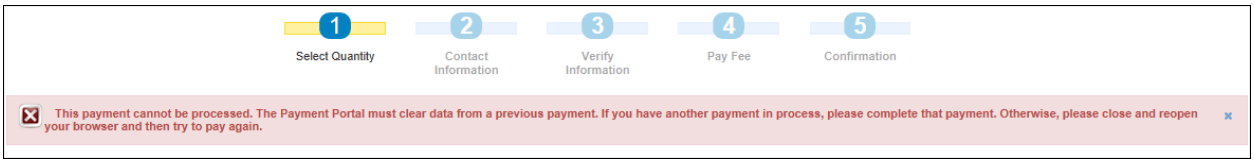
Paying by Credit Card

1. After clicking *Pay Filing Fee*, the *Select Quantity* page of the *Payment Portal* displays. In the *Payment Type* area, select **Credit Card**.

   If you pay with a credit card, the transaction will be assessed using the following formula: ((RRC Amount + $.25) * .0225) + $.25. For example, if you pay a fee of $100.00, the assessment is $2.51, and you are charged a total of $102.51.



   In rare cases, the payment cannot be processed because the *Payment Portal* must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*



   If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

   - If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the *Payment Portal* and begin the payment process again from the SWR 32 exception application.

- Close and reopen the browser. Log in to the *RRC Online System* and access the SWR 32 exception application, and then try to make the payment again.

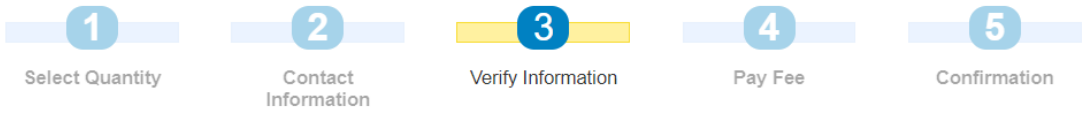
2. Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays. Edit the information as needed. The receipt for payment will be sent to the email address specified on this page.

Application Id: 10386
Operator Number: 123456
Operator Name: ABC Operator

First Name *	Kelly
Middle Name	
Last Name *	Jones
Company Name *	ABC Operator
Phone Number *	(555) 555-1234
Email Address *	ogmtestto@rrc.texas.gov
Confirm Email *	ogmtestto@rrc.texas.gov

Previous Continue Exit

3. Click **Continue.** The *Verify Information* page displays.



Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Application Id: 10386
Operator Number: 123456
Operator Name: ABC Operator

Name	Kelly Jones
Company Name	ABC Operator
Phone Number	(555) 555-1234
Email	ogmtestto@rrc.texas.gov

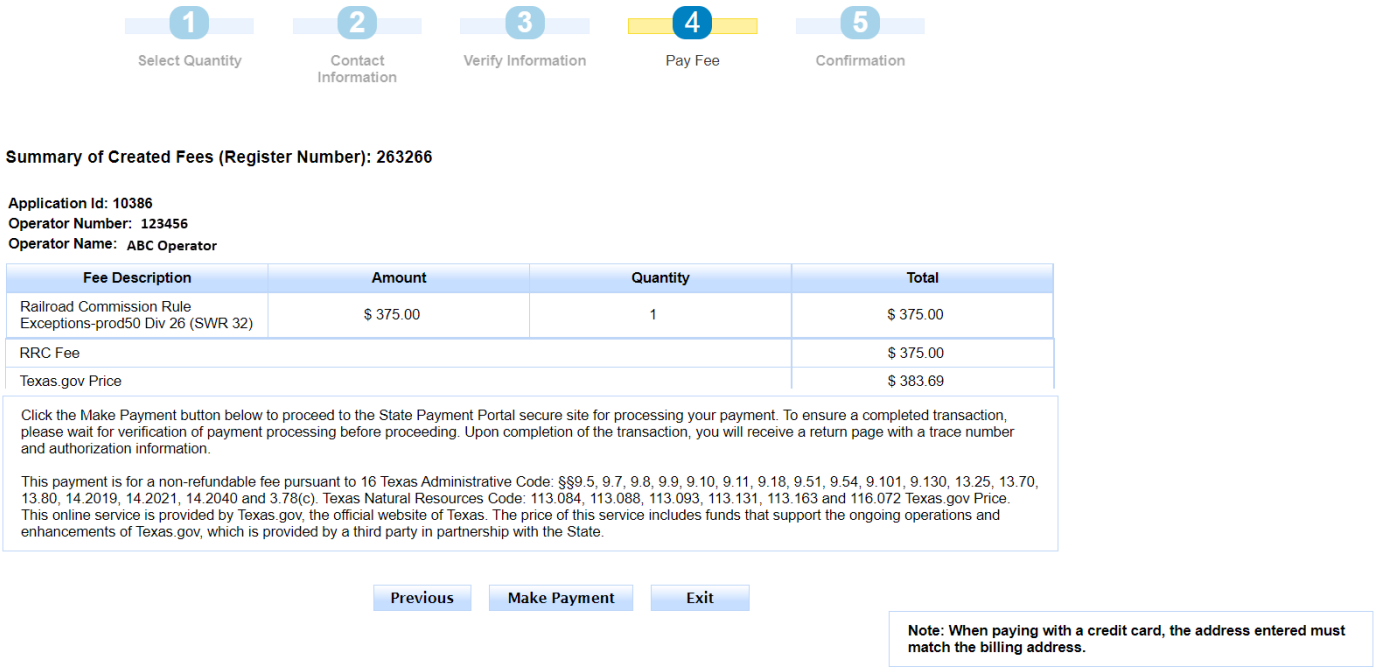
Fee Description	Amount	Quantity	Total
Railroad Commission Rule Exceptions-prod50 Div 26 (SWR 32)	$ 375.00	1	$ 375.00
RRC Fee			$ 375.00
Texas.gov Price			$ 383.69

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 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.

Previous Continue Exit

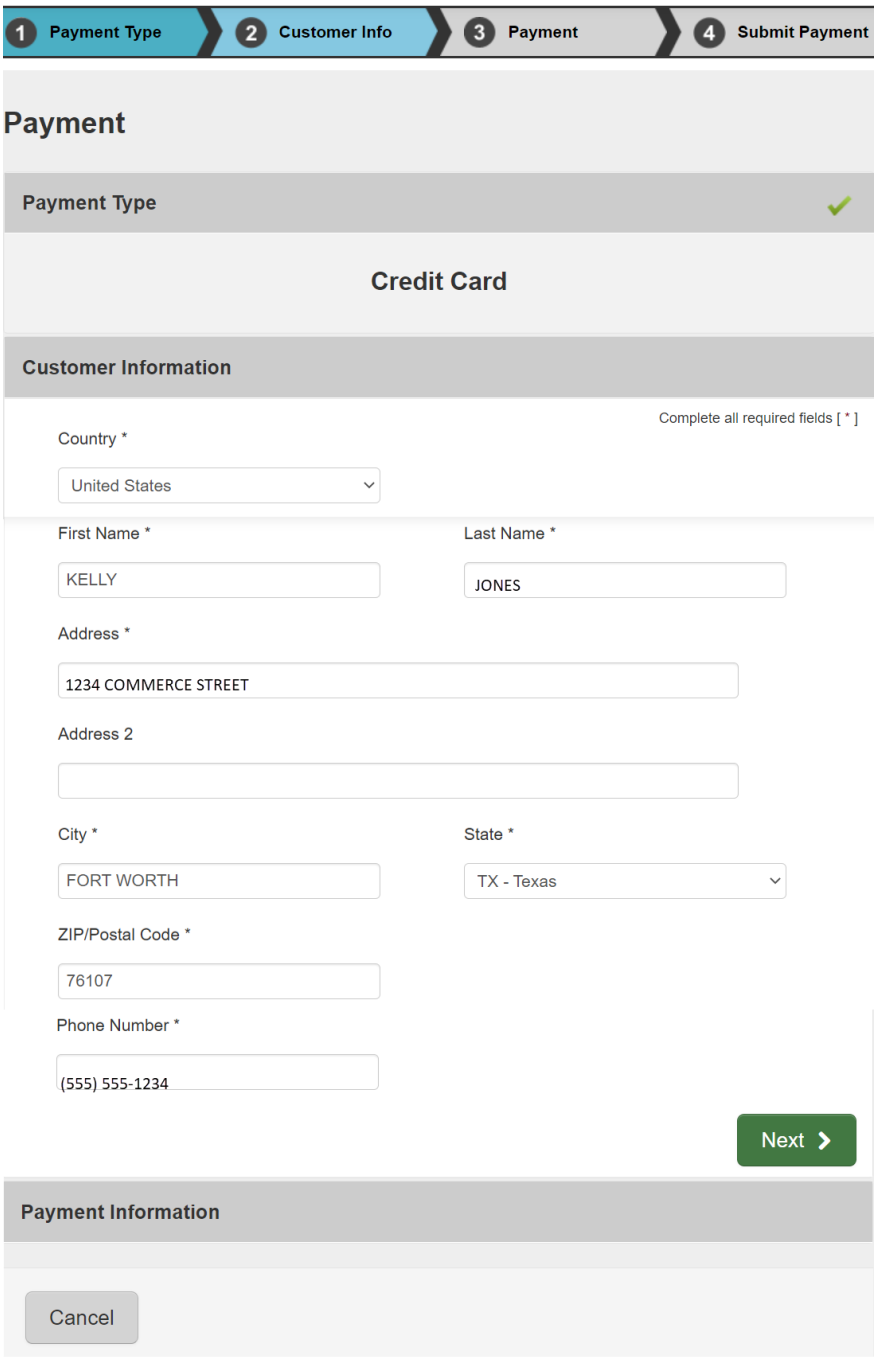
NOTE: You can click the **Previous** button to navigate back to the previous page. You can click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful. You will be able to re-enter the *Payment Portal* from the application's *Submit* screen.

4. Verify the information and click **Continue**. The *Pay Fee* screen displays with the Register Number generated by the *Payment Portal*.

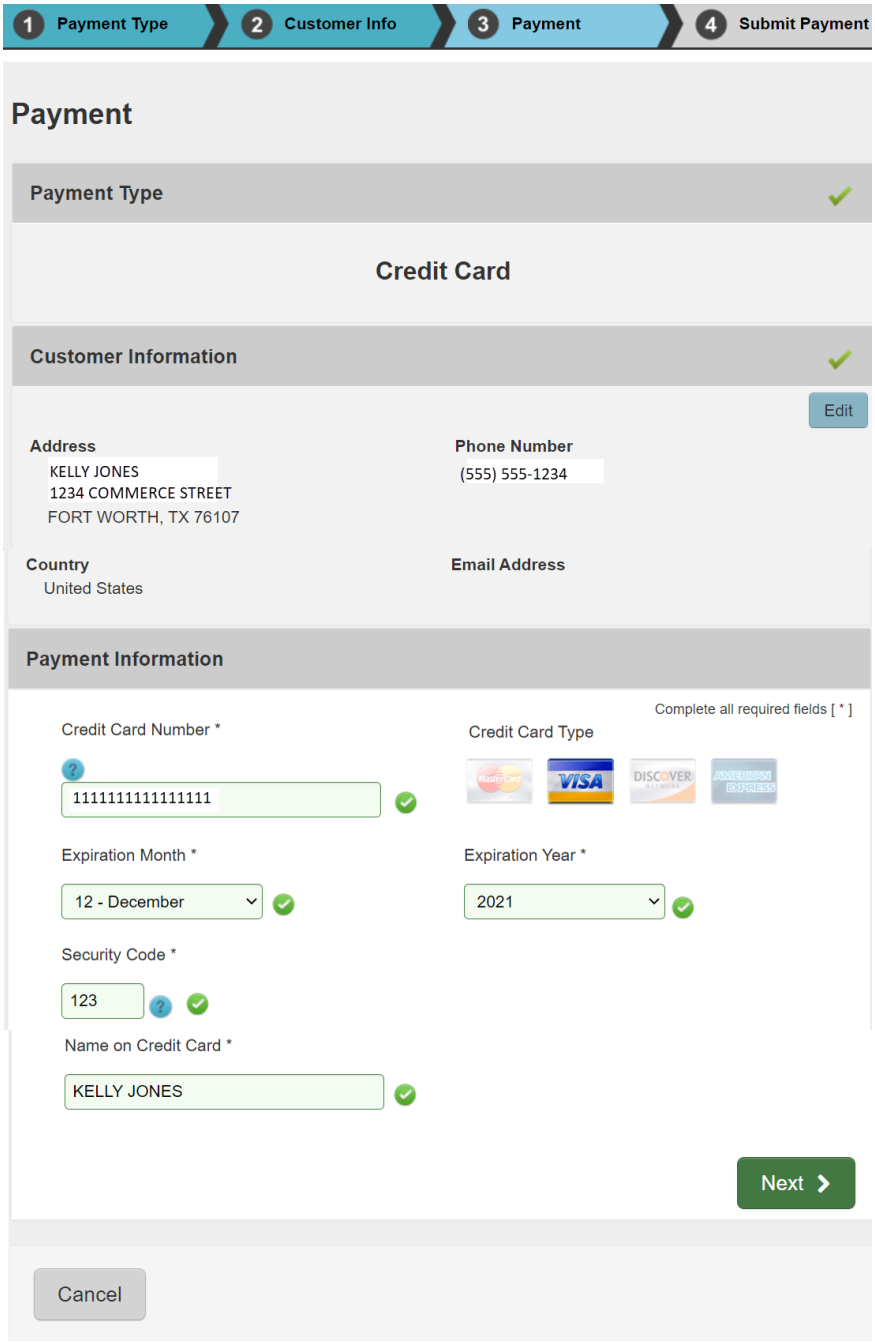


5. Click **Make Payment**. The *Customer Info* screen of the *Texas.gov* payment portal displays. This is where you can enter information about the credit card holder.

> **NOTE:** The *Payment Type* tab is bypassed when you pay by credit card; it is only displayed when payment is by electronic check.



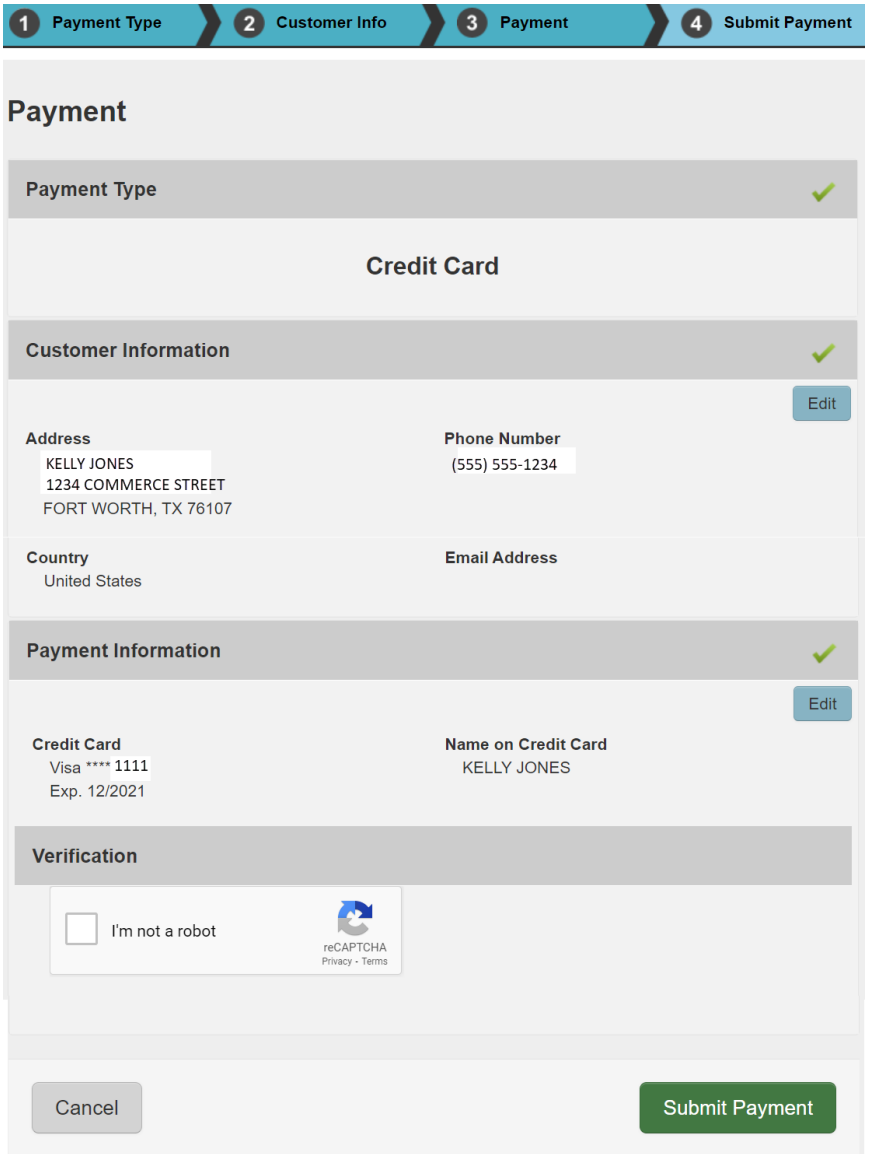
6. Click **Next**. The *Payment* screen of the *Texas.gov* payment portal displays. Complete the credit card information fields, which consist of the *Credit Card Number*, *Expiration Month*, *Expiration Year*, *Security Code*, and *Name on Credit Card*.

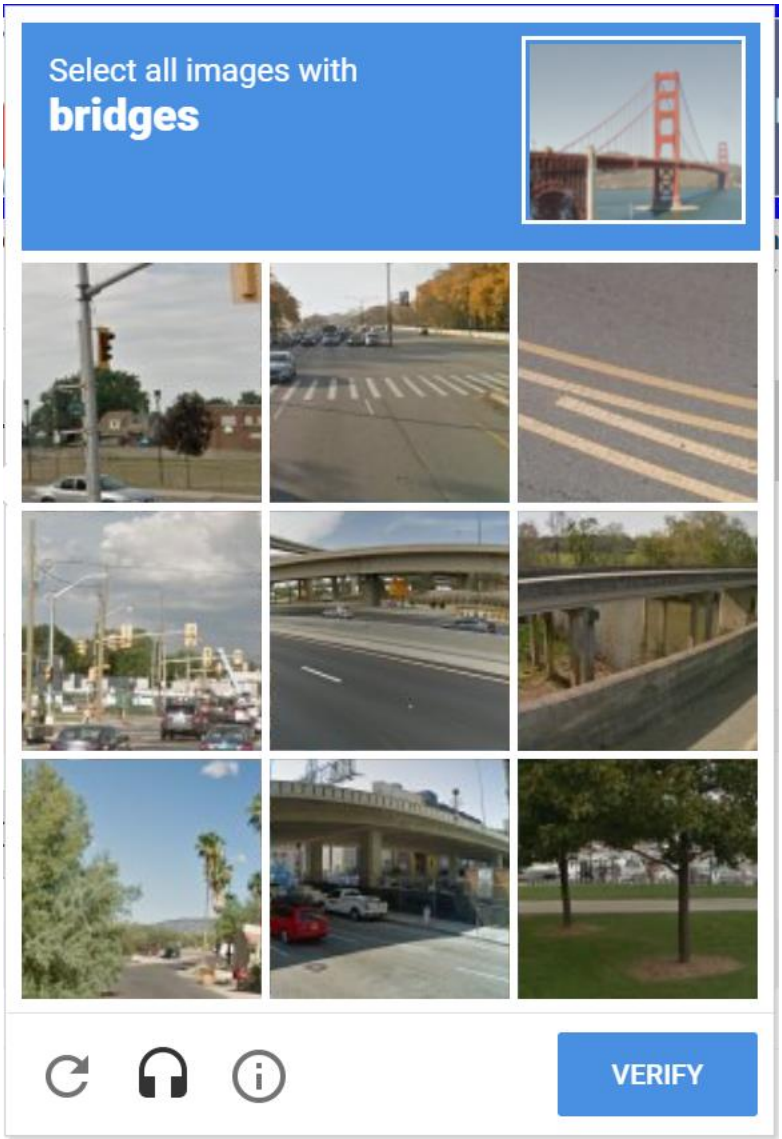


7. Click **Next**. The *Submit Payment* page of the *Texas.gov* payment portal displays. Select the box labeled "*I'm not a robot*" and a screen with images will display.

   Select the images on the screen as instructed, then click **Verify**. If you do not select all the images correctly, another page with different images will display, and you will be able to try again.

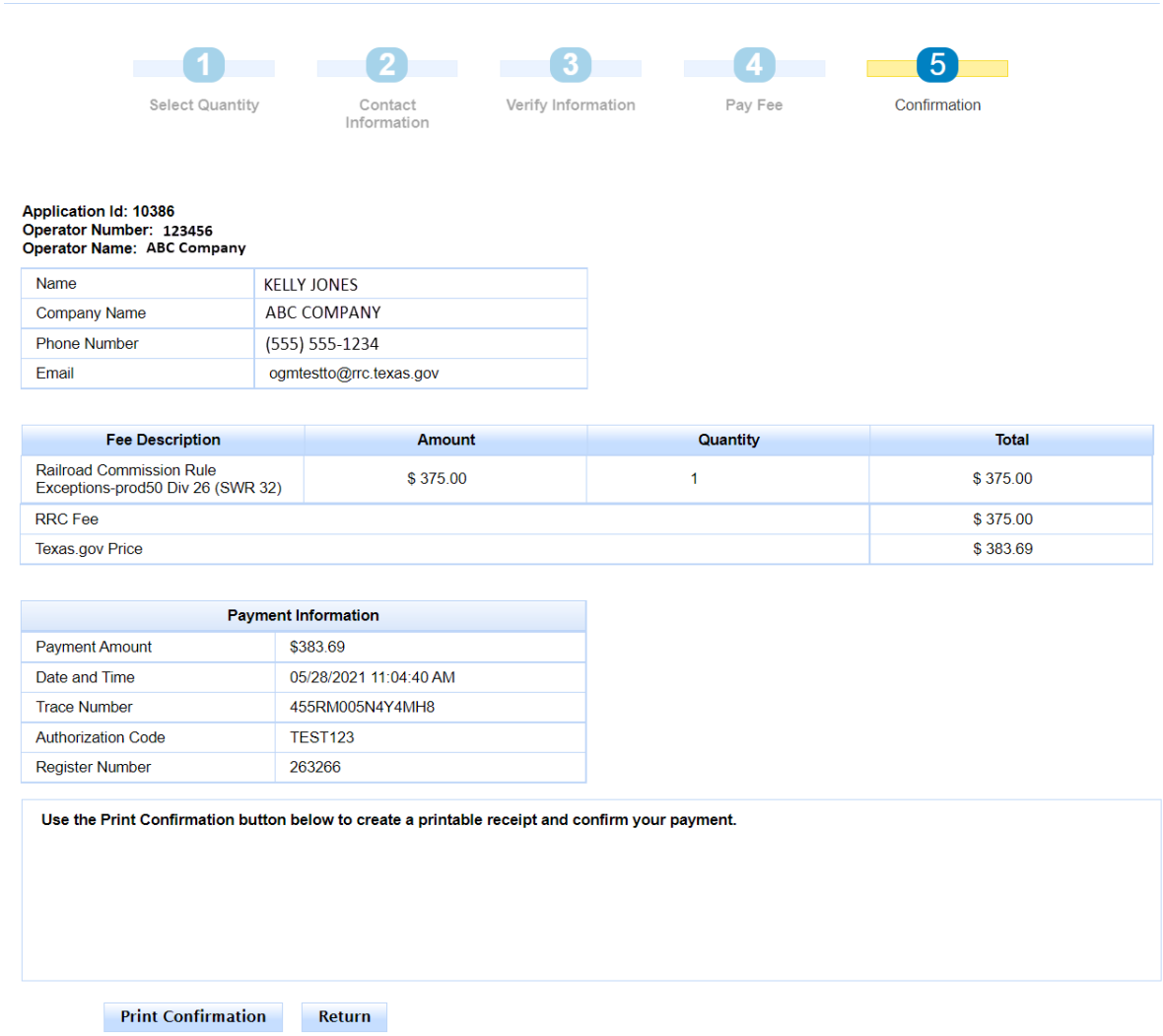
   The images screen will close, and the *Submit Payment* screen will display. Click **Submit Payment** to complete the payment transaction.




Select all images with
bridges
VERIFY

8. Next, the *Confirmation* page from the *Payment Portal* displays. Click the **Return** button to return to and submit your exception application.

   Before you click the **Return** button, you can optionally print a copy of the payment receipt. A payment receipt will be sent to the email address specified on the *Contact Information* screen regardless of whether you print the receipt. If you want to print the payment receipt, click **Print Confirmation**.



1 Select Quantity | 2 Contact Information | 3 Verify Information | 4 Pay Fee | 5 Confirmation

Application Id: 10386
Operator Number: 123456
Operator Name: ABC Company

Name	KELLY JONES
Company Name	ABC COMPANY
Phone Number	(555) 555-1234
Email	ogmtestto@rrc.texas.gov

Fee Description	Amount	Quantity	Total
Railroad Commission Rule Exceptions-prod50 Div 26 (SWR 32)	$ 375.00	1	$ 375.00
RRC Fee			$ 375.00
Texas.gov Price			$ 383.69

Payment Information	
Payment Amount	$383.69
Date and Time	05/28/2021 11:04:40 AM
Trace Number	455RM005N4Y4MH8
Authorization Code	TEST123
Register Number	263266

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

Print Confirmation | Return

This is the *Payment Receipt* that displays when you click **Print Confirmation**. It is the same receipt that is sent to the email address that you specified on the *Contact Information* screen.

RAILROAD COMMISSION OF TEXAS

1701 N.Congress
P.O. Box 12967
Austin, Texas 78711-2967

Payee

Name:	KELLY JONES
Company Name:	ABC OPERATOR
Phone:	(555) 555-1234
Email:	ogmtestto@rrc.texas.gov

Fee

Fee Description	Fee Amount	Quantity	Line Amount
Railroad Commission Rule Exceptions-prod50 Div 26 (SWR 32)	$375.00	1	$375.00
RRC Fee			$375.00
Texas.gov Price			$383.69

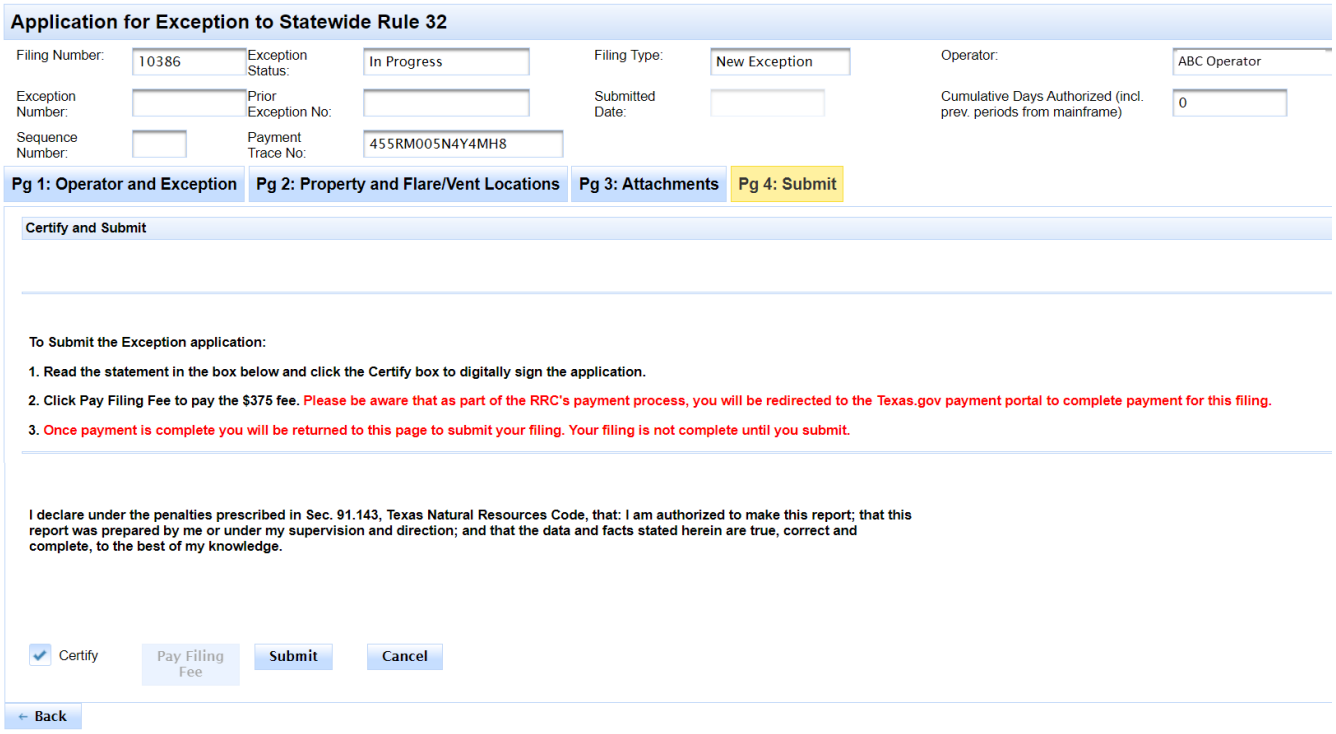
Payment

Payment Amount:	$383.69
Date and Time:	05/28/2021 11:04:40 AM
Trace Number:	455RM005N4Y4MH8
Register Number:	263266
Authorization Code:	TEST123
Application Number:	10386
Client ID:	SWR32

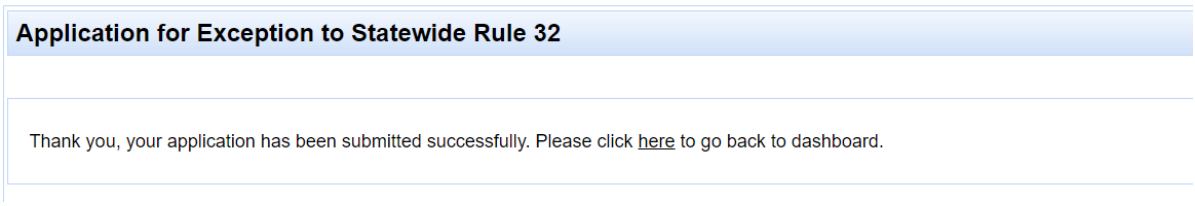
1

9. When the *Submit* screen displays the **Submit** button is active. The *Payment Trace Number* issued during the payment process displays in the banner section at the top of the screen.

   Click the **Submit** button to submit the exception application.



10. After you click **Submit**, the system changes the filing status to *Submitted*. The following message will display to confirm that your application was submitted.



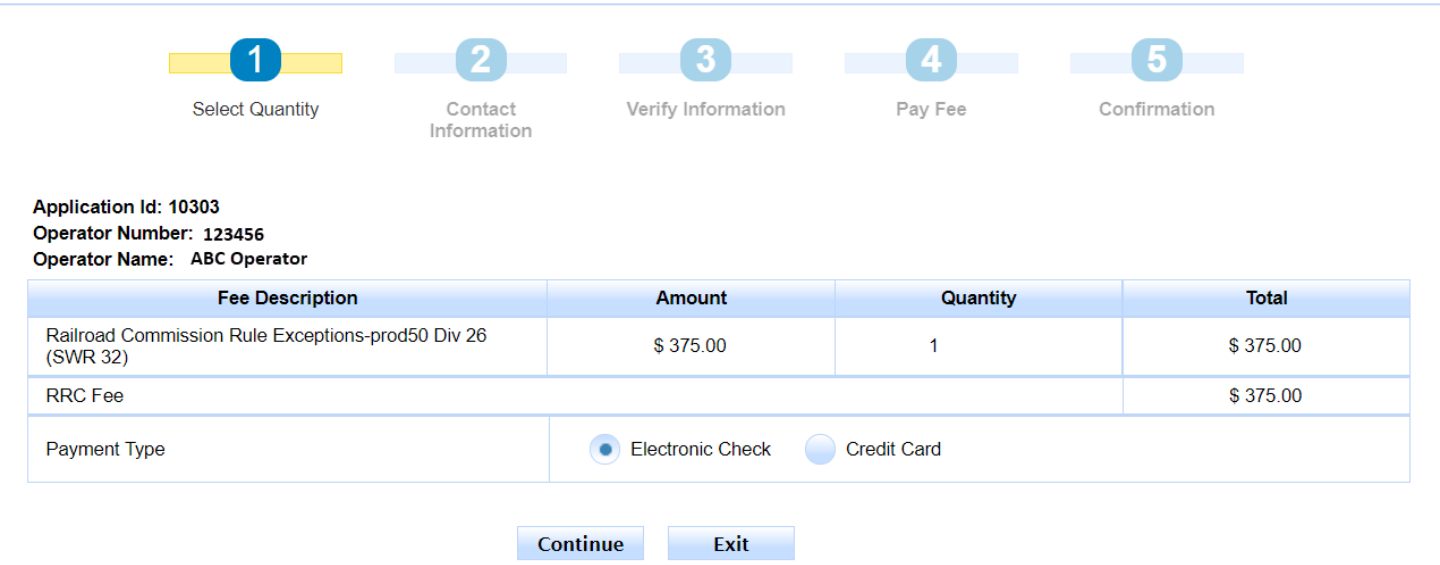
After you return to the **Actions Needed** (main) page, you can search for and view the application by clicking the **Pending** dashboard tab at the top of the screen.

> **IMPORTANT:** You must **Submit** your exception application after returning from the payment portal. Your application cannot be processed by the Commission until you have completed this step.

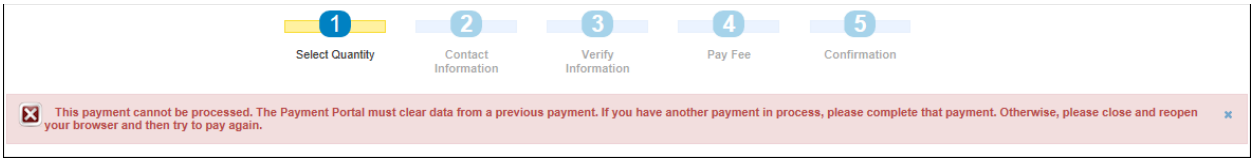
11. The application will display in Engineering's **Review** dashboard. An Engineering reviewer will be able to select and review the submitted application.

Paying by Electronic Check

1. After clicking *Pay Filing Fee*, the *Select Quantity* page of the *Payment Portal* displays. In the *Payment Type* area, select **Electronic Check**.



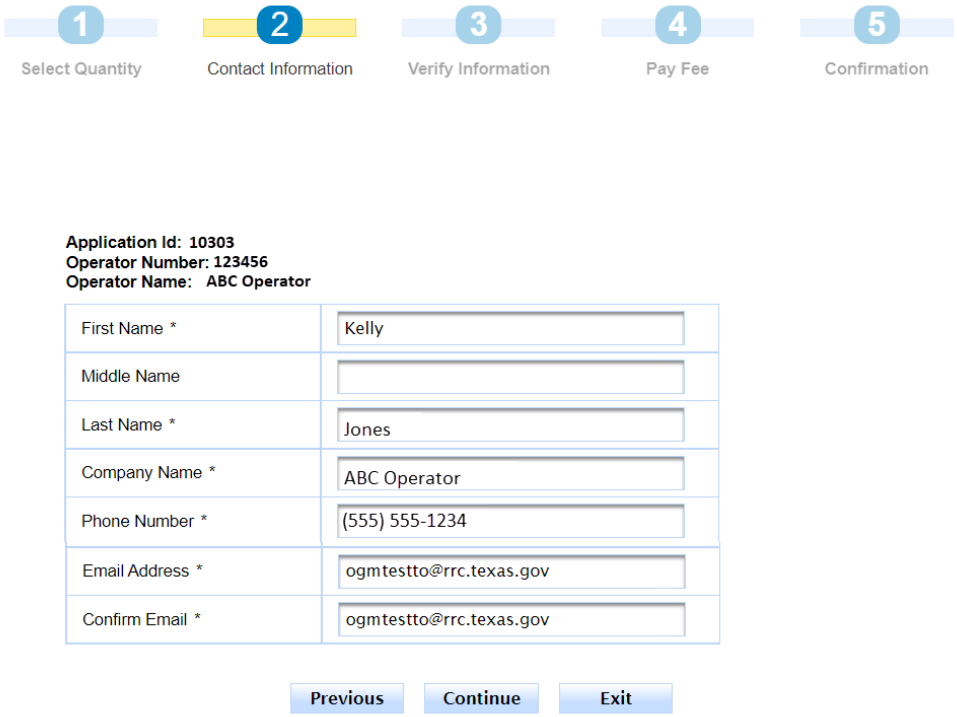
In rare cases, the payment cannot be processed because the Payment Portal must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*



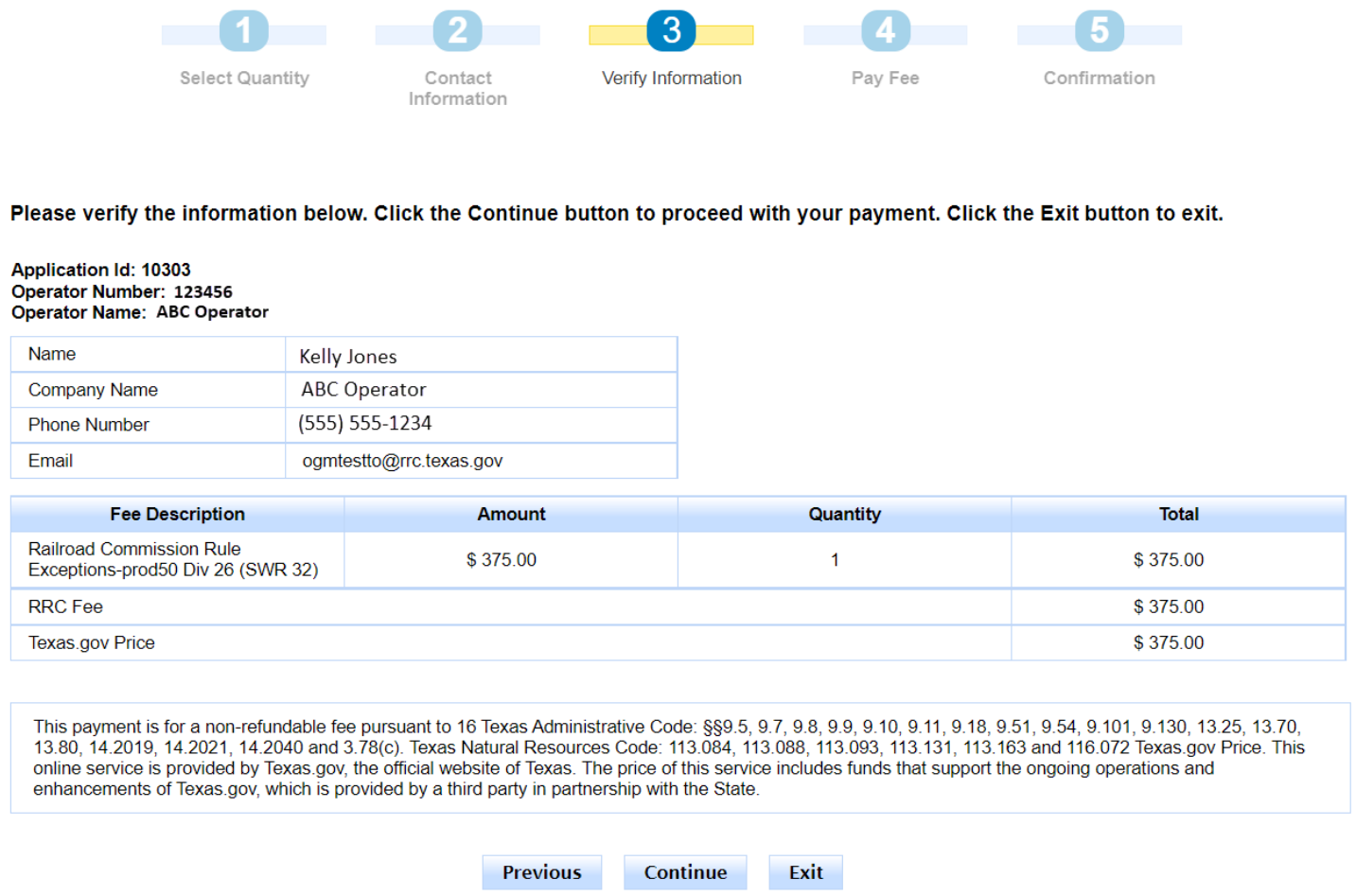
If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

- If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the Payment Portal and begin the payment process again from the SWR 32 exception application.
- Close and reopen the browser. Then log in to the *RRC Online System* and access the SWR 32 application, and then try to make the payment again.

2. Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays. Edit the information as needed. The receipt for payment will be sent to the email address specified on this page.

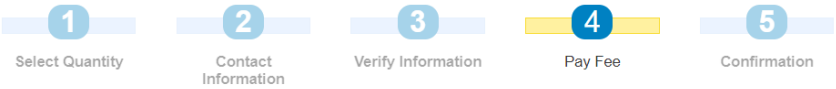


3. Click **Continue.** The *Verify Information* page displays.



NOTE: You can click the **Previous** button to navigate back to the previous page. You can click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful. You will be able to enter the payment portal again from the *Submit* screen.

4. Verify the information and click **Continue**. The *Pay Fee* screen displays with the Register Number generated by the *Payment Portal*.



Summary of Created Fees (Register Number): 289408

Application Id: 10303
Operator Number: 123456
Operator Name: ABC Operator

Fee Description	Amount	Quantity	Total
Railroad Commission Rule Exceptions-prod50 Div 26 (SWR 32)	$ 375.00	1	$ 375.00
RRC Fee			$ 375.00
Texas.gov Price			$ 375.00

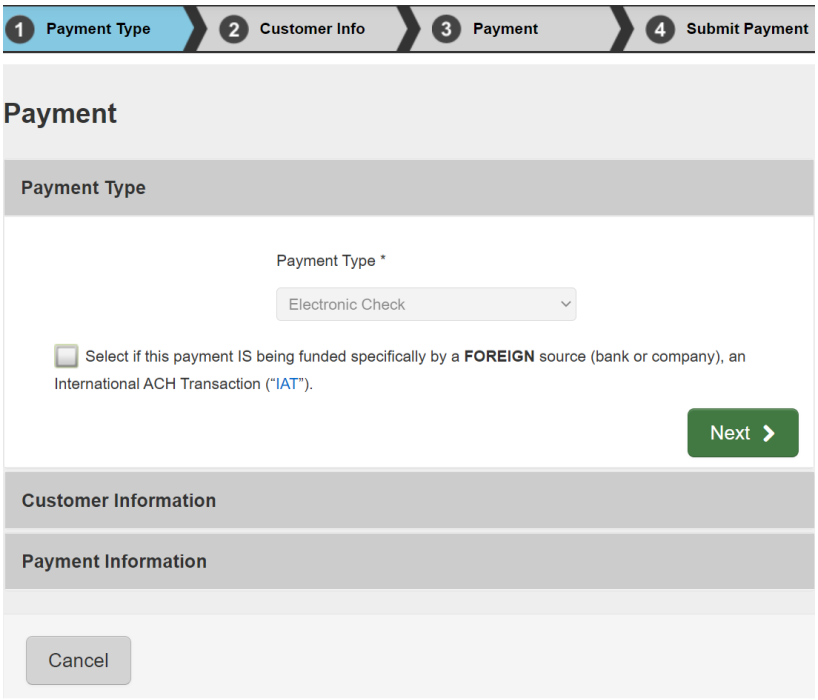
Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace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

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 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.

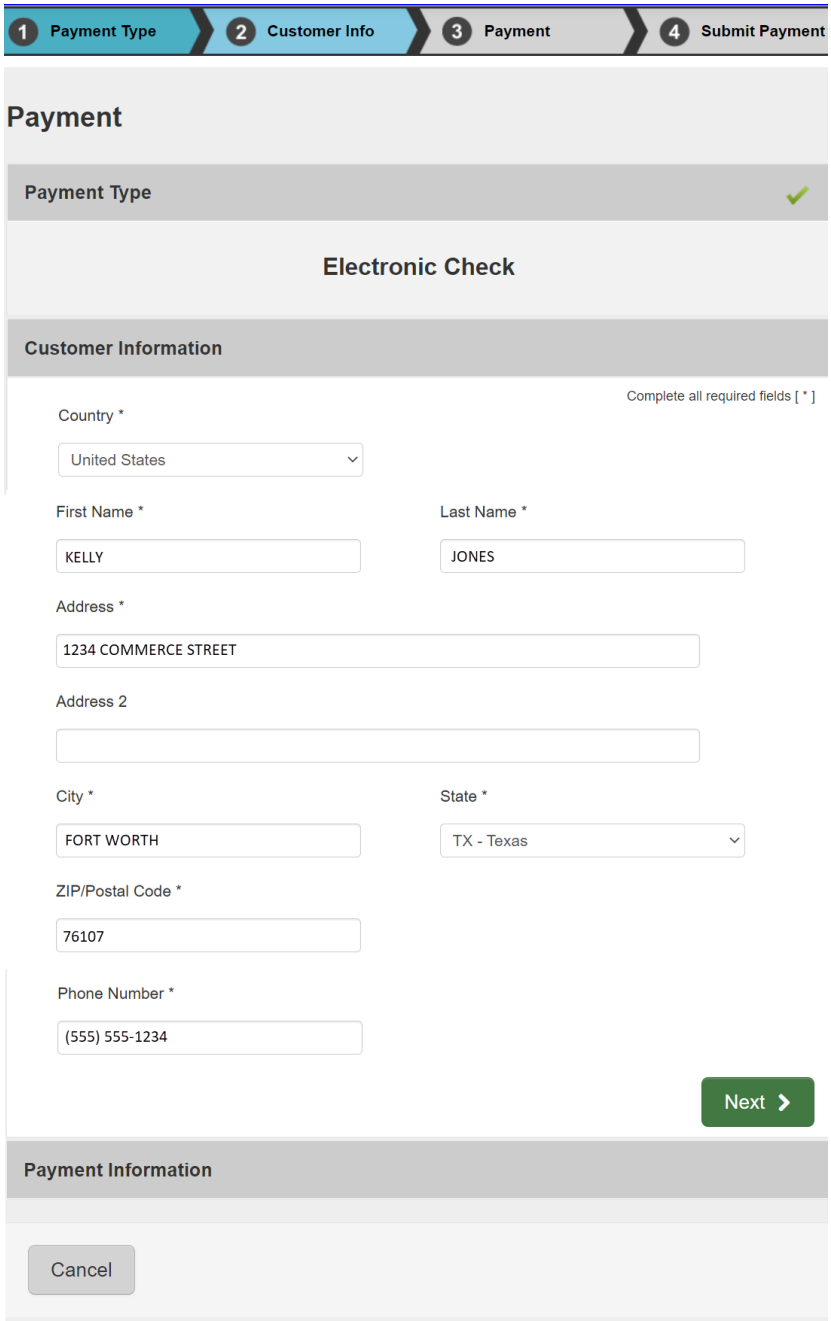
Previous | Make Payment | Exit

Note: When paying with a credit card, the address entered must match the billing address.

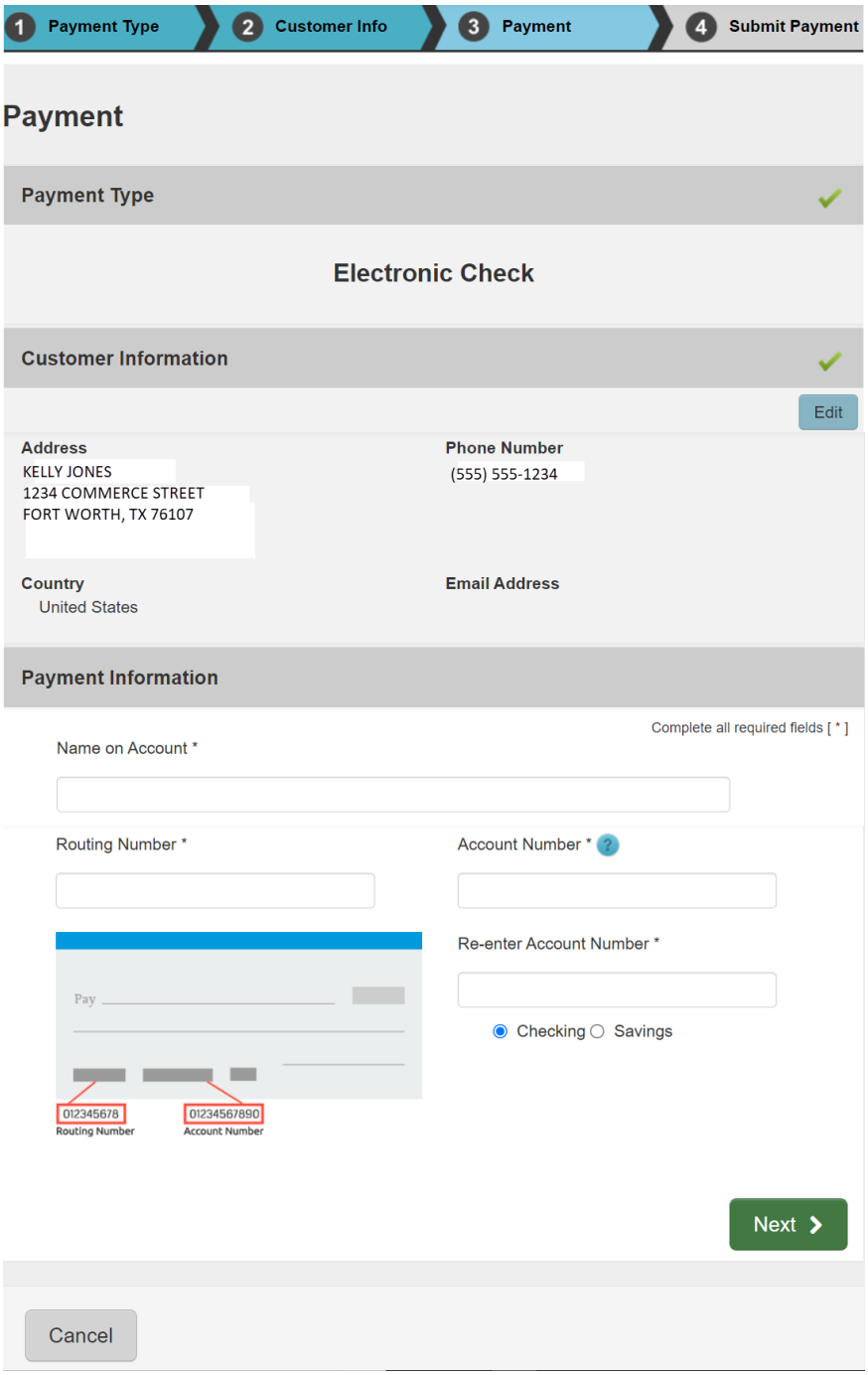
5. Click **Make Payment**. The *Payment Type* screen of the *Texas.gov* payment portal displays. If the payment is being funded by a foreign source, click the check box.



6. Click **Next**. The *Customer Info* screen of the *Texas.gov* payment portal displays. This is where you can enter information about the holder of the account from which the electronic check funds will be drawn.



7. Verify the information and click **Next**. The *Payment* screen of the *Texas.gov* payment portal displays. Complete the payment information fields, which consist of *Name on Account, Routing Number*, *Account Number* and whether the account is *Checking* or *Savings*. You will be required to enter the *Account Number* twice to ensure that the number was entered correctly.

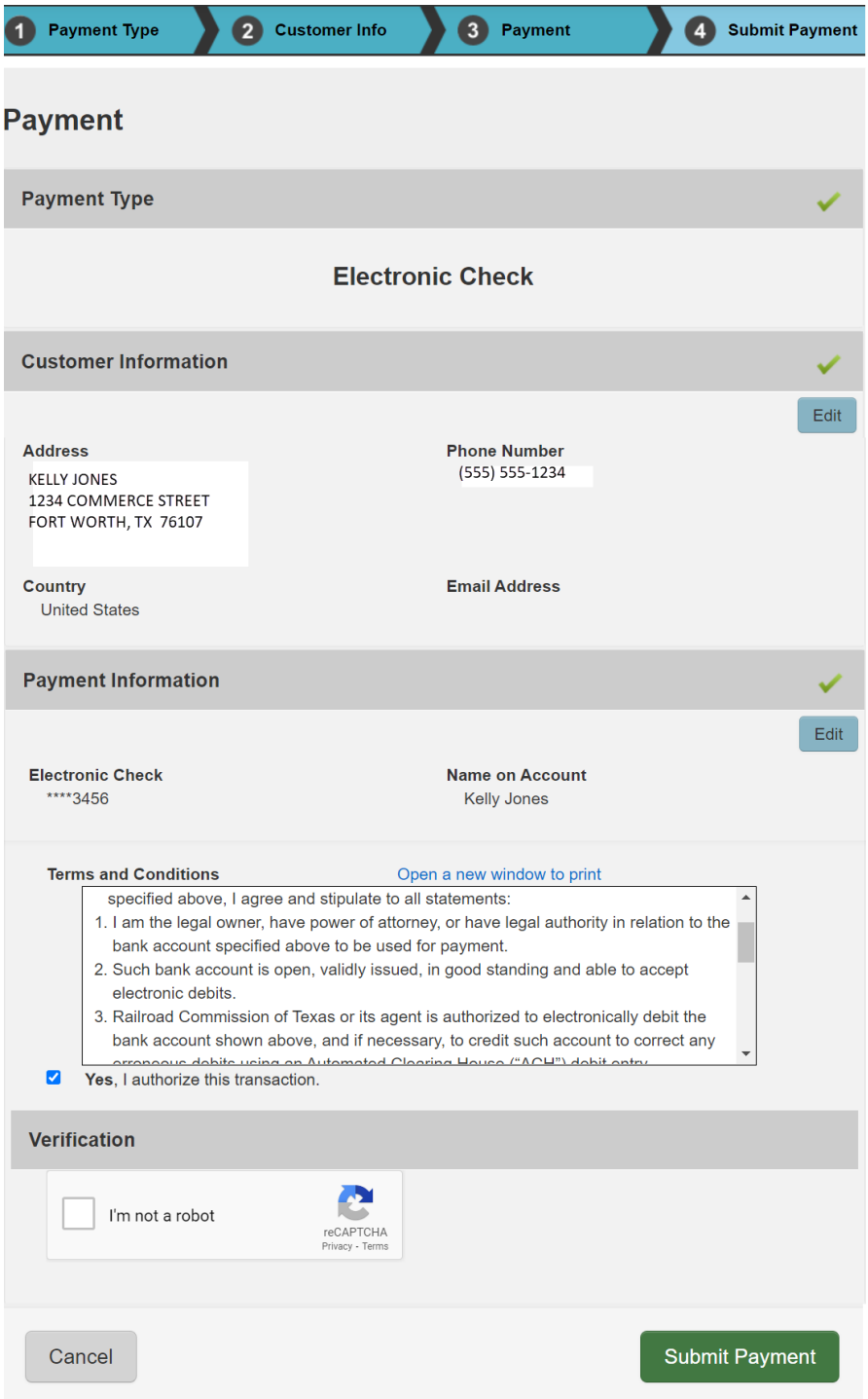


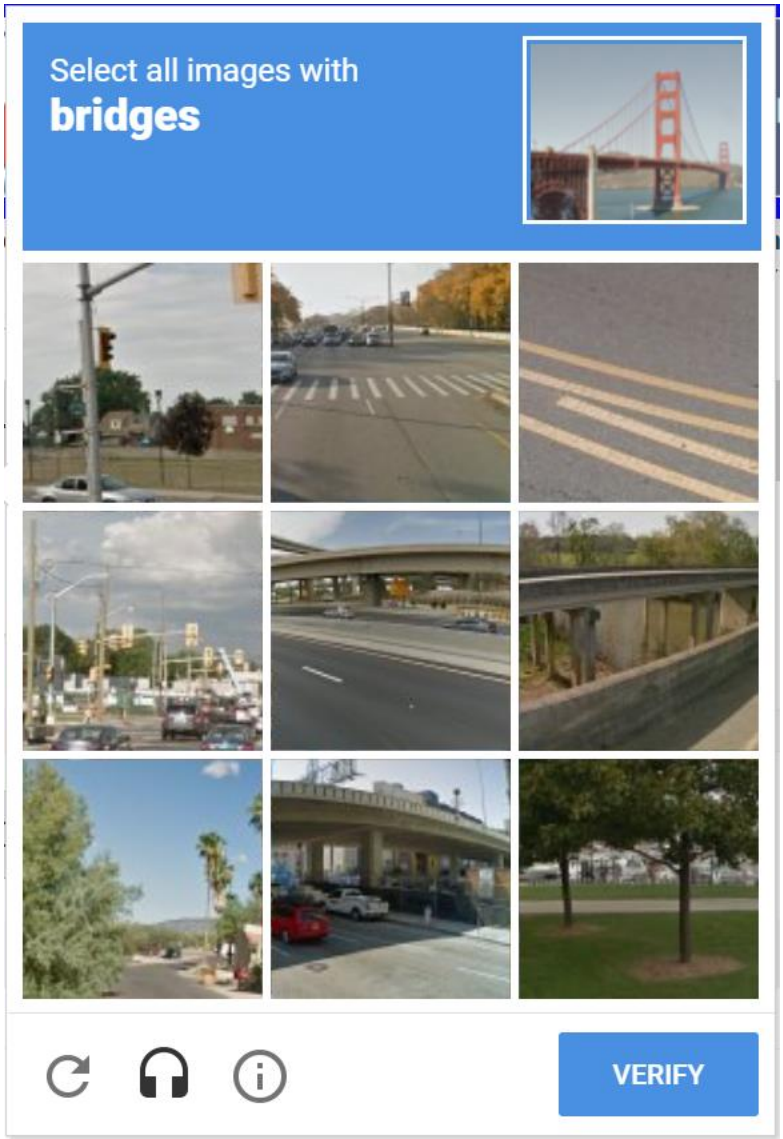
8. Click **Next**. The *Submit Payment* screen of the *Texas.gov* payment portal displays. Read the *Terms and Conditions.* After scrolling to the bottom click the **Yes, I authorize this transaction** check box.

   Select the box labeled *"I'm not a Robot"* and a screen with images will display.

   Select the images on the screen as instructed, then click **Verify**. If you do not select all the images correctly, another page with different images will display, and you will be able to try again.

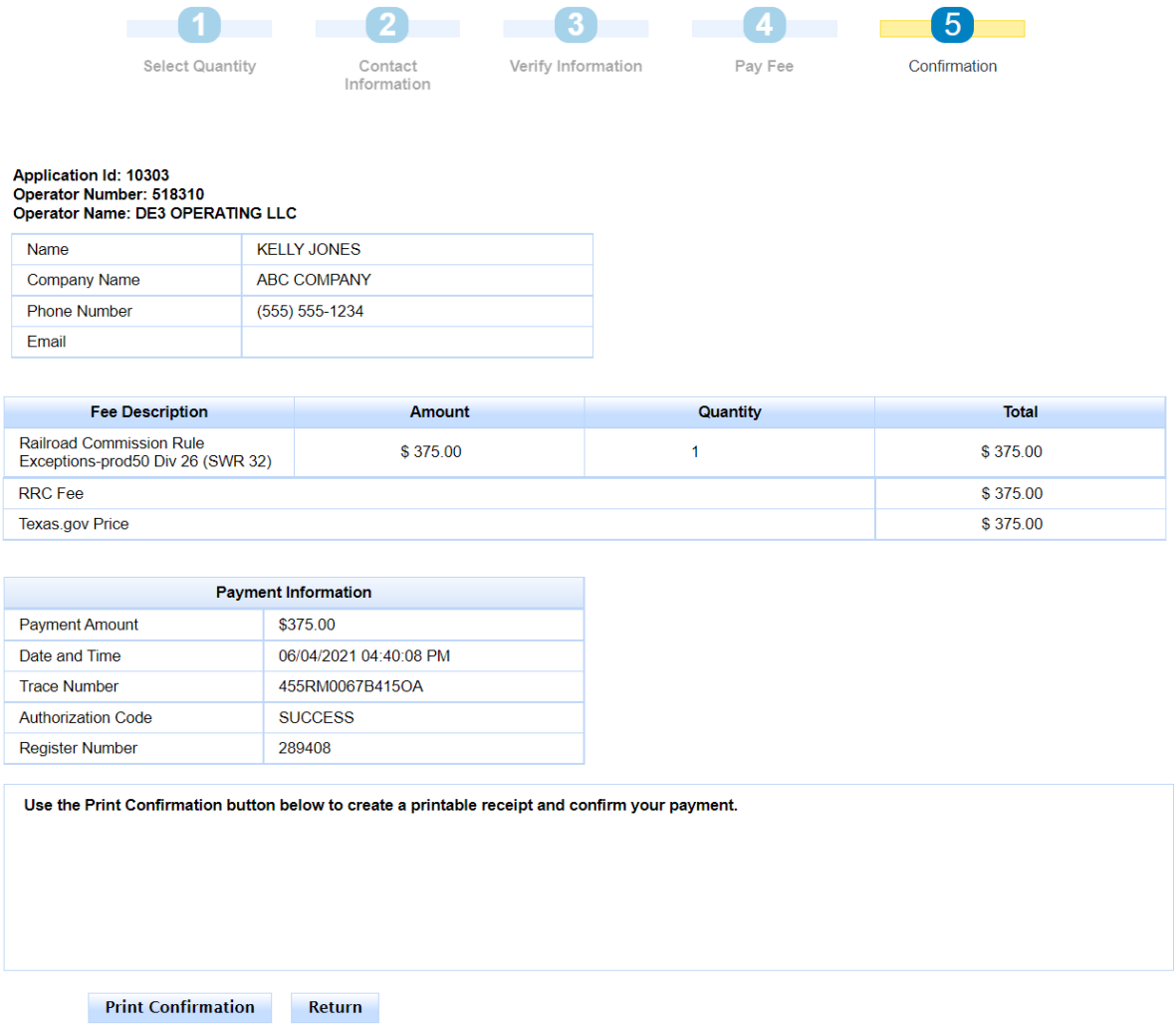
   The images screen will close, and the *Submit Payment* screen will display. Click **Submit Payment** to complete the payment transaction.




Select all images with
bridges
VERIFY

9. Next, the *Confirmation* page from the *Payment Portal* displays. Click the **Return** button to return to and submit your exception application.

   Before you click the **Return** button, you can optionally print a copy of the payment receipt. A payment receipt will be sent to the email address specified on the *Contact Information* screen regardless of whether you print the receipt. If you want to print the payment receipt, click **Print Confirmation**.



This is the *Payment Receipt* that displays when you click **Print Confirmation**. It is the same receipt that is sent to the email address that you specified on the *Contact Information* screen.

RAILROAD COMMISSION OF TEXAS

1701 N.Congress
P.O. Box 12967
Austin, Texas 78711-2967

Payee

Name:	KELLY JONES
Company Name:	ABC COMPANY
Phone:	(555) 555-1234
Email:	

Fee

Fee Description	Fee Amount	Quantity	Line Amount
Railroad Commission Rule Exceptions-prod50 Div 26 (SWR 32)	$375.00	1	$375.00
RRC Fee			$375.00
Texas.gov Price			$375.00

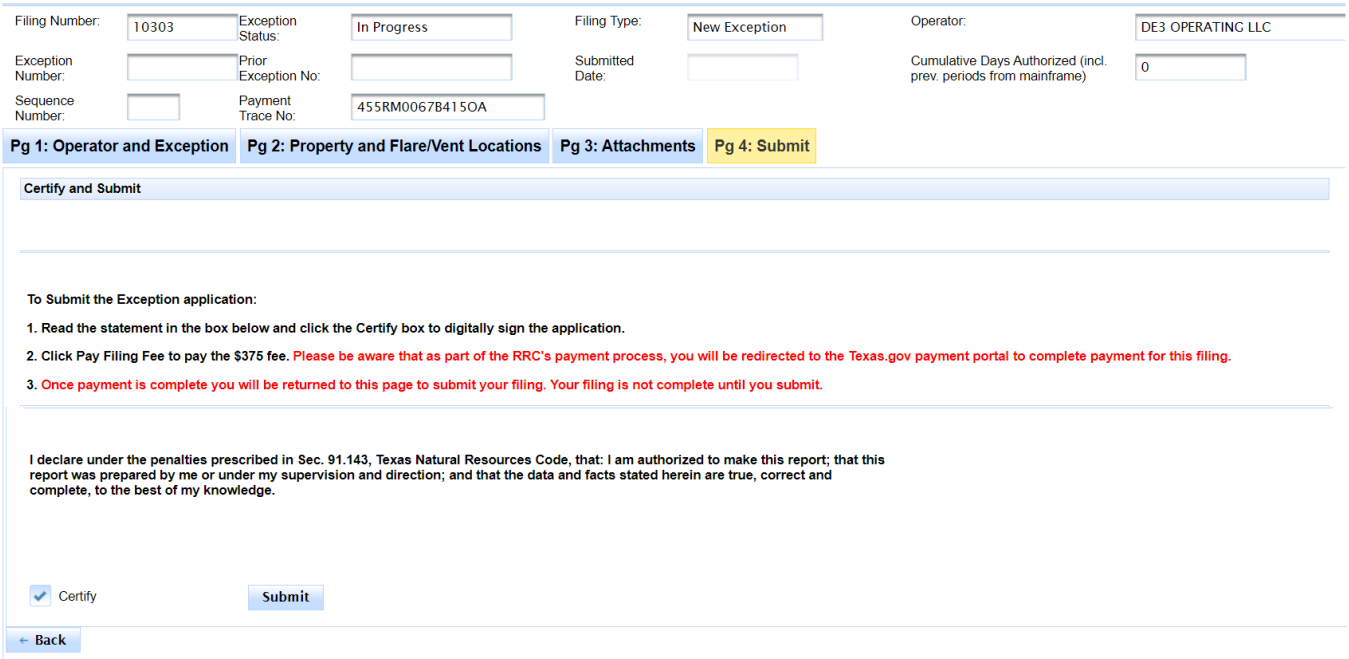
Payment

Payment Amount:	$375.00
Date and Time:	06/04/2021 04:40:08 PM
Trace Number:	455RM0067B415OA
Register Number:	289408
Authorization Code:	SUCCESS
Application Number:	10303
Client ID:	SWR32

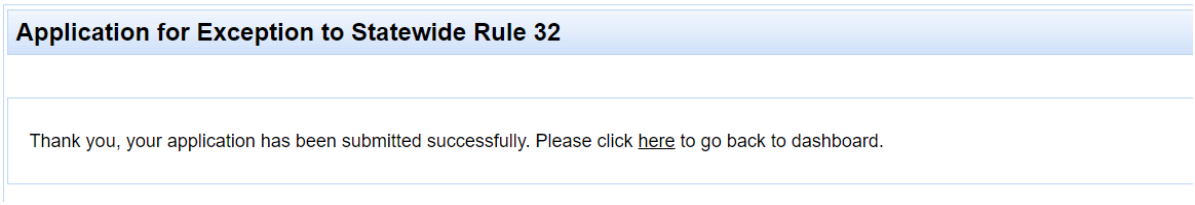
1

10. When the Submit screen displays, the **Submit** button is active. The *Payment Trace Number* issued during the payment process displays in the banner section at the top of the screen.

Click the **Submit** button to submit the exception application.



11. After you click **Submit**, the system changes the filing status to *Submitted*. The message below will display to confirm that your application was submitted.



After you return to the **Actions Needed** (main) page, you can search for and view the application by clicking the **Pending** dashboard tab at the top of the screen.

IMPORTANT: You must **Submit** your exception application after returning from the payment portal. Your application cannot be processed by the Commission until you have completed this step.

12. The application will display in Engineering's **Review** dashboard. An Engineering reviewer will be able to select and review the submitted application.

Working with *In Progress* Applications (New or Renewal/Amendment)

Saving an *In Progress* Application

When completing a new SWR 32 exception application, you can save your work and exit the application at any time prior to submittal. For example, after entering items on **Page 1** of a new SWR 32 application, click the **Save and Exit** button. The system automatically assigns a *Filing Number*, saves the data on **Page 1**, and returns to the **Action Needed** (main) page**.**

As you advance through each page of the application (i.e., **Page 2**, **Page 3**, and **Page 4**) the system saves your data on the page when the **Next** or **Back** button is clicked. The system will not allow you to advance to the next page until all required items on the page have been entered. The system will allow you to click **Back** before all the required items on the page have been entered, and your work for that page will be saved.

If you exit the application screen without clicking **Save and Exit**, **Next** or **Back,** the system will not save any changes made since the last time the application was saved.

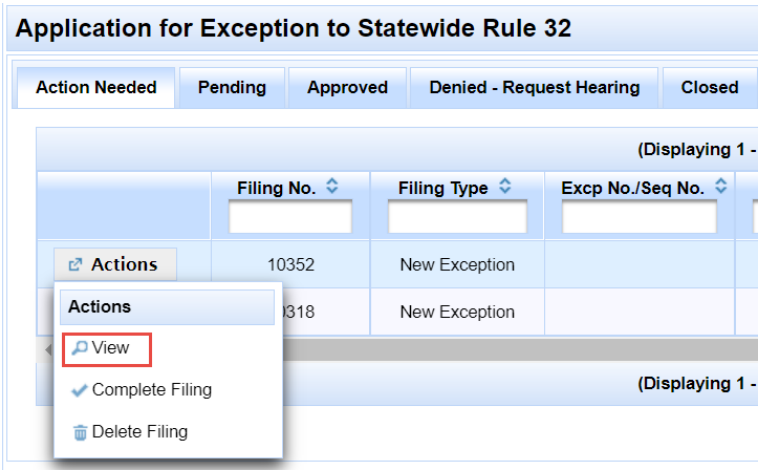
If you save an application to complete and submit later, it will display in your **Action Needed** dashboard. The report status is *In Progress*.

IMPORTANT: The system saves the data items on the page only when the **Save and Exit**, **Next** or **Back** button is clicked.

Viewing an *In Progress* Application

You can view an *In Progress* application that was previously saved (but not submitted) by following the steps below.

1. In the **Action Needed** dashboard, find the application that you want to view.
2. Click the **Actions** button next to the application. This will open a drop-down list of actions that can be performed.



3. Click the **View** button to display the application in its current state. The application cannot be edited in view mode. You can navigate through **Pages 1 - 3** while in view mode by clicking a tab name at the top of the screen.

Completing an *In Progress* Application (New or Renewal/Amendment)

An application that was saved in an *In Progress* status can be accessed later for completion and submission.

1. In the **Action Needed** dashboard, find the application that you want to complete.
2. Click the **Actions** button in the row next to the application. This will open a drop-down list of actions that can be performed.

3. Click the **Complete Filing** button next to the application. The application will display in update mode.
4. Enter the new information on the application and click the **Next** button to navigate through each tab of the application. The system will validate and save the information as you navigate to the next page. If you advance to the **Page 4 - Submit** page, you can pay the filing fee and submit the application now, or you can wait until later.

IMPORTANT: Your exception application will not be reviewed by the Commission until you pay the filing fee and submit the application.

Deleting an *In Progress* Application (New or Renewal/Amendment)

You can delete an application that has not yet been submitted. You can only delete an application with a status of *In Progress*. To delete an *In Progress* application, follow the steps below.

1. In the **Action Needed** dashboard, find the application that needs to be deleted.
2. Click the **Actions** button in the row next to the application. This will open a drop-down list of actions that can be performed.

3. Click the **Delete Filing** action.
4. A confirmation message will display to verify that you want to delete the application.
   a. Select 'Yes' to delete the application.
   b. Select 'No' to cancel the action and close the **Actions** drop-down.

IMPORTANT: Once an application has been deleted, it cannot be retrieved again.

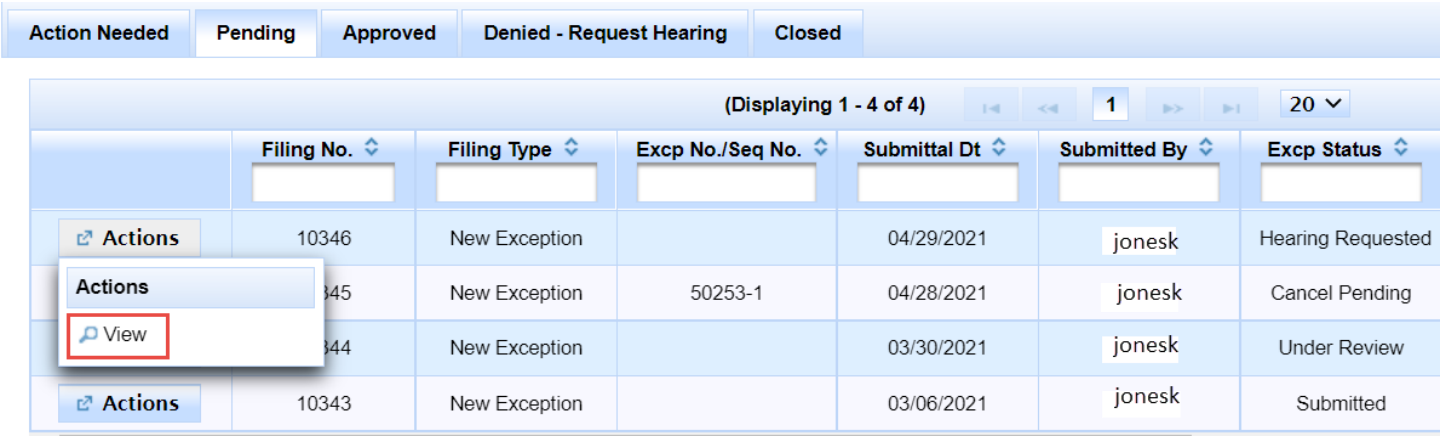
Viewing Applications Awaiting Engineering Review (New or Renewal/Amendment)

The **Pending** dashboard displays submitted applications for your company that are awaiting an action by an Engineering reviewer.

- *Submitted*
- *Resubmitted*
- *Under Review*
- *Hearing Requested*
- *Hearing Pending*
- *Cancel Pending*
- *Reopened*

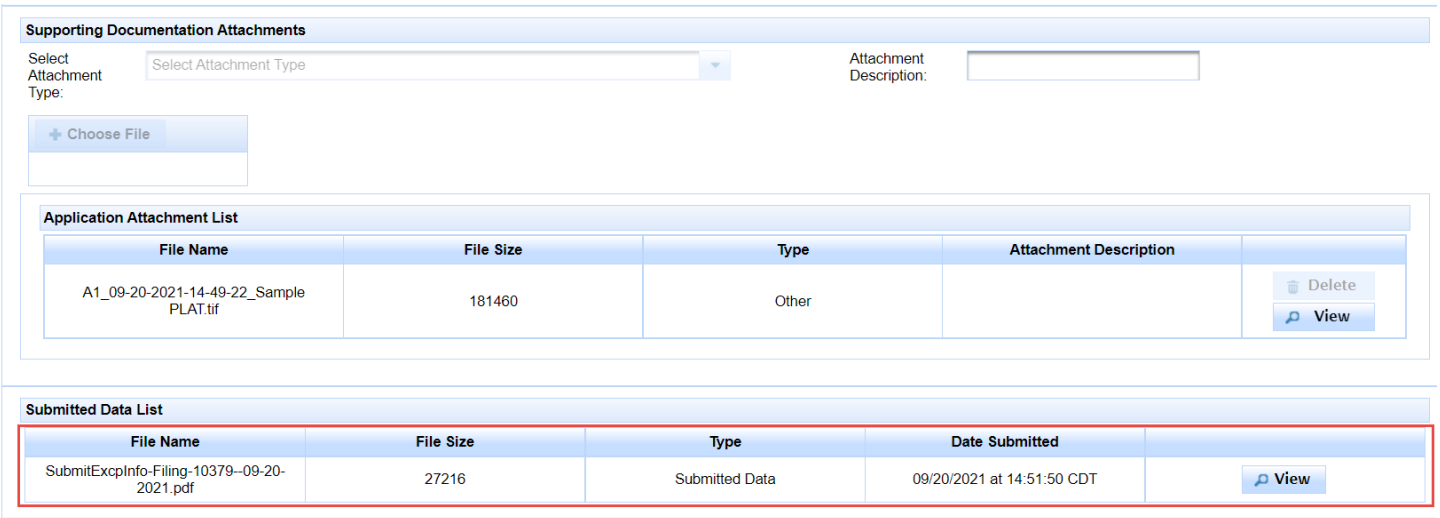
You can view an application in the **Pending** dashboard by following the steps below.

1. In the **Pending** dashboard, find the application that you want to view.
2. Click the **Actions** button next to the application. This will open a drop-down list of actions that can be performed. For applications in this dashboard, **View** is the only option available.



3. Click the **View** button to display the application in its current state. The application cannot be edited in view mode. You can navigate through **Pages 1 - 3** while in view mode by clicking a tab name at the top of the screen.
4. If you click the **Page 3** tab, there is a section called **Submitted Data List** at the bottom of the page. The online system generates and stores a formatted PDF of the application data when the application is submitted or resubmitted. It can be viewed after submittal on Page 3 in the **Submitted Data List** section. A button to view the PDF is displayed on the right side of the row.

   Note: The Submitted Data List section was added to the online system on 9/30/2021. A formatted PDF of the submitted application data will only be available for applications submitted or resubmitted on or after 9/30/2021.



5. A sample of the PDF is illustrated in Appendix C.

Viewing the Results of Engineering's Review - RRC Review Result screen (New or Renewal/Amendment)

After an application is submitted or resubmitted it is reviewed by the Commission's Engineering Unit (Technical Permitting department, Oil and Gas Division.) When Engineering selects an application for review, the online system changes the application status from *Submitted* or *Resubmitted* to *Under Review*. It remains in *Under Review* status until an Engineering reviewer assigns another status to the application.

An application in *Under Review* status will display in your **Pending** dashboard.

After Engineering has completed its review, you will be notified by email that the status of your application has been changed by Engineering. This email is sent to the email address you specified on **Page 1** of the application in the **Filing Representative** section. The email contains an attachment with identifying information about the application and its status. The attachment provides information about where to locate the results of the review in the online system. If the application was approved, there will also be an attached PDF with information about the authorized exception.

Below is a sample of the email that is generated by the online system. The "From" address is an unmonitored address, so please do not reply to this email.

After Engineering has completed its review, the **RRC Review Result** tab will display when you view the application in the online system. The **RRC Review Result** tab is located at the top of the screen, directly after the **Pg 3: Attachments** tab. Click the **RRC Review Result** tab to view the screen.

Application Statuses after Review

After the application has been reviewed, the Engineering reviewer will assign one of the following exception statuses to a submitted or resubmitted exception application:

- *Approved*
- *Returned*
- *Hearing Pending* (if the filer requested a hearing on **Page 1** of the application)
- *Denied*

For an application that was previously placed in *Hearing Pending* status, the Engineering Unit will place the application in one of these statuses after the hearing has occurred, based on the Final Order:

- *Approved*
- *Denied*
- *Returned* (if the filer needs to make changes or to provide additional information)

If an application has been *Denied*, a hearing can be requested for up to 30 days after the denial. Information about how to request a hearing is covered in [Requesting a Hearing for a Denied Application].

If you have requested cancellation of an *Approved* exception, or if there is another reason to cancel an approved exception, the Engineering Unit can assign a status of *Cancelled* to an exception. Information about this status is covered in [Cancelling an Approved Exception].

RRC Review Results screen

Application for Exception to Statewide Rule 32

Filing Number:	10345	Exception Status:	Approved	Filing Type:	New Exception	Operator:	ABC OPERATOR
Exception Number:	50253	Prior Exception No:		Submitted Date:	04/28/2021	Cumulative Days Authorized (incl. prev. periods from mainframe)	31
Sequence Number:	1	Payment Trace No:	455RM0005N4Y4MH8				

Pg 1: Operator and Exception | Pg 2: Property and Flare/Vent Locations | Pg 3: Attachments | RRC Review Result

Hearings Information

Referred to Hearings Date: | Docket/CASES No: | Conference Date:

Review Comments

Date	User ID	Comment	Actions
06/08/2021	smithp	This is a remark entered by the Engineering reviewer. This section is used to communicate information about the review.	

Review Attachment List

File Name	File Size	Type	
R1_06-08-2021-11-17-26_Sample attachment in PDF format.pdf	27757	Review Documentation	Delete View

RRC Correspondence Attachment List

File Name	File Size	Type	
ReviewLtrApproved-Filing-10345--06-08-2021.pdf	50943	RRC Correspondence	View
AuthExcpInfo-Filing-10345--06-08-2021.pdf	25332	RRC Correspondence	View

Authorized Exception

Effective Date:	04/21/2021	Expiration Date:	05/21/2021	Cumulative days from MF:	0	Number of Days (this request):	31
Release Authorized For: *							
Every day of the calendar month:	✓	Authorized Exception Days per Month:		Max MCF/Month: *	0	Authorized Permanent Exception: *	No
Approval Date:	06/08/2021	Total Release Rate for Exception (MCF/Day):	500				

Property Type	District	Property ID	Lease Name/Plant Name	Release Rate (MCF/Day)	Messages
Gas Lease	08	277254	FERDINAND 27 UNIT	500	

Banner section

The banner section at the top of the **RRC Review Result** tab displays the *Exception Status*. If the application is *Approved*, the *Exception Number*, *Sequence Number* and *Cumulative Days Authorized* are also displayed in the banner section.

1. The online system assigns an *Exception Number* when a new exception is approved.
2. *Sequence Number* '1' is assigned for a new exception. *Sequence Number* is incremented by '1' for each renewal or amendment to the exception.
3. *Cumulative Days Authorized.* For a new exception it is the number of days for the exception. For a renewal/amendment exception, *Cumulative Days Authorized* also contains the number of days authorized for all previous exceptions for this exception number. It may be incremented by *Cumulative Days Authorized from MF* (i.e., Mainframe) if there was a previous exception authorized for the property and operator before the online system was implemented in May 2021.

Hearing Information section

If an exception application requires a hearing, the Engineering reviewer enters the *Docket/CASES No.* when they place the application in *Hearing Pending* status. They may also enter a *Referred to Hearings Date* and *Conference Date* during their review.

The filer can request a hearing on **Page 1: Operator and Exception** if the application cannot be approved administratively. A hearing can also be requested by the filer for up to 30 days after an exception application is denied.

Review Comments section

An Engineering reviewer can add comments for any exception application. If the application is returned for correction and resubmission, the reviewer may enter comments about why the application was returned and how to remedy the problem.

Review Attachment List section

The reviewer may also upload a document to provide you with information about the review or about the exception filing.

RRC Correspondence Attachment List section

The online system generates an email to notify the filer after the reviewer has assigned a new status to the exception application (i.e., *Approved*, *Returned*, *Hearing Pending*, or *Denied*). The email has one or two attachments, depending on whether the exception status is *Approved*. The attachments to the email are displayed in this section of the **RRC Review Result** screen.

- If exception status is *Approved*, the online system generates a PDF of the authorized exception information at the time of approval. The attachment is named "AuthExcpInfo-Filing-99999—MM-DD-YYYY." "99999'" represents the *Filing Number*, and "MM-DD-YYYY" represents the date the PDF was generated. See Appendix B for a sample PDF of an authorized exception.
- For all exception statuses assigned by the reviewer, the online system generates a PDF document with identifying information about the exception application, the new status, and how to view the application online. This attachment is named "ReviewLtrXXXXX-Filing-99999—

MM-DD-YYYY." "XXXX" represents the *Exception status*, "99999'" represents the *Filing Number*, and "MM-DD-YYYY" represents the date the PDF was generated. See Appendix A for a sample exception review letter.

Authorized Exception section

This section displays only when the exception application is *Approved*. It contains information about the authorized exception.

- *Effective Date*
- *Expiration Date* - This date is blank for a permanent exception.
- *Cumulative Days from MF* (i.e., Mainframe) - The Engineering reviewer may include the number of days for a previous exception approved for the operator and property on the Mainframe. The online system adds this number to *Cumulative Days Authorized* displayed in the banner section.
- *Number of Days (this request)* - This is the number of days from the (Authorized) *Effective Date* through the (Authorized) *Expiration Date*.
- *Release Authorized For: Every day of the calendar month*
- *Release Authorized For: Authorized Exception Days per Month*
- *Max MCF Per Month* – If release is authorized for a specific number of days per month, a maximum MCF per month will be specified.
- *Authorized Permanent Exception* – This indicator is 'Yes' if the exception is permanent. Expiration Date is blank for a permanent exception.
- *Approval Date* – Date the exception application was approved.
- *Total Release Rate for Exception (MCF/Day)* – This total is the same as the total for the property unless there is more than one property authorized for the exception (i.e., a SWR 32 (h)(8) exception.) If there is more than one property, this item is the sum of the release rates for the properties on the exception.

Property section

This section contains identifying information for the property: *Property Type*, *District*, *Property ID*, and *Lease Name/Plant Name*.

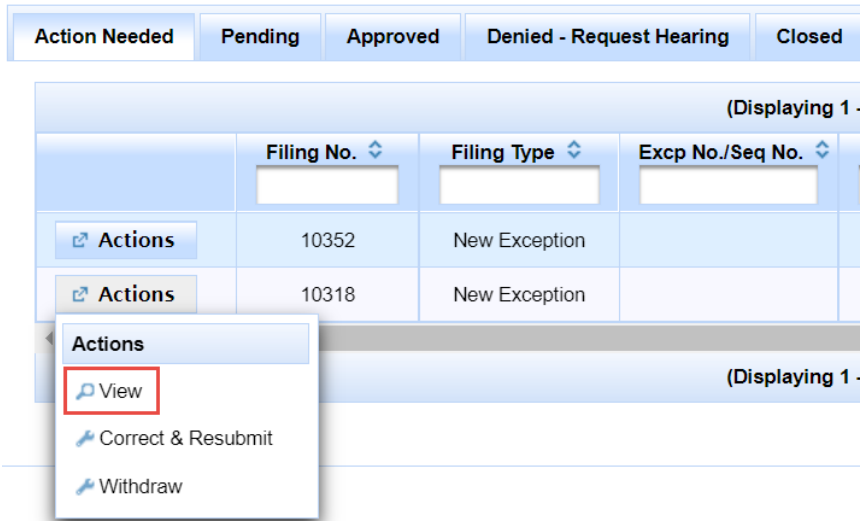
It also contains the authorized *Release Rate* (MCF/Day) for the property. If the property is a commingle permit, there is a total release rate (MCF/Day) for the commingle permit. This total is the sum of the authorized release rates for the leases and drilling permits covered by the commingle permit.

Working with *Returned* Applications (New or Renewal/Amendment)

Viewing a *Returned* Application

You can view a *Returned* application by following the steps below.

1. In the **Action Needed** dashboard, find the application that you want to view.
2. Click the **Actions** button next to the application. This will open a drop-down list of actions that can be performed.



3. Click the **View** option to display the application in its current state. The application cannot be edited in view mode. While in view mode you can navigate through **Pages 1 - 3** and the **RRC Review Result** tab by clicking a tab name at the top of the screen.

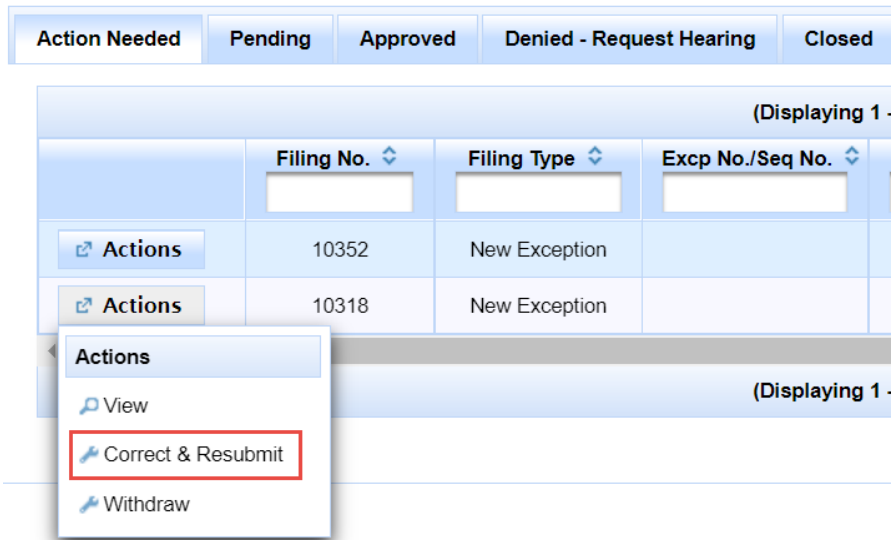
Correcting and Re-submitting a *Returned* Application

After an application has been reviewed by the Engineering Unit (Technical Permitting department, Oil and Gas Division) it may be returned to the filer for correction of an error. An application may also be returned with a request for additional information. There are no fees charged when you resubmit a returned application.

You can resubmit a *Returned* application by following the steps below.

1. Access the **Action Needed** dashboard from the navigation tabs across the top of the screen**.**

2. Click the **Actions** button in the row next to the application you want to correct and resubmit.



3. After you click **Correct and Resubmit**, **Page 1** of the application will display in edit mode.

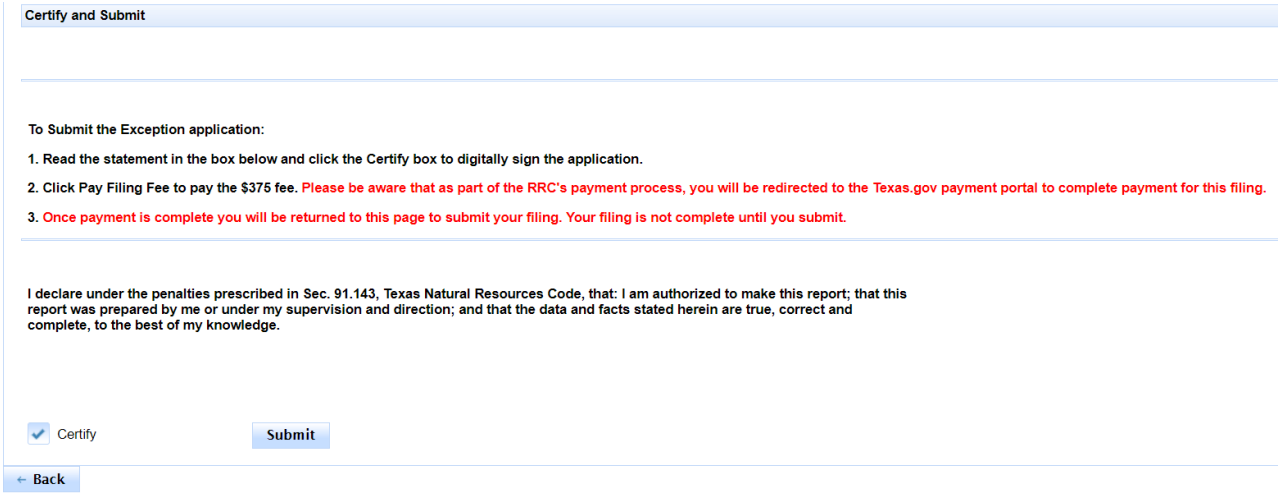
4. *Filing Number* does not change when an application is corrected and resubmitted.

5. Use the **Next** button to move from **Page 1** to **Page 2**. As you move through each page of the application, correct any data necessary. Before you move to the next page, the online system will apply the same validations that are applicable for the original filing. You will need to correct any validation errors before advancing to the next page.

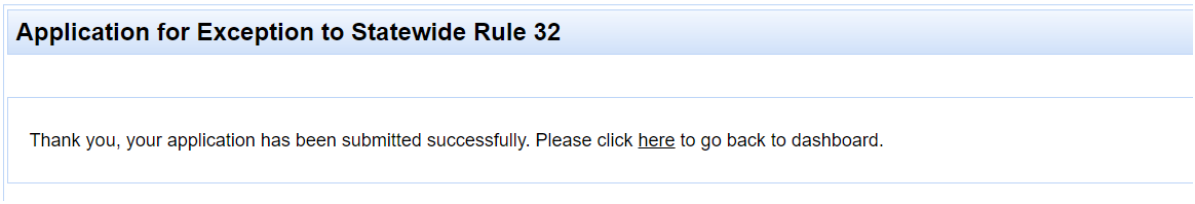
6. If the application was returned with a request for additional information, you can upload the attachments on **Page 3**.

7. You can save your work and exit the application at any time prior to resubmitting the application. If you save the application to submit later, it will remain in the **Pending** dashboard in *Returned* status.

8. To submit the application, read the certification statement on the **Submit** page and click **Certify** to enable the **Submit** button. Click **Submit** to resubmit the application.



9. After you click **Submit**, the system changes the filing status to *Resubmitted*. The following message will display to confirm that your application has been resubmitted.



After you click the **Actions Needed** (main) page, you can search for and view the application by clicking the **Pending** dashboard tab at the top of the screen.

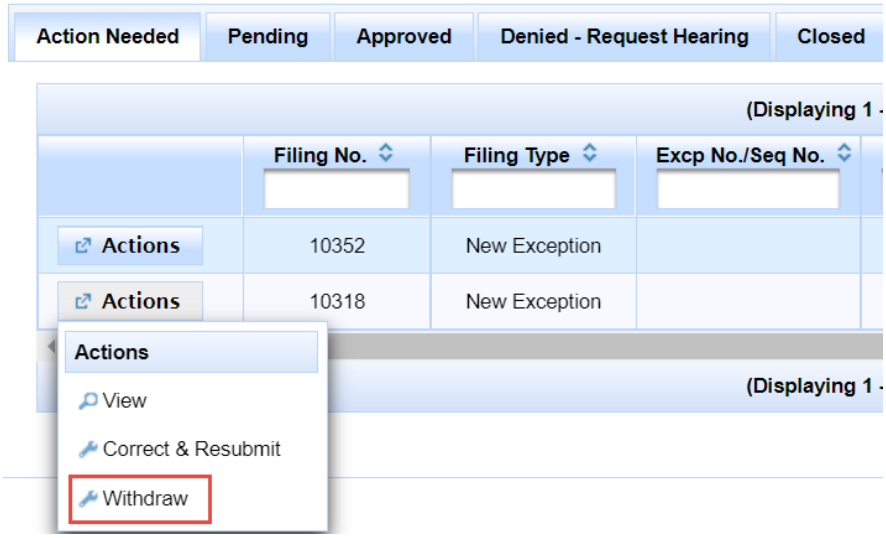
10. The application will display in Engineering's **Review** dashboard. An Engineering reviewer will be able to select and review the resubmitted application.

Withdrawing a *Returned* Application

A *Returned* application can be withdrawn by the filer if they no longer want to apply for the exception. If an application is in *Withdrawn* status, there can be no further action taken on the application. Filing fees cannot be refunded for a withdrawn application.

You can withdraw a *Returned* application by following the steps below.

1. Access the **Action Needed** dashboard from the navigation tabs across the top of the screen**.**
2. Click the **Actions** button in the row next to the application you want to withdraw. This will open a drop-down list of actions that can be performed.



3. Click the **Withdraw** action.
4. A confirmation message will display to verify that you want to withdraw the application.
   c. Select 'Yes' to withdraw the application.
   d. Select 'No' to cancel the action and close the **Actions** drop-down.

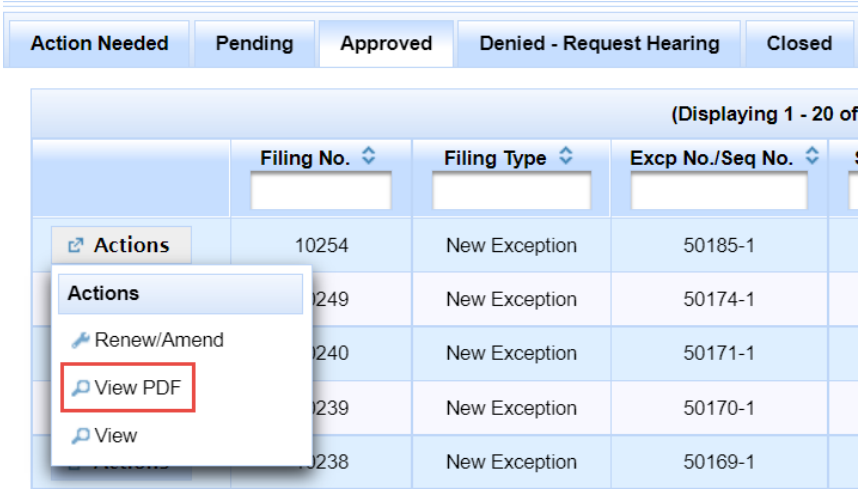
IMPORTANT: Once an application has been withdrawn, it cannot be resubmitted.

Working with *Approved* Applications (New or Renewal/Amendment)

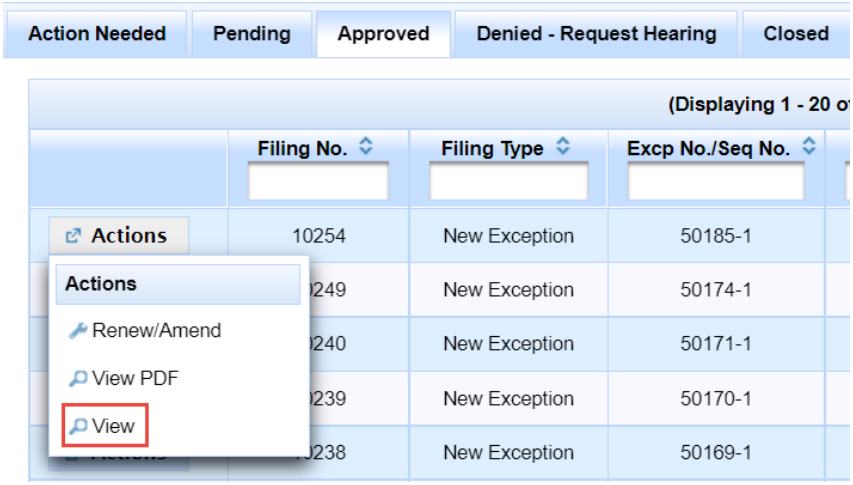
Viewing an *Approved* Application

You can view an exception in the **Approved** dashboard by following the steps below. For applications in this dashboard, you can view **Pages 1 - 4** and the **RRC Review Result** page, or you can view a generated PDF of the authorized exception information.

1. In the **Approved** dashboard, find the application that you want to view.
2. Click the **Actions** button next to the application. This will open a drop-down list of actions that can be performed.
3. Click the **View PDF** button to generate and display a PDF of the approved exception information.



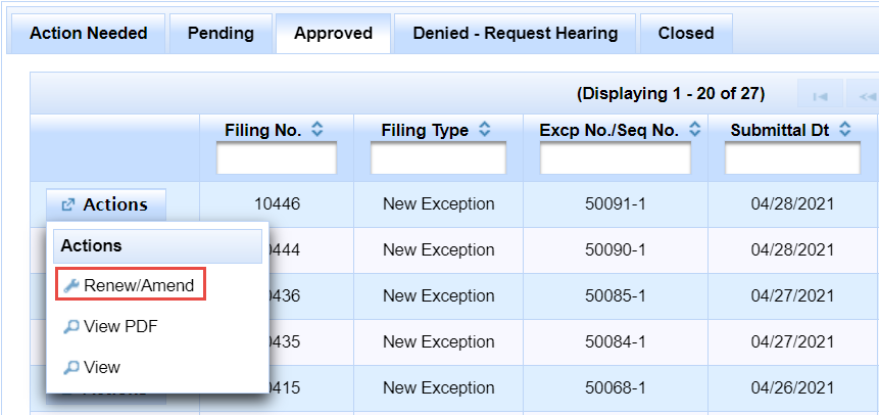
4. Click the **View** button to display the application. You can navigate through **Pages 1 - 3** and the **RRC Review Result** tab while in view mode by clicking a tab name at the top of the screen.



Renew/Amend an Approved Application

An exception that was entered and approved in the online system can be renewed/amended. When you initiate a renewal/amendment for an exception, the system creates a new application with a new *Filing Number*. This process is described step-by-step in the section called [Creating and Submitting an Exception Application](#).

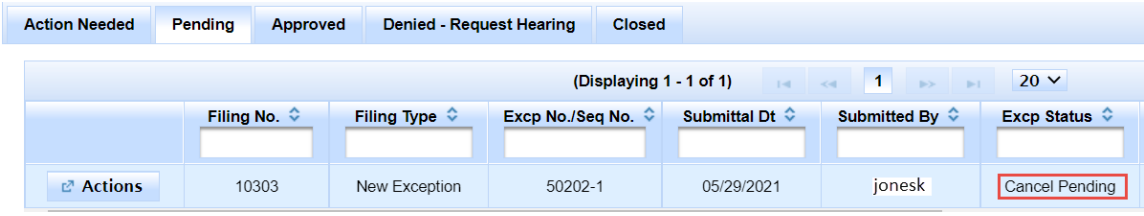
To initiate a renewal/amendment for an approved exception, access the approved exception that you want to renew/amend from the **Approved** dashboard. Click the **Actions** button and select *Renew/Amend*.



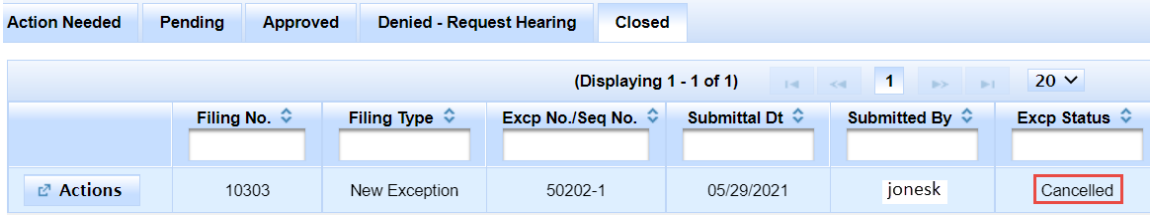
Cancelling an Approved Exception

The Engineering Unit (Technical Permitting department, Oil and Gas Division) can cancel an approved exception upon request by the operator. In some instances, the Commission can initiate the cancellation of an approved exception.

1. Contact the Engineering Unit if you wish to cancel an approved exception. After Engineering initiates the cancellation process, application status will be *Cancel Pending*, and the application will display in your **Pending** Dashboard.



2. After an Engineering reviewer has completed the cancellation process, application status will be *Cancelled*, and the record will display in your **Closed** dashboard. No further action can occur on an exception in *Cancelled* status.



3. You will be notified by email that the status of your application has been changed by Engineering to *Cancelled*. This email is sent to the email address you specified on **Page 1** of the application in the **Filing Representative** section.

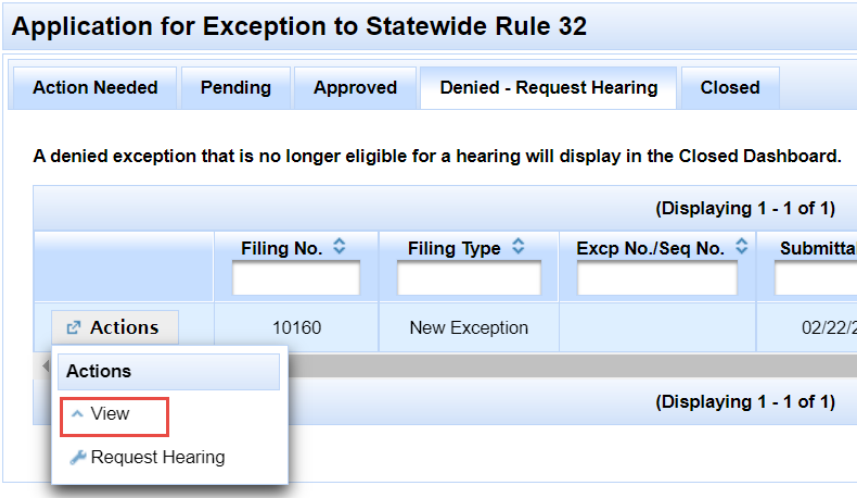
NOTE: Only an exception in *Approved* status can be cancelled. A *Cancelled* exception can be viewed, but no further action can be taken on this exception.

Working with *Denied* Applications (New or Renewal/Amendment)

Viewing a *Denied* Application

An application that has been denied in the past 30 days will display in the **Denied – Request Hearing** dashboard.

1. In the **Denied – Request Hearing** dashboard, find the application that you want to view.
2. Click the **Actions** button next to the application. This will open a drop-down list of actions that can be performed.



3. Click the **View** button to display the application. You can navigate through **Pages 1 - 3** and the **RRC Review Result** page while in view mode by clicking a tab name at the top of the screen.
4. If a denied application is not listed in the **Denied – Request Hearing** dashboard, check the **Closed** dashboard. Applications that have been denied and are no longer eligible for a hearing display in the **Closed** dashboard.

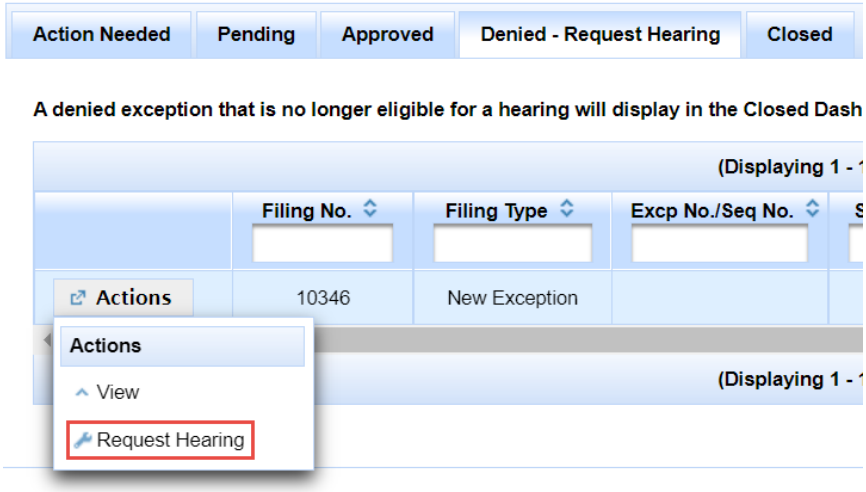
Requesting a Hearing for a *Denied* Application

You can request a hearing for a *Denied* exception application for up to 30 days after the denial date. To initiate a hearing request, follow the steps below.

1. Access the **Denied - Request Hearing** dashboard from the navigation tabs across the top of the screen**.**

2. Click the **Actions** button in the row next to the application for which a hearing will be requested. This will open a list of drop-down actions that can performed.

3. Click the **Request Hearing** action.



4. A confirmation message will display to verify that you want to request a hearing for the denied application.

   a. Select 'Yes' to confirm the hearing request.
   b. Select 'No' to cancel the action and close the **Actions** button.

5. If you select 'Yes,' the online system changes the application status to *Hearing Requested*. It will display in the **Pending** dashboard.

6. The application will display in *Hearing Requested* status in Engineering's **Review** dashboard. An Engineering reviewer will be able to select and review the hearing request. After the application is assigned a CASES number by the reviewer, the reviewer will change the status to *Hearing Pending*.

7. You will be notified by email that the status of your application has been changed by Engineering to *Hearing Pending*. This email is sent to the email address you specified on **Page 1** of the application in the **Filing Representative** section.

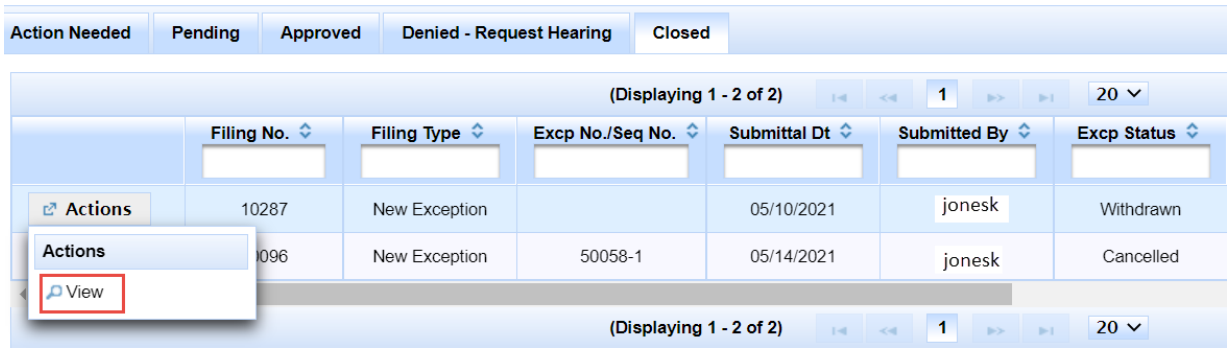
Viewing Applications Ineligible for Further Action (New or Renewal/Amendment)

The **Closed** dashboard displays applications for your company that are not awaiting further action by the filer or the Commission.

- *Denied* (if more than 30 days have elapsed since the application was denied)
- *Cancelled*
- *Withdrawn*

You can view an application in the **Closed** dashboard by following the steps below.

1. In the **Closed** dashboard, find the application that you want to view.
2. Click the **Actions** button next to the application. This will open a drop-down list of actions that can be performed. For applications in this dashboard, **View** is the only option available.

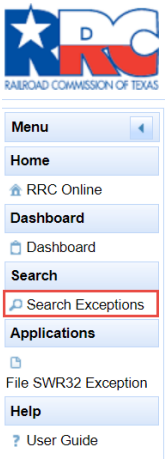


3. Click the **View** button to display the application. You can navigate through **Pages 1 - 3** while in view mode by clicking a tab name at the top of the screen.

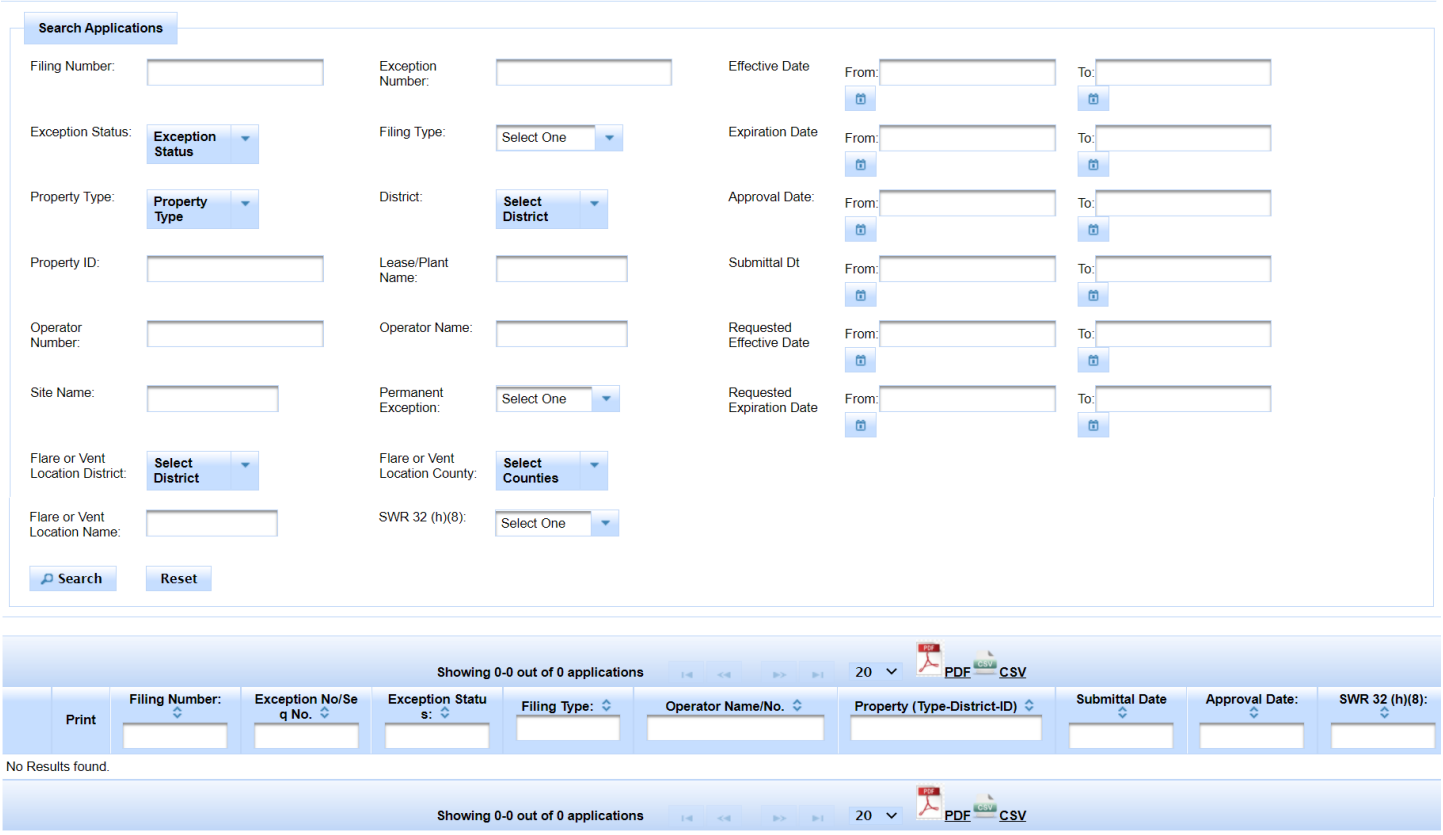
Searching for a SWR 32 Exception Application

Exception applications in the online system (even those filed by another operator) can be viewed using the **Search** feature. Applications can be viewed using the **Search** feature for any status except *In Progress* or *Deleted*.

1. To access the Search feature from the left navigation menu, click the link labeled **Search Exceptions**.



2. The *Search Applications* screen displays as shown below.



3. You can search for applications using different search criteria.
4. If you enter more than one search criterion, the records in the results list must match all the search criteria that you specify.
    a. For example, if you search for applications in District 1 for your operator number, all the reports displayed in the results list will be for properties located in District 1 for your operator number.
    b. If your search criterion is *Site Name*, all the applications displayed in the results list will be associated with that *Site Name*.
5. After entering one or more search criteria, click the **Search** button.
6. If you want to perform another search using different search criteria, click **Reset** to clear the search results list and erase the previously entered search criteria.
7. Here are the search criteria available for finding one or more applications:
    - *Filing Number*: The online system assigns a unique five-digit *Filing Number* to each application. This criterion will return one application.
    - *Exception Number:* An approved application or an application for a renewal/amendment will have an *Exception Number.* If you enter an *Exception Number*, the search results list will include the original exception and any renewals/amendments for that *Exception Number*.
        - A new exception is assigned a *Sequence Number* of '1'.
        - Each subsequent renewal/amendment for that *Exception Number* will increment the *Sequence Number* by '1'.
    - *Effective Date (From) (To)*: This is the date that an authorized exception period begins. Both a "From" and a "To" date are required.
    - *Exception Status*: The status of the exception application. Select one or more statuses. Applications in *Deleted* or *In Progress* status cannot be viewed through the *Search* feature.
    - *Filing Type*: Select one type.
    - *Expiration Date (From) (To)*: This is the end date for an authorized exception period. Both a "From" and a "To" date are required.
    - *Property Type:* Select one or more property types.
    - *District:* District where the property is located. Select one or more districts.
    - *Approval Date: (From) (To)*: This is the date that the exception was approved. Both a "From" and a "To" date are required.
    - *Property ID:* Enter the number of digits based on the property type:
        - *Gas Lease* or *Drilling Permit* – 6 digits
        - *Oil Lease* – 5 digits
        - *Commingle Permit* or *Gas Plant* – 4 digits
    - *Lease or Plant Name:* Enter at least 3 characters. If a lease name or plant name contains those characters, the application will be included in the search results list.
    - *Submittal Date (From) (To)*: Date the application was submitted through the online system. If an application is mailed to the Commission and entered by Engineering on behalf of an operator,

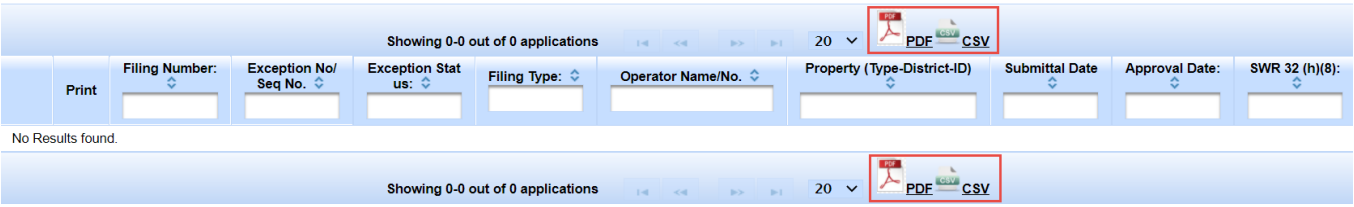
Submittal Date is the Received date stamped on Form R-32. If Form R-32 was emailed to the Commission, *Submittal Date* is the email date.

- *Operator Number:* P-5 Number for the operator receiving the exception. Enter 6 digits for operator number.
- *Operator Name:* The name of the operator receiving the exception. Enter at least 3 characters. If a name contains those characters, the application will be included in the search results list.
- *Requested Effective Date (From) (To)*: This is the date requested for the exception to begin. Both a "From" and a "To" date are required.
- *Site Name*: Enter at least 3 characters. If a site name contains those characters, the application will be included in the search results list.
- *Permanent Exception*: Select 'Yes' or 'No' if you want search results based on whether the exception application is for a permanent exception.
- *Requested Expiration Date (From) (To)*: This is the date requested for the exception to end. Both a "From" and a "To" date are required.
- *Flare or Vent Location District*: District where the flare or vent facility is located. Select one or more districts.
- *Flare or Vent Location County*: County where the flare or vent facility is located. Select one or more counties.
- *Flare or Vent Location Name:* Enter at least 3 characters. If a name contains those characters, the application will be included in the search results list.
- *SWR 32(h)(8) indicator:* Select 'Yes' or 'No' if you want search results based on whether the exception application is for a full or partial shut-down of a gas plant, gas gathering system, etc. as provided for in SWR 32 (h)(8).

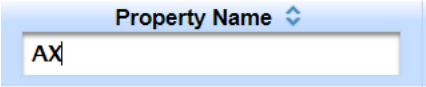
Viewing the Search Results List

1. Search results on this page will only contain filings created in the *RRC Online System* after its implementation in May 2021.

2. 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.

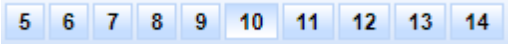


3. Navigate the search results lists as described below:
   a. Click the sort order button below the column title to sort the test reports by the information in the column selected. Clicking it again reverses the sort order.
   b. Click the text box under the column name and enter a full or partial word to filter the list for items containing the text you entered. For example, if you enter "AX", only results that contain the characters "AX" are displayed (lower case "AX" and upper/lower case "Ax" 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.

   c. 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.
      i. Click the drop-down list 10 in the navigation bar to select how many results per page you want to see.
      ii. 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.
      iii. 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.
      iv. 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.
      v. 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.
      vi. 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.

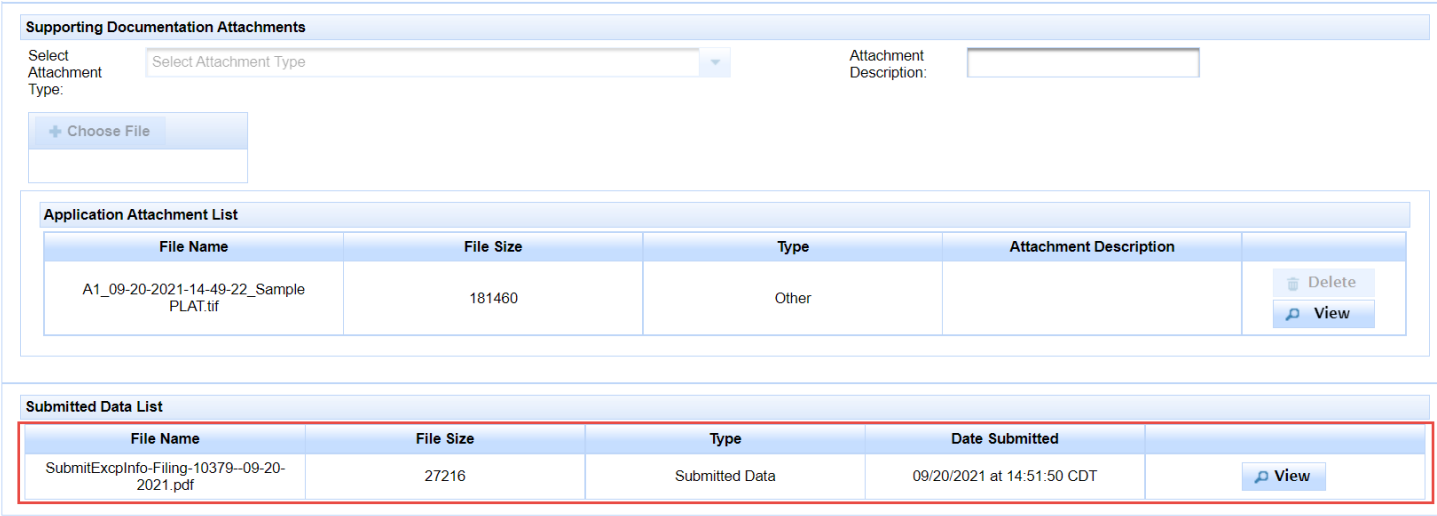


4. Click the **View** icon in the row to the left of the application that you want to view. This will open the application in view-only mode. You will not be able to modify any data or take any actions when viewing an application.
   a. After the application opens, click the tabs at the top of the screen to navigate through **Pages 1 - 3**.

b. If the application has been reviewed by Engineering, the **RRC Review Results** tab will also display.

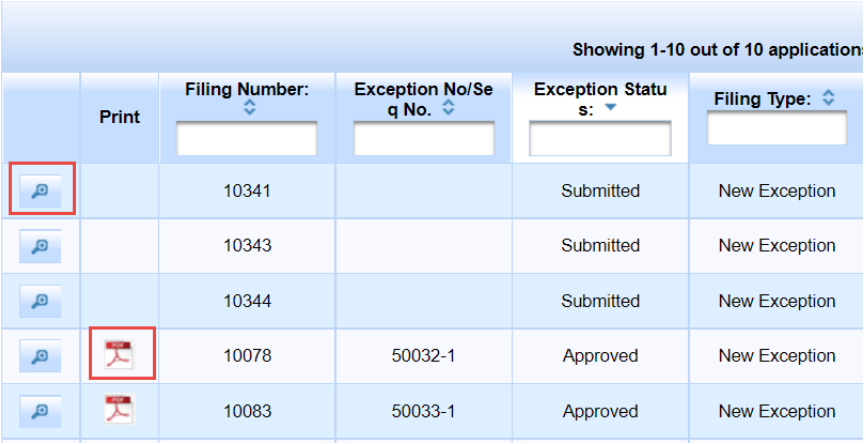
5. When viewing an application, click the **Page 3** tab to access a section at the bottom of the page called **Submitted Data List**. The online system generates and stores a formatted PDF of the application data when the application is submitted or resubmitted. It can be viewed after submittal on **Page 3** in the **Submitted Data List** section. A button to view the PDF is displayed on the right side of the row.

   Note: The Submitted Data List section was added to the online system on 9/30/2021. A formatted PDF of the submitted application data will only be available for applications submitted or resubmitted on or after 9/30/2021.



A sample of the submitted data PDF is illustrated in Appendix C.

5. If the application that you want to view is approved, click the **PDF** icon in the row to the left of the application. The system will present the approved exception information in a report format. A sample of the approved exception PDF is shown in Appendix B.



Appendix A. Sample Review Letter Emailed to the Filer

When the Engineering reviewer completes their review of the exception application and sends the results to the filer, the online system generates and emails a PDF document with identifying information about the exception application, the new status, and instructions on how to view the application online. The email and letter are sent for an *Approved*, *Returned*, *Denied*, *Hearing Pending*, or *Cancelled* status record. Below is a sample letter that is emailed to the filer. This letter is also available to view on the **RRC Review Results** screen associated with the application.

Christi Craddick, Chairman
Wayne Christian, Commissioner
Jim Wright, Commissioner

Danny Sorrells
Director, Oil and Gas Division

Paul Dubois, P.E.
Assistant Director, Engineering

RAILROAD COMMISSION OF TEXAS

OIL AND GAS DIVISION

05/19/2021

ABC OPERATOR
1234 COMMERCE STREET
FORT WORTH, TX 76107

RE: SWR 32 Flare/Vent Exception Application Filing No: 11810
Site Name: Test App Site **Property Type: Oil Lease**
District: 08 **Property Name: AXP "B"**
Property ID: 41053

Engineering has reviewed your application for an exception to Statewide Rule 32. The current application status is: Returned.

Please log into the SWR 32 online system to see the review results. After you access the SWR 32 system, the **Action Needed** dashboard will display with applications in Returned Status. Click a navigation tab at the top of the screen to view other Exception Statuses. After you select an application from a dashboard, click the **RRC Review Result** tab at the top of the screen.

- The **Approved** dashboard displays applications in Approved status.
- The **Pending** dashboard displays applications in Hearing Pending or Hearing Requested status.
- The **Closed** dashboard displays Cancelled, Withdrawn, and Denied applications ineligible for a hearing.
- The **Denied - Request Hearing** dashboard displays Denied applications eligible for a hearing.
  You can request a hearing for up to 30 days after an application is denied. From the **Denied-Request Hearing** dashboard, click the Actions button to the left of the row that contains the application. Click the option called 'Request Hearing' that displays below the Actions button. After you confirm the request, the application status will change to Hearing Requested and Engineering will be notified.

If more information is needed, please email EngUnit@rrc.texas.gov or call 512-463-1126.

Sincerely,

Engineering Unit
Technical Permitting

1701 NORTH CONGRESS AVENUE POST OFFICE BOX 12967 AUSTIN, TEXAS 78711-2967 PHONE: 512/463-7058 FAX: 512/463-7319
TDD 800/735-2989 OR TDY 512/463-7284 AN EQUAL OPPORTUNITY EMPLOYER HTTP://WWW.RRC.TEXAS.GOV

Appendix B. Sample PDF of the Authorized Exception Information

When the Engineering reviewer completes their review of the exception application, approves it, and sends the results to the filer, the online system generates and emails a PDF document with information about the authorized exception. Below is a sample of the authorization information that is emailed to the filer. This PDF is also available to view on the **RRC Review Results** screen associated with the application.

RAILROAD COMMISSION OF TEXAS FORM R-32

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

		Filing No. :	10341
Application Type:	New Exception	Submittal Date :	05/13/2021
Exception Status :	Approved	Pymt Trace No. :	12345

EXCEPTION TO STATEWIDE RULE 32 - Page 1 of 1

OPERATOR AND GENERAL INFORMATION

Operator Name :	ABC OPERATOR	Operator :	123456
Address Line 1 :	1234 COMMERCE STREET	City :	FORT WORTH
Address Line 2 :			
State :	TX	Postal Code :	76107
Site Name :	BLACKTOP		

AUTHORIZATION

Exception No.	50018-1		
Effective Date :	06/01/2021	Approval Date :	05/15/2021
Expiration Date :	06/21/2021	Docket No :	

Cumulative Days Authorized (since initial exception) : 21

Authorized Release Rate (mcf/day) : 1850

Subject to the following limitations :

- [X] Every day of the month
- [ ] Days of Flaring/venting each month :
- [ ] Not to exceed (mcf/month) :

PRODUCING PROPERTIES

ID Type	District	ID Number	Daily Release Rate (mcf/day)
Gas Lease	08	222222	1000
Gas Lease	08	333333	350
Gas Lease	08	444444	500

FLARE/VENT LOCATIONS

Type	Name	GPS Datum	Latitude / State Plane Y	Longitude / State Plane X	State Plane Zone
Flare	BLACKTOP	NAD 27	31.766830	-103.841946	

Appendix C. Sample PDF of the Submitted Application Information

When a filer submits or resubmits an application, the online system generates a PDF document with information that was submitted on the application. This PDF is available to view on **Page 3** of the application in the **Submitted Data List** section. Below is a sample of the formatted report of submitted application data.

Note: The Submitted Data List section was added to the online system on 9/30/2021. A formatted PDF of the submitted application data will only be available for applications submitted or resubmitted on or after 9/30/2021.

Page 1

RAILROAD COMMISSION OF TEXAS **FORM R-32**

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

Filing No. :	10407	**Submittal Date :**	09/28/2021 08:54:47
Application Type:	New Exception	**Resubmittal Date :**	
Exception Number :		**Pymt Trace No. :**	455RM0068B53FP1

SUBMITTED APPLICATION INFORMATION - EXCEPTION TO SWR 32 - 1 of 2

OPERATOR INFORMATION

Operator Name :	ABC OPERATOR	**Operator No.:**	123456
Address Line 1 :	1234 COMMERCE STREET	**City :**	MIDLAND
Address Line 2 :			
State :	TX	**Postal Code :**	79701
24-Hour Emergency Contact No.:	(918) 333-3333		

REQUESTED EXCEPTION

Previous exception number not in online system:

Site Name: Green Day Site

Is operator aware of recommended lighting practices: Yes

Hearing Requested: No **Permanent Exception Requested:** No

Exception is for a shut-down of a gas handling facility (SWR 32 (h)(8)): No

Requested Effective Date : 09/01/2021 **Requested Expiration Date :** 09/30/2021

Number of Days (this request): 30

Release Requested for: Every day of the calendar month

Property connected to a gas gathering or transmission system: No

Distance to nearest pipeline: 20 Miles

NECESSITY FOR RELEASE

Pursuant to SWR 32 (f)(2), the necessity for the release includes the following:

1. Insufficient Gas Gathering Capacity

FILING REPRESENTATIVE

Contact Name:	Kelly Jones	**Contact Phone:**	(918) 555-1234
Contact Email:	ogmtestto@rrc.texas.gov		

RAILROAD COMMISSION OF TEXAS **FORM R-32**

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

Filing No. :	10407	**Submittal Date :**	09/28/2021 08:54:47
Application Type:	New Exception	**Resubmittal Date :**	
Exception Number :		**Pymt Trace No. :**	455RM0068B53FP1

SUBMITTED APPLICATION INFORMATION - EXCEPTION TO SWR 32 - 2 of 2

PRODUCING PROPERTIES

Total Req Release Rate (mcf/day): 100

ID Type	District/ID Number	Req Release Rate(mcf/day)	Gas Measurement Method
Gas Lease	08-555555	100	Turbine Meter

FLARE/VENT LOCATIONS

Type: Flare **Name:** Cactus Flower Flare Facility

Release Height(ft): 20 **Located in TX:** Yes

District: 08 **County:** MIDLAND

GPS Datum: NAD 83 **State Plane Zone:**

Latitude/State Plane Y: 31 59 48.91 **Longitude/State Plane X:** -102 9 8.80

Subject to SWR 36 (H2S area): No

H-9 Certificate No.: **H2S Concentration (ppm):**

Distance to Public Area (ft): **Public Area Type:**