# RAILROAD COMMISSION OF TEXAS

## STANDARD OPERATING GUIDELINES

## Oil and Gas Division

# Facility Electronic Information System

# P-18 Skim Oil/Condensate Report

# External User Guide

April 2025

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# 1 Introduction to the Facility Electronic Information System for P-18

# 2 FEIS Common Elements

## 2.1 RRC Access Management Process (RAMP)

External Users must be added to the RRC Access Management Process (RAMP) by their Organization Administrator to be associated to their Organization. The user will then be added to the correct security role for their business need in LoneSTAR.

For more information about RAMP, please visit the following website: RRC RAMP.

## 2.2 Security Roles

Security Roles define how a user may interact with FEIS. A user may have multiple security roles, allowing them to perform multiple role-specific actions in the system. External security roles are for individuals in an organization that wish to submit forms and receive correspondence online. A summary of the actions allowed by each security role can be found below.

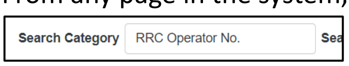
## 2.3 External Roles

- P-18 Submitter – Allows an external user to submit the P-18 Skim Oil/Condensate Report Form.

## 2.4 Global Search

Global Search allows a user to quickly search the entire LoneSTAR system based on a desired category and search criteria. Global Search is located at the top right of any LoneSTAR page. To use the Global Search:

1. From any page in the system, select the desired Search Category from the dropdown list.



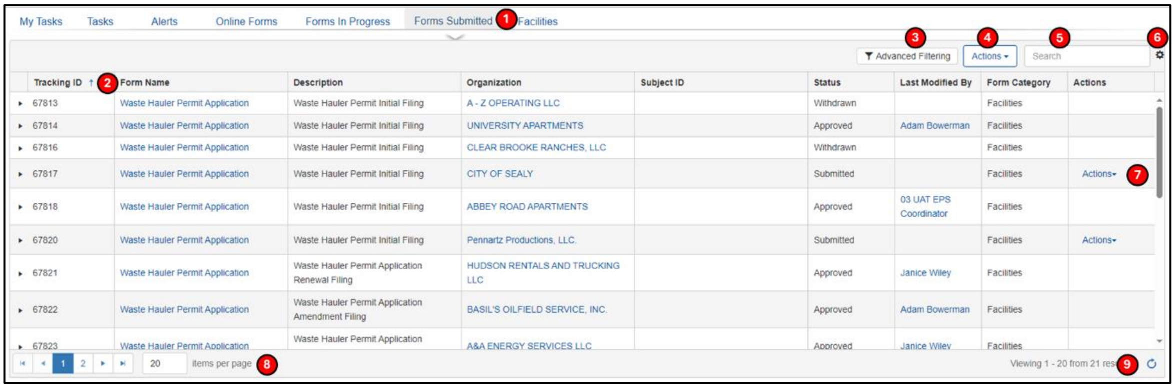

2. Enter the desired search criteria in the Search textbox and select Go. A page will open with a grid of search results.

## 2.5 Grids

Grids are used throughout LoneSTAR to display lists of information about similar objects. Two common grids found throughout LoneSTAR are Document grids, which display a list of documents and their attributes; and Comments grids, which display user generated comments about a form.

### 2.5.1 General Grid Functions

Any grid in LoneSTAR will have one or more of the following functions:



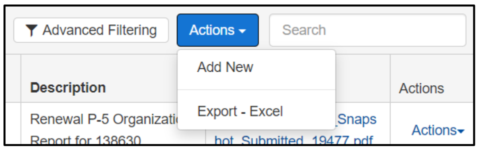
1. Tab Selector – Allows the user to select a grid to view if there are multiple grids on the page.
2. Header Sort – Allows the user to sort columns in a grid by selecting the column header. The arrow on the column indicates which column is being sorted and if the column is sorted in ascending or descending order. By default, the column will sort in ascending order. Select the column again to sort in descending order.
3. Advanced Filtering – Toggles the display of the Advanced Filtering Row. The user can sort and filter each column based on independent criteria.
4. Grid-Level Actions Dropdown – Allows the user to perform actions on an entire grid. Each grid may have distinct actions available.
5. Quick Search – Allows the user to search data in select columns listed in the grid.
6. Gear Cog – Allows the user to select the visible columns for the grid. Some columns may be initially hidden and can be made visible.
7. Row-Level Actions Dropdown – Allows the user to perform actions on a specific record in the grid. Each row may have distinct actions available.
8. Page Selector – Allows the user to select and view different grid pages.
9. Refresh Button – Refreshes the data in the grid.

## 2.6 Documents Grid Functions

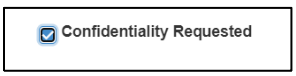
Document grids are a common grid type in LoneSTAR that display lists of documents associated with an operator, facility, or form that are available to view or download. The Document grid may also provide row-level, grid-level, or section-level actions to the user that allow for document management and upload of external documents.

### 2.6.1 Uploading a Document

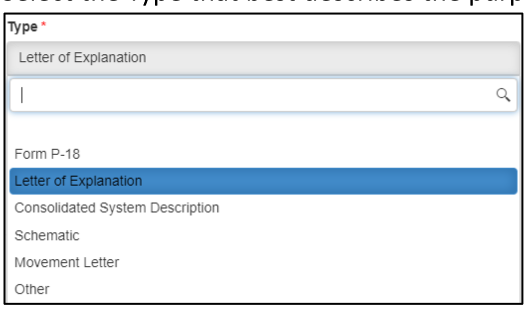
1. To upload a document from an online form:
    a. From the Document grid, select the grid-level Actions dropdown, and select Add New from the list. The Document Upload modal will open.



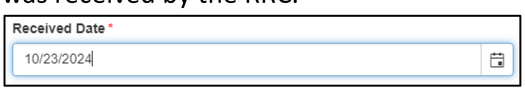

    b. Check the Confidentiality Requested checkbox if the operator has requested that the document is marked as confidential. Note: This does not automatically make the document confidential. Normal procedures to do so need to be followed.



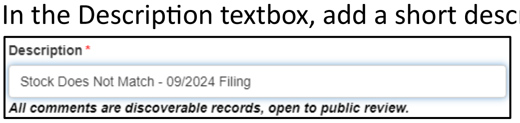

    c. Select the Type that best describes the purpose of the document.




    d. In the Received Date textbox, use the date picker to enter the date on which the document was received by the RRC.

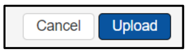



    e. In the Description textbox, add a short description that can uniquely identify the document.



f. Drag and drop the document file into the Filename area. The Browse button may also be used to locate the document and upload.


g. Select Upload. The document will be added to the documents grid.

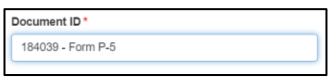



### 2.6.2 Associate an Existing LoneSTAR Document

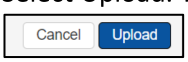
1. Follow step 1a under Uploading a Document to open the Document Upload modal.

2. Select the Associate Existing LoneSTAR Document radio button.


3. Enter the Document ID for the desired document.




4. Select Upload. The document will be added to the documents grid.



# 3 FEIS Landing Page

## 3.1 Overview

The FEIS Landing Page allows a user to navigate through the system, view alerts, and access the P-18 Skim Oil/Condensate Report Form.

## 3.2 Applicable Security Roles

- The system can be navigated by an external user with the External Read-Only security role.
- The Online Forms tab is displayed for an external user with the P-18 Submitter security role.

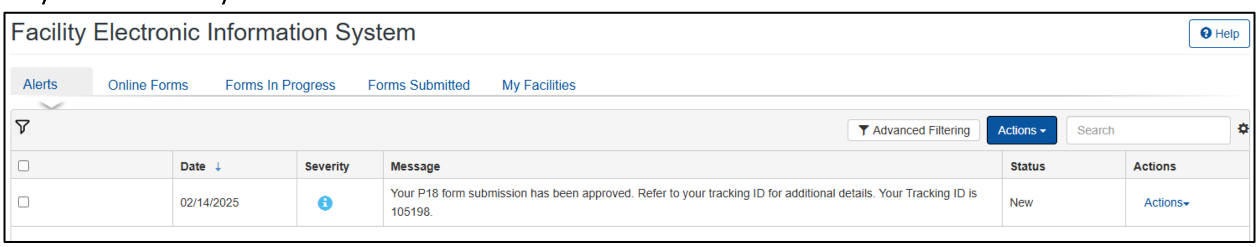
## 3.3 Accessing the FEIS Landing Page

The FEIS Landing Page can be accessed by clicking on the FEIS tile on the LoneSTAR Landing Page.

## 3.4 FEIS Landing Page Grids

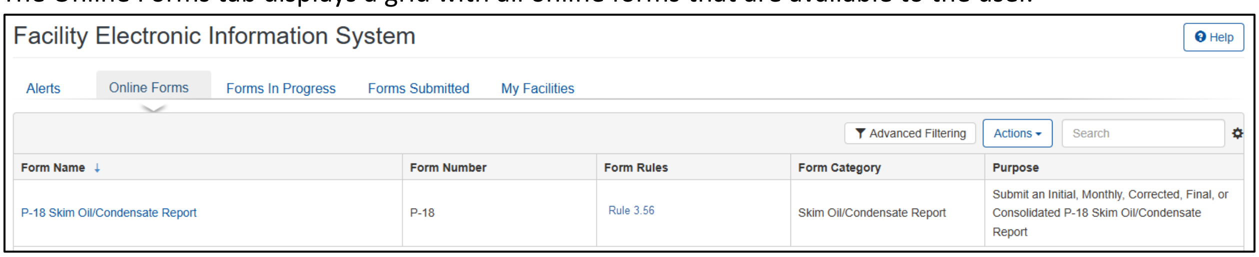
## 3.5 Alerts

The Alerts tab displays a grid with all system alerts for the user. See Appendix A for a list of alerts that may be received by an external user.



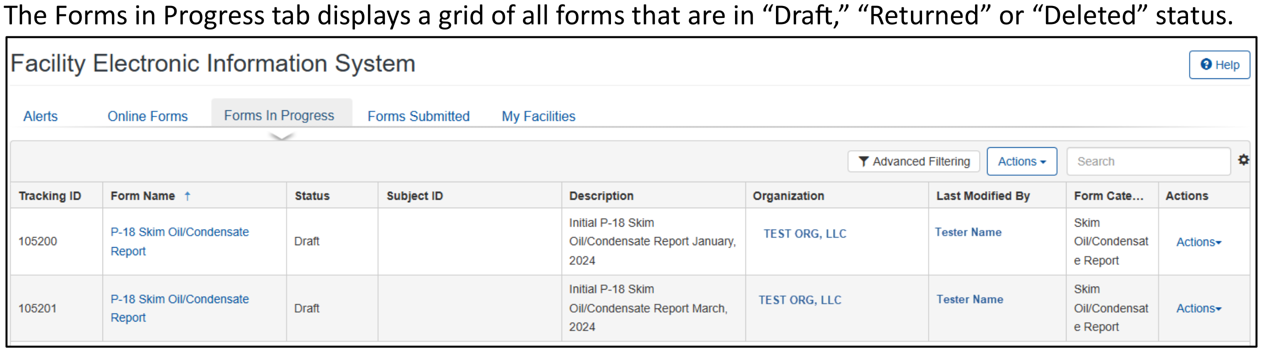

## 3.6 Online Forms

The Online Forms tab displays a grid with all online forms that are available to the user.



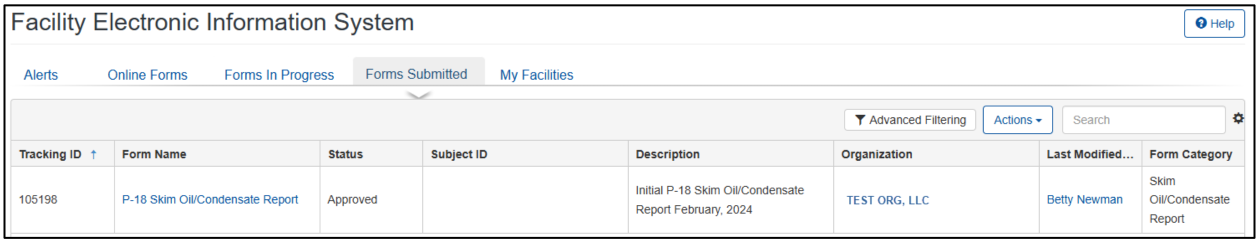

## 3.7 Forms in Progress

The Forms in Progress tab displays a grid of all forms that are in “Draft,” “Returned” or “Deleted” status.



## 3.8 Forms Submitted

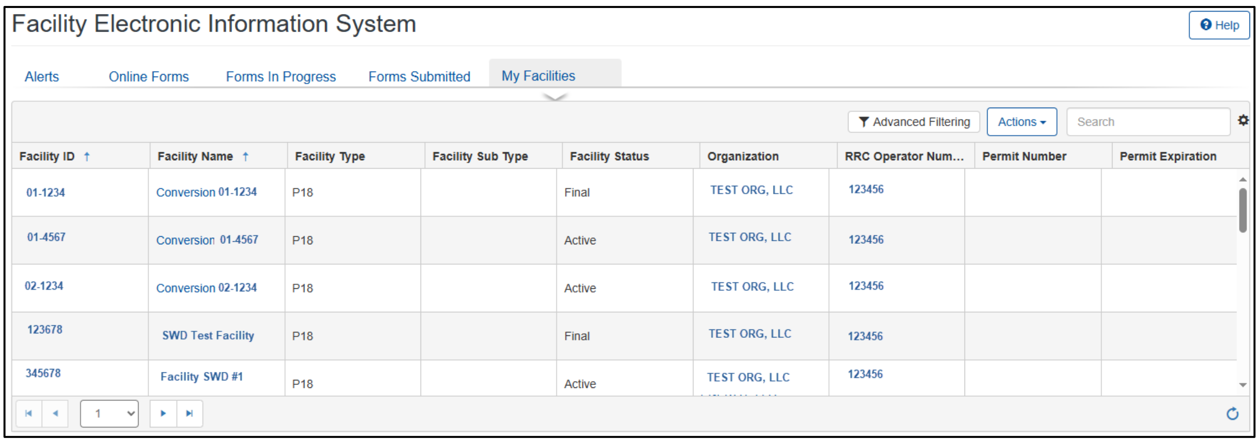
The Forms Submitted tab displays a grid of all forms that are in “Submitted”, “Approved”, or “Withdrawn”, status.


Facility Electronic Information System
Help
Alerts | Online Forms | Forms In Progress | Forms Submitted | My Facilities
Advanced Filtering | Actions | Search

| Tracking ID | Form Name | Status | Subject ID | Description | Organization | Last Modified... | Form Category |
|---|---|---|---|---|---|---|---|
| 105198 | P-18 Skim Oil/Condensate Report | Approved | | Initial P-18 Skim Oil/Condensate Report February, 2024 | TEST ORG, LLC | Betty Newman | Skim Oil/Condensate Report |

### 3.8.1 My Facilities

The My Facilities tab displays a grid with a summary of information about each facility that is associated to the Organization the user is logged in under.


Facility Electronic Information System
Help
Alerts | Online Forms | Forms In Progress | Forms Submitted | My Facilities
Advanced Filtering | Actions | Search

| Facility ID | Facility Name | Facility Type | Facility Sub Type | Facility Status | Organization | RRC Operator Num... | Permit Number | Permit Expiration |
|---|---|---|---|---|---|---|---|---|
| 01-1234 | Conversion 01-1234 | P18 | | Final | TEST ORG, LLC | 123456 | | |
| 01-4567 | Conversion 01-4567 | P18 | | Active | TEST ORG, LLC | 123456 | | |
| 02-1234 | Conversion 02-1234 | P18 | | Active | TEST ORG, LLC | 123456 | | |
| 123678 | SWD Test Facility | P18 | | Final | TEST ORG, LLC | 123456 | | |
| 345678 | Facility SWD #1 | P18 | | Active | TEST ORG, LLC | 123456 | | |

## 3.9 Deleting a Form

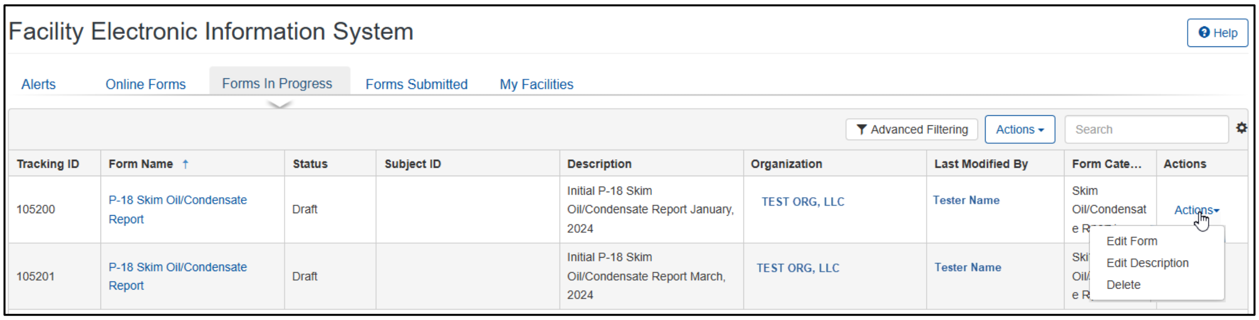
A P-18 Skim Oil/Condensate Report may be deleted if the form was created by an external user, in error, and is in “Draft” status.

### 3.9.1 Applicable Security Roles

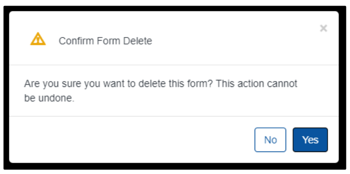
- A form can be deleted by an external user with the P-18 Submitter security role
- if the form is in “Draft” status and was created by an external user.

### 3.9.2 Instructions

1. From the Forms in Progress tab, select the row-level Actions dropdown and select Delete from the list. The Confirm Form Delete modal will open.




2. Select Yes to change the form status to “Deleted”.




### 3.9.3 Validations

- Once a form has been deleted, the action cannot be undone.

## 3.10 Withdrawing a Form

A P-18 Skim Oil/Condensate Report may be withdrawn only after a form is in “Submitted” status and not approved. To withdraw a form, please contact the Production Audit Department.

# 4 Facility Detail Page

## 4.1 Overview

The Facility Detail Page displays information about a particular P-18 facility and allows a user to view forms and documents related to the facility. The Facility Detail Page has three sections that will be covered in more detail: Summary, Documents, and Events.

## 4.2 Applicable Security Roles

- The Facility Detail Page can be navigated by an external user with the External Read-Only or P-18 Submitter security roles.

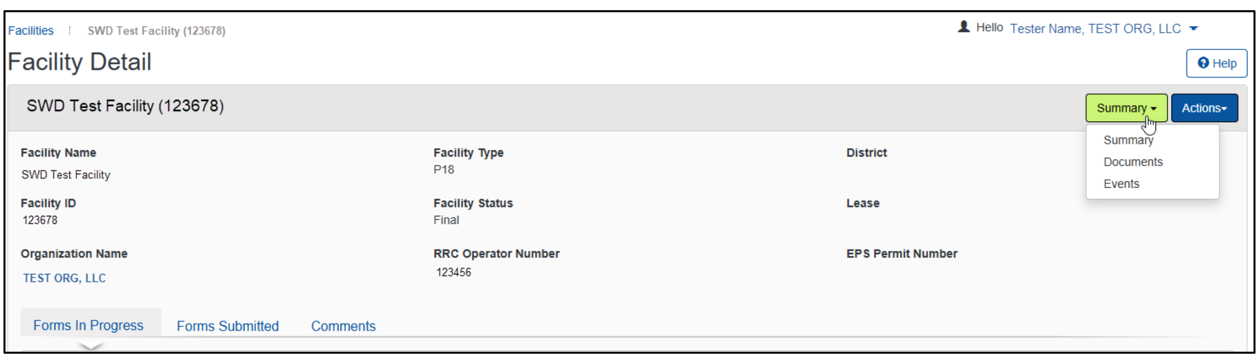
## 4.3 Accessing the Facility Detail Page

The Facility Detail Page can be accessed from the Facilities grid on the FEIS Landing Page or through the Explore Data menu by clicking Facilities. Select the Facility ID or Facility Name hyperlink for the desired facility.

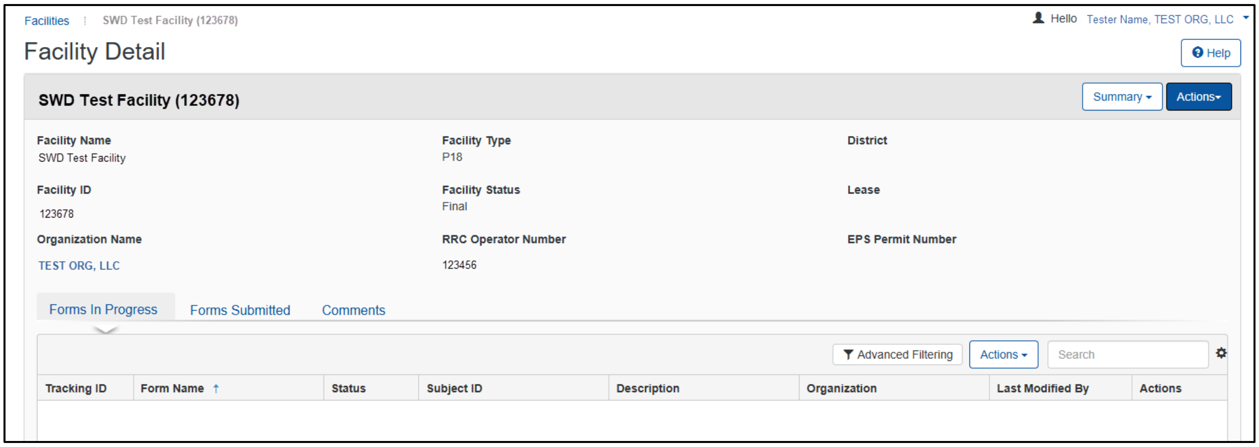
## 4.4 Section Level Controls

The Facility Detail Page is subdivided into three sections (Summary, Documents, Events), and the Section Level Controls are used to navigate between these sections and perform actions. The default section is Summary.

The Section Selection Dropdown allows a user to navigate between Facility Detail Page sections. The information available in each section will be described in detail below.



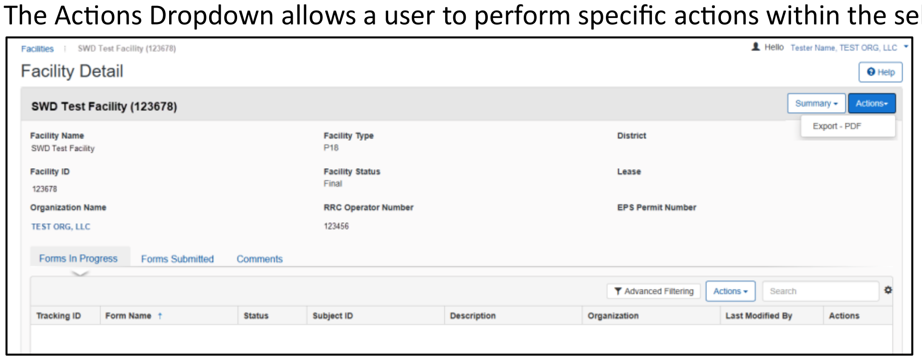
### 4.4.1 Summary Dropdown Selection




Each field in the summary card is defined below:

- Facility Name – The name of the P-18 Skim Oil/Condensate Report facility from the Location information.
- Facility Type – P18.
- District – District of the Primary Well from the latest report filing.
- Facility ID – Contains the System Serial Number used to report for an operator. An operator may have more than one System Serial Number (Facility ID).
- Facility Status – The current operational status of the facility. The possible values are Active and Final. Active will remain the status from the Initial filing until a Final filing is filed. Once a Final filing is approved, the Facility Status will change to Final.
- Lease - Lease of the Primary Well from the latest report filing.
- Organization Name – The name of the operator of the facility as it appears on the P-5 Organization Report. The Organization Name is a hyperlink that takes the user to the Organization Detail Page.
- RRC Operator Number – The operator number of the facility.
- EPS Permit Number – If the method of disposal is not an injection well, this is the authorized permit number.

The Actions Dropdown allows a user to perform specific actions within the selected section.

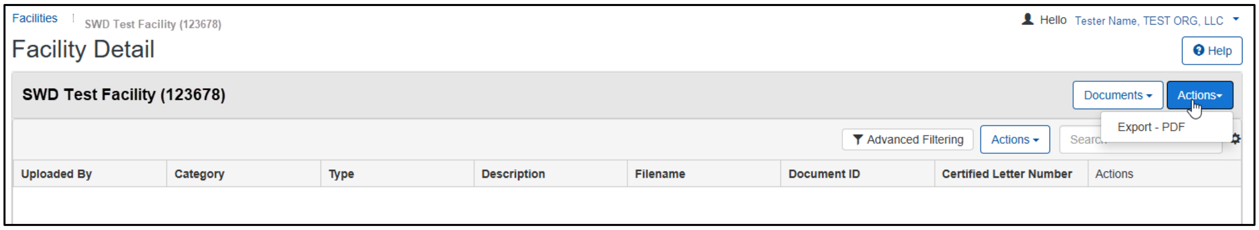



The actions available under the Action drop down are:

- Export – PDF = Exports a PDF of the page that is currently being viewed.

### 4.4.2 Documents Dropdown Selection

If the Documents view is selected from the drop down, a list of documents for the Facility will be displayed. If a document was created before the Facility was created, during an Initial filing, documents will be under the Operator's Documents view.

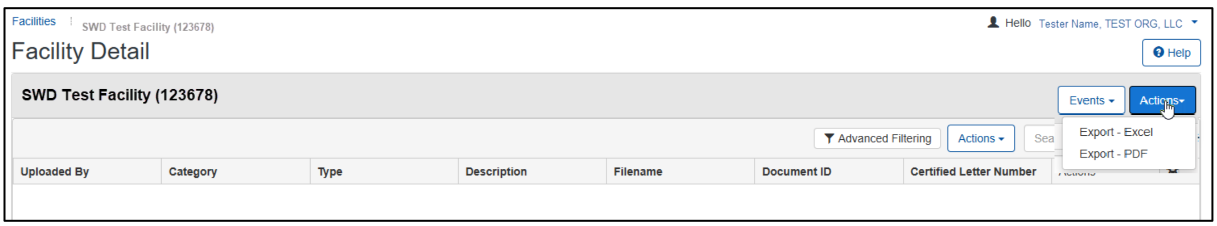



The actions available under the Action drop down are:

- Export – PDF = Exports a PDF of the page that is currently being viewed.

### 4.4.3 Events Dropdown Selection

If the Events view is selected from the drop down, a list of events of the facility will be displayed. The Events grid displays a list of notable occurrences that have been logged by the system or by an internal user over the life of the P-18 Skim Oil/Condensate Report facility.




The actions available under the Action drop down are:

- Export – Excel = Exports the events to an excel file.
- Export – PDF - Exports a PDF of the page that is currently being viewed.

## 4.5 Summary Tabs

#### *4.5.1.1 Forms in Progress Tab*

The Forms in Progress tab displays a grid of all forms that are in "Draft," or "Returned", or "Deleted" status for the P-18 Skim Oil/Condensate Report facility. For P-18 Skim Oil/Condensate Report facilities, there should be no more than one form "Draft" or "Returned" at a time per facility, but there may be a history of forms in "Deleted" status.

#### *4.5.1.2 Forms Submitted Tab*

The Forms Submitted tab displays a grid of all forms that are in “Submitted”, “Approved”, or “Withdrawn” status. There should be no more than one form in “Submitted” status at a time per facility, but there may be a history of forms in “Approved”, or “Withdrawn” status.


# 5 P-18 Skim Oil/Condensate Report

## 5.1 Overview

The following sections are a step-by-step walkthrough to create, submit, and review the P-18 Skim Oil/Condensate Report.

There are four Filing Types for filing a P-18 Skim Oil/Condensate Report:

- Initial – The operator is filing a P-18 Skim Oil/Condensate Report for the first time on a different set of wells or EPS disposal facility that has not been previously filed. This process issues a new P-18 System Serial Number and sets the Facility Status to Active.
- Monthly – The operator is filing a recurring Monthly P-18 Skim Oil/Condensate Report after an Initial report has been filed.
- Corrected – The operator is filing a correction to a previously filed (P-18) report. Note: Corrections to reports that were initially created in the mainframe cannot be corrected in LoneSTAR. The correction must be submitted through a paper copy and sent to the Production Audit Department.
- Final – The operator is filing the last P-18 report for a set of wells or EPS disposal facility that has been previously filed for a given P-18 System Serial Number. Once a Final filing is approved, the operator cannot file against the P-18 System Serial Number again, and the Facility Status is set to Final.

Consolidation – The operator is combining two or more Final reports into a new, single filing. This is done by answering “Yes” to the “Is this a Consolidated P-18?” question on the Form Information step. This will enable the P-18 Consolidation step to allow the user to select which P-18 System Serial Numbers will be consolidated into one filing under one new P-18 System Serial Number.

Note: Final reports should be filed on the P-18 System Serial Numbers to be consolidated, prior to the consolidation request.

## 5.2 Applicable Security Roles

- A form can be created and submitted by an external user with the P-18 Submitter security role.

## 5.3 Accessing the P-18 Skim Oil/Condensate Report

External users with the P-18 Submitter security role can access the P-18 Skim Oil/Condensate Report from the FEIS Landing Page-Online Forms using the steps in the following sub-sections.

Only one instance of a P-18 Skim Oil/Condensate Report form that is not in Approved, Withdrawn, or Deleted status (meaning it is in Draft, Submitted, or Returned status) can exist for a P-18 System Serial Number at any one time.

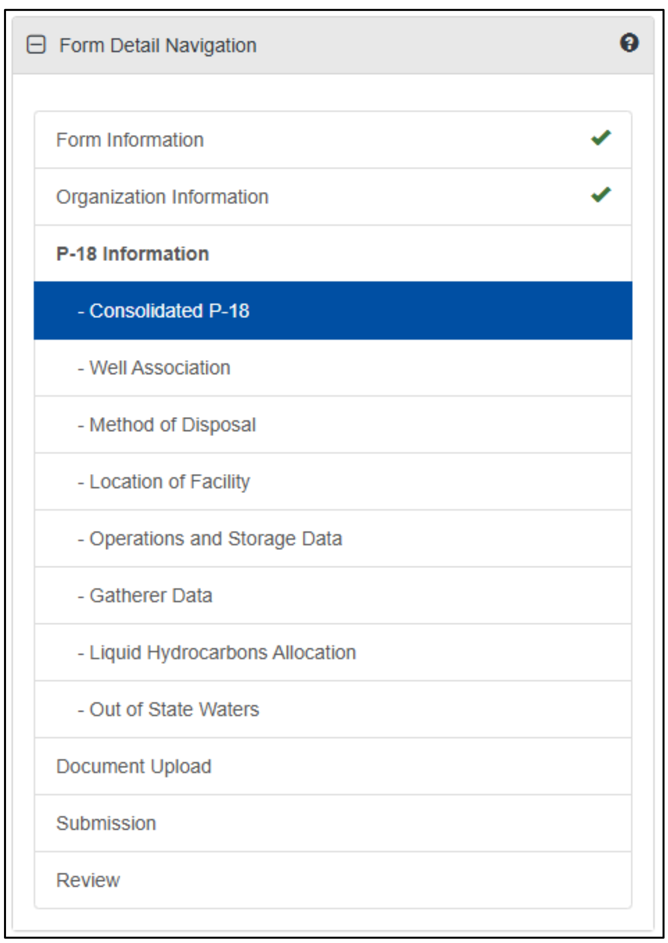
## 5.4 Accessing from the FEIS Landing Page

Accessing the P-18 Skim Oil/Condensate Report from the FEIS Landing Page will allow the user to create a new instance of the form for any purpose of filing.

1. To open a new instance of the P-18 Skim Oil/Condensate Report form:
   a. From the FEIS Landing Page, select the Online Forms tab from the grid.
   b. Select the P-18 Skim Oil/Condensate Report hyperlink from the displayed options to open a new instance of the form.
2. To continue editing an existing Draft of the P-18 Skim Oil/Condensate Report form:
   a. From the FEIS Landing Page, select the Forms in Progress tab from the grid.
   b. Select the desired instance of the P-18 Skim Oil/Condensate Report.

## 5.5 Form Navigation and Validation for the P-18 Skim Oil/Condensate Report

Below is the Form Navigation Pane:



Each step will be checked off as the user navigates through entry of the form, both on the Form Navigation bar and in the form detail navigation pane. See Below:

**Form Navigation Bar**


### 5.5.1 Form Steps

Form steps are wizard-like in that they lead the user through the capturing of data via navigation controls and prompts. Whenever possible, steps that are common among multiple forms are designed for re-use. Reusable steps are defined in the supplemental document, *SD005 Reusable Design Elements*. Unless otherwise indicated, field value formats are defined in *SD010 Common Field Specifications* and all field values are trimmed of white space characters during save, validate, and submit events. Multiple form steps may exist in the same Navigation Group.

| Form Navigation Group | Form Step Name | Form Step Description |
|---|---|---|
| Form Information | Form Information | This step begins the P-18 filing. |
| Organization Information | Organization Information | This step displays information regarding the Organization or Operator. |
| | Contacts | This step allows the user to enter contact information for notifications pertaining to the filing. |
| P-18 Information | Consolidated P-18 | This sub-step allows the user to select two or more P-18 System Serial Numbers) for consolidation into a new, combined P-18 System Serial Number. The sub-step will be disabled if “No” is selected to the question “Is this a Consolidated P-18?”. Skip this sub-step if not needed. |
| | Well Association | This sub-step allows the user to associate disposal wells (Section II of the P-18 report) to the P-18 report. The sub-step will be enabled if “Yes” is selected to the question “Is this filing associated with a Disposal or Injection Well(s)?” on the Form Information |

| Form Navigation Group | Form Step Name | Form Step Description |
|---|---|---|
| | | page. The sub-step will be disabled if the answer to the question is “No.” Skip this sub-step if not needed. |
| | Method of Disposal | This sub-step allows the user to enter the method of disposal (Section II of the P-18 report) when the facility is an EPS Facility and not a well. The sub-step will be enabled if “No” is selected to the question “Is this filing associated with a Disposal or Injection Well(s)?” on the Form Information page. The sub-step will be disabled if the answer to the question is “Yes.” Skip this sub-step if not needed. |
| | Location of Facility | This sub-step allows the user to document the location information (Section I of the summary page in the P-18 report) for the facility. |
| | Operations and Storage Data | These sub-steps allow the user to enter summary data for a reporting period (Section III of the summary page in the P-18 report) and Storage and Run Data (Section IV of the summary page in the P-18 report). |
| | Gatherer Data | This sub-step allows the user to input Gatherer information (Section V of the summary page in the P-18 report). |
| | Liquid Hydrocarbons Allocation | This sub-step allows the user to input information pertaining to Allocation of Excess Skim Liquid Hydrocarbons to Producing Properties (Section VI of the P-18 report). |
| | Out of State Waters | This sub-step allows the user to input information pertaining to Out of State Waters (Section VI(A) of the P-18 report). The sub-step will be enabled if “Yes ” is selected to the question “Is this filing associated with Out of State Waters?” on the Form |

| Form Navigation Group | Form Step Name | Form Step Description |
|---|---|---|
| | | Information page. The sub-step will be disabled if the answer to the question is "No." Skip this sub-step if not needed. |
| Document Upload | Document Upload | This step allows the user to upload any Documents that are required or necessary to associate to the form submission. |
| Submission | Form Submit | This step allows the user to enter comments, acknowledge the form, preview the submission, and submit the form; provided all critical pre-submission validations are passed. |
| | Confirmation | This step displays a message to the user to confirm whether or not the form has been submitted. |

### 5.5.2 Validations and Warnings

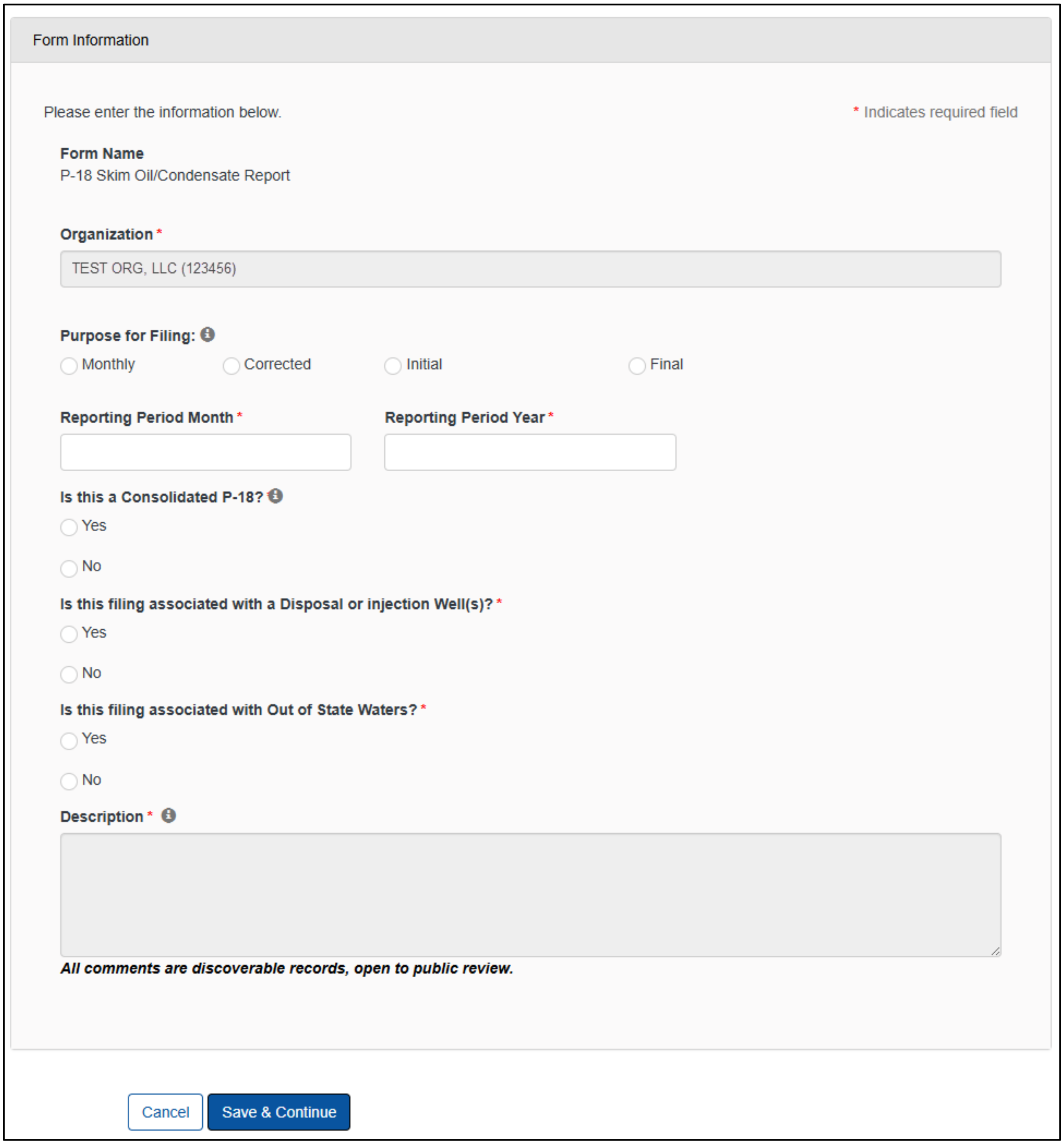
Before the P-18 Skim Oil/Condensate Report can be submitted, a series of validations will occur. Below are the validations.

- All required fields with no information will have the standard required field validation message.
- If the user is external and the operator's status is Revoked, Inactive, or Pending, then the following message is displayed, "*Commission records indicate that the Organization does not have an active P-5 status with the RRC. This must be cleared before filing a P-18 Skim Oil/Condensate Report. Contact the P-5 Department at 512-463-6772 or P5@rrc.texas.gov for the requirements to re-instate an active Organization Report.*".
- If the user is external and there is a current P-18 filing under review in Submitted status for the same Organization and P-18 System Serial Number, then the following message is displayed, "*There is a P-18 Skim Oil/Condensate under review for this P-18 System Serial Number. Please wait for the report to be processed before proceeding. Please contact SkimOil_CondensateReporting@rrc.texas.gov or 512-463-6726 for more information.*".
- If the user is external and there is a current P-18 filing in Draft status for the same Organization and P-18 System Serial Number, then the following message is displayed, "*There is a P-18 Skim Oil/Condensate Report in a Draft status for this P-18 System Serial Number. Please continue the draft report under Forms In Progress or delete the draft report before starting a new report. Please contact SkimOil_CondensateReporting@rrc.texas.gov or 512-463-6726 for more information.*".

- If the user is external and there is a current P-18 filing in Returned status for the same Organization and P-18 System Serial Number, then the following message is displayed, "*There is a P-18 Skim Oil/Condensate Report in a Returned status for this P-18 System Serial Number. Please make the corrections to the returned report under Forms In Progress or delete the returned report before starting a new report. Please contact SkimOil_CondensateReporting@rrc.texas.gov or 512-463-6726for more information.*".
- If the user is external and operator has a mail hold, then the following message is displayed, "*Commission records indicate that the Organization has a mail hold status with the RRC. This must be cleared before filing a P-18 Skim Oil/Condensate Report. For questions or additional information, contact the P-5 Department at 512-463-6772 or P5@rrc.texas.gov.*".
- If the user is external and the operator is subject to TNR 91.114, then the following message is displayed, "*Commission records indicate that the Organization has a TNR 91.114 status with the RRC. This must be cleared before filing a P-18 Skim Oil/Condensate Report. For questions or additional information, contact the Office of General Counsel at 512-463-7149.*".
- If the user is external and the operator does not have the SWDP18 Code, then the following message is displayed, "*The required SWDP18 code is missing from this P-5. Please contact the Production Department at SkimOil_CondensateReporting@rrc.texas.gov or 512-463-6726.".*
- If the purpose of filing is Monthly and the Facility status is Final, then the following message is displayed, "*You cannot file a Monthly report on a Facility that has a Final report.*".
- If the purpose of filing is Final and the Facility status is Final, then the following message is displayed, "*You cannot file a Final report on a Facility that has a Final report*".

## 5.6 Form Information Step

The Form Information Step collects initial form data that drives the way the rest of the form steps are displayed and behave. See the instructions below on how to fill out this page.



Form Information

Please enter the information below.

* Indicates required field

**Form Name**
P-18 Skim Oil/Condensate Report

**Organization** *
TEST ORG, LLC (123456)

**Purpose for Filing:**
Monthly
Corrected
Initial
Final

**Reporting Period Month** *

**Reporting Period Year** *

**Is this a Consolidated P-18?**
Yes
No

**Is this filing associated with a Disposal or injection Well(s)?** *
Yes
No

**Is this filing associated with Out of State Waters?** *
Yes
No

**Description** *

***All comments are discoverable records, open to public review.***

Cancel
Save & Continue

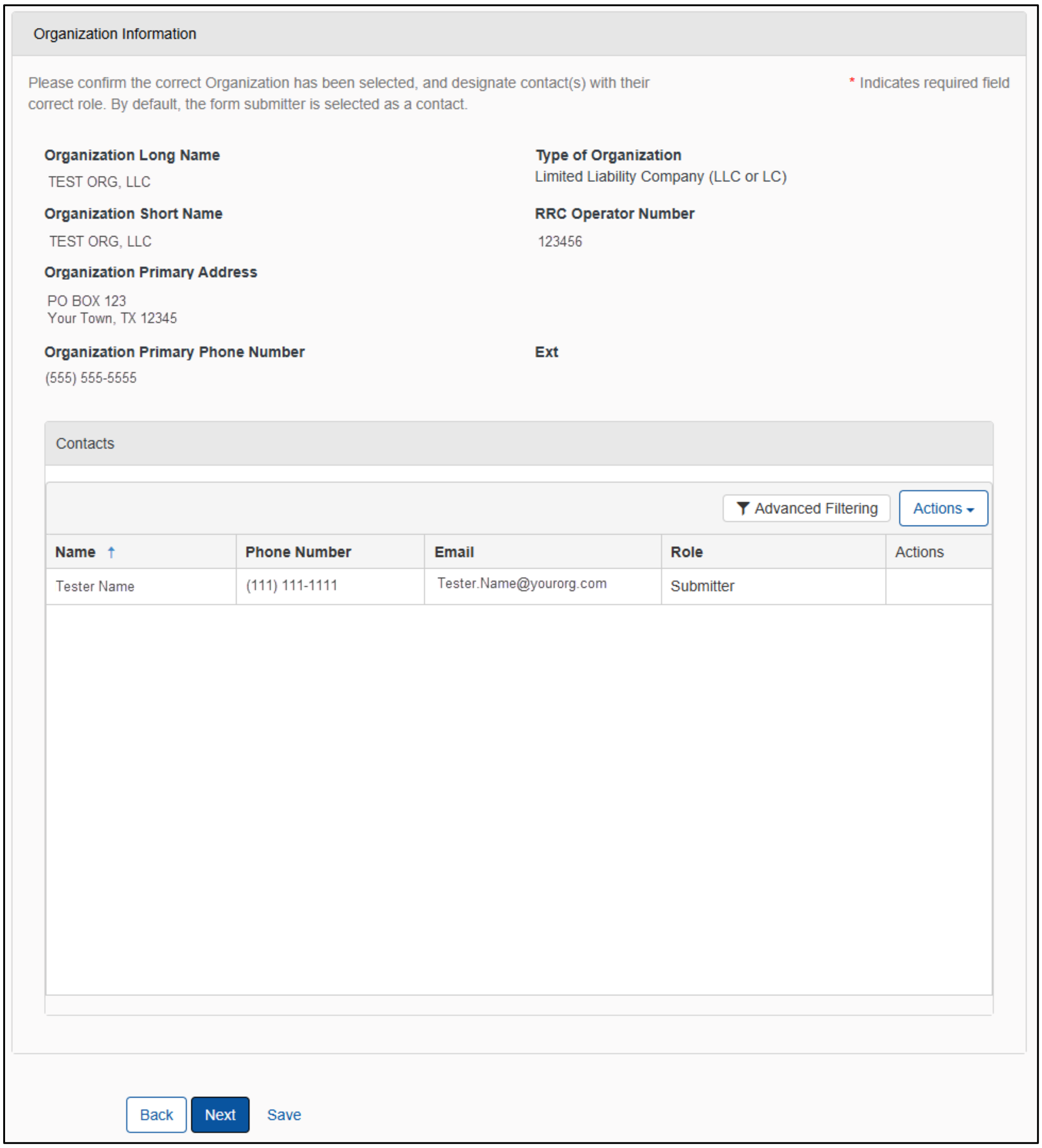
### 5.6.1 Instructions

1. Open a new instance of the P-18 Skim Oil/Condensate Report using the instructions provided in the Accessing the P-18 Skim Oil/Condensate Report section.
2. The Organization information pre-populates to the context of the Organization the user is logged in as and is disabled.
3. Select the Purpose of Filing and reporting year and month.
    a. If this is the first P-18 report for the operator or the first report for a set of wells or disposal facility for the operator, select “Initial” and the month and year of the first report that needs to be filed.
    b. If a previous P-18 report has been submitted and this is monthly follow-up report and not the Final report, then select “Monthly”. When Monthly is selected, the next reporting period will automatically be filled in. The operator cannot skip reporting periods. The reporting periods must be filed and approved in order.
    c. If this is the Final report for the operator’s set of wells or disposal facility, select “Final”. When Final is selected, the next reporting period will automatically be filled in. This will be the last reporting that can take place for this operator and P-18 System Serial Number. The operator must either create a new Initial or indicate that the report is a Consolidated report to proceed with filings for the wells or disposal facility.
    d. If a report has been approved and needs to be corrected, select “Corrected”. This will bring up a modal to select the reporting year and month of the report to correct. Note: Only reports entered through LoneSTAR can be corrected. You cannot correct a report that was created on the mainframe. The mainframe correction will need to be submitted through paper copy and sent to the Production Audit Department. The submitted copy will be uploaded into NeuDocs, as was done in the past.
4. If this system has been approved for a Consolidated system or if requesting to consolidate, select Yes for “Is this a Consolidated P-18?”, otherwise select No. If Yes is selected, there will be a sub-section to select at least two or more P-18 System Serial Numbers to consolidate. If No is selected, the sub-step will be disabled.
5. If the filing is associated with disposal or injections wells, select Yes for “Is this filing associated with a Disposal or Injection Well (s)?”, otherwise select No. If Yes is selected, a list of disposal wells must be associated to this report with one well listed as the Primary Well. If No is selected, the method of disposal is required for this filing.
6. If the filing contains out of state waters, select Yes for “Is the filing associated with Out of State Waters”, otherwise select No. If Yes is selected, there will be a sub-step to report the volumes of out of state waters. If No is selected, the sub-step will be disabled.
7. Select the Save and Continue button to save the data and continue to the Organization Information Step. Once Save and Continue has been selected, the fields on the Form Information Step cannot be edited. The save will create a tracking number to be used throughout the filing process for this form. If information must change based on information within the Form Information step, the form should be deleted and a new one started.

## 5.7 Organization Information Step

The Organization Information Step displays organization summary information including the P-5 status and address data for the operator. This page also contains contact information where notifications will be sent to the operator and interested parties. Contact information should be added for the person that submitted the report and any other parties that should receive email correspondence regarding the filing.

This page is read only except for Contacts. A user will be able to add, edit, and delete contacts, with the exception of the Submitter role.



Organization Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the form submitter is selected as a contact.

* Indicates required field

**Organization Long Name**
TEST ORG, LLC

**Type of Organization**
Limited Liability Company (LLC or LC)

**Organization Short Name**
TEST ORG, LLC

**RRC Operator Number**
123456

**Organization Primary Address**
PO BOX 123
Your Town, TX 12345

**Organization Primary Phone Number**
(555) 555-5555

**Ext**

Contacts

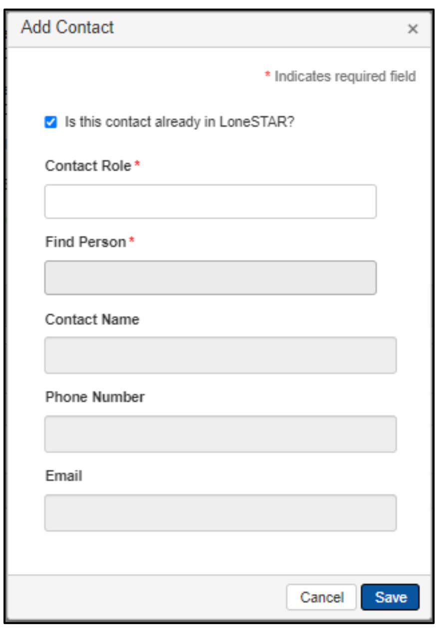
Advanced Filtering
Actions

| Name | Phone Number | Email | Role | Actions |
|---|---|---|---|---|
| Tester Name | (111) 111-1111 | Tester.Name@yourorg.com | Submitter | |

Back
Next
Save

### 5.7.1 Instructions

1. Review the P-5 Information.
2. In the Contacts grid, the name of the user that initiated the form will appear with the Submitter role, and additional form contacts may be added. These contacts will receive correspondence via e-mail.
3. From the Contacts grid, select the Actions dropdown and select Add Contact from the list. The Add Contact modal will open.
4. Select Form Contact from the Contact Role dropdown list. Form Contact should be the only option available.
5. Form contact information can be added in two ways:
    a. If the form contact has already been registered in LoneSTAR by the P-5 Business Group, type all or a portion of the person's name in the Find Person search-select box, then choose the correct name from the dropdown list. The Contact Name, Phone Number, and Email will populate with available information. Note: If the Phone Number and Email are available, the user will see "Email on file" and "Phone Number on file" instead of the actual results due to database encryption.
    b. If the form contact has NOT already been registered in LoneSTAR by the P-5 Business Group, deselect the checkbox, indicating that the form contact is not in LoneSTAR, and manually enter the Contact Name, Phone Number, and Email.
6. Select Save to add the form contact to the Contacts grid.




### 5.7.2 Validations and Warnings

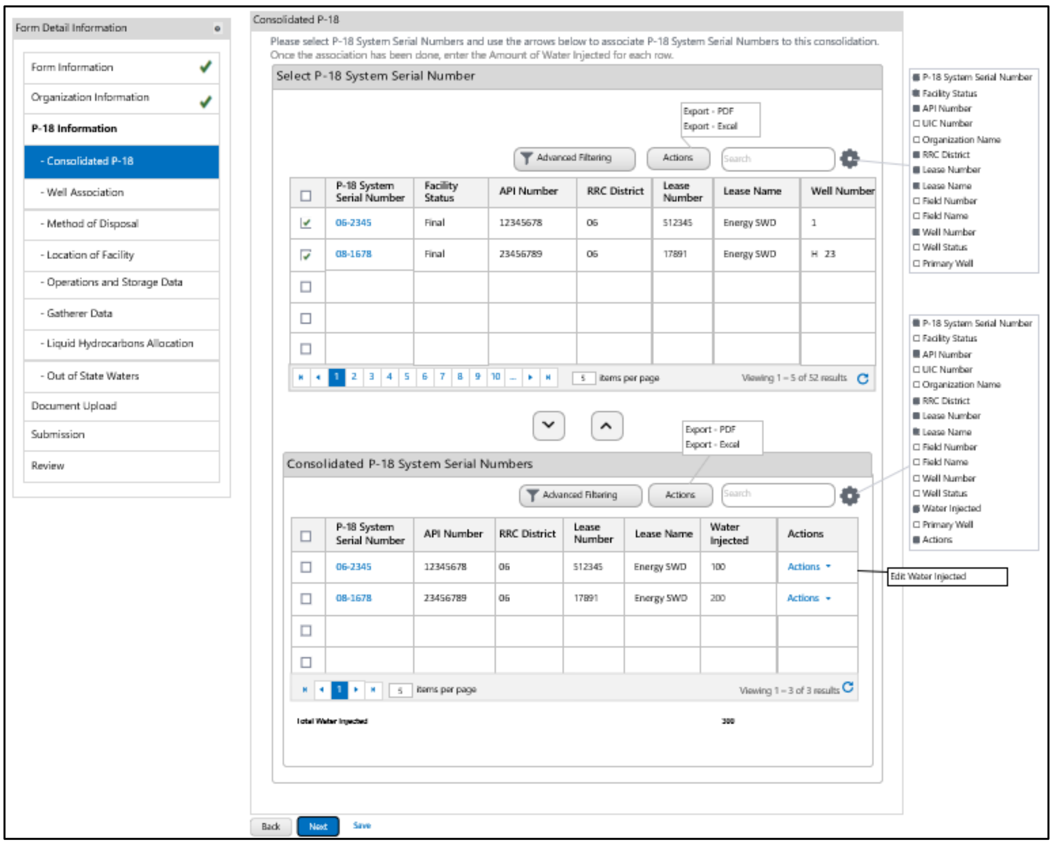
- When entering a contact that is not associated to the operator, Contact Name, Phone Number, and Email must be entered for each contact.

## 5.8 Consolidated P-18 Step

This step allows the user to associate “P-18 System Serial Numbers” which have a Final filing to be consolidated into a single filing. This section will be disabled if No was selected to the question, “Is this a Consolidated P-18?” on the Form Information step. The user will select Next to skip to the next page if not a Consolidated filing.

There are two grids in this section. The first grid contains P-18 System Serial Numbers associated to the Operator in Final status that have not been selected for consolidation. The bottom grid contains the list of P-18 System Serial Numbers which have been selected for consolidation.

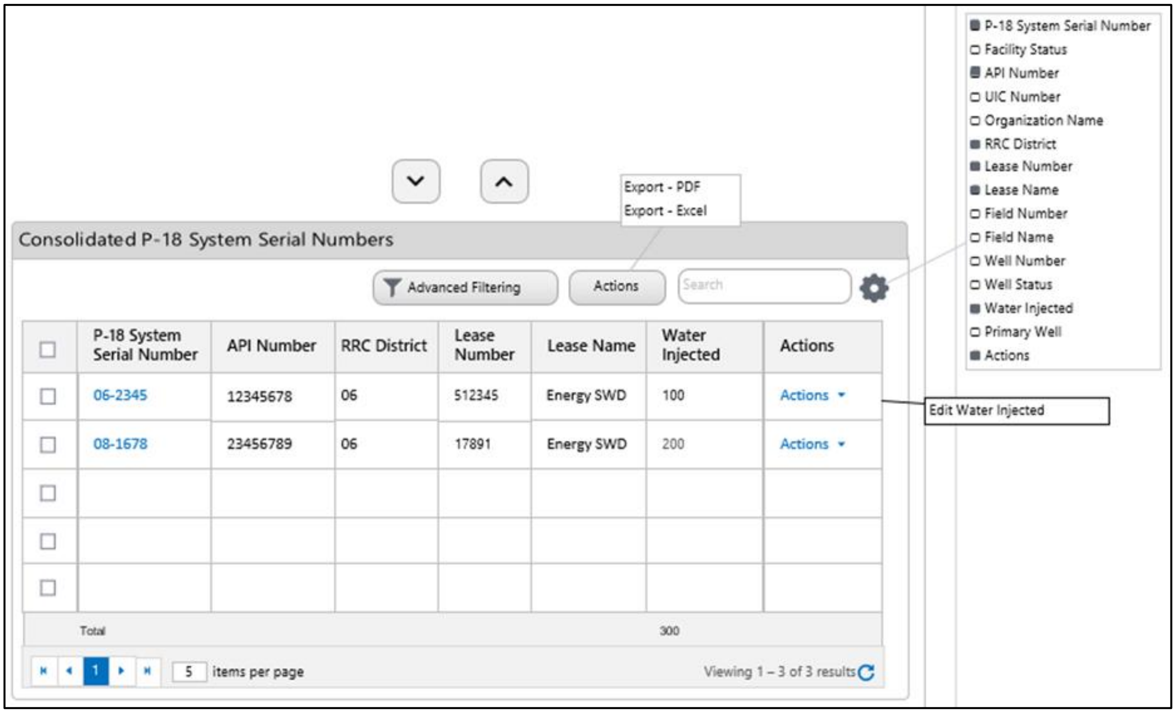
Below is an example of the section displayed:



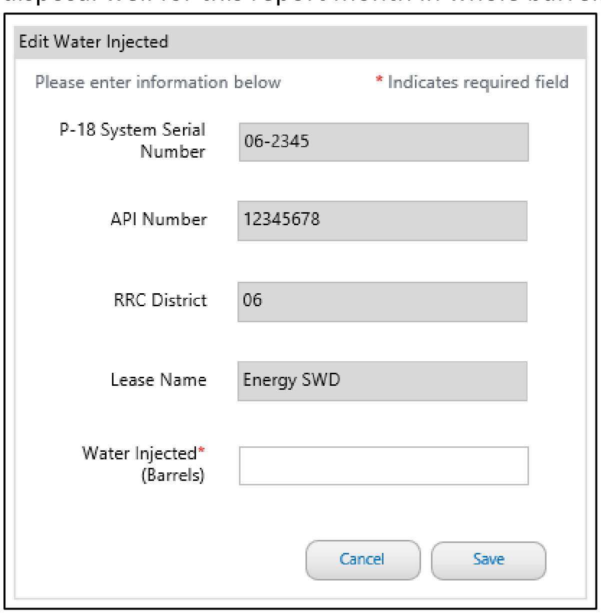

The user must select two or more filings from the top grid to consolidate into a single filing. Click the box next to the filings and then the down arrow to move the filings to the bottom grid. Once the filings are in the bottom grid, the user can individually Edit to update the water injected amount.

The user can also disassociate a P-18 System Serial Number from the filing by checking the box next to the filing in the bottom grid and then the up arrow. This will remove the P-18 System Serial Number from the bottom grid.

Below is a screen example of the bottom grid populated with the filings to consolidate:




To enter the amount of water injected for the filing to consolidate, click on the Action button next to the filing in the bottom grid and select Edit Water Injected. The P-18 System Serial Number, API number, RRC District, and Lease Name will display and cannot be edited. Enter the volume of water injected into the disposal well for this report month in whole barrels. The modal below will display to enter the amount:




Once all the P-18 System Serial Numbers are selected and water injected amounts entered, click Next to save and go to the Well Association section or click Save to save and stay in this section.

## 5.9 P-18 Well Association Form Step

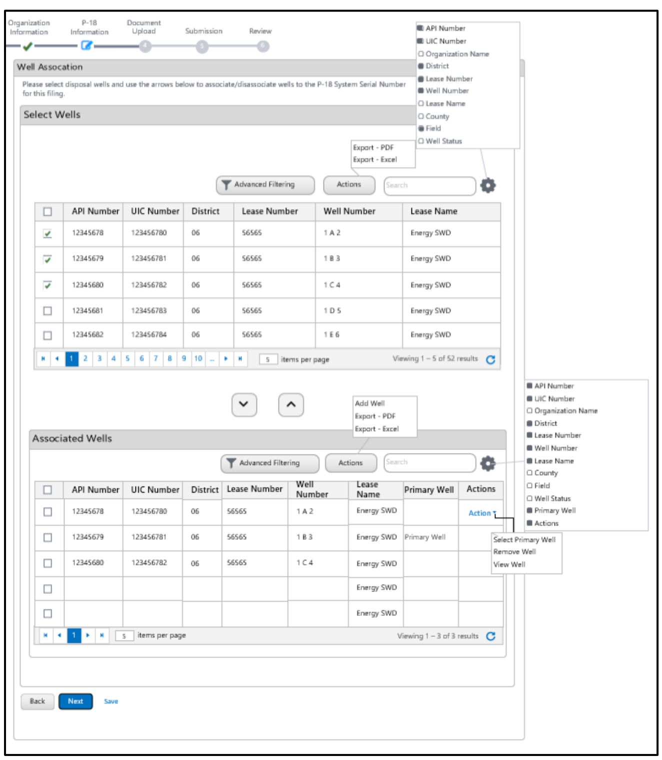
This step allows the user to associate wells to a "P-18 System Serial Number" for the P-18 filing. This section will be disabled if the user selects "No" to "Is this filing associated with a Disposal or injection Well(s)?" on the Form Information page. The user will select Next to skip to the next page when there are no disposal or injection wells. The user will not need to enter the same wells when filing a Monthly, Final, or Corrected filing. The wells will be carried over from the last filing.

The top grid contains all wells associated to the operator and not associated to the filing. The bottom grid contains all wells associated to the filing and operator.

Wells not in the "Select Wells" grid can be added manually to the "Associated Wells" grid with an API number. Once the well is available in the top grid on a subsequent filing, the manually created API number will need to be deleted from the bottom grid and then the correct well(s) moved to the bottom grid to associate the well(s) to the filing.

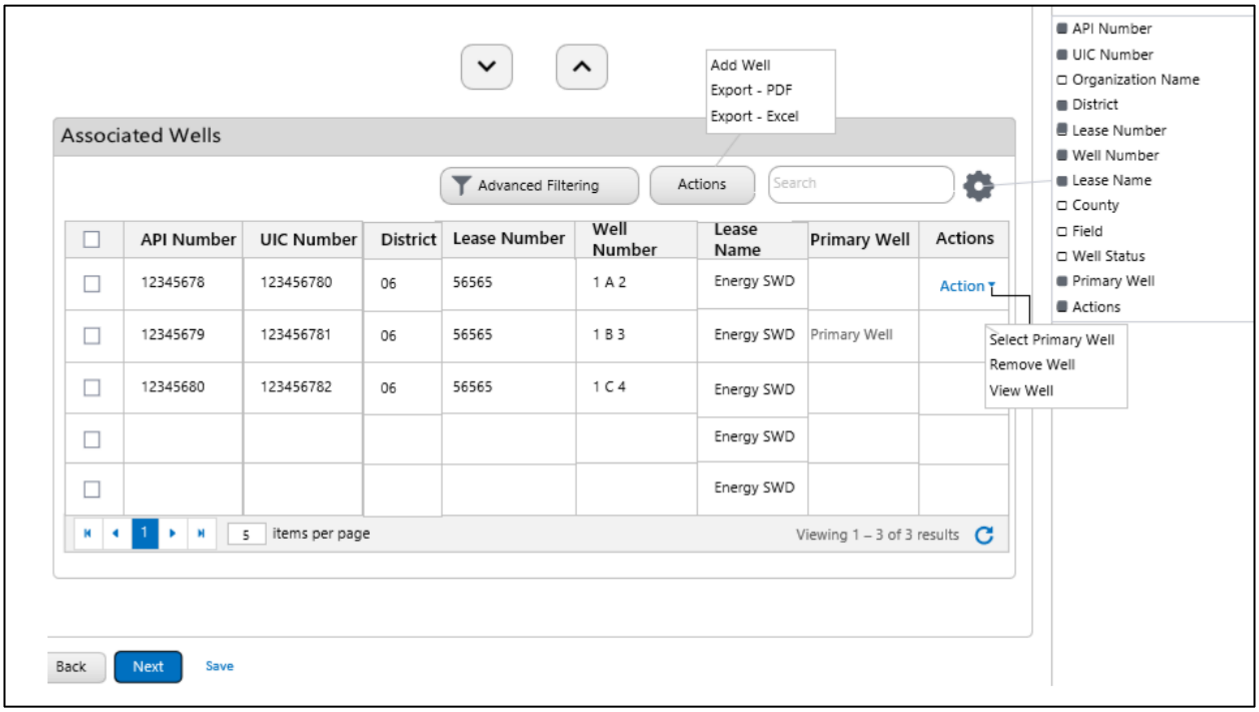
### 5.9.1 Add/Associate Well

To move a well to the bottom grid and associate the well(s) to the filing, check the wells in the top grid to associate and then click on the down arrow button. This will display the wells in the bottom association grid. To disassociate the well(s), you will do the opposite. Select the wells in the bottom grid to disassociate and click the up-arrow button. This will remove the wells from the bottom grid. The user can also use the Remove Well Action to remove the well from the bottom grid. Primary Wells cannot be removed. If the selected Primary Well is no longer the Primary Well for the associated P-18 System Serial Number, a Final report will need to be filed.  Wells entered with the API number only can only be removed by the Remove Well Action.



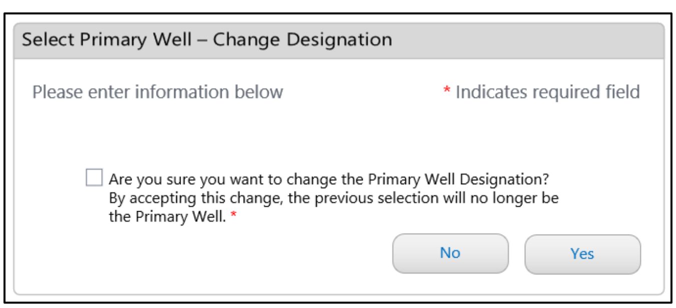
### 5.9.2 Select Primary Well

One associated well should be designated as the Primary Well. Only one well can be selected as the Primary Well, and it cannot be changed once selected and the report is approved. All future filings for this P-18 System Serial Number will be under the Primary Well selected. To select a Primary Well in the Associated Wells grid, click on Action and select "Select Primary Well" from the drop down. If the Primary Well was selected in error, repeat the same actions to select the correct well.




If the user selects a well to designate as "Primary Well" that does not have a "District" and "Lease" associated with it (manually added well with API number only) and clicks the "Save" button. The following message will display: "*The Primary Well must have a District and Lease assigned. Please select another well.*"

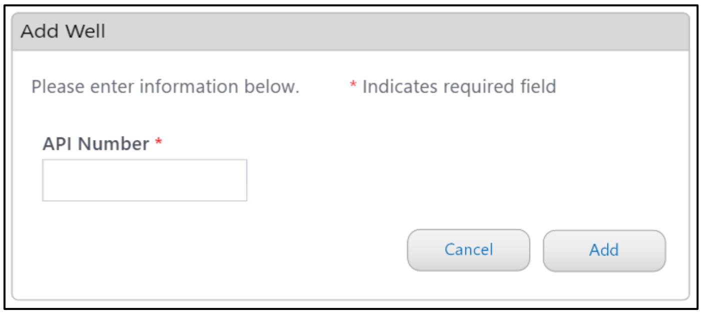
The "Select Primary Well" will only display under Actions as an option when the "Purpose for Filing" = "Initial" or "Corrected". If it is used to change the "Primary Well" designation, the following modal will display:



If “Yes” is selected, the “Primary Well” designation will be deleted from the previous selection and assigned to the current selection.

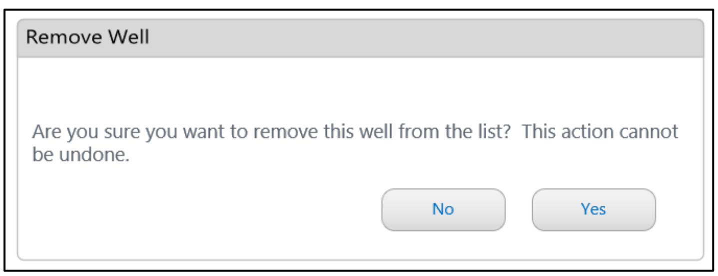
### 5.9.3 Add Wells not displayed in Top Grid

This step allows the user to manually add a Well to associate to the P-18 filing that has not yet been issued a District and Lease Number. As stated above, once the well is available in a future filing, the manually added well (API Number) will need to be deleted and the new well(s) added to the bottom grid. To create a new well, click the Actions button next to the Advanced Filtering button. Select the Add Well from the drop down to add a well. The Add Well Modal will then display. Below is an example of the Add Well Modal:




### 5.9.4 Remove Well

To remove a well from the Associated grid, select Remove Well from the Action link next to the well to be removed. If a well is an API number only versus a well that was associated from using the top grid, the well will be deleted. If the well was associated from the top grid, the well will be removed from the bottom grid and added back to the top grid. The following modal will display when the user select selects the option “Remove Well” from the row-level “Actions” link:

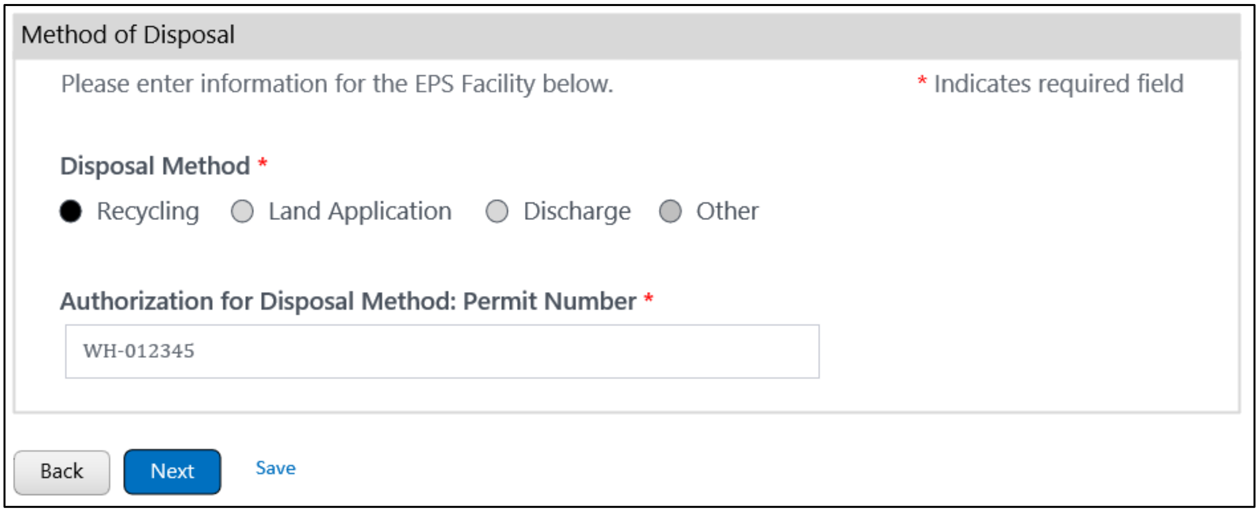



Selecting Yes will delete the API Number from the bottom grid or move the associated grid from the bottom grid to the top grid.

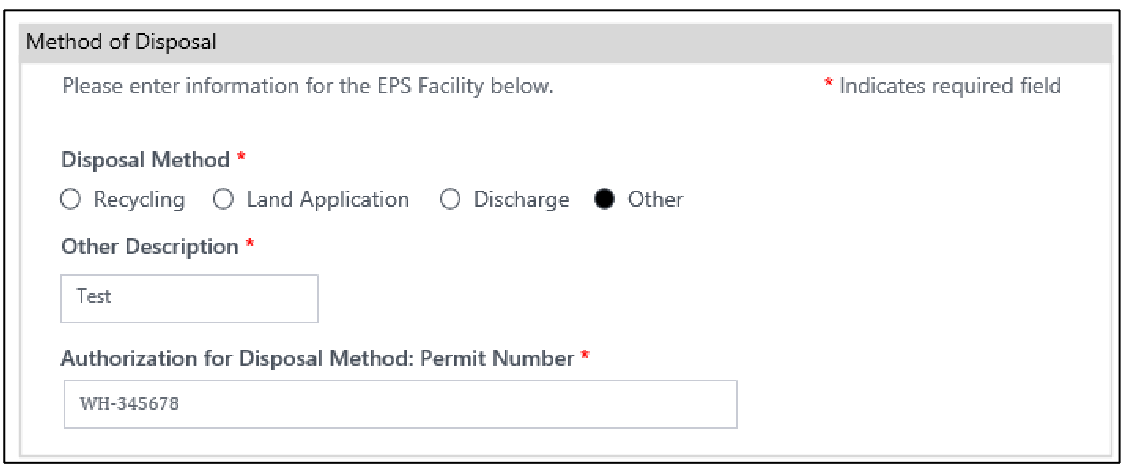
If the row selected is designated as a “Primary Well”, and the user clicks the “Yes” button, the following message will display: “Cannot remove a Primary Well.”

## 5.10 Method of Disposal Step

This step will be enabled if the answer to the question “Is this filing associated with a Disposal or Injection Wells?” is “No” on the “Form Information” step. If answered “Yes”, then the fields will be disabled. This step allows the user to associate a disposal method and the authorized permit number for the P-18 filing if not well injected. A Disposal Method must be selected, and the permit number authorized for disposal must be entered in the free form text box. Below is an example of the screen that displays for the selection “Recycling”, “Land Application”, or “Discharge”:



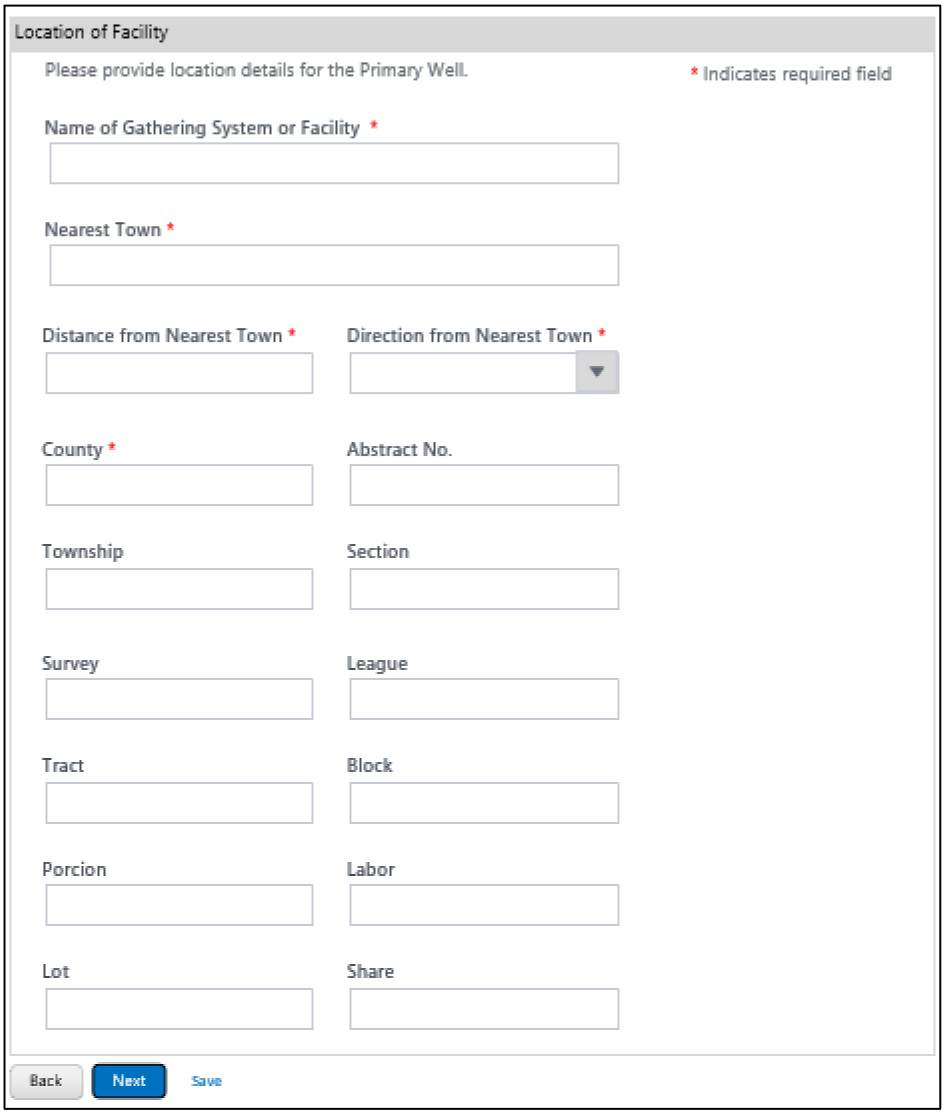

Below is an example of the screen that displays for the selection “Other”:



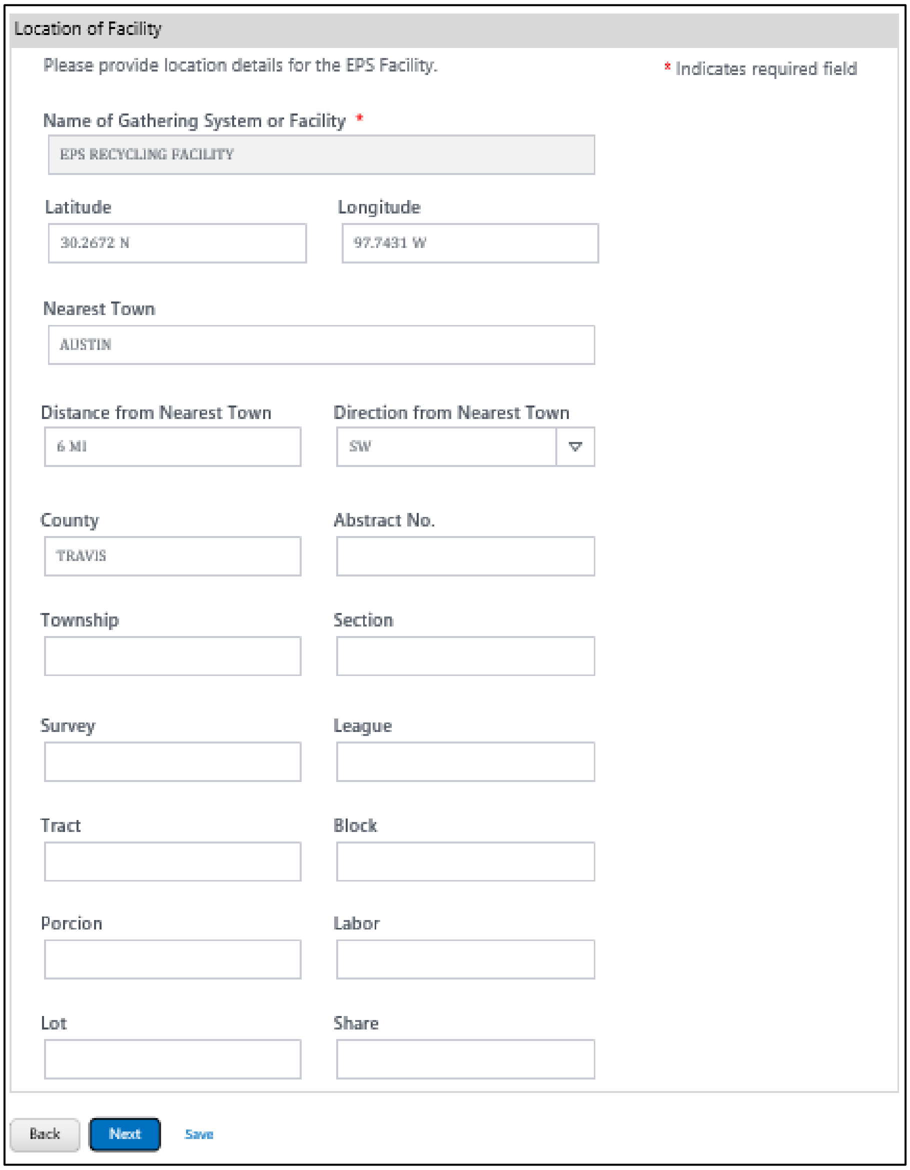
## 5.11 Location of Facility Step

This step allows the user to enter or view the location information of the Primary Well or the EPS facility for the P-18 filing. All fields are free format except for Direction from Nearest Town and County.

Below is an example of the screen for entry of the location of the facility for a Primary Well. Name, Nearest Town, Distance from Nearest Town, Direction from Nearest Town, and County are all required when “Yes” is selected for “Is this filing associated with a Disposal or injection Well(s)?” on the Form Information page.



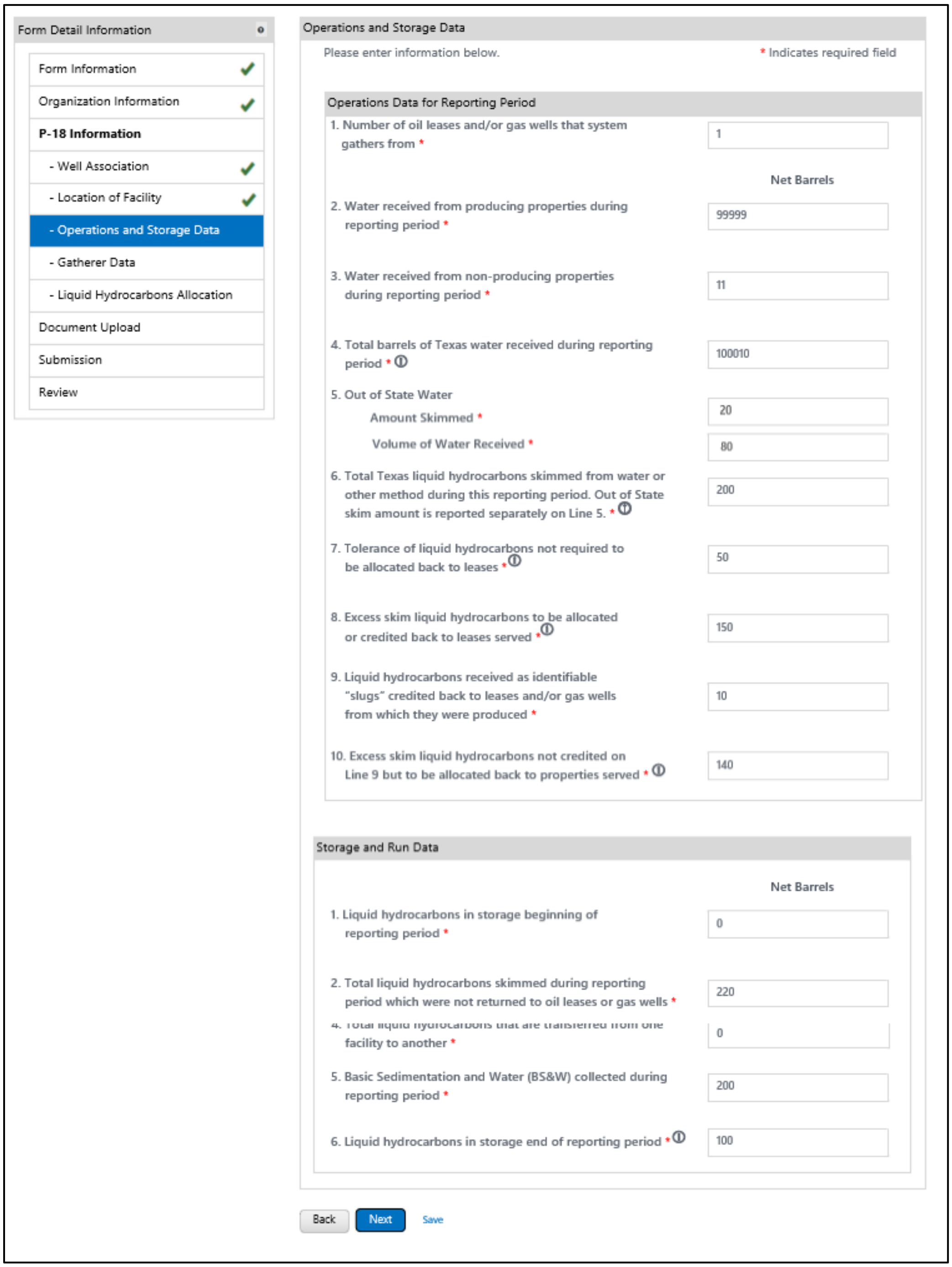
Name is the only required field when “No” is selected for “Is this filing associated with a Disposal or injection Well(s)?” on the Form Information page. Below is an example of the screen for entry of the location information of an EPS facility.



## 5.12 Operations and Storage Data Step

This step allows the user to enter the "Operations Data" and "Storage and Run Data" for the P-18 filing. This page contains summary or total information from other sections. This section contains the main filing data to be reported. All fields with a red asterisk are required entries. The user cannot save the form unless the required entries are completed.

Below is the screen display for the user to enter operations and storage data:



Form Detail Information

- Form Information
- Organization Information
- **P-18 Information**
- - Well Association
- - Location of Facility
- - Operations and Storage Data
- - Gatherer Data
- - Liquid Hydrocarbons Allocation
- Document Upload
- Submission
- Review

Operations and Storage Data

Please enter information below. | * Indicates required field

Operations Data for Reporting Period

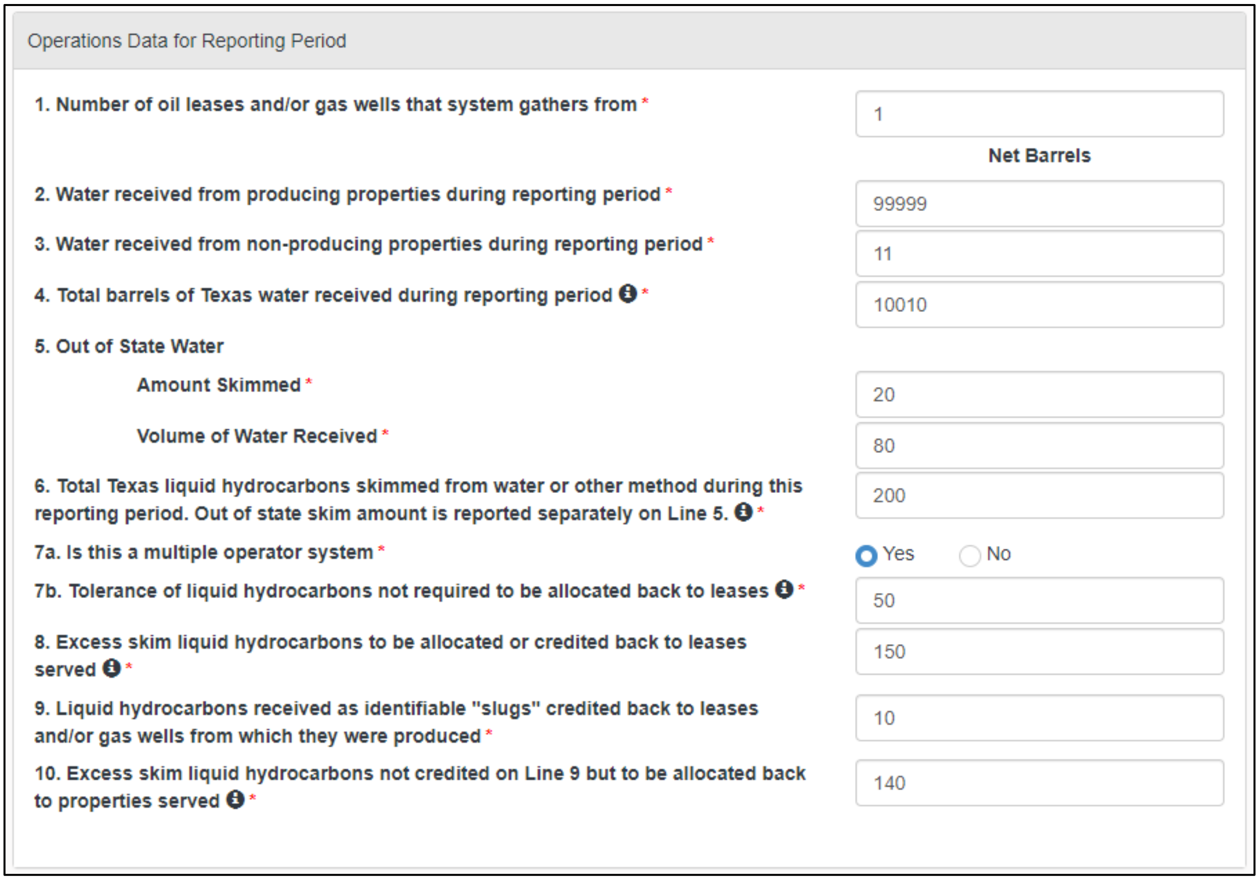
| | Net Barrels |
|---|---|
| 1. Number of oil leases and/or gas wells that system gathers from * | 1 |
| 2. Water received from producing properties during reporting period * | 99999 |
| 3. Water received from non-producing properties during reporting period * | 11 |
| 4. Total barrels of Texas water received during reporting period * | 100010 |
| 5. Out of State Water | |
| Amount Skimmed * | 20 |
| Volume of Water Received * | 80 |
| 6. Total Texas liquid hydrocarbons skimmed from water or other method during this reporting period. Out of State skim amount is reported separately on Line 5. * | 200 |
| 7. Tolerance of liquid hydrocarbons not required to be allocated back to leases * | 50 |
| 8. Excess skim liquid hydrocarbons to be allocated or credited back to leases served * | 150 |
| 9. Liquid hydrocarbons received as identifiable "slugs" credited back to leases and/or gas wells from which they were produced * | 10 |
| 10. Excess skim liquid hydrocarbons not credited on Line 9 but to be allocated back to properties served * | 140 |

Storage and Run Data

| | Net Barrels |
|---|---|
| 1. Liquid hydrocarbons in storage beginning of reporting period * | 0 |
| 2. Total liquid hydrocarbons skimmed during reporting period which were not returned to oil leases or gas wells * | 220 |
| 4. Total liquid hydrocarbons that are transferred from one facility to another * | 0 |
| 5. Basic Sedimentation and Water (BS&W) collected during reporting period * | 200 |
| 6. Liquid hydrocarbons in storage end of reporting period * | 100 |

Back | Next | Save

There are two sub-sections for this step. The first sub-section is where the user enters information for the reporting period. Below is a sub section one example:



Operations Data for Reporting Period

| | |
|---|---|
| 1. Number of oil leases and/or gas wells that system gathers from * | 1 |
| | **Net Barrels** |
| 2. Water received from producing properties during reporting period * | 99999 |
| 3. Water received from non-producing properties during reporting period * | 11 |
| 4. Total barrels of Texas water received during reporting period * | 10010 |
| 5. Out of State Water | |
| Amount Skimmed * | 20 |
| Volume of Water Received * | 80 |
| 6. Total Texas liquid hydrocarbons skimmed from water or other method during this reporting period. Out of state skim amount is reported separately on Line 5. * | 200 |
| 7a. Is this a multiple operator system * | Yes / No |
| 7b. Tolerance of liquid hydrocarbons not required to be allocated back to leases * | 50 |
| 8. Excess skim liquid hydrocarbons to be allocated or credited back to leases served * | 150 |
| 9. Liquid hydrocarbons received as identifiable "slugs" credited back to leases and/or gas wells from which they were produced * | 10 |
| 10. Excess skim liquid hydrocarbons not credited on Line 9 but to be allocated back to properties served * | 140 |

1. Number of oil leases and/or gas wells that system gathers from
   a. Should equal the number of entries (count) on Liquid Hydrocarbons Allocation step.
2. Water Received from producing properties during reporting period
   a. This also includes Frac water.
   b. The total should equal the "Total" from "Water Received from Lease" on the Liquid Hydrocarbons Allocation step.
3. Water received from non-producing properties during reporting period
   a. This would include wash pits, reserve pits, tank batteries, plants, etc. These properties will not have an assigned RRC Lease number.
4. Total barrels of Texas Water Received during reporting period
   a. This should equal the sum of 2 and 3
   b. This plus Line 5 (Volume of Water Received) should equal the "Total Water Injected" on the Consolidated P-18 step if it is a consolidated filing.
5. Out Of State Water
   a. Amount Skimmed - This should equal the total Amount Skimmed for all entries in Out of State Waters

   b. Volume of Water Received - This should equal the total Volume of Water Received for all entries in Out of State Waters

6. Total Texas Liquid Hydrocarbons skimmed from water or other method during this reporting period. Out of State skim amount is reported separately on Line 5.
   a. Total barrels of liquid hydrocarbons skimmed from only Texas waters

7a. Is this a multiple operator system
   a. Select Yes if this is a multiple operator system and enter a value in 7b.
   b. Select No if this is not a multiple operator system. 7b will default to zero and be disabled.

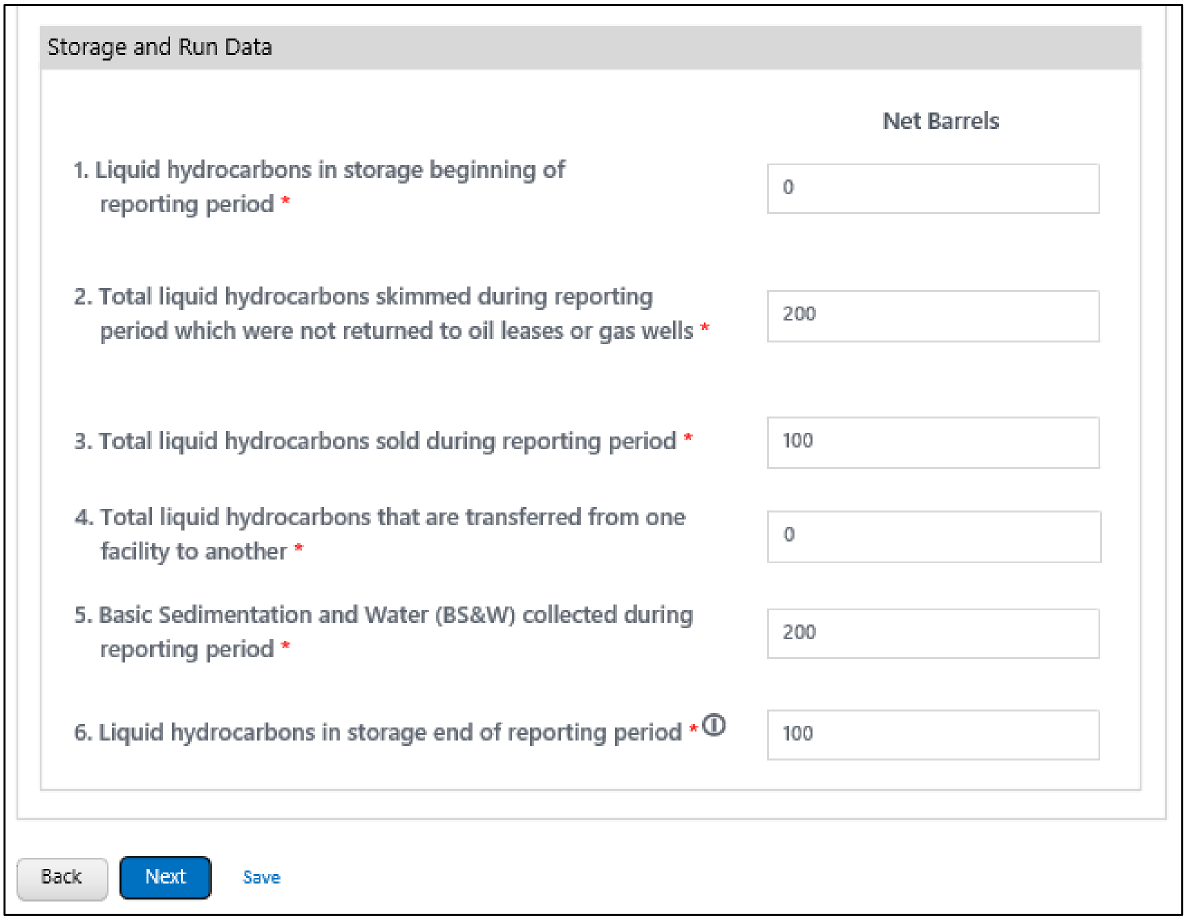
7b. Tolerance of Liquid Hydrocarbon not required to be allocated back to leases
   a. This value is entered when water is received from multiple operators versus a single operator.
   b. This should equal Line 2 x .0005 (rounded to the nearest whole number) when 7a is Yes and Line 6 > 0.

8. Excess Skim liquid hydrocarbons to be allocated or credited back to leases served
   a. The total barrels should equal line 6 minus line 7b. If Line 6- Line 7b results in Line 8 being negative, enter zero for Line 8.

9. Liquid hydrocarbons received as identifiable “slugs” credited back to leases and/or gas wells from which they were produced
   a. The value should equal the total of “Slugs” credited to Lease or Gas Well for all entries entered in Liquid Hydrocarbon Allocation Step.

10. Excess skim liquid hydrocarbons not credited on Line 9 but to be allocated back to properties served
   a. The amount should equal line 8 minus line 9.

The next sub-section is for entry of storage and run data. Below is a screen example:


Storage and Run Data

| | Net Barrels |
|---|---|
| 1. Liquid hydrocarbons in storage beginning of reporting period * | 0 |
| 2. Total liquid hydrocarbons skimmed during reporting period which were not returned to oil leases or gas wells * | 200 |
| 3. Total liquid hydrocarbons sold during reporting period * | 100 |
| 4. Total liquid hydrocarbons that are transferred from one facility to another * | 0 |
| 5. Basic Sedimentation and Water (BS&W) collected during reporting period * | 200 |
| 6. Liquid hydrocarbons in storage end of reporting period * | 100 |

Back Next Save

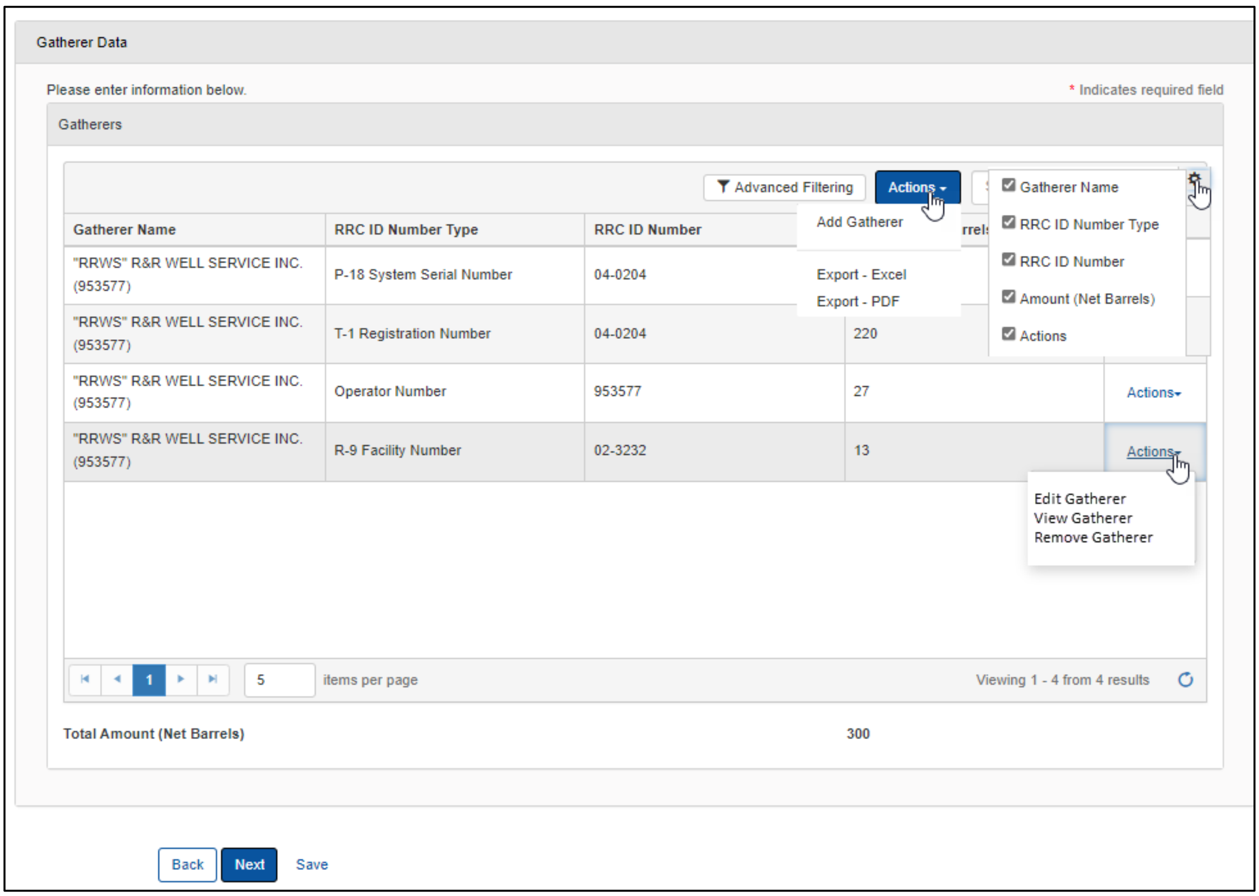
1. Liquid hydrocarbons in storage beginning of reporting period
    a. Stock on-hand, this should be the end of the month balance from the previous month's filing (in section IV line 6). If this stock does not match, a letter of explanation is required. The verification must be done manually.
2. Total liquid hydrocarbons skimmed during reporting period which were not returned to oil leases or gas wells
    a. Liquid hydrocarbons skimmed in barrels not returned to leases
    b. Should match Operations Data Line 5 (amount skimmed) + Line 6
3. Total Liquid hydrocarbons sold during reporting period
    a. Liquid hydrocarbons sold in barrels
4. Total liquid hydrocarbons that are transferred from one facility to another
    a. An approved Movement Letter must be submitted with the filing. Movement Letters are submitted and approved by the District Office in which the facility resides, and this verification must be done manually.
5. 5. Basic Sedimentation and Water (BS&W) collected during reporting period
    a. Basic sedimentation and water collected.
6. Liquid hydrocarbons in storage end of reporting period
    a. Line 1 plus line 2 minus line 3 minus line 4 minus line 5 should equal line 6.

## 5.13 Gatherer Data Step

This step allows the user to view and enter Gatherer Data and the amount that was gathered. This is in Section V of the P-18 form. Any number of Gatherers can be entered and will be displayed in the grid once added. You will not need to enter the same gatherers on the next Monthly or Final filing. The gatherers will be displayed with the amounts blanked out. The user will edit the gatherer to update the amount.

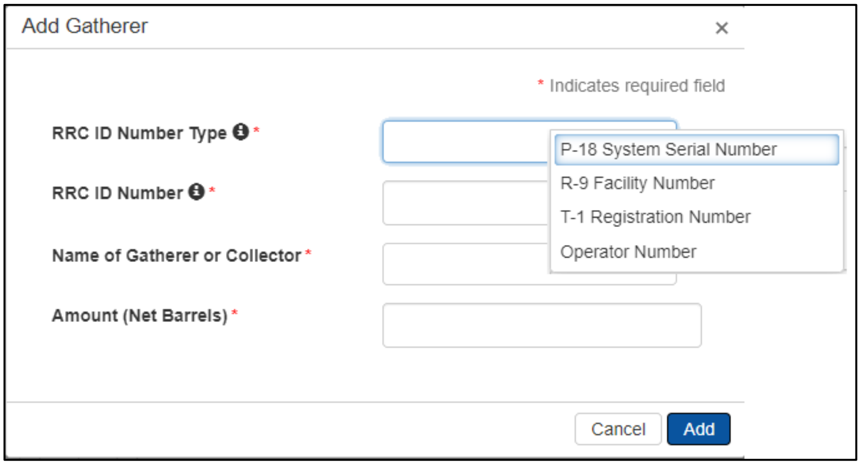
A user can add, edit, remove, or view a gatherer. To add a gatherer, select Add Gatherer from the Actions button next to the Advanced Filtering button. To edit, view, or remove a gatherer, click on the Actions link in the row of the gatherer to perform the appropriate action.

Below is an example of the screen for entry of the gatherer data:




### 5.13.1 Add Gatherer

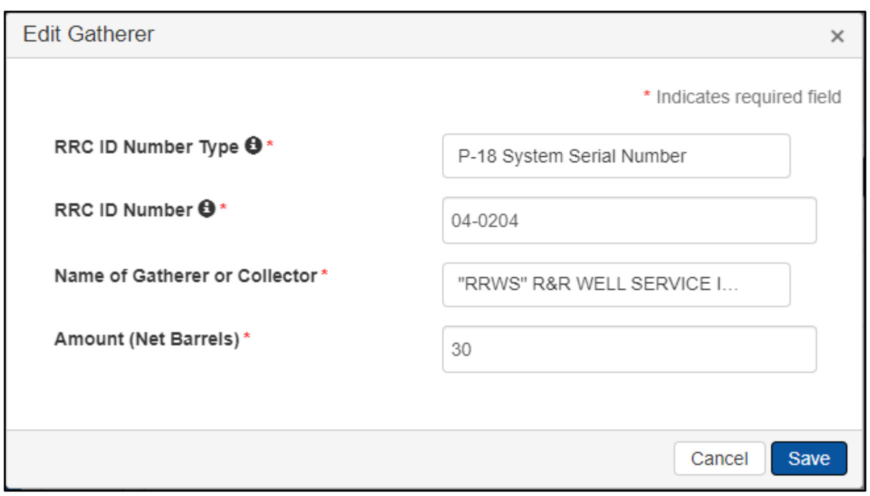
The modal below will display if the user selects "Add Gatherer" from the row-level "Actions" link:




1. RRC ID Number Type
    a. Contains a dropdown list of values: P-18 System Serial Number, R-9 Facility Number, T-1 Registration Number, and Operator Number. Operator Number should only be used if one of the other numbers is not available.
2. RRC ID Number:
    a. This number represents the identification of the selection in RRC ID Number Type
3. Name of Gatherer or Collector
    a. This is operator name of the gatherer. The operator will be search based on the name or number entered in the field, and a list of matching operators will be displayed in a drop down to select from.
4. Amount (Net Barrels)
    a. Barrels gathered for this operator are to be reported in whole numbers.

### 5.13.2 Edit Gatherer

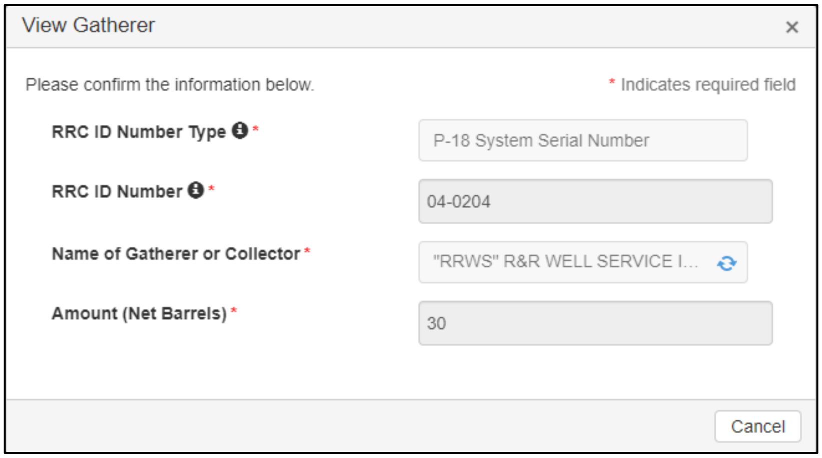
The modal below will display if the user selects “Edit Gatherer” from the row-level “Actions” link:




If this is the first time to enter the information on a Monthly or Final filing, the Amount will be blanked out.

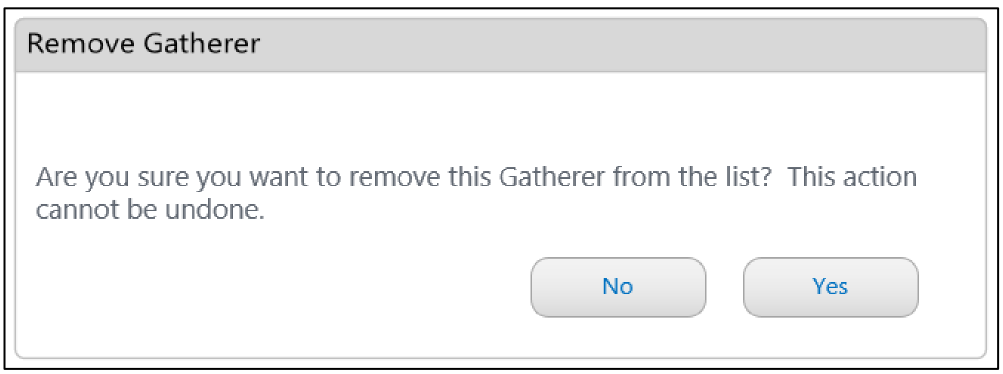
#### 5.13.3 View Gatherer

The modal below will display if the user selects “View Gatherer” from the row-level “Actions” link:




#### 5.13.4 Remove Gatherer

The modal below will display if the user selects “Remove Gatherer” from the row-level “Actions” link:




Selecting Yes, the gatherer will be removed from the grid. If removed by accident, the user will need to add the gatherer information again to the grid.

### 5.14 Liquid Hydrocarbons Allocation Step

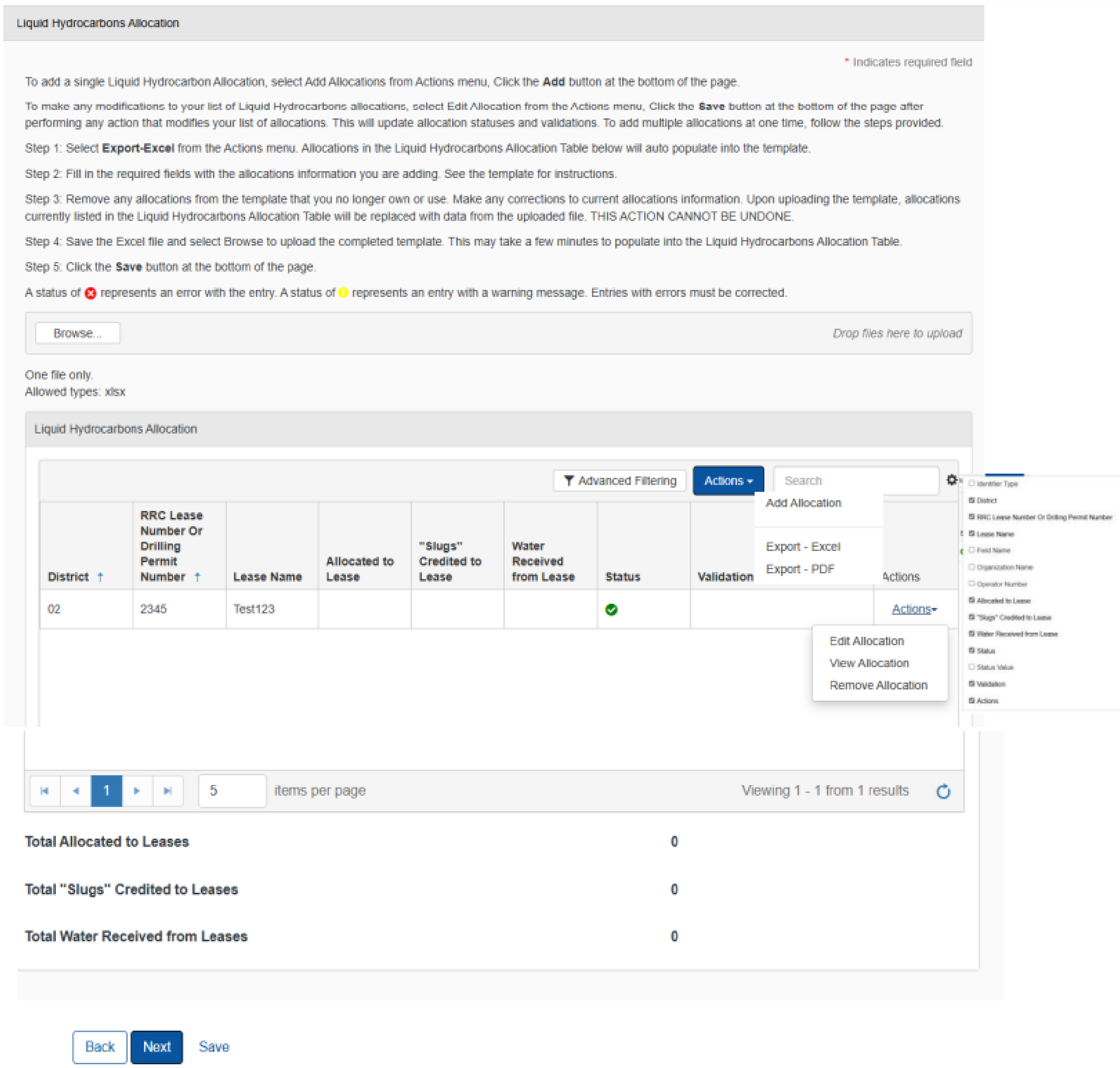
This step allows the user to enter data regarding Liquid Hydrocarbons Allocation. The user will not need to enter the same allocations on the next Monthly or Final filing. The allocations will be displayed with the amounts blanked out. The user will edit the allocation to update the three amounts.

A user can import, add, edit, remove, or view an allocation. To add an allocation, select Add Allocation from the Actions button next to the Advanced Filtering button. A user can also add allocations using the import functionality. The import feature will remove all existing LHA entries and overwrite with the entries in the import spreadsheet.

To edit, view, or remove an allocation, click on the Actions link in the row of the allocation to perform the appropriate action.

To update the Allocated to Lease, “Slugs” Credited to Lease, or Water Received from Lease amount, select Edit next to the allocation to update. This will bring up a modal to edit the amounts.

Below is a screen example of the grid containing the allocations for the filing:

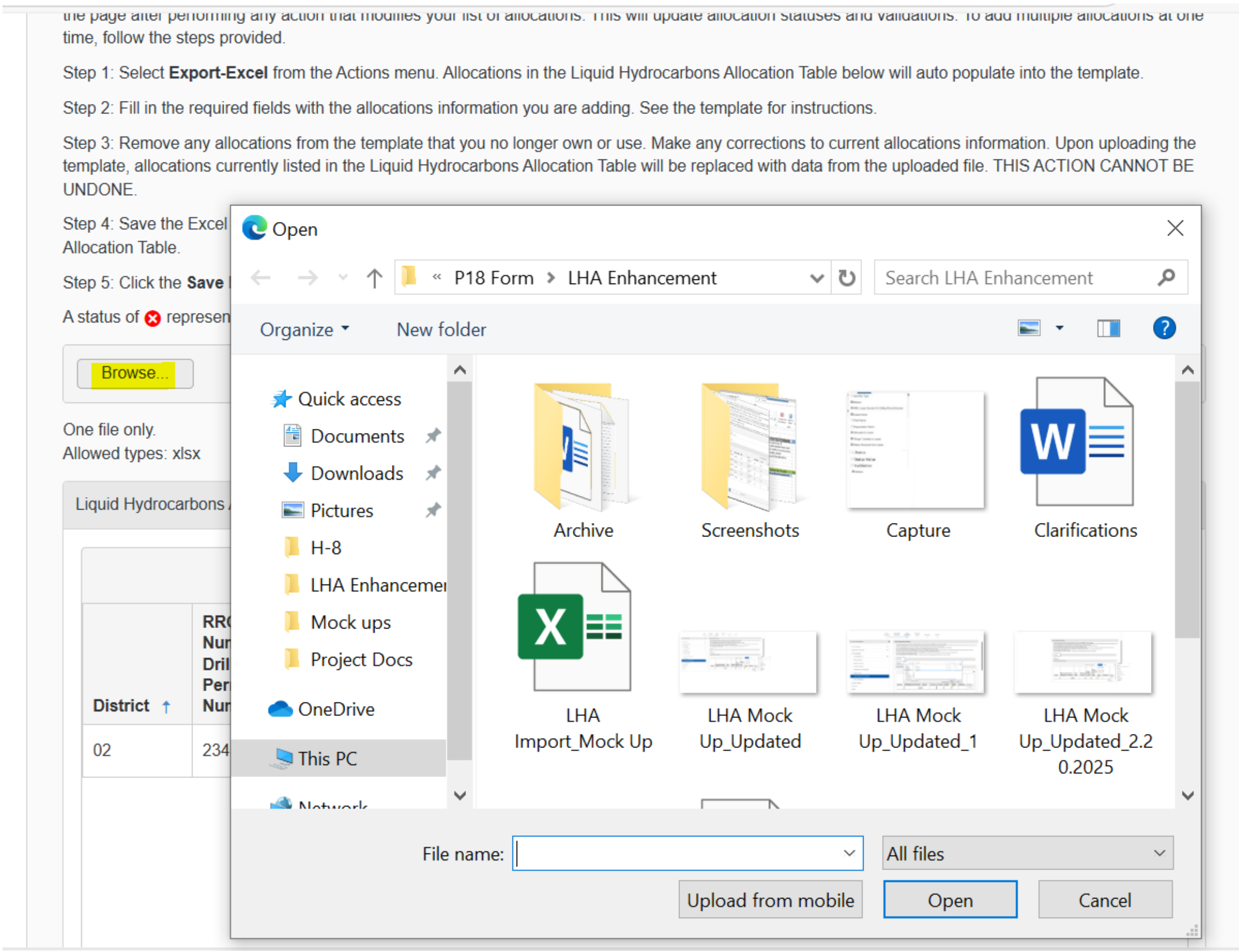


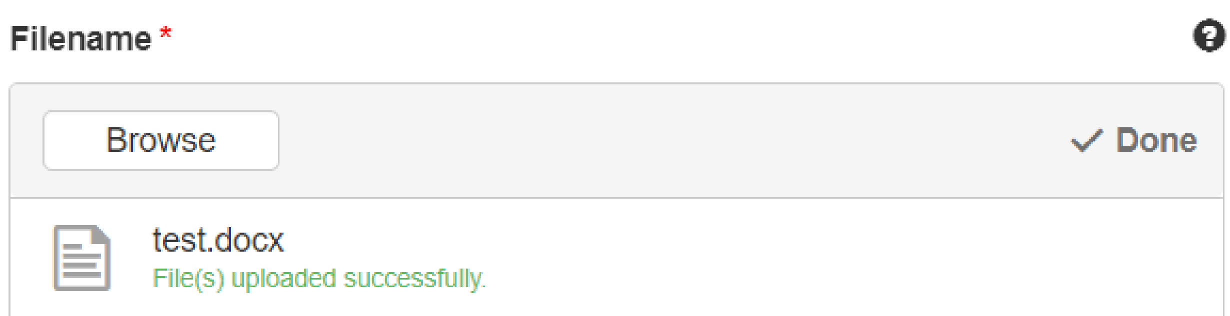

## 5.14.1 Import Allocation

A user can add allocations using the **import** functionality. The import feature will remove all existing LHA entries and overwrite with the entries in the import spreadsheet.

There are two ways to create a spreadsheet for LHA import. The first is to use a blank spreadsheet and second is to export from the LHA grid and use as a template.

Users can import the Liquid Hydrocarbons Allocations by dragging and dropping the document file into the Filename area. The Browse button may also be used to locate the document and upload. The modal below will display when the user clicks “Browse” or drags and drops the document file into the Filename area.




If a user imports data from a blank spreadsheet, they must first add a header row with the column headers listed below. The LHA entries will follow the header row.

1. Users must ensure the header columns are in the same sequence order defined below and data must be populated in the required fields.
2. Users must ensure only one file is being uploaded.
3. The file type must be an Excel spreadsheet (xlsx) only.
4. Users must ensure the file does exceed more than 2000 rows.

| **Header Columns** | **Required** | **UI Format** | **Notes** |
|---|---|---|---|
| Identifier Type | Yes | Text | |
| District | Yes | Text | |
| RRC Lease Number or Drilling Permit Number | Yes | Text | |
| Lease Name | No | Text | If valid District and Lease Number are entered, a search will be performed and if exists, the Lease Name from the search results will overwrite this field. Otherwise, what is entered in this field will be used. |
| Field Name | No | Text | If valid District and Lease Number are entered, a search will be performed and if exists, the Field Name from the search results will overwrite this field. Otherwise, what is entered in this field will be used. |
| Organization Name | No | Text | If valid District and Lease Number are entered, a search will be performed and if exists, the Organization Name from the search results will overwrite this field. Otherwise, what is entered in |

| | | | |
|---|---|---|---|
| | | | this field will be used. |
| Operator Number | Yes | Numeric | If valid District and Lease Number are entered, a search will be performed and if exists, the Operator Number from the search results will overwrite this field. Otherwise, what is entered in this field will be used. |
| Allocated to Lease | Yes | Integer | Must be zero or a positive integer. |
| “Slugs” Credited to Lease | Yes | Integer | Must be zero or a positive integer. |
| Water Received from Lease | Yes | Integer | Must be zero or a positive integer. |
| Status | N/A | N/A | Default to Blank. Not required to be populated by a user. Generated by system upon file upload. |
| Status Value | N/A | N/A | Default to Blank. Not required to be populated by a user. Generated by system upon file upload. |
| Validation | N/A | N/A | Default to Blank. Not required to be populated by a user. Generated by system upon file upload. |

If a user utilizes the **Export-Excel** as a template to upload data, the header columns will be prepopulated. If LHA entries are in the grid during the time of export, these LHA entries will also be populated in the spreadsheet with the values. The user can update exiting LHA data in the spreadsheet and also add new entries. After import, the user can make individual modifications  to the data using the Edit allocations action on the grid. All LHA data that was previously entered in the LHA grid will be deleted and the items in the import spreadsheet will be added.

Below are the columns that should be filled in for each LHA for this filing.

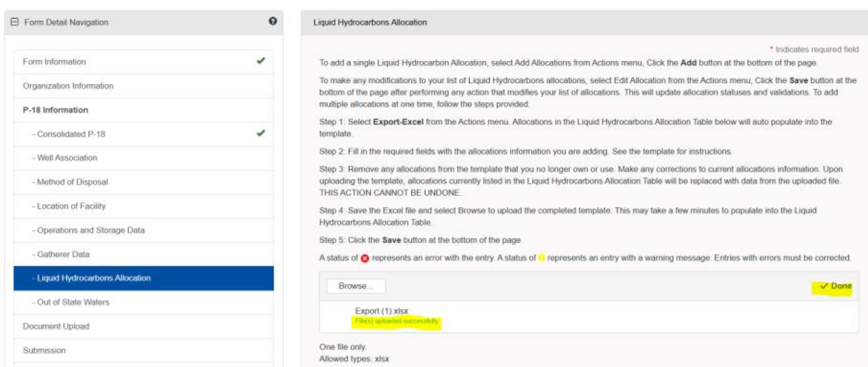
1. Identifier Type
    a. Values of **RRC Lease Number** or **Drilling Permit Number** must be populated. The field is case sensitive. Drilling Permit Number should only be selected when there is no Lease Number.
    b. If RRC Lease Number is entered and user populates the District and RRC Lease Number, then upon import, the system searches for Lease Name, Field Name, Organization Name and Operator # by district and RRC Lease Number. If a match is found, the value will auto-populate and overwrite the columns Lease Name, Field Name, Organization Name and Operator Number. If no match is found, the system does not overwrite the columns.
    c. If Drilling Permit Number is entered, no search is performed, and all the fields will be populated with what is in the spreadsheet.

2. District
    a. Enter the RRC District number the allocation is in. Values are 01, 02, 03, 04, 05, 06, 6E, 7B, 7C, 08, 8A, 09, 10
3. RRC Lease Number or Drilling Permit Number
    a. Based on the value selected for Identifier Type, enter the appropriate Lease Number or Drilling Permit Number.
4. Lease Name
    a. Free text field to enter the Lease Name.
    b. Upon import, the Lease Name will auto-populate if the user's search on District and RRC Lease Number return a match. If no match is found, the system does not overwrite the data populated by the user.
5. Field Name
    a. Free text field to enter the Field Name.
    b. Upon import, the Field Name will auto-populate if the user's search on District and RRC Lease Number return a match. If no match is found, the system does not overwrite the data populated by the user.
6. Organization Name
    a. Free text field to enter the Field Name.
    b. Upon import, the Field Name will auto-populate if the user's search on District and RRC Lease Number return a match. If no match is found, the system does not overwrite the data populated by the user.
7. Operator Number
    a. Enter a valid Operator Number the allocation is in.
    b. The Operator Number will auto-populate if the user's search on District and RRC Lease Number return a match. If no match is found, the system does not overwrite the data populated by the user.

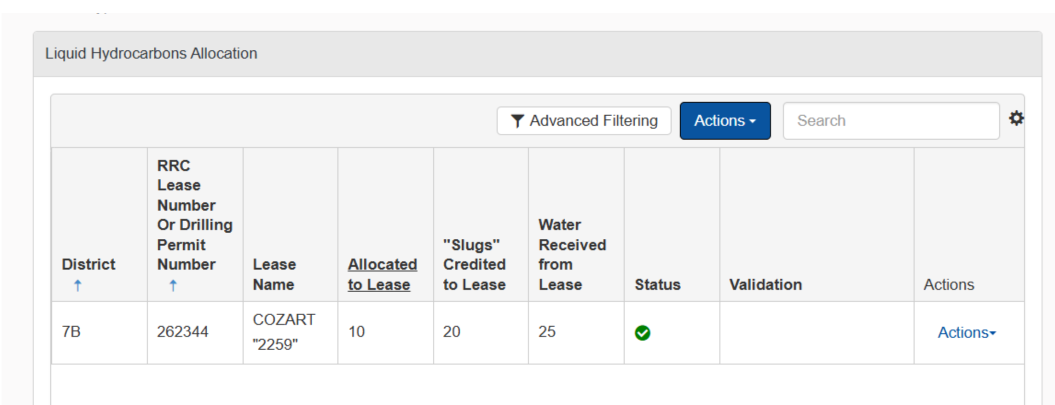
8. Allocated to Lease
    a. Volume of hydrocarbons in barrels allocated back to RRC leases.
    b. Enter a zero or positive integer value.
9. “Slugs” Credited to Lease or Gas Wells
    a. Volume of hydrocarbons in barrels allocated back to RRC leases.
    b. Enter a zero or positive integer value.
10. Water Received from Lease
    a. Volume of water in barrels taken from an RRC lease.
    b. Enter a zero or positive integer value.

The system has validations implemented during file upload to ensure that the file meets certain requirements before being processed. These validations could include checking the file format, size, type or ensuring that the file does not contain any missing or invalid data.

If the file is in Excel format and follows the expected structure, it will be uploaded successfully as shown below.

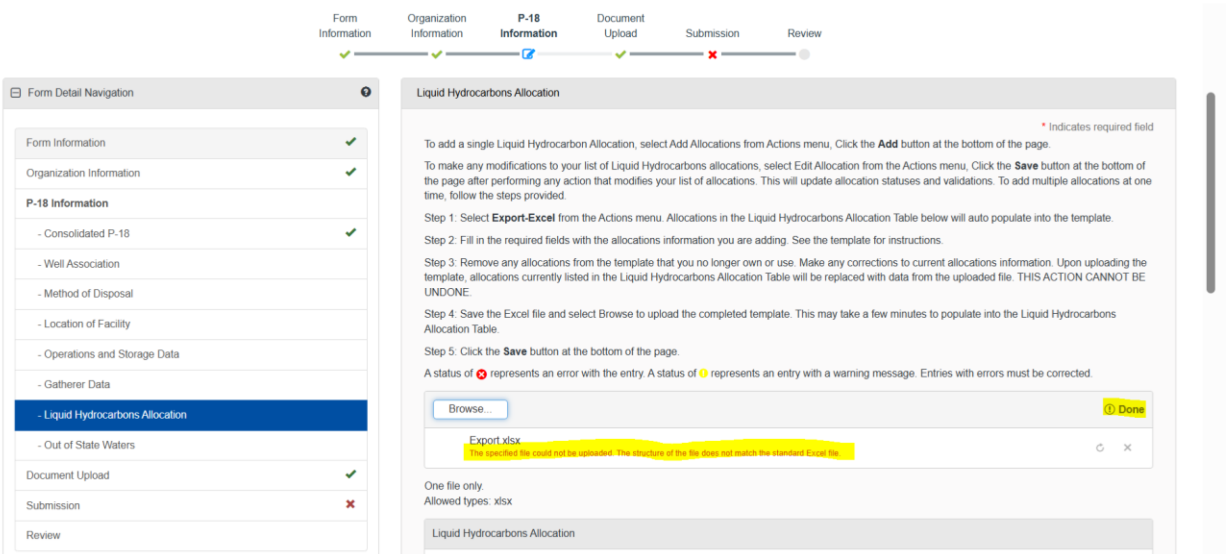



If the required data is populated correctly as defined, the data will be uploaded successfully, the status will be ✅, and no validation message will appear.



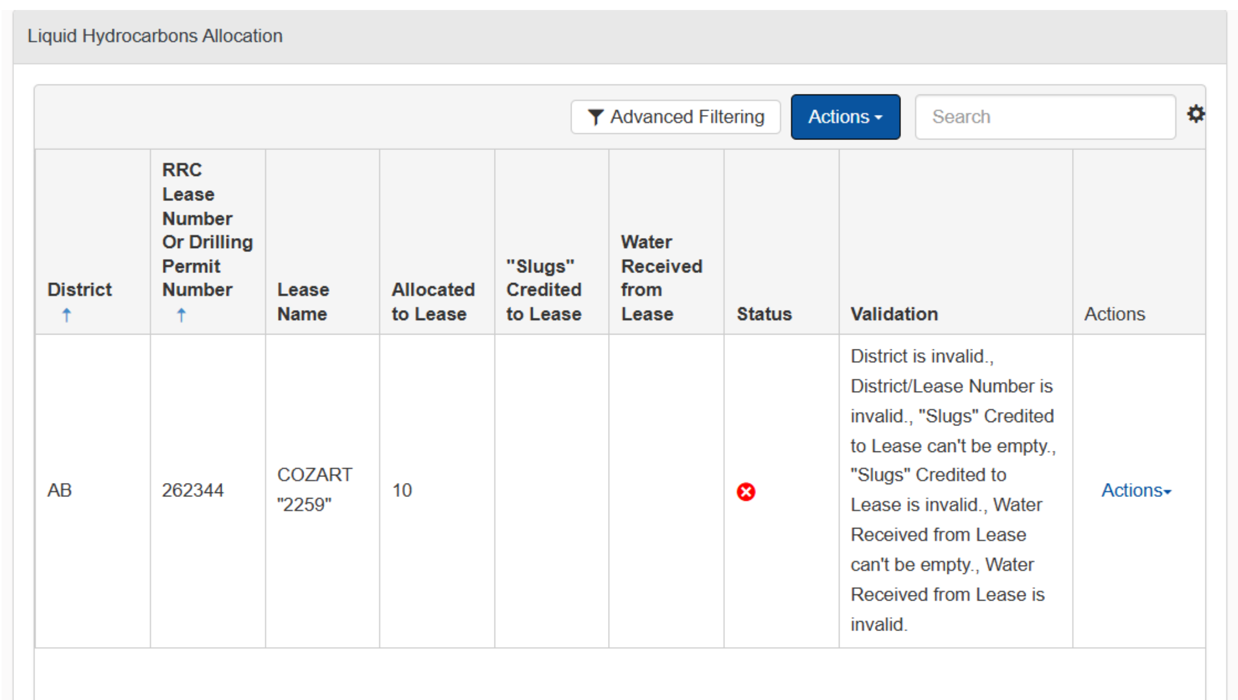

| District | RRC Lease Number Or Drilling Permit Number | Lease Name | Allocated to Lease | "Slugs" Credited to Lease | Water Received from Lease | Status | Validation | Actions |
|---|---|---|---|---|---|---|---|---|
| 7B | 262344 | COZART "2259" | 10 | 20 | 25 | ✅ | | Actions |

If the import file is not supported, it will not be uploaded, and an error message will be displayed upon upload.




If any row contains invalid data, the status will be , and the validation column will display an error message specific to the issue.

The user will be required to address any issues identified during the file upload validation before being able to submit the form. They cannot proceed with the submission until the problem is resolved.

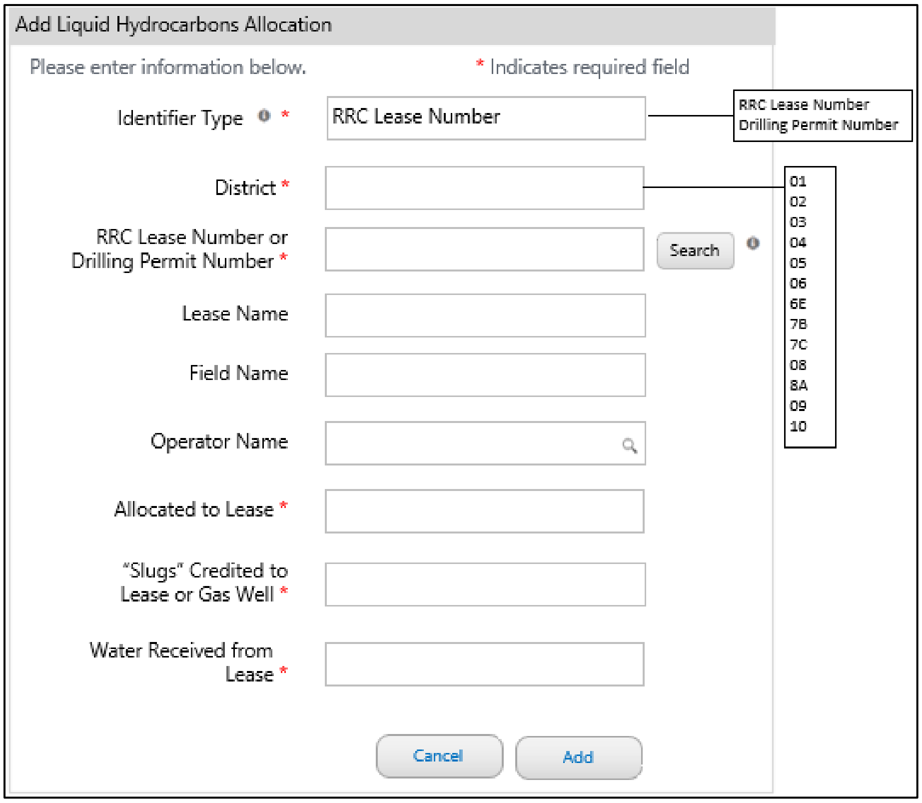

Liquid Hydrocarbons Allocation

Advanced Filtering | Actions | Search

| District | RRC Lease Number Or Drilling Permit Number | Lease Name | Allocated to Lease | "Slugs" Credited to Lease | Water Received from Lease | Status | Validation | Actions |
|---|---|---|---|---|---|---|---|---|
| AB | 262344 | COZART "2259" | 10 | | | ✖ | District is invalid., District/Lease Number is invalid., "Slugs" Credited to Lease can't be empty., "Slugs" Credited to Lease is invalid., Water Received from Lease can't be empty., Water Received from Lease is invalid. | Actions |

### 5.14.2 Add Allocation

The modal below will display if the user selects “Add Allocation” from the row-level “Actions” link:



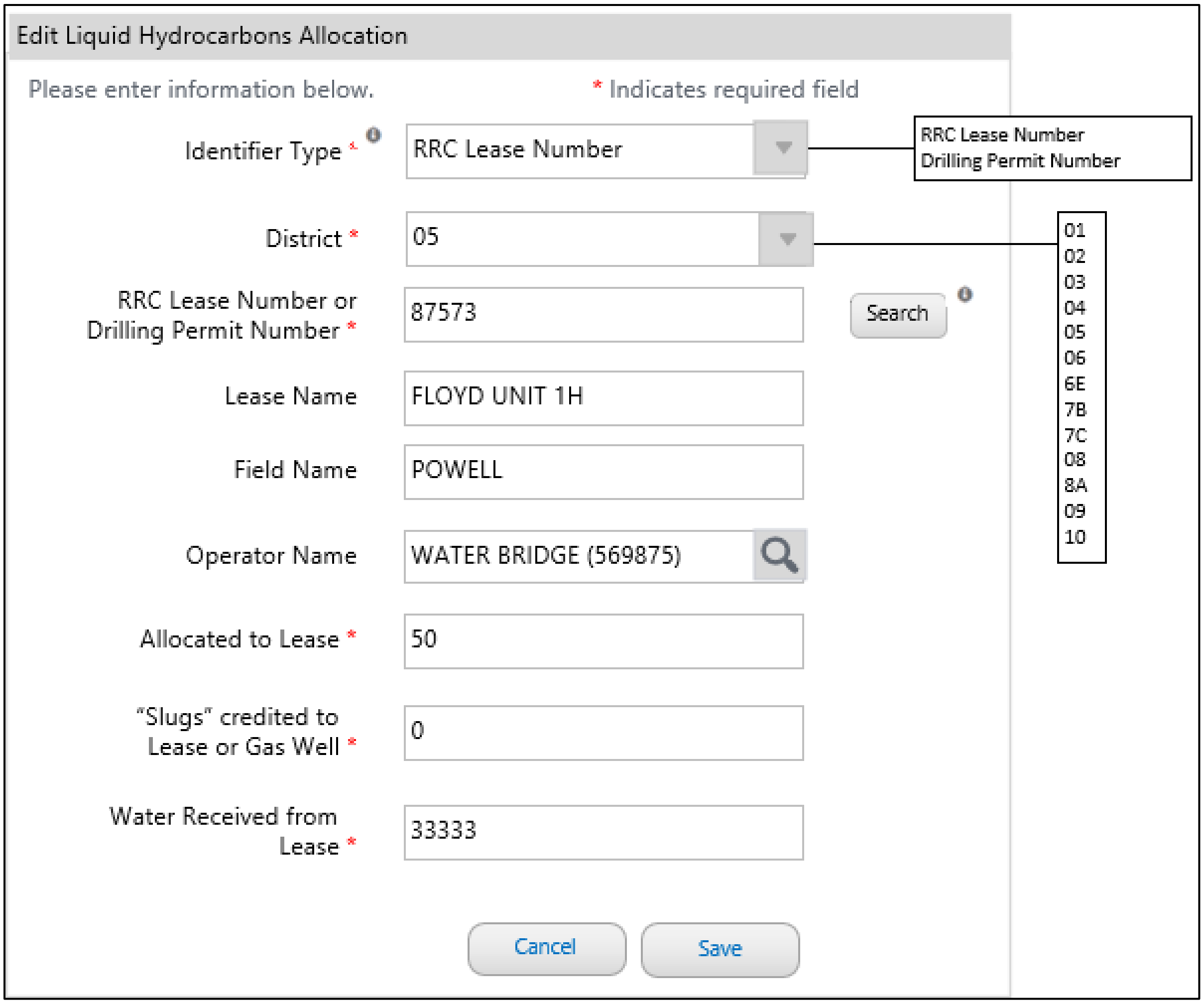

1. Identifier Type
    a. Values of RRC Lease Number or Drilling Permit Number can be selected. Drilling Permit Number should only be selected when there has not been a Lease Number assigned.
    b. If RRC Lease Number is selected, a Search button will appear. The user can enter the District and Lease and click Search. The Lease Name, Field Name, and Operator Name will auto-populate based on the search criteria. The user can edit the information, if necessary.
2. District
    a. Enter the RRC District number the allocation is in.
3. RRC Lease Number or Drilling Permit Number
    a. Based on the value selected for Identifier Type, enter the appropriate Lease Number or Drilling Permit Number.
4. Lease Name
    a. Free text field to enter the Lease Name.
    b. The Lease Name will auto-populate if the user’s search on District and RRC Lease Number return a match. The user can still edit the Lease Name, if necessary.
5. Field Name
    a. Free text field to enter the Field Name.

   b. The Field Name will auto-populate if the user’s search on District and RRC Lease Number return a match. The user can still edit the Field Name, if necessary.

6. Organization Name
   a. Enter the organization’s name. The operator will be search based on the name or number that is entered in the field, and a list of matching operators will be displayed in a drop down to select from.
   b. The Operator Name will auto-populate if the user’s search on District and RRC Lease Number return a match. The user can still edit the Operator Name, if necessary.
7. Allocated to Lease
   a. Volume of hydrocarbons in barrels allocated back to RRC leases.
8. “Slugs” Credited to Lease or Gas Wells
   a. Volume of hydrocarbons in barrels allocated back to RRC leases.
9. Water Received from Lease
   a. Volume of water in barrels taken from an RRC lease.

### 5.14.3 Edit Allocation

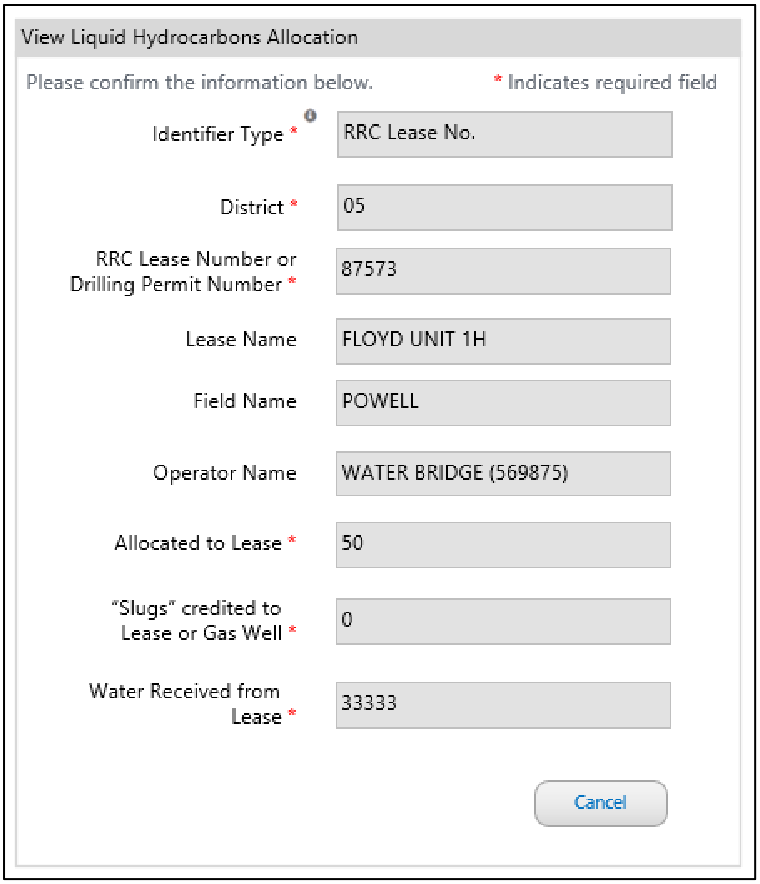
The modal below will display if the user selects “Edit Allocation” from the row-level “Actions” link:




If this is the first time to enter allocation amounts for a Monthly or Final filing, the Allocated to Lease, “Slugs” Credited to Lease, or Water Received from Lease amount will be blanked out.

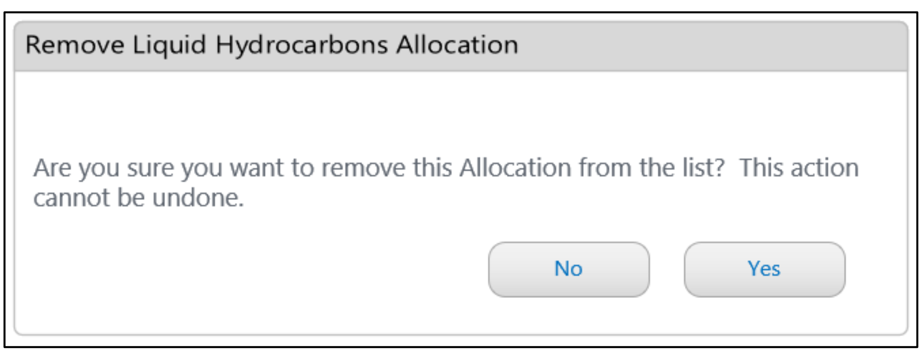
### 5.14.4 View Allocation

The modal below will display if the user selects “View Allocation” from the row-level “Actions” link:




### 5.14.5 Remove Allocation

The modal below will display if the user selects “Remove Allocation” from the row-level “Actions” link:




Selecting Yes, the Liquid Hydrocarbons Allocation will be removed from the grid. If removed by accident, the user will need to add the allocation information again to the grid.

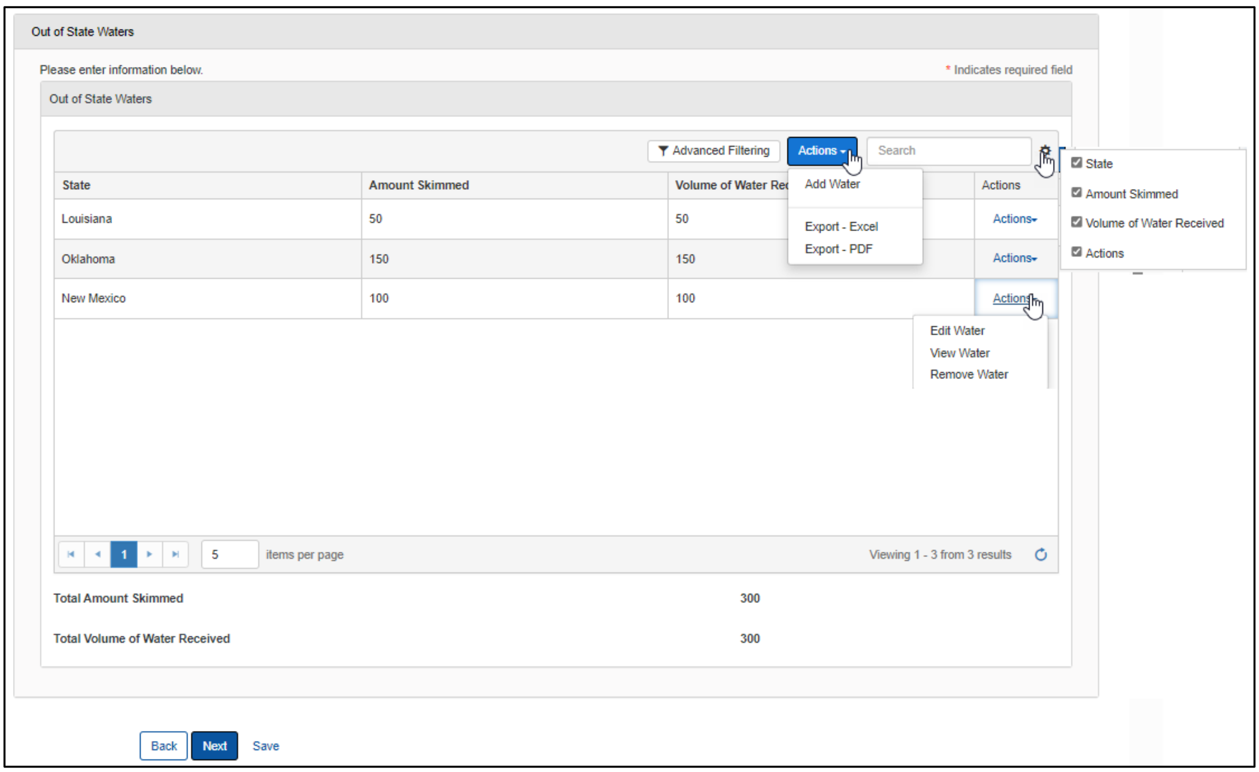
## 5.15 Out of State Waters

This step allows the user to report water collected from a state other than Texas. You will not need to enter the same states on the next Monthly or Final filing. The states will be displayed with the amounts blanked out. The user will edit the state to update the amount.

A user can add, edit, remove, or view a state. To add a state, select Add Water from the Actions button next to the Advanced Filtering button. To edit, view, or delete a state, click on the Actions link in the row of the state to perform the appropriate action.

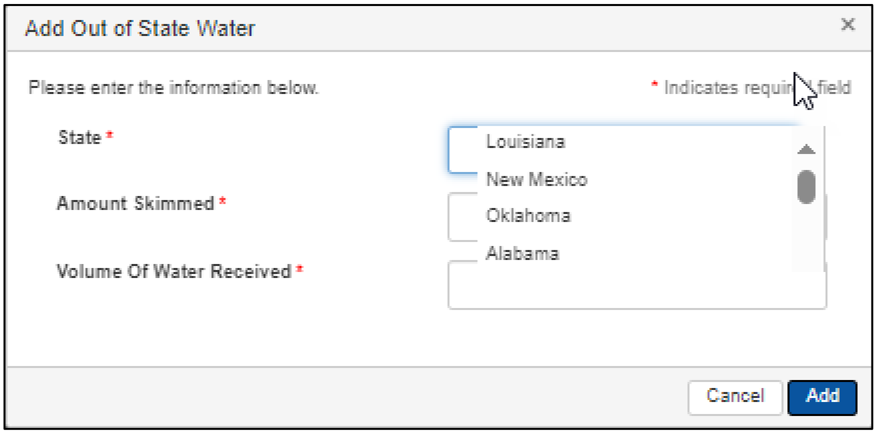
To update the Amount Skimmed and Volume of Water Received, select Edit next to the state to update. This will bring up a modal to edit the amounts.

An example of the screen is below:



### 5.15.1 Add Out of State Waters

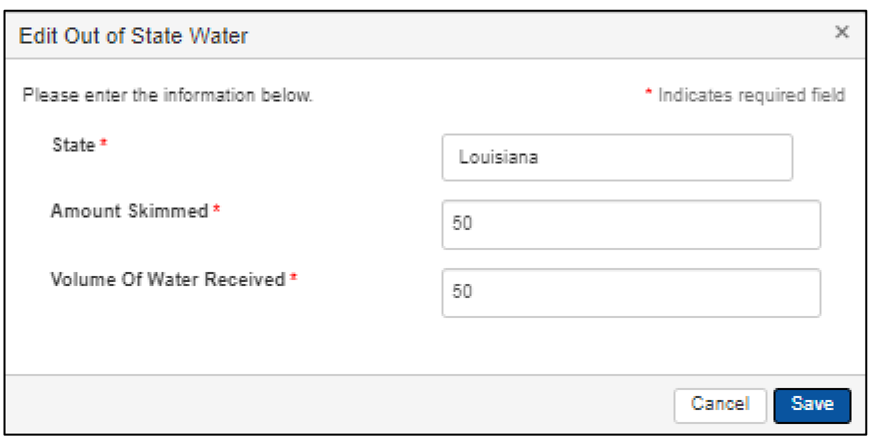
The modal below will display if the user selects “Add Water” from the row-level “Actions” link:




1. State
    a. A drop down of states will display when the user clicks in the text box for state. The four most common states will display first. These states are Louisiana, New Mexico, and Oklahoma. The rest of the states will follow.
2. Amount Skimmed
    a. Volume of hydrocarbons in barrels collected from processed water.
3. Volume of Water Received
    a. Volume of water taken in barrels from Source Operator

### 5.15.2 Edit Out of State Water

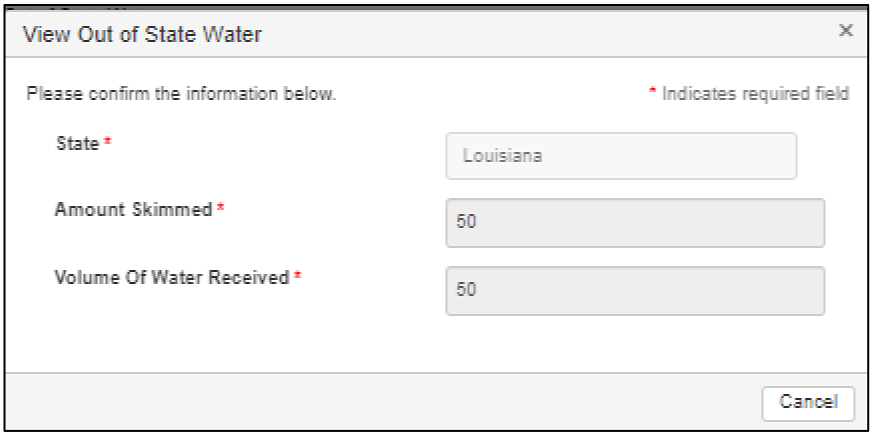
The modal below will display if the user selects “Edit Water” from the row-level “Actions” link:




If this is the first time to enter out of state waters for a Monthly or Final filing, the Amount skimmed, and Volume of Water Received will be blanked out.

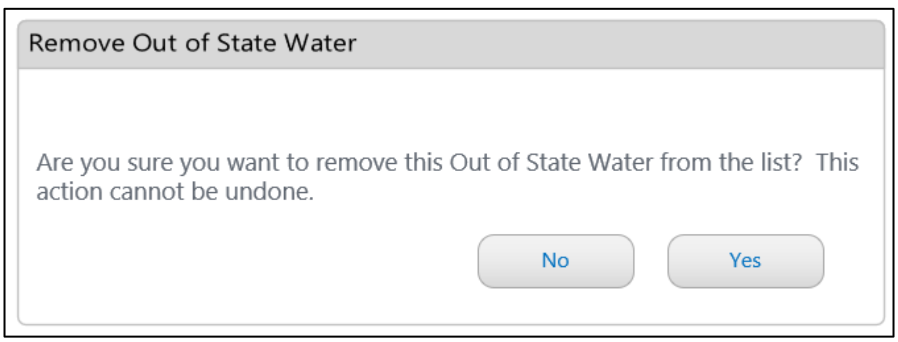
### 5.15.3 View Out of State Water

The modal below will display if the user selects "View Water" from the row-level "Actions" link:




### 5.15.4 Remove Out of State Water

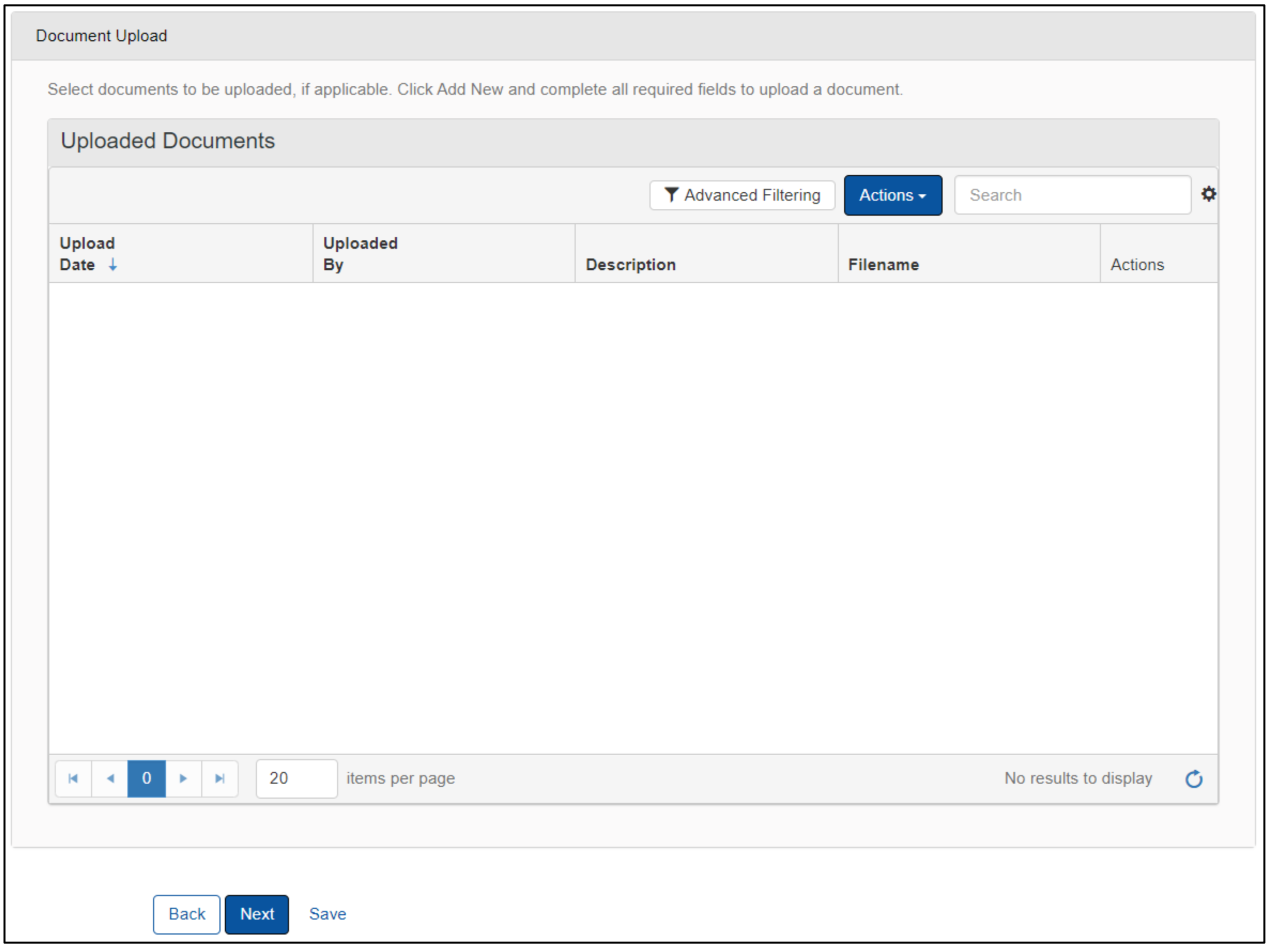
The modal below will display if the user selects "Remove Water" from the row-level "Actions" link:




Selecting Yes, the state will be removed from the grid. If removed by accident, the user will need to add the state again to the grid.

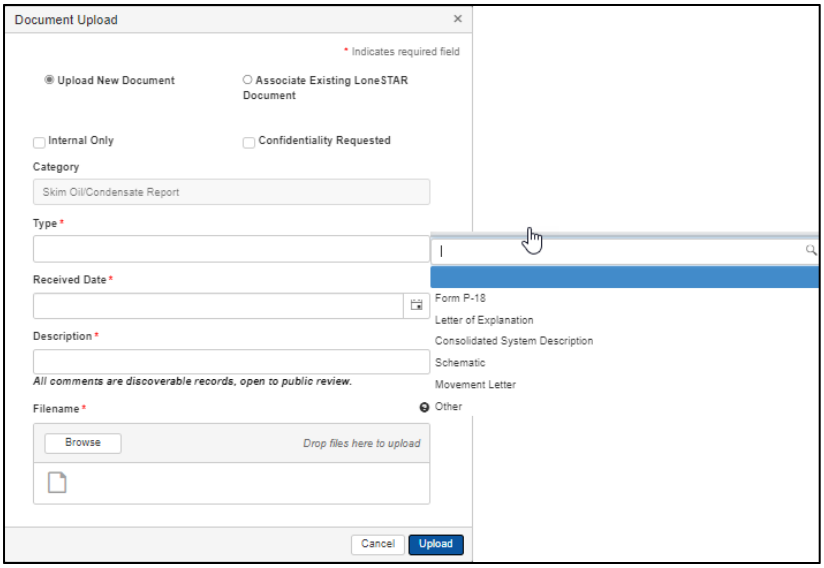
## 5.16 Document Upload Step

This step allows the user to upload any Documents that are required or necessary to associate to the P-18 Skim Oil/Condensate submission. The Document Upload grid displays all documents that have been uploaded as part of the P-18 Skim Oil/Condensate Report and allows a user to upload new document.

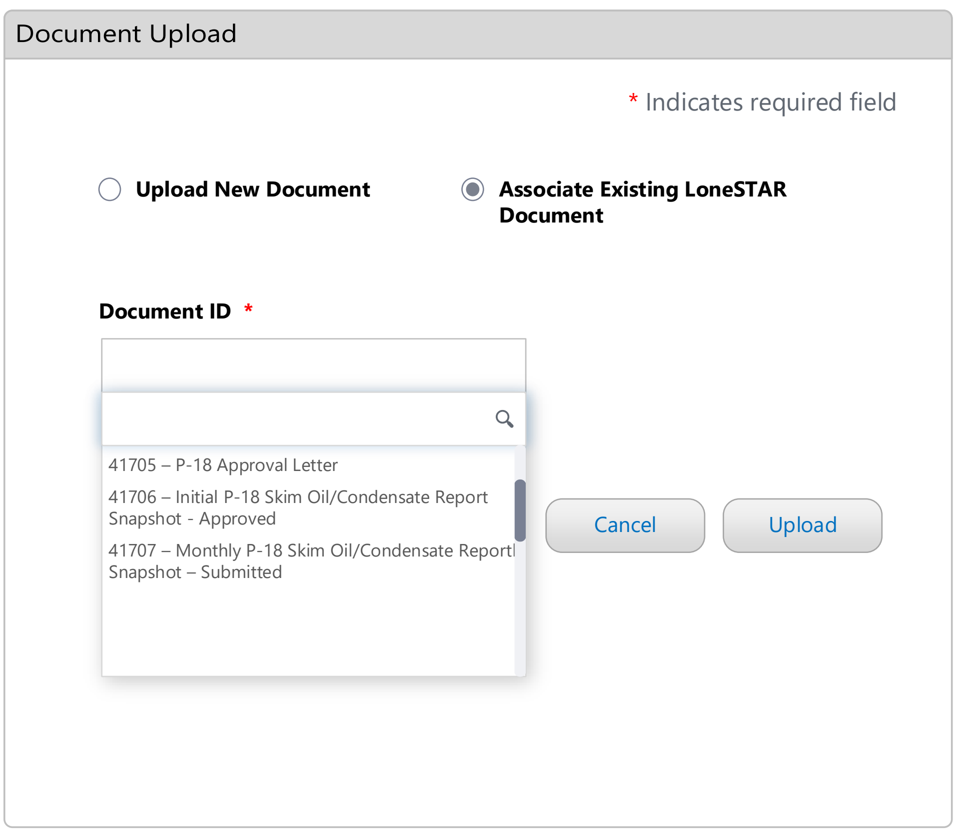



To upload a document, the user will select Add Document from the Action button. The document category will be pre-populated with “Skim Oil/Condensate Report”. The document type dropdown is used to further clarify the type of document being uploaded. The values are “Form P-18”; “Letter of Explanation”; “Consolidated System Description”; “Schematic”; “Movement Letter” and “Other”. The Received Date is the date the document was uploaded. The Description should be a short description that properly describes the document. Clicking Browse will open File Explorer for the correct document to be selected for upload.

Below is the modal which will display to add a document. The default radio button of Upload New Document is selected and will display the following columns.




These fields will display when Associate Existing LoneSTAR Document radio button is selected.

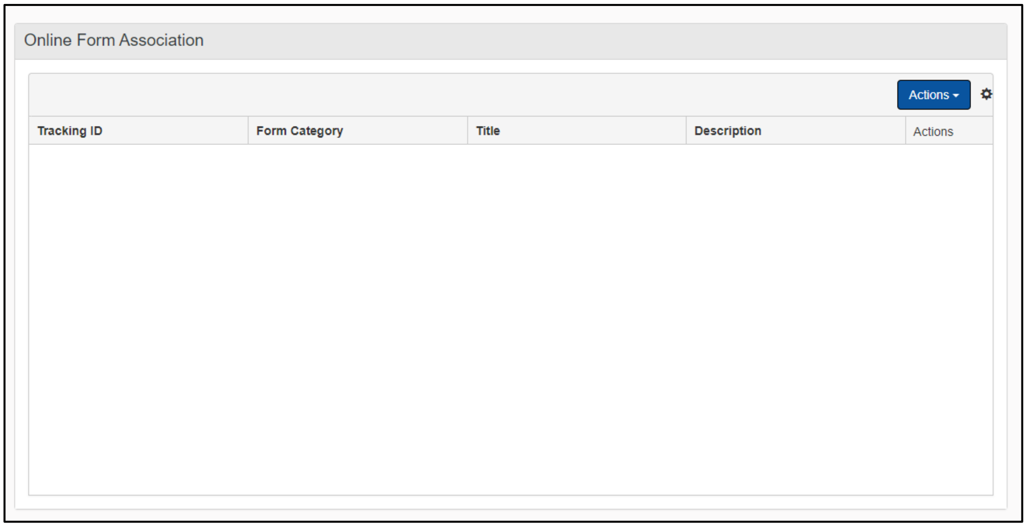


## 5.17 Submission Step

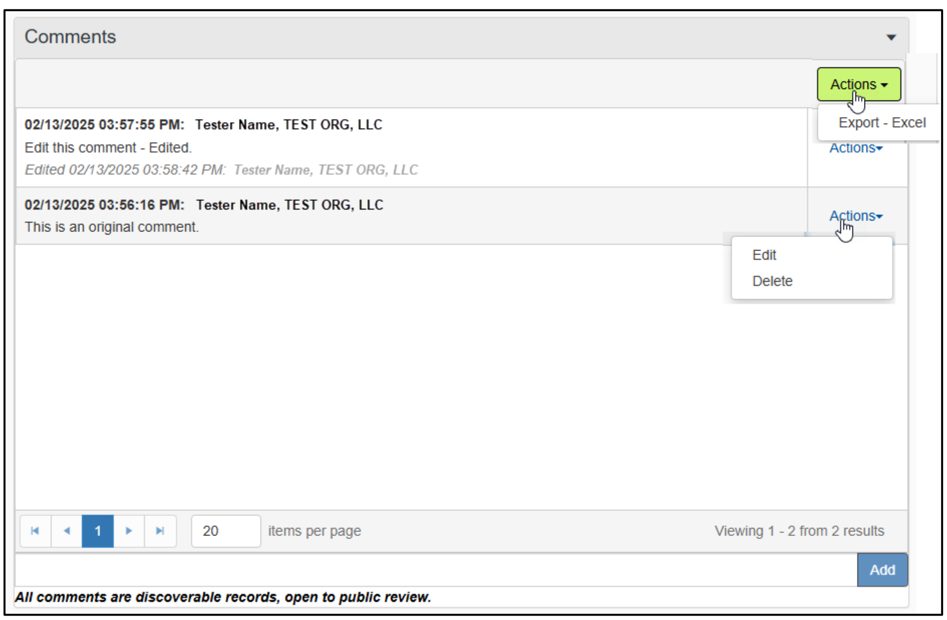
The Submission step is the final step to submitting the form. A set of validations will occur before the form can be submitted.

### 5.17.1 Instructions

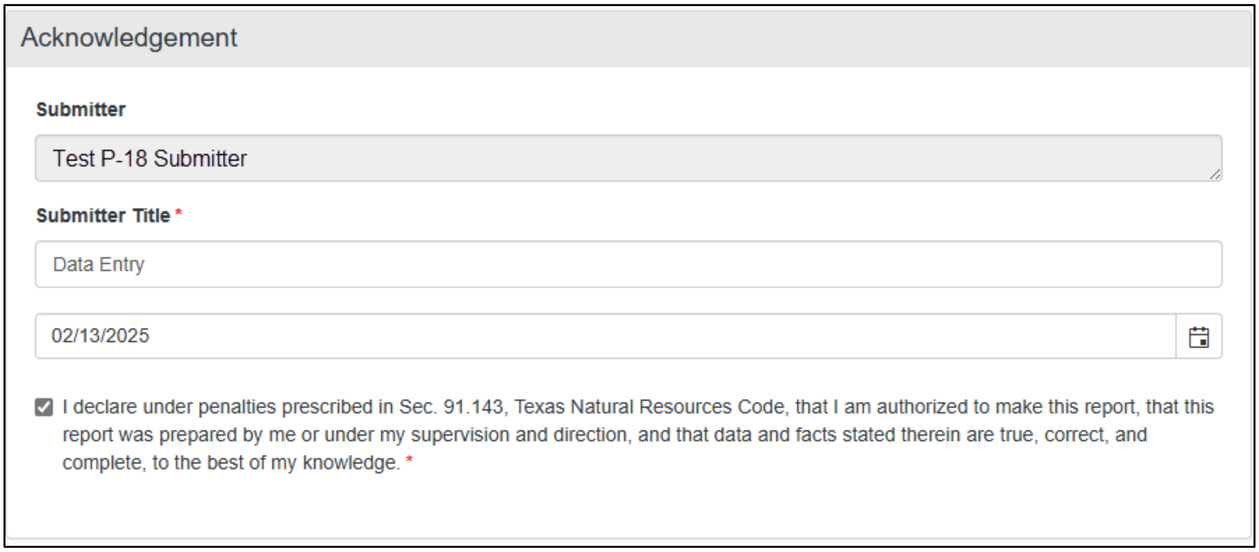
1. Online Form Association to associate a previously submitted form to the current form will not be used at this time. This can be ignored.




2. To add a comment to the Form:
    a. Enter the comment in the textbox.
    b. Select Add to add the comment to the Comments grid.
    c. The user can Edit a comment by selecting Edit from the Row-Level Actions, menu.
    d. The user can Delete a comment by selecting Delete from the Row-Level Actions menu.



3. Acknowledgement:
   a. The Submitter will auto-populate with the current user's First Name and Last Name when the acknowledgement checkbox is selected.
   b. The user should type in the Title in the Submitter Title field.
   c. The system will auto-populate with the current date for the Submission Date.
   d. Select Submit at the bottom of the page to submit the Form for review.



Acknowledgement

**Submitter**

Test P-18 Submitter

**Submitter Title** *

Data Entry

02/13/2025

☑ I declare under 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 data and facts stated therein are true, correct, and complete, to the best of my knowledge. *

### 5.17.2 Validations and Warnings

- The Form must be electronically signed and acknowledged before it can be submitted. This is a critical message.
- If Operations Data for Reporting Period Line 1 does not equal the number of entries (count) on Liquid Hydrocarbons Allocation step, the message of "The amount entered in Operations Data for Reporting Period Line 1 does not equal the number of entries (oil leases and/or gas wells) for Liquid Hydrocarbons Allocation." will display. This is a warning message.
- If Operations Data for Reporting Period Line 2 does not equal the "Total" from "Water Received from Lease" on the Liquid Hydrocarbons Allocation step, the message "The amount of water received entered in Operations Data for Reporting Period Line 2 does not equal the "Total" from "Water Received from Lease" for Liquid Hydrocarbons Allocation." will display. This is a warning message.
- If Operations Data for Reporting Period Line 4 does not equal Line 2 + Line 3, the message "Operations Data for Reporting Period Line 4 does not equal Line 2 + Line 3." will display. This is a critical message.
- If Operations Data for Reporting Period Line 4 + 5 (Volume of Water Received) does not equal the Total "Water Injected" on the Consolidated P-18 step, the message "Operations Data for Reporting Period Line 4 + 5 (Volume of Water Received) does not equal the "Total" from "Water Injected" for "Consolidated P-18." will display. This is a warning message.
- If Operations Data for Reporting Period "Amount Skimmed" does not equal the "Total" for "Amount Skimmed" on the Out of State Waters step, the message "Operations Data for Reporting

Period "Amount Skimmed" does not equal the "Total" for "Amount Skimmed" for Out of State Waters." will display. This is a critical message.

- If Operations Data for Reporting Period "Volume of Water Received" does not equal the "Total" for "Volume of Water Received" on the Out of State Waters step, the message "Operations Data for Reporting Period "Volume of Water Received" does not equal the "Total" for "Volume of Water Received" for Out of State Waters." will display. This is a critical message.
- If Operations Data for Reporting Period Line 7b does not equal Line 2 X 0.0005 (rounded to nearest whole number, the message "Operations Data for Reporting Period Line 7b (tolerance) does not equal Line 2 X 0.0005 (rounded to nearest whole number)." will display. This is a critical message.
- If Operations Data for Reporting Period Line 8 does not equal Line 6 - Line 7b, the message "Operations Data for Reporting Period Line 8 (excess skim liquid hydrocarbons) does not equal Line 6 - Line 7b. If Line 6 - Line 7b results in Line 8 being negative, enter zero for Line 8." will display. This is a warning message.
- If Operations Data for Reporting Period Line 9 does not equal the "Total" from "'Slugs' Credited to Lease" on the Liquid Hydrocarbons Allocation step, the message "The amount in Operations Data for Reporting Period Line 9 (slugs) does not equal the "Total" from "'Slugs' Credited to Lease" for Liquid Hydrocarbons Allocation." will display. This is a warning message.
- If Operations Data for Reporting Period Line 10 does not equal Line 8 - Line 9, the message "Operations Data for Reporting Period Line 10 does not equal Line 8 - Line 9." will display. This is a critical message.
- If Storage and Run Data Line 2 does not equal Operations Data for Reporting Period Line 5 (Amount Skimmed) + Line 6, the message "Storage and Run Data Line 2 does not equal Operations Data for Reporting Period Line 5 (Amount Skimmed) + Line 6." will display. This is a warning message.
- If Storage and Run Data Line 3 + Line 5 does not equal the "Total" from "Amount" on the Gathers step, the message "Storage and Run Data Line 3 + Line 5 does not equal the "Total" from "Amount" for Gatherers." will display. This is a critical message.
- If Storage and Run Data Line 6 does not equal Line 1 + Line 2 - Line 3 - Line 4 - Line 5, the message "Storage and Run Data Line 6 does not equal Line 1 + Line 2 - Line 3 - Line 4 - Line 5." will display. This is a critical message.
- If Storage and Run Data Line 1 does not equal Storage and Run Data Line 6 from the previous month's filing, the message "Beginning balance of Liquid Hydrocarbons in storage does not equal the previous filing's ending balance." This is a warning message.

# Appendix A: Alerts

| Alert Title | Explanation |
| --- | --- |
| FORM WITHDRAWN | Received by the assigned user when a form associated with an assigned task has been withdrawn by an operator. |
| FORM WITHDRAWN BY OTHER | Received by the assigned user when a form associated with an assigned task has been withdrawn by an external user. |
| FORM RETURNED | Received by the assigned user when the review status of the filing is returned. |
| FORM APPROVED | Received by the assigned user when the review status of the filing is approved. |