

Instructions to Form W-3A, Notice of Intention to Plug

A. What to file. An original and three copies of the completed Form W-3A. The operator must also file with this form a current letter from the Texas Natural Resource Conservation Commission (Surface Casing MC-151), P.O. Box 13087, Austin, Texas 78711, stating the depth to which usable-quality water strata occur in the area of the well.

B. Where to file. The appropriate Commission District Office for the county in which the well is located. Operators must file this form at least FIVE days before they intend to begin plugging operations. The District Director may approve, modify, or reject the operator's plugging proposal as outlined on this form. IMPORTANT: If Form W-3A is approved, the operator must give at least a FOUR-HOUR notice to the District Director before proceeding to plug the well as outlined.

C. Notice requirement. Before plugging any well, the operator must give notice to the surface owner of the well-site tract, or to the resident if the owner is absent, and to the operators of all offset producing leases.

D. Expiration. When approved, the plugging proposal described on Form W-3A will be valid for six months. The expiration date appears on the front of this form.

E. Plugging record. Within 30 days after plugging operations are completed, the operator must file in the appropriate District Office a completed and verified Plugging Record, Form W-3. The cementer of the well must complete and sign the cementing report on Form W-3 or file a separate Form W-15 and attach this report to the plugging record.

F. Plugging requirements. Operators must comply with the general plugging requirements in section (d) and the specific technical requirements in section (e) through (k) of Statewide Rule 14. **Consult Statewide Rule 14; proper plugging is the operator's responsibility.**