

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

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**NOTICE TO OPERATORS**

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**GROUNDWATER PROTECTION DETERMINATION REQUEST FORM CAN NOW BE  
FILED ONLINE**

The Railroad Commission of Texas (Commission) has completed the design and development of the online filing application for the *Groundwater Protection Determination Request Form* (Form GW-1). This system will enable oil and gas operators to submit requests to the Commission more conveniently and quickly, and will enable Commission staff to review those requests in a more prompt and efficient manner. The system will also audit each submission to minimize errors.

A fee is required for expedited requests. Currently, Form GW-1 expedite fees can be filed through a stand-alone payment portal on the Commission's website. With the release of the new application, fee payment has been incorporated into the filing application and provides for fee payments through the official website for the State of Texas at <http://www.texas.gov>.

To file the Form GW-1 online, visit the Commission website at <https://webapps.rrc.state.tx.us/security/login.do>. To complete and submit the Form GW-1 online, a username and password is required. If your organization currently submits filings or applications (such as production reports or drilling permit applications) through the RRC Online System, then your organization already has designated an RRC Online System Security Administrator, who can provide users the ability to file the Form GW-1 through the new online application.

If your organization does not currently have an RRC Online System Security Administrator, then your organization must first designate a person to be in charge of that function within your organization. For additional information on the RRC Online System security requirements, visit the Commission's website at <http://www.rrc.texas.gov/about-us/resource-center/forms/online-filing-at-rrc/>.

Currently, the online application will only accept the Form GW-1 from oil and gas operators who have registered with the Railroad Commission of Texas by filing an annual *Organization Report* (Form P-5). The ability for others to file the Form GW-1 online is expected to be implemented in June 2015. If you are not a registered P-5 operator, you will be required to continue submitting the Form GW-1 using the fillable PDF format version until the enhancement is rolled out. For these submissions, any payments may continue to be submitted by contacting the Commission's Public Sales section at 512-463-6882, or by downloading and submitting to the Commission the credit card form, available on the Commission website at <http://www.rrc.texas.gov/about-us/resource-center/research/data-sets-available-for-purchase/credit-cards>.

All hardcopy Form GW-1s and related fees payments must now be sent to the Commission's Austin office, ATTN: Oil & Gas Division, Groundwater Advisory Unit, P.O. Box 12967, Austin, Texas 78711-2967. The hardcopy forms will be processed into the online filing application for review by the Commission.

For additional information on the Form GW-1, visit the Commission's website at <http://www.rrc.texas.gov/oil-gas/applications-and-permits/groundwater-advisory-unit/>. For questions, contact the Groundwater Advisory Unit at [GAU@rrc.texas.gov](mailto:GAU@rrc.texas.gov) or 512-463-2741.

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

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