

RAILROAD COMMISSION OF TEXAS
Oil and Gas Division

NOTICE TO CONSULTANTS AND OPERATORS

**Change in Expedite Process
For W-1 Drilling Permit Applications**

Effective March 1, 2004 the Railroad Commission's deadline for receipt of expedited Form W-1 Drilling Permit Applications requesting same-day processing will change from 3:00 PM to 12:00 PM noon. The processing goal for Form W-1 applications that include the \$150 expedite fee will be the same day they are received if the filing arrives at the Commission's Austin Office, Drilling Permit Section before noon. Although Commission Staff will continue to process all expedited Form W-1 applications as quickly as possible, those arriving at the Commission after 12:00 PM may not be processed the same day they are received. Commission staff will strive for a turn-around goal of eight working hours for expedited applications received after the noon cut-off.

This change is being made in preparation for implementation of a new automated Drilling Permit System scheduled for release in late Spring 2004. Through this system, all drilling permit applications filed in paper format will be image scanned and processed electronically. The current Electronic Compliance and Approval Process (ECAP) will be expanded to allow the option for expedited processing of electronically filed drilling permit applications. Mail-in, walk-through, and ECAP submissions of the W-1 filed with an expedite fee will be given the same priority service. Consultants will be provided easier access to ECAP and will be encouraged to use the automated system for expedited applications.

Electronic drilling permit applications that are not expedited will be processed in the order they are received after expedited filings have been worked. The processing turn-around goal for non-expedited electronic filings will be 3 working days. Drilling permit applications filed in paper without an expedite fee will continue to have a processing turn-around goal of 4 working days. These applications will also be processed in the order they are received after expedited filings have been worked.

All drilling permit information filed after the new drilling permit system is deployed will be available for public viewing through the ECAP Query System on the Commission's website at www.rrc.state.tx.us. This will include images of permits applications, drilling permits, plats and attachments. If you have any questions regarding these changes you may contact Steve Gault, Manager of Engineering Unit, by phone at (512)-463-9102 or email ecap-info@rrc.state.tx.us.

Austin, Texas

February, 2004

PLEASE FORWARD TO THE APPROPRIATE SECTION OF YOUR COMPANY
