



Water Well Inventory Template Instructions

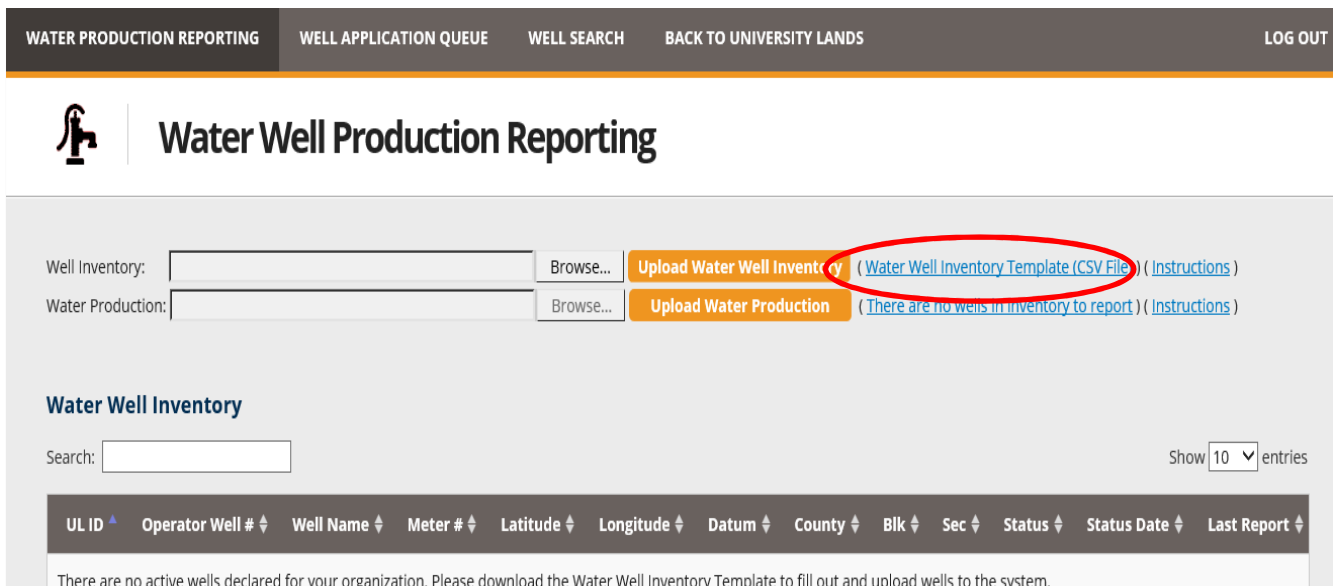
Contents

Template Description	2
File Format.....	2
Header Line.....	2
Data Definitions.....	3
Uploading Water Well Inventory File	4
File Validation.....	4
Processed Well Inventory Records.....	5
Adding to Well Inventory	6

Template Description

The Water Well Inventory Template is used by oil and gas operators to upload water wells that they use for oil and gas operations. This includes wells that produce water for drilling and completion operations. University Lands is relying on operators to build an inventory of wells into the system to manage volume reporting each month.

To use the template, download it from the “Water Well Inventory Template (CSV)” link shown below.



File Format

The Water Well Inventory Template is a simple **Comma Separated Value (CSV)** text file. Like the name suggests, it is a plain text file with a .csv extension that is made up of lines with comma separated values. If your organization uses Microsoft Excel or another type of spreadsheet application, a CSV file will open in that application and allow you to modify the values. Please be aware that you must save the file as CSV file before uploading it the Water Well Reporting System. Files that are not in CSV format and named with a .csv extension will be rejected by the system.

Header Line

The header line; or the first line of the file, names the “columns” in the file and is as follows:

```
Record Type,Operator Record ID,Operator Unique Well/Record Name,TDLR Number,Meter
Number,Meter Unit of Measure,County,Block,Section,Latitude,Longitude,Datum,Effective Date
```

This header line must be included in the file as the first line in your file and cannot be modified nor reordered. Modification to the header line may result in file being rejected by the system.



Data Definitions

Below are the data definitions for each field:

Field Name	Data Type	Length	Required	Description
Record Type	Alpha	MAX 5	No	This is for future water source types. The system will currently default to "WW" for water well. Use "WMI" for import metered water
Operator Record ID	Alphanumeric	MAX 50	Yes	This field should be the unique identification your organization uses for the well. This is to help your organization identify the well in your own systems. Name and ID can be identical
Operator Unique Well/Record Name	Alphanumeric	MAX 50	Yes	This field should be the unique name your organization uses for the well. This is to help your organization identify the well in your own systems. Name and ID can be identical
TDLR Number	Alphanumeric	MAX 8	No	Your well may have a number issued by the Texas Department of Licensing and Registration. If you can supply this number, it will help us associate the well to other records we maintain.
Meter Number	Alphanumeric	MAX 50	Yes	The meter number is used to track the meter that has been installed as required by university lands. If the well does not have a pump installed, please input "NO PUMP".
Meter Unit of Measure	Alpha	7	Yes	System expect "Barrels" or "Gallons". Anything else will be recorded as "Unknown"
County	Alpha	MAX 50	Yes	The name of the county the well resides in
Block	Alphanumeric	MAX 3	Yes	The block number the well resides in
Section	Alphanumeric	MAX 3	Yes/No	The section of the well is required if it is applicable to the county and block.
Latitude	Decimal	Scale 12 Precision 8	Yes	The latitude of the well
Longitude	Decimal	Scale 12 Precision 8	Yes	The longitude of the well
Datum	Alphanumeric	5	Yes	Not all Lat/Ion values are created equally. Because maps are two dimensional projections on a ellipsoid shape, it is important to know the datum of the lat/Ion so we can find it on a map. The values NAD27, NAD83, WGS84 accepted.
Effective Date	Date	MM/dd/yy yy	Yes	This is the date that water production began and will be used to determine when reporting should start.



Uploading Water Well Inventory File

To upload the Water Well Inventory Template you have filled out and saved, click the “Browse” button of the Well Inventory file upload, select your file and click the “Upload Water Well Inventory” button.

WATER PRODUCTION REPORTING
WELL APPLICATION QUEUE
WELL SEARCH
BACK TO UNIVERSITY LANDS
LOG OUT

Water Well Production Reporting

Well Inventory:

Water Production:

Browse...

Browse...

Upload Water Well Inventory ([Water Well Inventory Template \(CSV File\)](#)) ([Instructions](#))

Upload Water Production ([There are no wells in inventory to report](#)) ([Instructions](#))

Water Well Inventory

Search:

Show entries

File Validation

The system will validate the file you upload for type, format, field values. If the file is in the incorrect format, you will be shown a message to that effect.

Well Inventory:

Water Production:

Browse...

Browse...

Upload Water Well Inventory

Upload Water Production

Upload Result

The file you uploaded is not in the correct format.

If the file is in the correct format, the system will attempt to process the data you have entered into the template. If there is a problem with one of the records, the system will show you the problem on the screen and give you the option to download the records with error to correct and resubmit. The records that can be processed will be processed.

Well Inventory:

Water Production:

Browse...

Browse...

Upload Water Well Inventory

Upload Water Production

Upload Result

Problem in line 2: LONGITUDE NOT VALID

File: UL_Water_Well_Inventory_lineIssue.csv - Records processed: 2 of 3

Download Exception File



Processed Well Inventory Records

Wells that have been successfully processed in the upload will appear in the Water Well Inventory section on the screen.

UL ID	Operator Rec #	Record Name	Meter #	Latitude	Longitude	Datum	County	Blk	Sec	Last Report
WW01187	1234343	Univ-1-2-3	MT-23423	32.65465846	-101.51651600	NAD83	Crane	31	30	None
WW01188	1234344	Univ-1-2-4	MT-23424	32.65465844	-101.51654400	NAD83	Crane	31	30	2017-10

From the Water Well Inventory table you can search for text, select the number of records to show per page and sort by each column. Below is a definition of the Water Well Inventory table columns:

Column Name	Description
UL ID	This is the well identification University Lands give the well for the purpose of invoicing water volume
Operator Rec #	This is the "Operator Record ID" supplied in the Water Well Inventory Template
Record Name	This is the "Operator Unique Well/Record Name" supplied in the Water Well Inventory Template or the well name given during the construction application.
Meter #	The meter number reported to University Lands through the Water Well Inventory Template or Production Report Template
Latitude	The latitude reported to University Lands through the Water Well Inventory Template, Production Report Template or the well application process
Longitude	The longitude reported to University Lands through the Water Well Inventory Template, Production Report Template or the well application process
Datum	The datum reported to University Lands through the Water Well Inventory Template or Production Report Template
County	The county reported to University Lands through the Water Well Inventory Template, Production Report Template or the well application process
Blk	The block number reported to University Lands through the Water Well Inventory Template, Production Report Template or the well application process
Sec	The section number reported to University Lands through the Water Well Inventory Template, Production Report Template or the well application process
Status	The current status of the well
Status Date	The date the current status started
Last Report	The Year and Month of the greatest production month reported

Adding to Well Inventory

At any time, operators may use the Water Well Inventory Template to add wells to their well inventory. The system will reject wells that already exist. It is strongly recommended that new wells be added to the system through the Water Well Application process described in the Groundwater Management Plan found at http://www.utlands.utsystem.edu/forms/pdfs/Groundwater_Management_Plan.pdf. This function is available to you from the “Well Application Queue” link at the top of the page.