

# Incident Information Checklist for What to Report to the Railroad Commission

This checklist provides a useful tool for gathering information to document for yourself and for use in incident reports or complaints you will file with the Railroad Commission (RRC). You do not need all of this information to make a report, but you should at least be able to provide a description of your concerns and enough information for the RRC to locate the problem. If it is safe, a photo may also be helpful for the investigator.

## Section 1: Incident Details

1. **Date of Incident, or first time you noticed it:**

2. **Time of Day (approximate):**

3. **Location of Incident:**

- Take a picture of the problem when you notice it. You can download one of several apps that will add a timestamp and location to your picture.
- Street address or nearest crossroad:
- City/County:
- GPS Coordinates, if available:
- A description of how to access the site, if an address is insufficient:
  
- Is this on or near your property?
  - Yes
  - No
  - Not Sure

4. **Operator / Lease Information, if available (see *How to locate an API number or lease number on page 12 for assistance*):**

- Operator:
- API number:
- Lease number:
- Well number:

**5. Type of Site or Activity Involved:**

- Oil Well
- Gas Well
- Injection Well
- Orphaned Well
- Inactive Well
- Pipeline
- Produced Water Storage Tank
- Condensate Storage Tank
- Compressor Station
- Flaring
- Waste Pit
- Electrical line
- Truck hauling waste or fluid
- Other: \_\_\_\_\_

**6. What did you observe? (Mark all that apply.)**

- Foul smell
- Unusual noise
- Visible smoke or flames
- Invisible gasses (mirage effect)
- Hissing sound
- Leak or spill
- Dead animals or plants
- Shaking or rumbling sensation
- Health Symptoms
  - Headache
  - Nausea
  - Difficulty breathing
  - Sneezing
  - Itchy, runny nose
  - Burning eyes or nose
  - Other: \_\_\_\_\_

Describe what you saw, smelled or experienced:

## Section 2: Impacts and Health Symptoms

7. Did this incident potentially affect you, your family, or your property in any of the following ways?

- If yes, check all that apply
- Health Symptoms
  - Property damage
  - Water or air contamination
  - Livestock or crop impact
  - Other:

- No  
 Not sure

8. If health symptoms occurred, please describe them and who experienced them. (Include symptoms, how long they lasted, and whether medical attention was needed)

## Section 3: Documentation

9. Do you have any documentation of the incident?

- Photos  
 Videos  
 Medical records  
 Log of incidents/notes  
 None  
 Other

10. Have you reported this incident to any state agencies or authorities?

- Which agency or agencies did you contact and when? Example: the RRC, the Texas Commission on Environmental Quality (TCEQ), the U.S. Environmental Protection Agency (EPA), local health department, local emergency response, etc.
- Name of Agency:
  - Date reported:
  - Case number:
  - Response from the agency:

#### Section 4: Document your complaint.

Make sure to document the following when you make your complaint:

11. Date(s) you made your complaint, and method:

- Email to my district office:
- Phone call to my district office:
- General Complaint Form on the RRC website (see **How to File a Complaint** on page 7 for steps on how to find the form)
- Other:

12. Name of the RRC representative you spoke with, if you called:

13. Did you tell the RRC that your complaint was “formal?”

14. What contact information did you give the RRC?

- Name
- Phone
- Email
- Mailing Address

15. What date can you expect the RRC to follow up with you?

16. Complaint number:

#### How to locate an API number or lease number

There are a few places to look for well information:

- At the physical well location
- Online:
  - RRC Public GIS Viewer
    - On the RRC’s website (rrc.texas.gov), click Resources → Resource Center → GIS Viewer (Map) → Launch Public GIS Viewer.
    - In the top toolbar, click the question mark button for a user guide on how to use the GIS viewer.
  - RRC Oil and Gas Data Queries
    - On the RRC’s website (rrc.texas.gov), click Resources → Resource Center → Research Queries. Click Learn More after each query to read more about specific queries.
    - When clicking into the online system query application, click on each query and the “help” button at the top left of the page for instructions.

You can use the API number or a well's location coordinates (latitude and longitude) with the online tools listed above to determine the operational status and other information about the well.

### **At the physical well location**

1. While on location, look around the well site for a sign that displays an operator name, lease name, and an API number.
  - a. If there's no identifying information on a sign at the site, you can determine the well's location coordinates using GPS tools on a smartphone or tablet. You may visit a GPS coordinate website or app when you are standing next to the well to find these coordinates.
  - b. Documenting road addresses and landmarks may also be useful.

### **Online**

2. RRC Public GIS Viewer
  - a. With an API number, address, or location coordinates in hand, open the RRC Public GIS viewer.
  - b. In the upper right hand search box, type in the address or coordinates. When you press enter, the application will zoom into the location you entered. You can adjust your zoom level as needed.
  - c. Look for a symbol near your location. A legend on the left side of the screen will help you determine what the symbols mean. You can hover over each symbol to learn more information about the well, such as API number, Lease number, operator information, well type, and more.
  - d. If the well is not in the RRC's system, you may have located an unknown oil or gas well that needs to be reported to the RRC, or you may have identified a water well. Follow the steps to report it as outlined in **Checking on Orphaned Wells and Reporting Undocumented Wells**.