Texas Well Report Submission and Retrieval System (TWRSSRS)

November 2015

Registration Procedures (for licensed well drillers only)
See Quick Reference Guide section below for public well report access.

The new TWRSSRS is located at: https://www2.twdb.texas.gov/apps/sdr/default.aspx

Be sure to bookmark this website.

On the main page click the “Register now” button. Do not enter your license number or PIN number in the login section. This registration is different from the old system.
Enter all required information and click "I Accept" button. It is not necessary to enter any other information since only those required fields will transfer information into the TWRSRS application.
On the next screen click the link "Application Program Management".

Unauthorized Access

You do not have authorization to access this Application.

If you believe you should be able to access this Application you may:

Request Access by clicking on the Request Access link for this application on the Application Program Management home page

OR

Contact Bryan Anderson by using the following e-mail address or phone number
E-mail address: Bryan.Anderson@twibb.texas.gov
Phone number: 512-475-3302
The next screen displays the TWDB Application Program List. Scroll to the Texas Well Report Submission and Retrieval System and click “Request Access” on the right side of the screen. The text will change to “Pending Approval”.

After you see “Pending Approval”, close down all windows and tabs of your Internet browser (no need to restart computer), and then reopen the Internet browser.
Once the system accepts the request, an email is sent to the email address entered at registration to inform the user is approved. Return to TWRSRS, using the link on the first page of this document, and log in.
Quick Reference Guide
For the complete TWRSRS User Manual and other information regarding this system along with public reports go to: http://www.twdb.texas.gov/groundwater/data/drillersdb.asp.

To search for well and plugging reports by map, use the new Water Data Interactive (WDI) Groundwater Data Viewer at: http://www2.twdb.texas.gov/apps/WaterDataInteractive/GroundWaterDataViewer/?map=sdr.

Drillers List
After successful log in, click “Drillers List” on the left menu. This is the entry screen to the new TWRSRS.

Association to a Driller
Click the ‘Associate Driller’ button to enter the License Number and PIN for the driller; these are the same numbers used to login to the old TWRSRS application. A user account can associate to multiple drillers if they have the correct License Number and PIN of the drillers.

Edit Driller
*Make sure this information is correct before creating a new report.* The information on this screen is used as the driller information in the reports.

Left Menu
Use the General left menu to access different types of reports for the selected driller. Well and Plugging Reports can be saved at any point during report creation and accessed through the Saved Reports links.

View Draft Reports
On the last data entry page for well and plugging reports, click the 'View Draft Report' button to view/print the report and check for accuracy before submitting.

Amendments
After selecting the reason for the requested amendment, click through the report data entry pages and make the changes yourself. Enter the section where the changes occur in the Amender Comments field (i.e. owner’s name, lithology, casing, etc.).

For Deletion Requests, click the Delete button next to the report in the Submitted Well Reports or Submitted Plugging Reports list.
Tips

• When working in TWRSRS, do not use the browser navigation buttons ('back arrow' and 'forward arrow') to go back and forward in the application. Only use the navigation buttons at the bottom of the page ('Save & Exit', 'Previous', 'Next').

• To initiate an amendment request, go to Submitted Well Reports or Submitted Plugging Reports, find the report and click the ‘Amend’ button.

• The new application will not allow fractions for diameter of hole or casing, only decimal numbers are accepted; click Decimal Conversion Chart button for help.

• When entering multiple intervals in Diameter of Hole, Lithology or Casing, click the ‘Add’ button to create several blank rows; then you can use the TAB key to work through the fields, delete any leftover blank rows.

• For above ground intervals in Casing and Seal Range, use a negative value in Top Depth field; for example, if blank casing installed 2 feet above ground enter -2 in Top Depth.

For questions or concerns about the new TWRSRS contact Bryan Anderson (TWDB) at bryan.anderson@twdb.texas.gov or 512-475-3302.