Instructions for Submitting and Retrieving digital data via FTP

Sending Digital Data:

When submitting data to the Commission, all the files must start with a **lowercase "t"** and only include a (**maximum of 8 characters**) in order to process the data. If there is no current permit number, a system name should follow the letter "t".
For example: t00576.shp, t00576.shx, t00576.dbf

Note: Do NOT submit files in a folder. All files should be submitted individually.

An email must be sent to the Commission at **tpms@rrc.state.tx.us** the same day as the FTP submission and please attach a copy of the T-4 Permit Cover Letter to this email.
If sending a replacement file, include the name and date of the file being replaced.

Example of an email for an FTP submission:

To:	tpms@rrc.state.tx.us
From:	jdoe@abc.com
Subject:	**FTP Submission For Pipeline Operator Name (T4# Optional)** **Subject line is very helpful with tracking your data.**
Message:	**Date:** September 25, 2001 (Date of FTP submission) **Operator Name and Address:** ABC Pipeline Company 0000 W. 15th St. Suite 900 Houston, TX 00000 **Type of Submission: Data Verification** or **T-4 Permit Amendment(s)** **Type of Datum: NAD 27** or **NAD 83** **List the Exact Name of each File:** t00992.shp, t00992.shx, t00992.dbf t00954.shp, t00954.shx, t00954.dbf tsystem.shp, tsystem.shx, tsystem.dbf Arc/Info Export File: t00954.E00 ASCII Geospatial File: tg00954.txt Separate Attribute File: ta00954.dbf **T-4 Permit Contact:** John Doe Operations Specialist 654-001-0000, ext. 321 **GIS/Mapping Contact:** Jack Doe Sr. GIS Analyst 654-001-0000, ext. 123

Requesting Digital Data:

To obtain your digital data, please send a similar email to **tpms@rrc.state.tx.us** and include the **Operator Name and Address** and **T-4 Permit number**. The RRC will process the data, and then notify the contact person once the information is ready for download from the RRC's FTP site.
If requesting other Operators' digital data, please refer to the following link for further instructions. http://www.rrc.state.tx.us/forms/maps/digital/index.php