

**RAILROAD COMMISSION OF TEXAS
GAS SERVICES DIVISION / PIPELINE SAFETY SECTION
PO BOX 12967, AUSTIN, TX 78711-2967**

INSTRUCTIONS FOR FILING PIPELINE PERMITS

The Commission has compiled the following guidelines in order to help applicants better understand the information required for Commission records when **applying for, renewing, or updating a pipeline permit. UPDATES ARE REQUIRED TO BE FILED AT THE TIME THE PIPELINE MODIFICATIONS ARE MADE. THEY SHOULD NOT BE POSTPONED UNTIL THE RENEWAL DATE.**

I. APPLICATION FOR PERMIT TO OPERATE PIPELINES IN TEXAS

Form T-4 is required in order to:

- 1. Operate a newly constructed pipeline**
- 2. Add to an existing pipeline**
- 3. Delete a portion of pipeline**

The above T-4 Applications require that U. S. Geological Survey (U.S.G.S.) 7.5 Minute Quad Maps be filed. If you cannot supply U.S.G.S. Standard Quad Maps, General Highway County Maps (scale 1"=2 miles) may be accepted provided the maps are legible and have at least 2 geographical markings (i.e. units and a coordinate system, longitude/latitude, state planes). The maps should include the company name and the pipelines should be highlighted so as to be readily located. When modifying an existing permit, include the permit number on Form T-4 as well as on each map.

Attach a cover letter listing all counties for which the pipeline permit is requested. When adding to an existing pipeline permit, explain in detail the changes being made. When deleting a portion of an existing pipeline from a permit, explain in a cover letter whether the line is being sold (give new operator name, address, and a contact person) or abandoned.

4. Change of Operators

IN ADDITION TO THE T-4, A FORM T-4B MUST ALSO BE COMPLETED BY BOTH OPERATORS WHEN LINES ARE TRANSFERRED IN PART OR IN WHOLE BETWEEN OPERATORS. WITH PARTIAL TRANSFERS, MAPS FROM BOTH OPERATORS MUST AGREE FOR THE TRANSFER TO BE APPROVED.

- a) **Operator acquiring all lines** covered by a given permit should file **Form T-4** using the prior operator's assigned permit number. **NOTE:** Complete the entire form and provide information for the previous operator under Number 2 of the "Pipeline Information Section". Attach a cover letter explaining changes. **Maps** are not required if the previous operator's maps are on file with the Commission are current.
- b) **Operator acquiring only a portion** of the pipeline or gathering system covered by a given permit should file Form T-4 with acceptable maps as set out on previous page. (Pipelines must be highlighted on all maps). The operator acquiring a portion of the line will be issued a new pipeline permit number.

c) **Operator deleting a portion** of a line shall file Form T-4 using the previously assigned permit number and must include new maps to show the line(s) currently in operation under the amended permit as well as the line(s) to be deleted.

5. Operator Name Change

Form T-4 must be filed to show the new operator name using the previously assigned permit number. **NOTE:** Complete the entire Form T-4 and provide prior operator name under Number 2 of the "Pipeline Information Section". Maps are not required if the maps on file with the Commission are current.

II. ANNUAL RENEWAL OF PIPELINE PERMIT

Form T-4 and **T-4C** will be mailed to all operators prior to renewal date. Return **EITHER** the **Form T-4** or **T-4C** no later than the **15th** of the month in which it is due.

Form T-4C should be filed at renewal time in lieu of Form T-4 if no changes have been made in the pipeline system since last filing with the Railroad Commission. **Again, any modifications made to the pipeline should be updated with Form T-4 as they occur, not at renewal time.**

a) The address label on Form T-4C represents information on file with the Commission. Corrections should be made on the label if any address changes are desired.

b) **Maps are not required to be filed with Form T-4C.**

c) No permit will be issued when Form T-4C is filed. If a return copy is desired, file Form T-4C in duplicate.

III. CANCEL PIPELINE PERMIT

When a pipeline ceases operation, it is required that a letter be submitted containing the following information: operator name, permit number, date pipeline became inactive, and reason for cancellation of permit.

A pipeline permit may be reinstated by filing a letter of request and Form T-4. Additional information may be required by the Commission prior to reinstating the permit.

If additional information and/or assistance is required, please contact:

Operators A-L Kathy Arnold at (512) 463-7194

Operators M-Z Bruce Waterman at (512) 463-7211

Your cooperation is appreciated.