A Guide to Pipeline Permit Submissions

RRC Pipeline Permitting

When to file:

A T-4 pipeline permit is required to operate pipeline or gathering systems. Unless you are an operator of production or flowlines, or if you are excluded under these rules (§8.1(b)(4), "(General Applicability and Standards), you will need to obtain a pipeline permit, to be renewed annually. Read more about these requirements in our rules (16 TAC §3.70)."

Who files:

To **renew** an existing permit, the **physical operator** shall file using the Commission's **Pipeline Online Permitting System (POPS)** to renew by the due date of their designated month according to Rule 16 TAC §3.70(j)(2). To amend an existing permit, the physical operator shall file any necessary amendment through POPS or to acquire full or partial transfer from divesting operator, in which they must file a notification of transfer with the Commission within 30 days following the transfer or the operator may be subject to a penalty for operating without a permit. To transfer an entire or portion of pipeline system to different operator(s), the physical operator shall file using 'Divesting Transfer' through POPS. To inactive an existing permit, the operator shall file as inactivate through POPS. The physical operator may also file 'Transfer Merge' to keep permits from different operators.

Compliance:

Each organization performing activities subject to the jurisdiction of the Commission shall maintain a current and active **P-5 (Organization Report)** with the Commission. See 16 TAC 3.1 for the specific wording of this requirement.

How to file:

All permit work must be submitted using the RRC Online system. To utilize POPS, an operator designates a Security Administrator by completing the Security Administrator Designation (SAD) form. When the SAD form is processed, the **Security Administrator will receive a User ID** and a temporary password. The **Security Administrator** logs into the RRC Online System using their assigned User ID and **creates User IDs for users within their company**. They assign certain filing rights for those accounts and perform account maintenance activities (such as resetting passwords) when needed.

SAD form : Security Administrator Designation Form

Email the form to: rrconline-security@rrc.texas.gov

User login page: https://webapps.rrc.state.tx.us/security/login.do

Purpose of filing:

New permits and renewals:

Each pipeline operator shall pay a permit processing fee for each new permit application and permit renewal. The permit **renewal date** for a pipeline operator who has an existing, valid permit will be the date shown in POPS. Currently, the Month and Day do not change upon renewal, only the Year. Permit amendments DO NOT renew a permit or change their expiration date. **Permit fees and late fees are documented on this link:** https://www.rrc.texas.gov/pipeline-safety/pipeline-fees/

New Extensions or Modifications, Inactivation and Transfers:

Any time a pipeline system changes because of added or removed lines, the permit needs to be amended using POPS. There are no fees for the amendment process, unless it involves the creation of a new permit (see above). For a pipeline system that has been transferred entirely or partly to different operator, the permit needs to file as 'Divesting Transfer' on POPS. For a pipeline system that has been abandoned in its entirely, or if the miles under a permit are fully transferred to another permit, the permit with no active miles is inactivated.

Required attachments:
- All permit activity requires a **cover letter** and **overview map**.
  Sample cover letters and overview maps are located at [Forms](#).
- Renewals and total transfers require a simple overview map, but no shapefiles, except an acquiring operator who files Transfer Merge will require shapefiles.
- New permits, partial transfers and other amendments all require an overview map and shapefiles. Sample shapefiles are located at https://www.rrc.state.tx.us/pipeline-safety/mapping/digital-submissions/.
- All Total and Partial transfers require a [form T4B](#).
- Some gas permits may require a [Non-Utility certificate](#).