



## FORM T-4B SUBMITTAL GUIDELINES

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### INSTRUCTIONS

When submitting Form T-4B Pipeline Transfer Certification, there are specific requirements that need to be met. This document outlines these requirements and serves as a guide to submitting Form T-4B Pipeline Transfer Certification. These requirements come from Railroad Commission of Texas (Commission, RRC) Rule 16 Texas Administrative Code (TAC) §3.70.

To read the TAC rules, visit the Texas Secretary of State’s website and navigate to [16 TAC §3.70](#).

### BEFORE YOU START

Before you start, remember:

- Recall that Form T-4B is required when submitting a permit application related to a transfer.
- Review and understand [16 TAC §3.70](#).
- Review and understand the [Pipeline Permit Guidance Sheet](#).
- Identify whether you will be completing the form on paper, or online using [Adobe Acrobat Reader](#) or your computer browser ([Google Chrome](#) is preferred).

### PURPOSE OF FILING

The Form T-4B Pipeline Transfer Certification is used to confirm a pipeline transfer from one operator to another. It can be used to confirm either the total or partial transfer of a pipeline system.

### WHO FILES

Both the Acquiring Operator and the Divesting Operator must submit Form T-4B when filing a permit application related to a transfer.

### WHEN TO FILE

Operators must attach the Form T-4B Pipeline Transfer Certification as a PDF when submitting a permit application related to a transfer in the Pipeline Online Permitting System (POPS).

### WHERE TO FILE

Operators must attach the Form T-4B Pipeline Transfer Certification as a PDF with every permit application related to a transfer in POPS. For help submitting permit applications, refer to the [POPS User Guide](#).

## HOW TO FILE

The Acquiring Operator and the Divesting Operator must both fill out the corresponding sections of Form T-4B. Both sections must be filled out and signed before either operator submits a permit application related to a transfer in POPS.

### ACQUIRING OPERATOR INFORMATION

The Acquiring Operator must fill out the **ACQUIRING OPERATOR INFORMATION** section.

ACQUIRING OPERATOR INFORMATION			
Acquiring Operator Name			P-5 Number
Mailing Address	City	State	Zip Code

As the Acquiring Operator, input your company's contact information.

Next, identify whether this is a total transfer of the permit. Your selection must match the corresponding question in the **DIVESTING OPERATOR INFORMATION** section once the Divesting Operator fills it out.

Is this a total transfer of the Permit Number listed below in **ACQUIRING OPERATOR CERTIFICATION**?  Yes  No

Are you adding the pipelines to an existing permit, keeping them on the original Permit Number, or applying for a new permit?

Adding to Existing Permit Number #####  Keeping the Original Permit Number  Applying for a New Permit

Select whether you are adding the acquired pipeline(s) to an existing permit, keeping the original permit number, or applying for a new permit. If you are adding the acquired pipeline(s) to an existing permit, you must input the permit number that the pipeline(s) will be added to.

**ACQUIRING OPERATOR CERTIFICATION:** As the Acquiring Operator, I certify that I am now responsible for the regulatory compliance of the below-listed pipeline(s) currently operating under the here-stated Permit Number.

Permit Number	Effective Date of Transfer
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Read and understand the Acquiring Operator Certification, which states that you will be responsible for the regulatory compliance of the acquired pipeline(s). Then, input the Permit Number that is being transferred along with the Effective Date of Transfer.

**HINT!** The Permit Number and Effective Date of Transfer in the **ACQUIRING OPERATOR INFORMATION** and **DIVESTING OPERATOR INFORMATION** sections must match.

Name of Reporting Official	Signature of Reporting Official	Date Signed	
Title of Reporting Official	Phone Number	Extension	Email Address

Finally, complete the section by inputting your contact information as the Acquiring Operator employee submitting Form T-4B. You must sign the form either physically in blue or black ink, or digitally using a tool such as Adobe Acrobat Reader's Sign tool. (Note that either the Acquiring Operator or Divesting Operator—but not both—can sign the form using Adobe Acrobat Reader's Sign tool since that will lock the PDF from any digital changes.)

If the Divesting Operator has already filled out the **DIVESTING OPERATOR INFORMATION** section, the form is ready to attach in POPS. If they have not filled out the **DIVESTING OPERATOR INFORMATION** section, have them fill it out, sign the form, and send you a copy since both the Acquiring Operator and Divesting Operator must attach a fully completed Form T-4B in POPS when filing a permit application related to a transfer.

### DIVESTING OPERATOR INFORMATION

The Divesting Operator must fill out the **DIVESTING OPERATOR INFORMATION** section.

DIVESTING OPERATOR INFORMATION			
Divesting Operator Name			P-5 Number
Mailing Address	City	State	Zip Code

As the Divesting Operator, input your company's contact information.

Is this a total transfer of the Permit Number listed below in **DIVESTING OPERATOR CERTIFICATION**?  Yes  No

If No, list the names (or other identification) of the pipeline(s) being transferred along with each pipeline's mileage:

Names and Mileage of Transferred Pipelines (if you need more space than is provided here, attach another page when submitting Form T-4B)

Identify whether this is a total transfer of the permit. Your selection must match the corresponding question in the **ACQUIRING OPERATOR INFORMATION** section.

If this is not a total transfer, input the names and pipeline mileage of each pipeline that is being transferred to the Acquiring Operator into the Names and Mileage of Transferred Pipelines field.

**HINT!** If you need more space than is provided on the form, you can attach a separate document that details this information in POPS when submitting your application.

**DIVESTING OPERATOR CERTIFICATION:** As the Divesting Operator, I certify that operating responsibility for the above-listed pipeline(s) currently operating under the here-stated Permit Number is transferred to the Acquiring Operator.

Permit Number	Effective Date of Transfer
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Read and understand the Divesting Operator Certification, which states that you are relinquishing responsibility for the regulatory compliance of the divested pipeline(s). Then, input the Permit Number that is being transferred along with the Effective Date of Transfer.

**HINT!** The Permit Number and Effective Date of Transfer in the **ACQUIRING OPERATOR INFORMATION** and **DIVESTING OPERATOR INFORMATION** sections must match.

Name of Reporting Official	Signature of Reporting Official		Date Signed
Title of Reporting Official	Phone Number	Extension	Email Address

Finally, complete the section by inputting your contact information as the Divesting Operator employee submitting Form T-4B. You must sign the form either physically in blue or black ink, or digitally using a tool such as Adobe Acrobat Reader's Sign tool. (Note that either the Acquiring Operator or Divesting Operator—but not both—can sign the form using Adobe Acrobat Reader's Sign tool since that will lock the PDF from any digital changes.)

If the Acquiring Operator has already filled out the **ACQUIRING OPERATOR INFORMATION** section, the form is ready to attach in POPS. If they have not filled out the **ACQUIRING OPERATOR INFORMATION** section, have them fill it out, sign the form, and send you a copy since both the Acquiring Operator and Divesting Operator must attach a fully completed Form T-4B in POPS when filing a permit application related to a transfer.