Pipeline Online Permitting System (POPS)

External User Guide

Railroad Commission of Texas
Information Technology Services Division

Table of Contents

Table of Contents ..... **i**

Pipeline Online Permitting System (POPS) Basics **1**

Browser Recommendations 1

POPS Screens Overview—Operator **2**

Log In 2

Navigating the Pipeline Online Permitting Website 3

Left Navigation Menu 3

List Navigation 4

About the Dashboard 6

New Permit Screens 11

About the Permit Tab 11

About the Attachments Tab 15

About the Additional Contacts Tab 16

About the Certify/Submit Tab 18

Expiration Date for Permits **19**

Apply for a New T-4 Permit **20**

Complete the Permit Tab 20

Complete the Attachments Tab 23

Supporting Documentation Attachments 23

Mapping Documentation Attachments 23

Complete the Additional Contacts Tab 25

Additional Contacts 25

Complete the Submit Tab 26

Submit 26

Denied Filings **27**

Dashboard actions for a denied permit filing 27

Transfer Filings **28**

Renew, Amend, Inactivate, or Reactivate Filing for Existing T-4 Permit **33**

Payment..... 35
Paying by Credit Card 35
Paying by Electronic Check 41

Table of Figures

Figure 1: RRC Online System Screen 2
Figure 2: Left Navigation Pane 3
Figure 3: Navigating a List 4
Figure 4: Filing Statuses 6
Figure 5: Pipeline Permit Application Dashboard Functions 7
Figure 6: Actions Drop-down examples 8
Figure 7: Available Actions on the Dashboard 10
Figure 8: The Permit Tab 11
Figure 9: The Attachments Tab 15
Figure 10: The Additional Contacts Tab 16
Figure 11: The Certify/Submit Tab 18
Figure 12: Operator's Designated Month for Expiration Date 19
Figure 13: Applying for a New T-4 Permit 20
Figure 14: Permit Tab 21
Figure 15: Completing the Permit Tab 22
Figure 16: Completing the Attachments Tab 23
Figure 17: Completing the Additional Contacts Tab 25
Figure 18: Completing the Submit Tab 26
Figure 19: Permit filing with a Denied Status as seen on the Dashboard screen 27
Figure 20: Initiating a Full Permit Transfer as a Divesting Operator 28
Figure 21: Selecting Transferred Permits for a Transfer Merge 30
Figure 22: Divesting Pipeline Transfer Screen 32
Figure 23: Divesting Pipeline Transfer Section 33

Pipeline Online Permitting System (POPS) Basics

This user guide describes how to use the Railroad Commission of Texas (RRC) Pipeline Online Permitting System (POPS) application. Both RRC-regulated communities as well as internal agency staff members use this application.

TIP: For the best viewing results, see the Browser Recommendations

This web browser-based application allows the regulated community to electronically submit initial Pipeline T-4 Permit Applications (Form T-4), Pipeline T-4 Permit Amendments (including changes in mileage, characteristics changes, etc.), Pipeline T-4 Permit Inactivations and Reactivations, Pipeline Transfers, and Pipeline T-4 Permit Renewals.

POPS also provides for the generation of Pipeline T-4 Permit Approval Letters when a Pipeline T-4 Permit is approved for an operator in the system. The application also allows the public and other state agency personnel to access documents that have been submitted electronically, as well as reports based on Pipeline T-4 Permit data.

Browser Recommendations

- Internet Explorer 11.0+ and Google Chrome 39.0+ are recommended for the best viewing results.

  IMPORTANT: POPS does **not** display correctly in *Compatibility View* in Internet Explorer. To turn off *Compatibility View*, click the **Compatibility View** button in the Internet Explorer address bar.
- Internet Explorer 10.0 and below are not recommended.
- JavaScript must be enabled.
- Pop-up blocking in your browser must be disabled.

TIP: To verify that pop-up blocking is disabled on your computer, use our Pop-up Blocker Test.

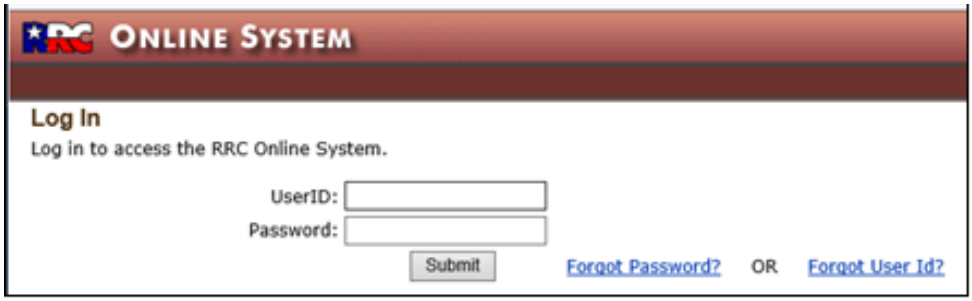
POPS Screens Overview—Operator

Log In

The *RRC Online System* allows authorized entities to electronically file forms with the Railroad Commission of Texas (RRC). To access this system, click the **RRC Online Log In** link on the RRC's home page.

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

The *RRC Online System* page is your initial landing page. Use your RRC user ID and password provided by your security administrator to log into the *RRC Online System*.



After logging on, click the **Pipeline Online Permitting System** link to access the POPS system.

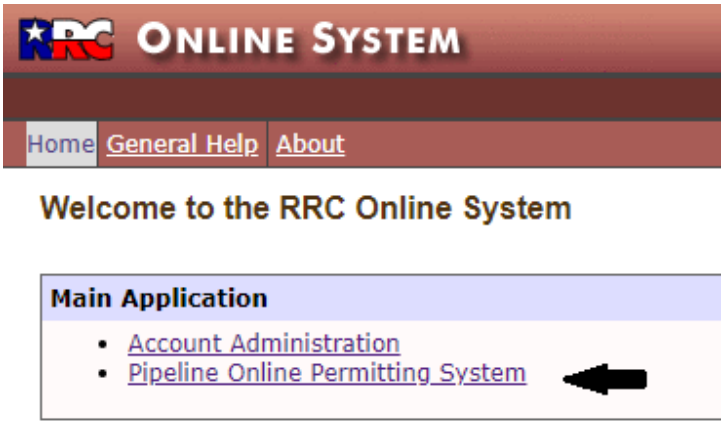


Figure 1: RRC Online System Screen

Navigating the Pipeline Online Permitting Website

The POPS system contains many features that help you navigate the system.

Left Navigation Menu

The left navigation menu allows you to return to the *RRC Online System* homepage as well as go to different pages in POPS.

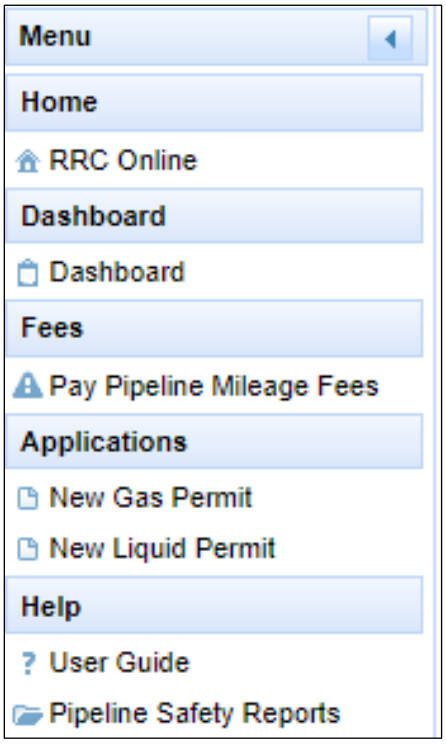


Figure 2: Left Navigation Pane

You can navigate to these pages by clicking on one of the following links:

- **Home:** Click the **RRC Online** link to go to the *RRC Online System* page.
- **Dashboard** (Pipeline Online Permitting Home)**:** Click the **Dashboard** link to go to the Pipeline Online Permitting System home page to view a list of all of your existing permits and pending applications.
- **Fees:** Click the **Pay Pipeline Mileage Fees** link to pay your annual mileage fees.
- **Applications:** Click the **New Gas Permit** or **New Liquid Permit** to begin a new T-4 Permit application.
- **Help**: Click the **User Guide** link to access a PDF copy of this user guide.
- **Pipeline Safety Reports**: Click the **Pipeline Safety Reports** link to open the Pipeline Safety Reports page on the RRC website.

List Navigation

You can navigate through lists of information in POPS using the techniques described below. The labels in the following image correspond to the numbered techniques.

Figure 3: Navigating a List

1. Click the sort order button of any column to sort the application list by the column you select. Clicking it again reverses the order of the search results.
2. Click the text boxes under the column names and enter a full or partial word to filter the application list by those characters.

   For example, if you enter “John,” only results that contain the characters “John” are displayed. You can also do a wildcard search by using the “%” character. For example, if you enter “%John”, the results will contain “Johnson Company” as well as “New John’s Company”. This filter mechanism works for all columns. Remove the filter text in the text box to return the results to their initial state.
3. Use the navigation bars at the top and the bottom of the list to show more results on the page or quickly move from page to page.
   a. The numbers (1 of 4) next to the navigation bar show you what page you are currently on and how many pages total are in the list of applications.
   b. Click the drop-down list 10 in the navigation bar to select how many results per page you want to see in the list of applications.
   c. Click the next button in the navigation bar to go to the next page of the list of applications. If you are on the last page, this button cannot be used.
   d. Click the previous button in the navigation bar to go to the previous page of the list of applications. If you are on the first page, this button cannot be used.
   e. Click the last button in the navigation bar to go to the last page of the list of applications. If you are on the last page, this button cannot be used.

f. Click the first button in the navigation bar to go to the first page of the list of applications. If you are on the first page, this button cannot be used.

g. Click the numbered buttons 1 2 3 to go directly to the page that corresponds to the number you clicked on.

About the Dashboard

When you enter the Pipeline Online Permitting System, your *Dashboard* displays all of your T-4 Permit applications and existing T-4 Permits

The *Dashboard* allows you to check the *Filing Status* of a permit application or existing permit. The following table defines the filing statuses that are assigned at different points in the pipeline permitting process.

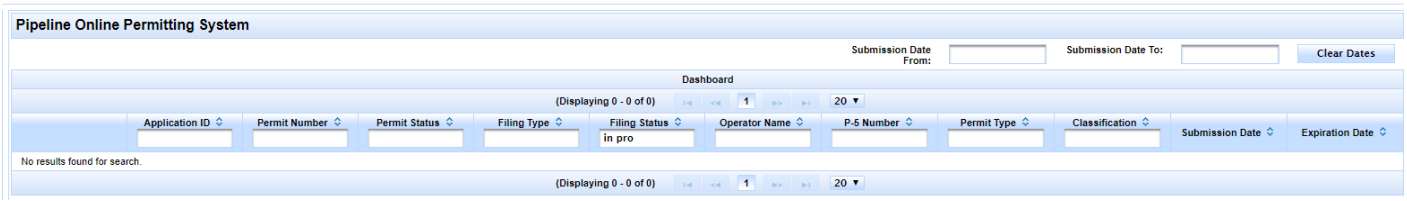
Filing Status	Description
In Progress	The operator has begun the permit application and attempted to make a payment but has not submitted it. This filing status only applies to permit filings where a payment is required.
Submitted	The operator completed the permit application and submitted it to the RRC for review.
Issued	RRC reviewers issued the permit to the operator. This filing status only applies to active and inactive permits.
Approved	RRC reviewers have approved the permit filing and it is due to be issued. This filing status only applies to permit filings where mapping files are required.
Denied	RRC reviewers denied the permit application during the review. The permit application is sent back to the operator.

Figure 4: Filing Statuses

An overview of the *Dashboard* is summarized in the image below.

Figure 5: Pipeline Permit Application Dashboard Functions

1. The navigation bar allows you to navigate between pages of records in your *Dashboard*.
2. The header row allows you to filter items in your *Dashboard* by typing information into the text boxes at the top of each column. You can filter items by any column heading. The image below depicts entering a *Filing Status* of *In Progress* to filter the results.



You can also sort results by clicking the sort order button near a column heading. Click the sort order button once to display the results in ascending order and click the sort order button again to reorder the results in descending order.

3. The *Actions* button drops down a dynamic list of the available actions for a permit based upon the *Permit Status* and *Filing Status* of the permit.

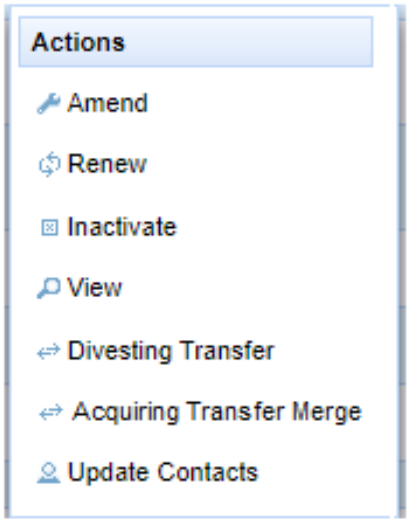
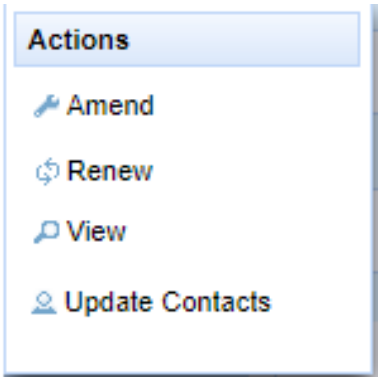
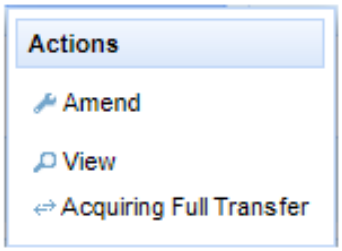
When Permit Status is **Active** and Filing Status is **Issued**, available actions are . . .	When Permit Status is **Delinquent** and Filing Status is **Issued**, available actions are . . .	When Permit Status is **Transferred** and Filing Status is **Issued**, available actions are . . .
		

Figure 6: Actions Drop-down examples

The following table lists all available actions for a T-4 application or permit based on *Permit Status* and *Filing Status*.

Permit Status	Filing Status	Actions
Active	Approved	View
	Denied	View Correct & Resubmit Abandon Filing
	In Progress	View Complete Filing Abandon Filing
	Issued	Amend Renew Inactivate View Divesting Transfer Acquire Transfer Merge Update Contacts
	Submitted	View
New Permit	Approved	View
	Denied	View Correct & Resubmit Abandon Filing
	In Progress	View Complete Filing Abandon Filing
	Submitted	View
Inactive	In Progress	View Complete Filing Abandon Filing
	Issued	Reactivate View
	Submitted	View
Transferred	Denied	View Correct & Resubmit
	Issued	Acquire Full Transfer View
	Submitted	View
Delinquent	Approved	View
	Denied	View Correct & Resubmit Abandon Filing

	In Progress	View Complete Filing Abandon Filing
	Issued	Amend Renew View Update Contacts
	Submitted	View
Revoked	Issued	View

Figure 7: Available Actions on the Dashboard

New Permit Screens

Steps for performing a variety of actions in POPS are provided in the Apply for a New T-4 Permit section.

About the Permit Tab

The *Permit* tab collects information for the T-4 Permit, which includes contact information for individuals and companies associated with the permit.

The *Permit* tab is the first tab displayed during the T-4 Permit application process (for both Gas and Liquid Permits). Each field, by section, is described below.

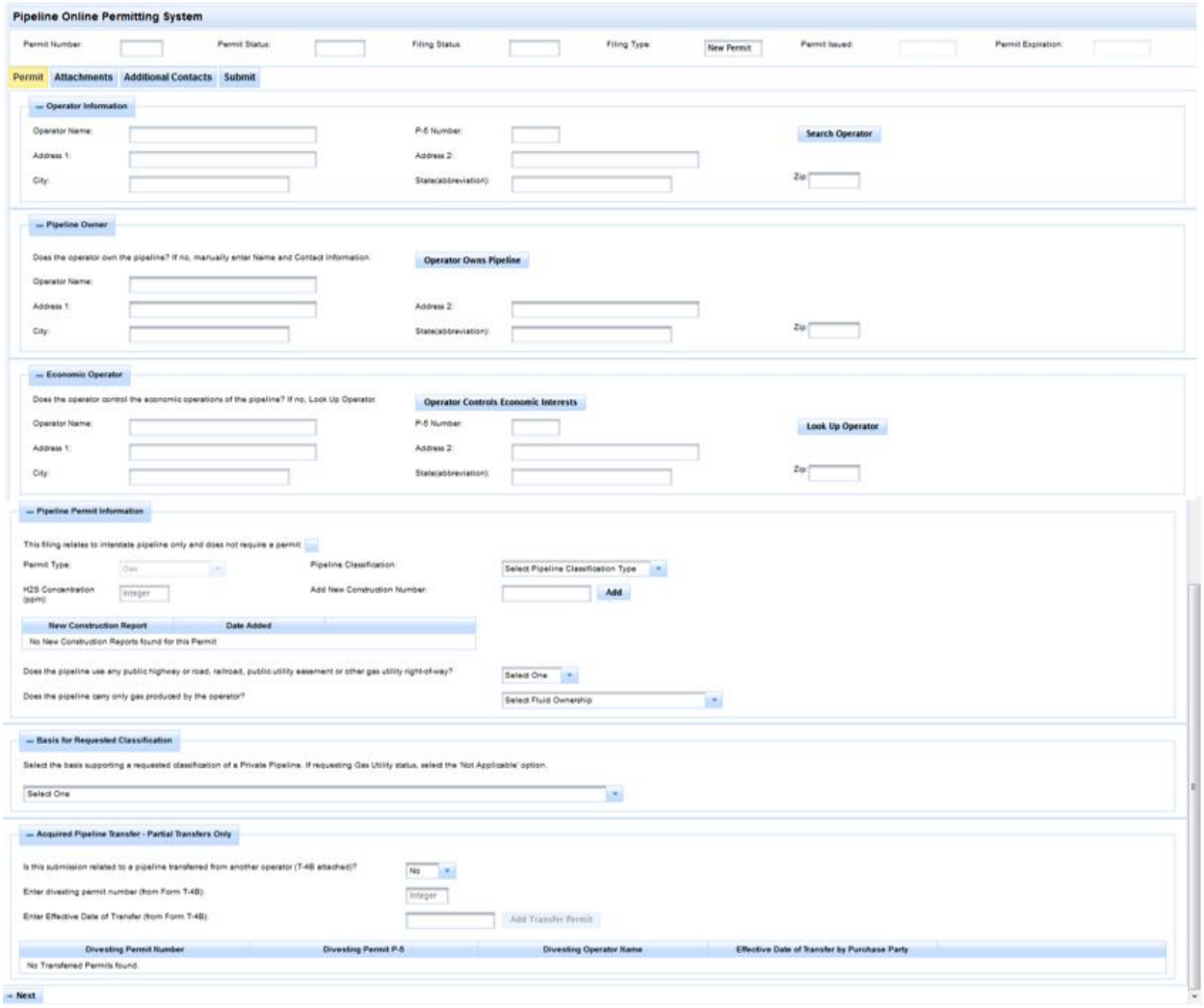


Figure 8: The Permit Tab

Operator Information Section

Operator Name	The name of the operator.
P-5 Number	The operator number.
Address 1	First line of address information.
Address 2	Second line of address information.
City	City of operator address.
State	State of operator address (abbreviation).
ZIP	ZIP code of operator address.

Pipeline Owner Section

If the owner information matches that of the Operator, you can automatically populate these fields using the **Operator Owns Pipeline** button, otherwise you must complete the *Pipeline Owner* information.

Owner Name	The name of the pipeline owner.
Address 1	First line of address information for the pipeline owner.
Address 2	Second line of address information for the pipeline owner.
City	City of pipeline owner address.
State	State of pipeline owner address (abbreviation).
ZIP	ZIP code of pipeline owner address.

Economic Operator Section

If the Economic Operator information matches that of the Operator, you can automatically populate these fields using the **Operator Controls Economic Interests** button, otherwise you must look up the Economic Operator using the **Look Up Operator** button.

Operator Name	The P-5 name of the economic operator for the pipeline.
Operator Number	The P-5 number of the economic operator for the pipeline.
Address 1	First line of address information for the economic operator.
Address 2	Second line of address information for the economic operator.
City	City of economic operator address.
State	State of economic operator address (abbreviation).

ZIP	ZIP code of economic operator address.
Pipeline Permit Information Section	
This filing relates to interstate pipeline only and does not require a permit	Select if the filing relates to an Interstate pipeline.
Permit Type	Displays the type of permit.
Pipeline Classification	For Gas: *Gas Utility* or *Private*. For Liquid: *Common Carrier* or *Private*.
H2S Concentration	Enter H2S concentration in ppm.
Add New Construction Number	Add a New Construction Report reference number to the filing.
Does pipeline use any public highway or road, railroad, public utility easement, or other gas utility/common carrier right-of-way?	Select *Yes* or *No* from the drop-down.
Does pipeline carry only commodities produced by the operator?	Select one of the available options: *Only Produced by the Operator, Both purchased from and transported for others*, *Owned by others but transported for fee*, or *Purchased from others*.
Basis for Requested Classification	**Gas Permits only.** Select the basis supporting a requested classification of a Private Pipeline. If requesting Gas Utility status, select the 'Not Applicable' option.
Acquired Pipeline Transfer Section - Partial Transfers Only	
Is this submission related to a pipeline transferred from another operator (T-4B attached)?	Select *Yes* or *No*. If *Yes*, the following information must be completed.
Divesting Permit Number	Enter the Divesting Permit Number (as recorded on form T-4B).
Effective Date of Transfer	Enter the effective date of transfer (as recorded on form T-4B).
Add Transfer Permit button	After clicking the **Add Transfer Permit** button, the Divesting Permit Number and other information pertaining to the partial transfer are displayed.

IMPORTANT: Click the **Next** button after you've completed data on a tab in order to proceed to the next tab. POPS requires that each screen is fully completed and all error messages are cleared before you can proceed to the next tab.

About the Attachments Tab

The *Attachments* tab provides you the ability to upload supporting documentation and mapping files that are relevant to your T-4 Permit application. The Additional Attachments List displays system generated notifications sent for the permit (including a pdf copy of the T-4A).

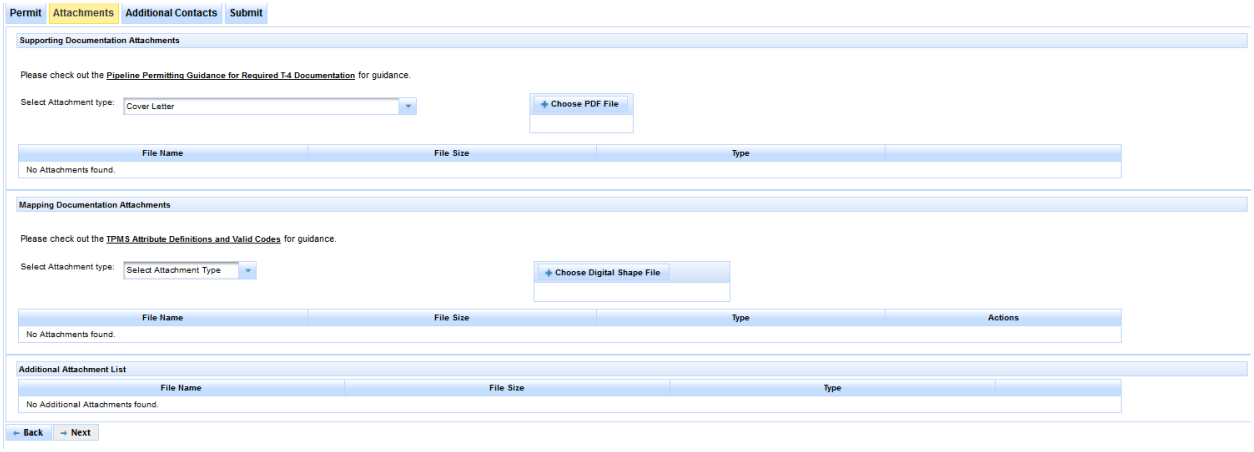


Figure 9: The Attachments Tab

The following fields display for all permits.

Choose PDF File	Select the *Attachment Type* and upload the document you need to attach. If you are required to attach a PS-48 form, you will upload it here.
List of attachments	Displays the list of attachments you have already uploaded.
Choose Digital Shape File	Select the *Attachment Type* and upload the mapping file you need to attach.
List of attachments	Displays the list of mapping files you have already uploaded.

About the Additional Contacts Tab

The *Additional Contacts* tab is where you provide contact information relevant to your T-4 Permit application. Each field, by section, is described below.

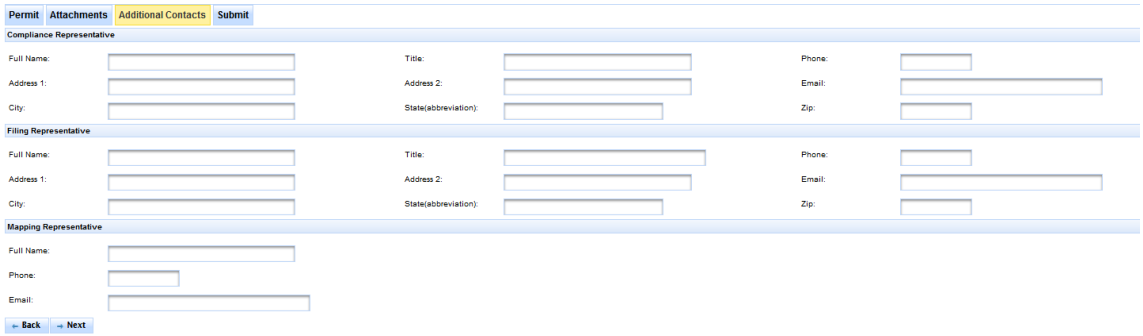


Figure 10: The Additional Contacts Tab

IMPORTANT: The compliance representative and filing representative will receive notifications from the Railroad Commission about the status of your T-4 Permit. The Mapping Representative will only be contacted if there are issues found with the attached mapping files.

Compliance Representative Contact Information Section

Full Name The name of the compliance representative.
Title Compliance representative title.
Phone Compliance representative phone number.
Address1 First line of address information for the compliance representative.
Address2 Second line of address information for the compliance representative.
Email Compliance representative email address.
City City of compliance representative address.
State State of compliance representative address.
ZIP Code ZIP code of compliance representative address.

Filing Contact Information Section

Full Name The name of the filing contact.
Phone Filing contact phone number.
Address1 First line of address information for the filing contact.
Address2 Second line of address information for the filing contact.
Email Filing contact email address.
City City of filing contact address.
State State of filing contact address.
ZIP Code ZIP code of filing contact address.

Mapping/GIS Contact:

Full Name Captures the full name of the operator's mapping contact person.
Email Captures the email of the operator's mapping contact person.
Phone Captures the phone number of the operator's mapping contact person.

About the Certify/Submit Tab

The *Certify/Submit* tab is where you agree to the operator certification before making any required payment and submitting the T-4 Permit application. Each field, by section, is described below.

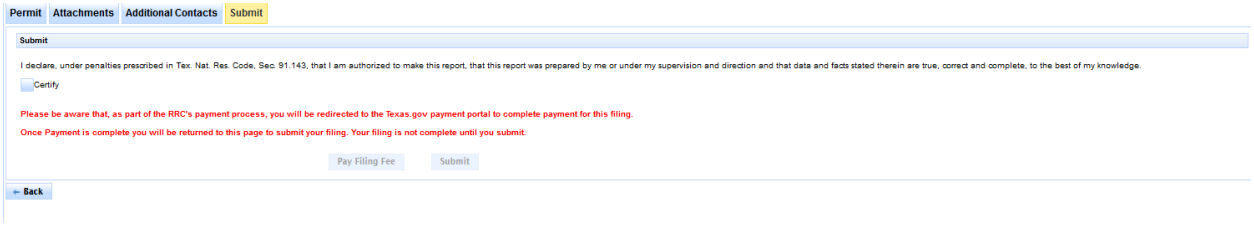


Figure 11: The Certify/Submit Tab

IMPORTANT: You cannot submit a new T-4 Permit application without agreeing to the certification.

Operator Certification	Click the checkbox if you agree to the certification.

Expiration Date for Permits

All of your permits have the same expiration date which is the last day of your 'designated' month. Designated month is based upon your Operator Name as follows:

Designated Month	Operator name begins with . . .
February	letters A through C
March	letters D through E
April	letters F through L
May	letters M through P
June	letters Q through T
July	letters U through Z; numerical values or other symbols

Figure 12: Operator's Designated Month for Expiration Date

You are able to renew a permit 2 months prior to the permit's expiration date.

Apply for a New T-4 Permit

The T-4 Permit application collects a variety of information from applicants through a tabbed screen process. POPS is designed to collect the same information that the paper-based PDF T-4 forms have always collected in the past.

This section describes how to apply for a new T-4 Permit.

Complete the Permit Tab

To begin the process of applying for a new T-4 Permit, follow the steps below.

1. Click the **New Gas Permit** or **New Liquid Permit** link in the left navigation area of the screen.

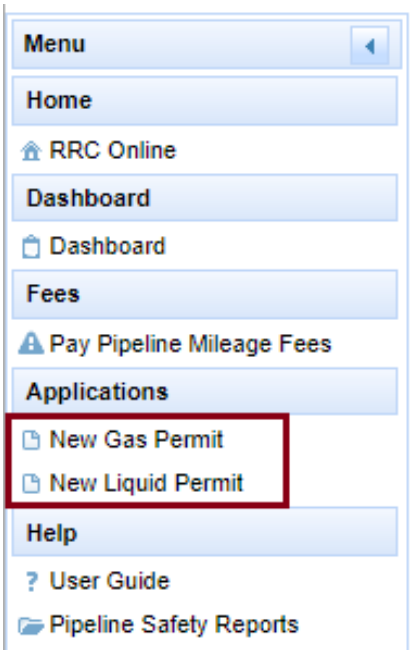


Figure 13: Applying for a New T-4 Permit

IMPORTANT: Once a permit filing has been started, information is not saved until either the 'Pay Filing Fee' or 'Submit' button is clicked on the Submit screen.

The *Permit* tab displays.

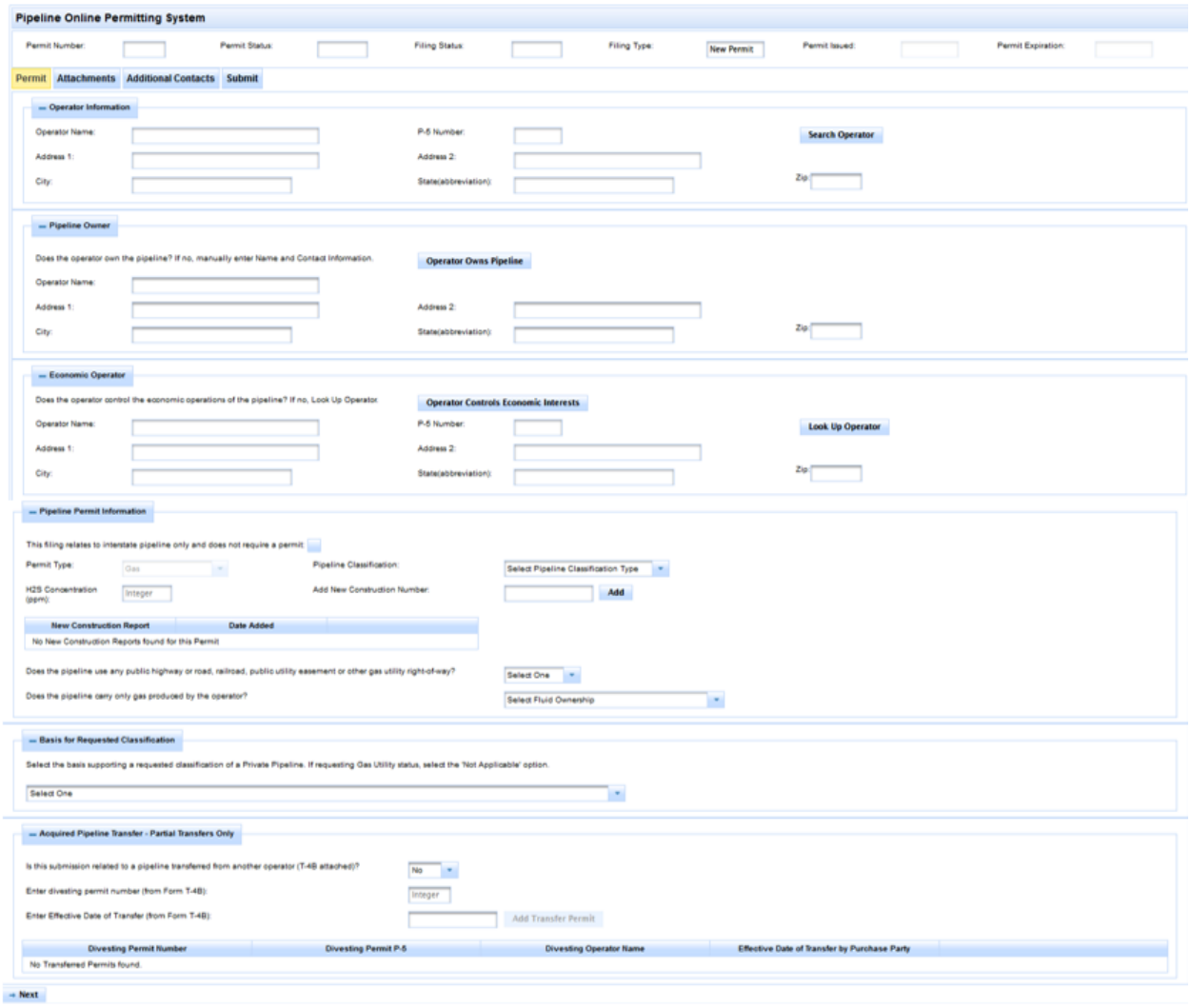


Figure 14: Permit Tab

2. Enter the appropriate information into the fields on the *Permit* tab. In the *Operator Information* area, click the **Search Operator** button to find an operator and automatically populate the *Operator Information*.
3. Likewise, use the **Look Up Operator** button in the *Economic Operator* area to select and automatically populate the *Economic Operator* information. Or if the economic operator is the same as the operator, click the **Operator Controls Economic Interests** button to populate the *Economic Operator* information.
4. Similarly, the **Operator Owns Pipeline** button in the *Pipeline Owner* area can be used to populate pipeline owner information from the *Operator Information* area. Otherwise, enter complete *Pipeline Owner* information.

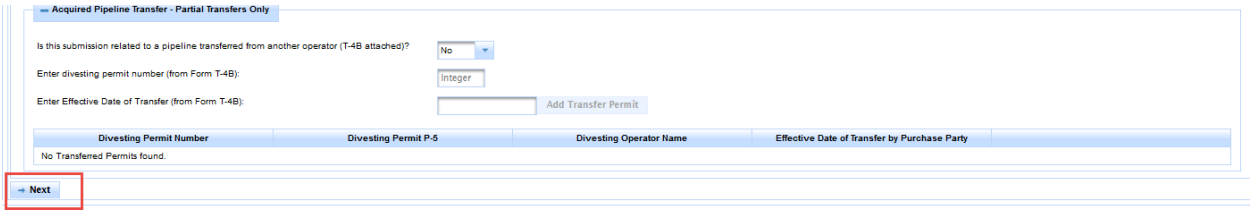


Figure 15: Completing the Permit Tab

5. When you finish entering information on the *Permit* tab, click the **Next** button. You will be navigated to the *Attachments* tab.

IMPORTANT: POPS requires that each tab is fully completed and any error messages are cleared before you can proceed to the next tab.

Complete the Attachments Tab

On the Attachments tab, you can attach files that support your T-4 Permit application.

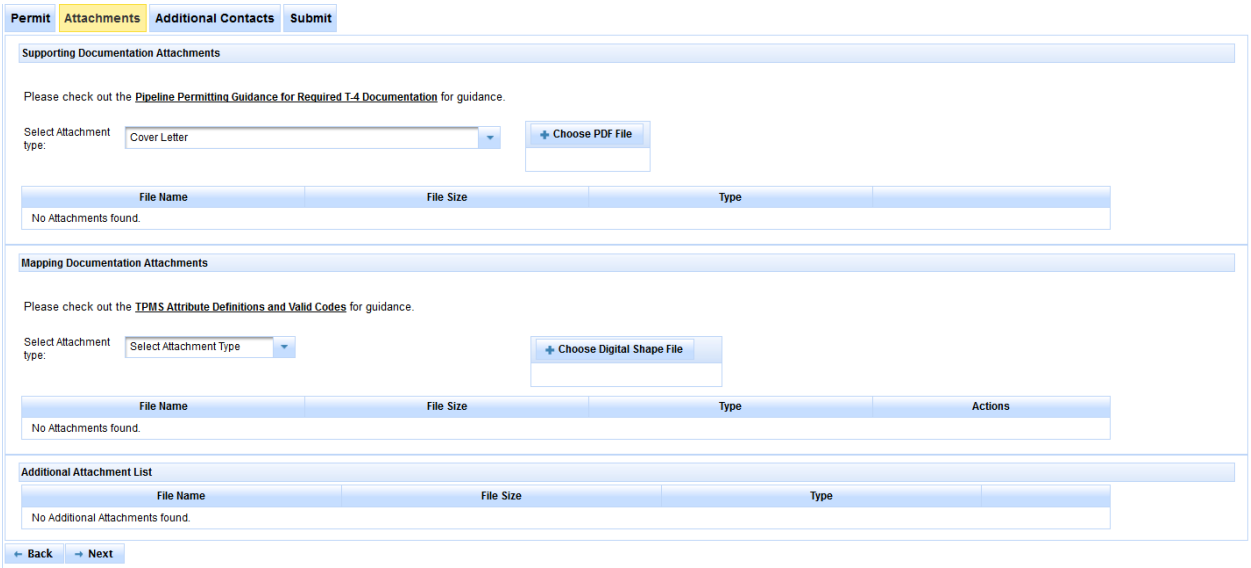


Figure 16: Completing the Attachments Tab

Supporting Documentation Attachments

1. To upload an attachment, click the **Attachment Type** drop-down to select the type of attachment.
2. Click the **Choose PDF File** button to select the file from your local network to attach to your T-4 Permit application.
3. Repeat steps 1 and 2 for each additional file you need to attach to your T-4 Permit application.

TIP: To determine the required attachments for your filing, refer to the **Pipeline Permitting Guidance for Required T-4 Documentation** document.

Mapping Documentation Attachments

The *Mapping Documentation Attachments section* provides you with the ability to upload maps that are relevant to your pipeline. To submit a complete T-4 Permit application, you must upload both an overview map and a set of shapefiles (a set of four files that the mapping specialists use to determine the exact size and shape of the pipeline).

IMPORTANT: Shapefiles must always be uploaded in a set of four; they consist of a projection file (.PRJ), an excel-like file that contains the coordinates (.DBF), and two other files that assist in drawing the map (.SHX and .SHP). The file names on all four shapefiles must be the same (e.g., 12345.SHP, 12345.DBF, etc.).

To upload mapping files, follow the steps below.

1. Use the **Select Attachment Type** drop-down to select the type of map file you are uploading.
2. Click the **Choose Digital Shape File** button to select the file you are uploading.
3. Repeat steps 1 and 2 for all the mapping files you are uploading; you can upload only one file at a time.
4. Check the *List of attachments* area to ensure your file upload was received.

   TIP: You can find a reference guide to determine the required attributes for your digital shapefiles by following the **A Guide To Shapefile Submissions** link.
5. Click the **Back** button if you need to return to the *Permit* tab.

When you finish uploading files, click the **Next** button. You will be navigated to the *Additional Contacts* tab.

Complete the Additional Contacts Tab

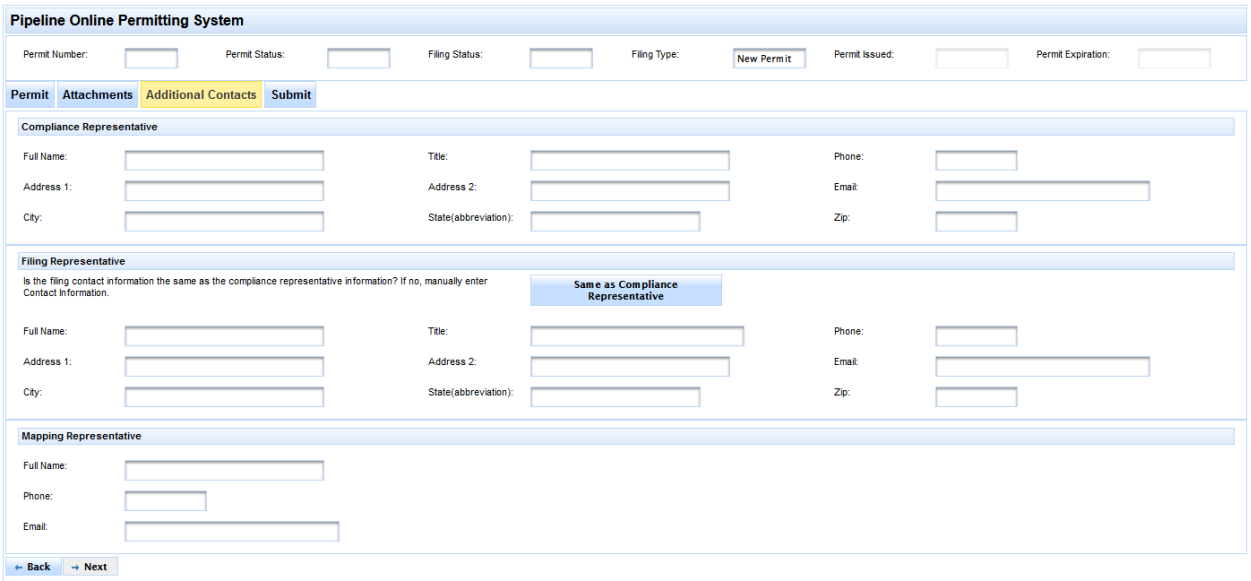


Figure 17: Completing the Additional Contacts Tab

Additional Contacts

The Additional Contacts tab allows you to provide contact information for a permit. You will need to provide details for a Compliance Representative, a Filing Representative, and a Mapping Representative.

All email correspondence related to the permit filing will be sent to the Compliance and Filing Representatives. The Mapping Representative will only be contacted if there are problems with the mapping files attached to the permit.

1. Begin by adding the contact information for the Compliance Representative.
2. Add contact information for the Filing Representative. If the Filing Representative is the same as the Compliance Representative, click the **Same as Compliance Representative** button and the information will be automatically populated.
3. Add contact information for the Mapping Representative.
4. Click the **Back** button if you need to return to the *Attachments* tab.
5. Click the **Next** button when you've completed contacts information. You will be navigated to the *Submit* tab.

Complete the Submit Tab

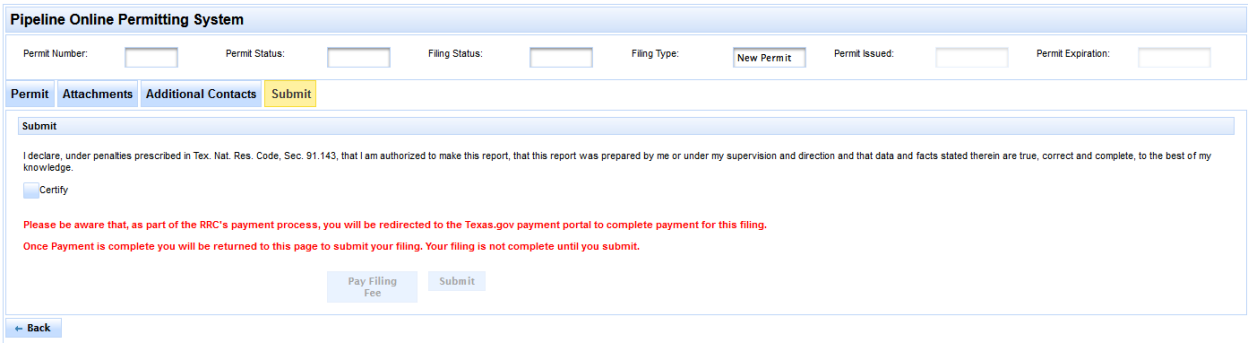


Figure 18: Completing the Submit Tab

Submit

The Submit tab is where you can make any required payment for your permit filing and submit it for review.

Payment is required for all new intrastate permits and renewals. When the *Submit* tab first displays, the **Pay Filing Fee** button and **Submit** button are disabled.

1. Select the **Certify** check box.
2. The **Pay Filing Fee** button is enabled.
3. Clicking the **Pay Filing Fee** button launches the payment process (see the Payment section for further information).
4. After all required fees have been paid, the **Submit** button is enabled.
5. Click the **Back** button if you need to return to the *Additional Contacts* tab.
6. Clicking the **Submit** button submits your permit filing for review and completes the filing process.

IMPORTANT: After you have completed making your payment, the *Submit* tab redisplays and the **Submit** button is enabled. You must remember to submit your filing in order to make it available for review to be approved and issued.

Denied Filings

Dashboard actions for a denied permit filing

If, during the review period, the RRC Pipeline Permitting staff find that there is insufficient information to approve a permit filing, an email is sent to the Compliance Representative, Filing Representative, and/or Mapping Representative listed on the permit.

The email gives details of the corrective actions that need to be taken so that the filing can be corrected and re-submitted. In addition to the email, the permit filing will show on your POPS dashboard with a Filing Status of 'Denied'.

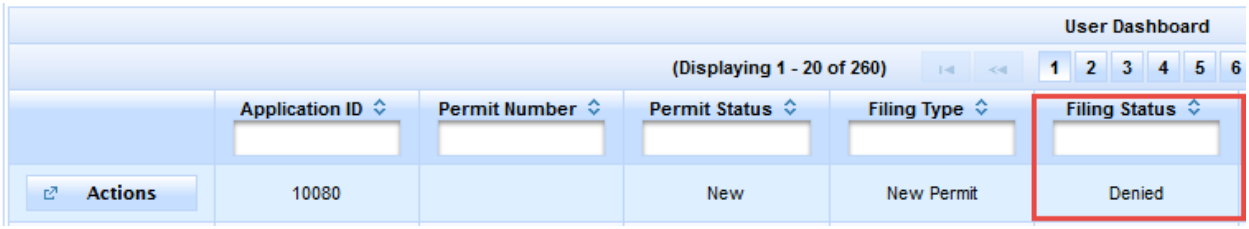


Figure 19: Permit filing with a Denied Status as seen on the Dashboard screen

When a filing is in a Denied filing status, there are two possible actions that can be taken, depending on the Filing Type.

1) All filings with a Denied filing status have the 'Correct and Resubmit' option from the Actions drop-down menu. This allows you to make the recommended corrections (as stated in the rejection email) to the filing and resubmit it for review.
2) Some denied permits also have the 'Abandon Filing' option from the Actions drop-down menu. When the permit status is either Active or Delinquent and the 'Abandon Filing' option is used, changes made to the permit are discarded, and the permit information reverts back to the previously approved permit.

IMPORTANT: Please be aware that if you choose to abandon a filing with New for permit status, the filing is deleted and all entered data is lost.

Transfer Filings

Full Permit Transfers

Full permit transfers can be initiated only by the divesting operator. To begin a full permit transfer, select the Divesting Transfer option from the Actions drop-down menu for the permit that is to be transferred to another operator.

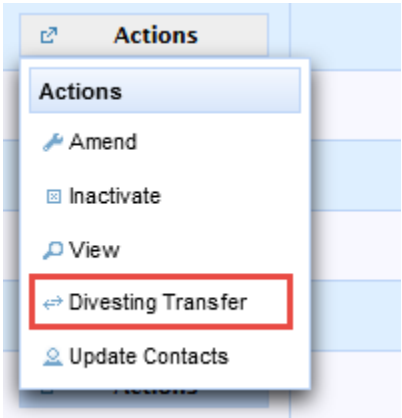
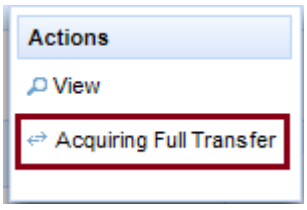


Figure 20: Initiating a Full Permit Transfer as a Divesting Operator

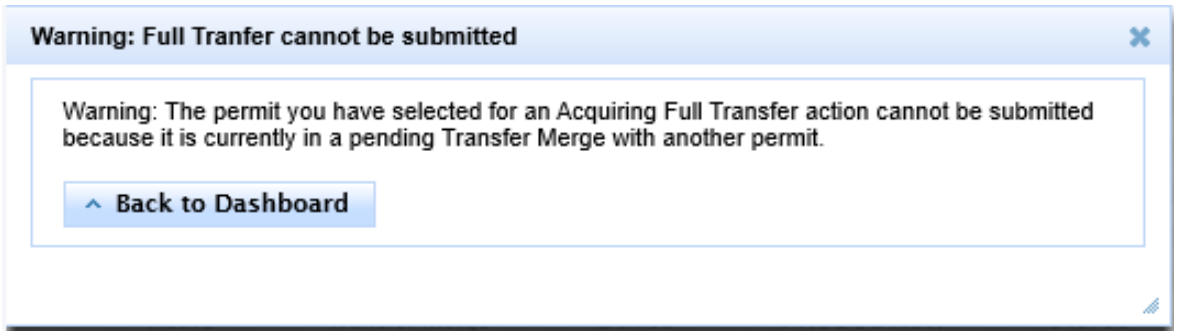
Once the divesting filing has been reviewed and approved by the Commission, the divested permit appears on the acquiring operator's dashboard with a permit status of 'Transferred' and a filing status of 'Issued'. The acquiring operator has two options to assume ownership of the transferred permit. They can either 1) accept the full transfer or 2) merge the transferred permit with one of their existing permits.

Acquiring Full Transfer

When the acquiring operator chooses to assume ownership of a full transferred permit as a new permit, they select 'Acquiring Full Transfer' from the Actions drop-down menu beside the transferred permit.



Upon selecting the “Acquiring Full Transfer” action, if the selected permit is currently in a pending Transfer Merge with another permit, the system displays a pop-up advising that the “Acquiring Full Transfer” cannot be submitted.

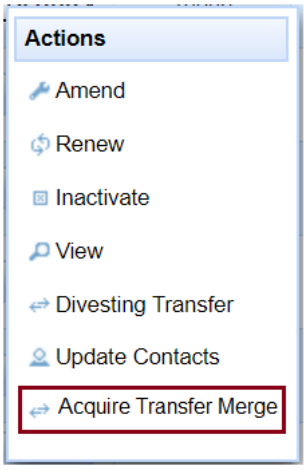


When the transfer is approved, the permit has an expiration date that coincides with the Acquiring Operator’s designated renewal month so that it expires with all their other permits.

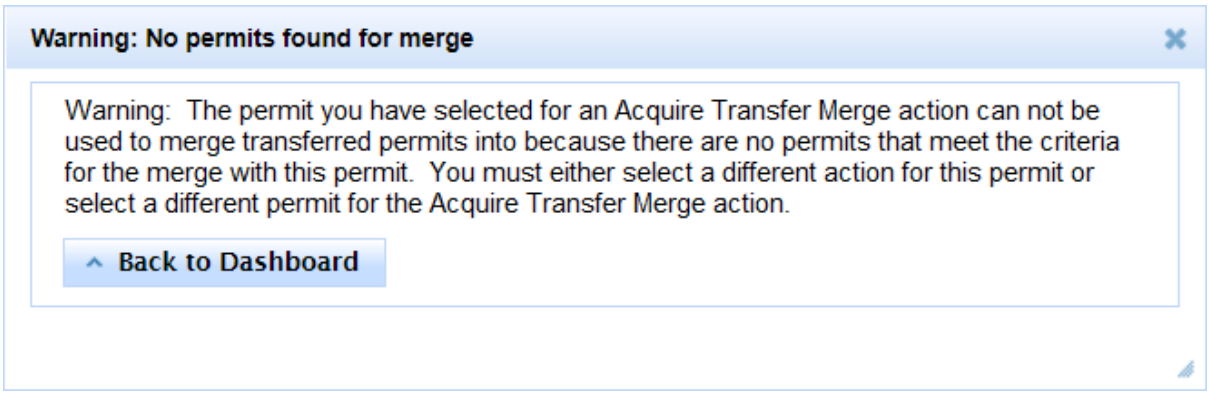
Acquire Transfer Merge

When the acquiring operator chooses to assume ownership of a full transferred permit by merging it with one of their existing permits, they select ‘Acquire Transfer Merge’ from the Actions drop-down menu beside the permit that the transferred permits will be merged into.

This option is only available on the Actions drop-down for permits with Permit Status = Active and Filing Status = Issued.



When the Acquire Transfer Merge action is selected, the system checks if there are any permits that meet the criteria for a merge. If there are none, you see a pop-up advising that there are no existing full transfers to use for the merge.



The only option from the pop-up is **Back to Dashboard** that when clicked returns to the Dashboard where you can either select another action for the permit or another permit for the Transfer Merge.

Permits that are eligible for merging with the selected permit display at the bottom of the Permit tab in the **Acquired Pipeline Transfer – Full Transfers Only** box. This list consists of permits that have been transferred from one or more divesting operators and where the transfer has been approved.

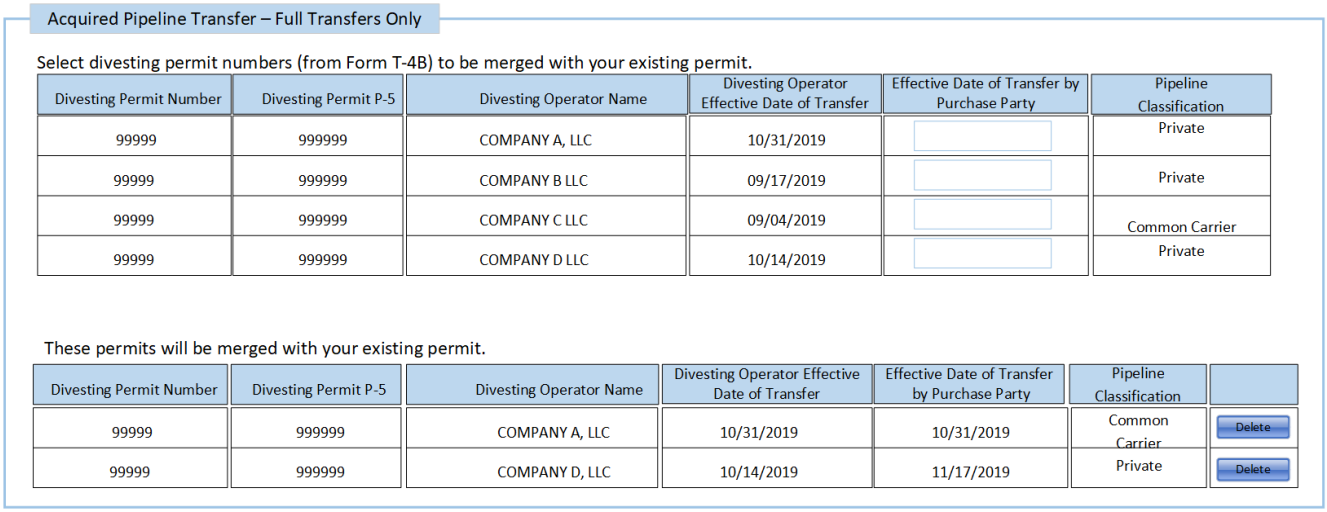
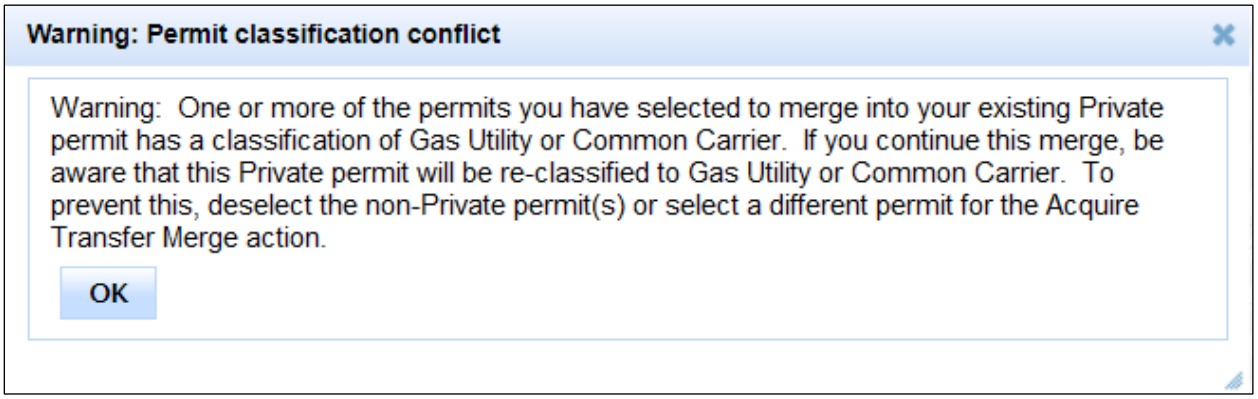


Figure 21: Selecting Transferred Permits for a Transfer Merge

To select a permit to be merged, select the "Effective Date of Transfer by Purchase Party", which does not have to match the date entered by the divesting operator. Then hover your mouse on the entry you want to add to highlight it, and then click on the entry. As each permit is added, it displays in the bottom grid. To de-select a permit for the Transfer Merge, use the **Delete** button.

You must select at least one permit for the merge before using the **Next** button.

If you attempt to merge a permit with a classification of either Common Carrier or Gas Utility with an existing permit with a classification of Private a warning pop-up box displays:



If you continue and merge a Common Carrier or Gas Utility permit into a Private permit, the classification of the Private permit will be updated to Common Carrier or Gas Utility and you will need to attach a document with attachment type “Pipeline Classification Sworn statement”.

Also, when submitting a Transfer Merge, you must attach mapping files and a T-4B for each permit being merged on the Attachments tab.

When the Transfer Merge is approved, the H2S level of the existing permit is set to the highest level of H2S of all of the permits involved with the merge.

Partial Permit Transfers

Partial permit transfers can be initiated by either the divesting or the acquiring operator (each completes their part of the transfer filing independently).

The divesting operator initiates their part of the transfer via the Divesting Transfer option in the Actions drop-down menu.

The acquiring operator initiates their part of the transfer by choosing to Amend an existing permit from the Actions menu, or by applying for a new liquid or gas permit.

Divesting Transfer Screen – partial transfer

After selecting the Divesting Transfer option from the Actions menu, you will complete the Divesting Pipeline Transfer screen for the permit. This screen will record information about the acquiring operator, so that each side of the transfer can be matched up in the system.

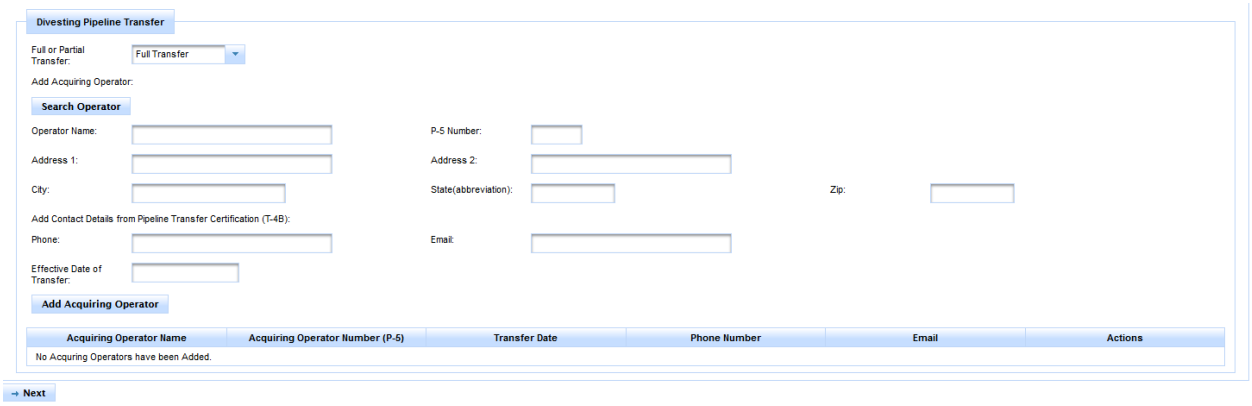


Figure 22: Divesting Pipeline Transfer Screen

On this screen, select 'Partial Transfer' from the drop-down. Then, search for the acquiring operator using either their name or P-5 number. The remaining contact details and effective date of transfer must also be added.

IMPORTANT: The system will populate as much of the acquiring operator information as is held on their RRC P-5 record. You will complete the remaining contact information for them, which should be recorded on their portion of the T-4B transfer form.

For full transfers, only one acquiring operator can be selected. For partial transfers, multiple acquiring operators can be added to the list.

Once the acquiring operator information is complete, selecting the **Next** button will allow you to review the remaining permit information and submit your transfer filing to the Commission.

Acquired Pipeline Transfer – partial transfer

The Acquired Pipeline Transfer section of the Permit Tab (see Permit Tab section above) must be completed by the acquiring operator for all partial permit transfers.

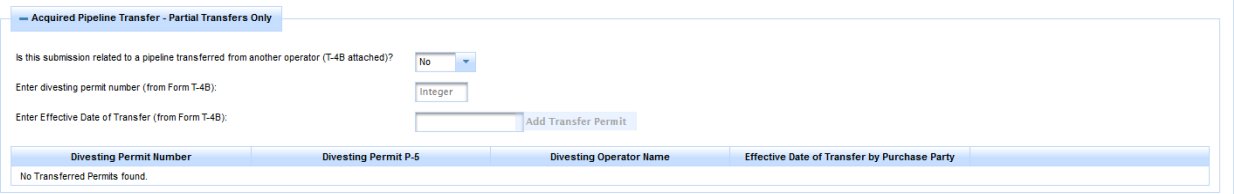


Figure 23: Divesting Pipeline Transfer Section

In this section (for either amended or new permits that include pipeline newly acquired from another operator's permit) the acquiring operator must give the divesting permit number and effective date of transfer. This information must match the details recorded on the T-4B transfer form, which must also be included on the attachments screen for all transfers.

Please Note: A permit amendment or new permit can include pipeline transferred from multiple permits, all of which must be listed in the Divesting Pipeline Transfer section.

Renew, Amend, Inactivate, or Reactivate Filing for Existing T-4 Permit

Permit Renewals

Pipeline permits must be renewed on an annual basis. A permit renewal can be filed by selecting the 'Renew' option from the Actions drop-down menu for the permit that you need to renew.

The renewal option for all permits will be available for a period of 2 months prior to the permit's expiration date. Emailed reminders will be sent to the permit's listed contacts one month prior to the expiration date.

If a permit has not been renewed by the expiration date, a late fee will be automatically added to the regular permit renewal fee. This late fee increases on a sliding scale depending on how late the payment is.

Once a permit has been successfully renewed, the expiration date for the permit will be updated.

Please Note: You will not be able to change any permit or pipeline information while renewing. The only information that you can change is Additional Contacts. Any required amendments must be made before a permit is renewed.

Permit Amendments

Permit amendments can be made via the 'Amend' option in the Actions drop-down menu. Permits with a permit status of 'Active' or 'Delinquent' and a filing status of 'Issued' can be amended.

You should amend a permit when there is a significant change to the permit's information (for example, adding a system or segment). All significant amendments must be reviewed by the commission to ensure that the changes comply with the permit requirements.

Changing contact information does not require a review so it can be made without submitting an amendment. If the only change you need to make to a permit is contact information, simply select the 'Update Contacts' option from the Actions drop-down menu beside the permit.

Inactivate or Reactivate a Permit

You can inactivate a permit that has a permit status of 'Active' or 'Delinquent' and a filing status of 'Issued' if it is no longer required by selecting 'Inactivate' from the Actions drop-down menu by the permit. The 'Inactivate' filing will be reviewed by the commission and, if the details included are satisfactory, a confirmation will be sent via email.

An inactive permit can subsequently be reactivated by selecting the 'Reactivate' option from the Actions drop-down menu. This filing requires the same fee as a new permit and is reviewed by the commission.

Payment

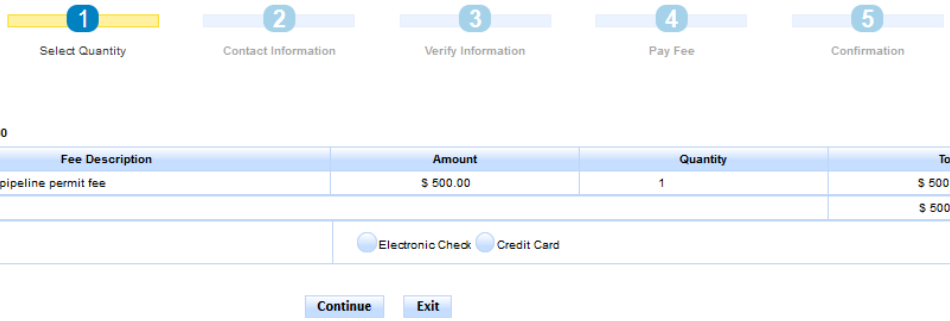
You can pay for your New Pipeline Permit, Permit Renewal, Acquire Full Transfer, or Annual Mileage Fee by credit card or electronic check.

IMPORTANT: You should only have one tab open in your web browser during the payment process.

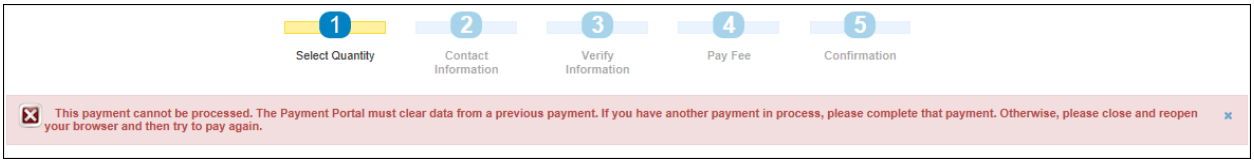
Paying by Credit Card

1. After clicking **Pay Filing Fee** on the Submit tab, the *Payment Portal* screen displays. In the *Payment Type* area, select **Credit Card**.

   As of September 1, 2015, if you pay with a credit card, the transaction will be assessed using the following formula: ((RRC Amount + $.25) * .0225) + $.25. For example, if you pay a fee of $100.00, the assessment is $2.51, and you are charged a total of $102.51.



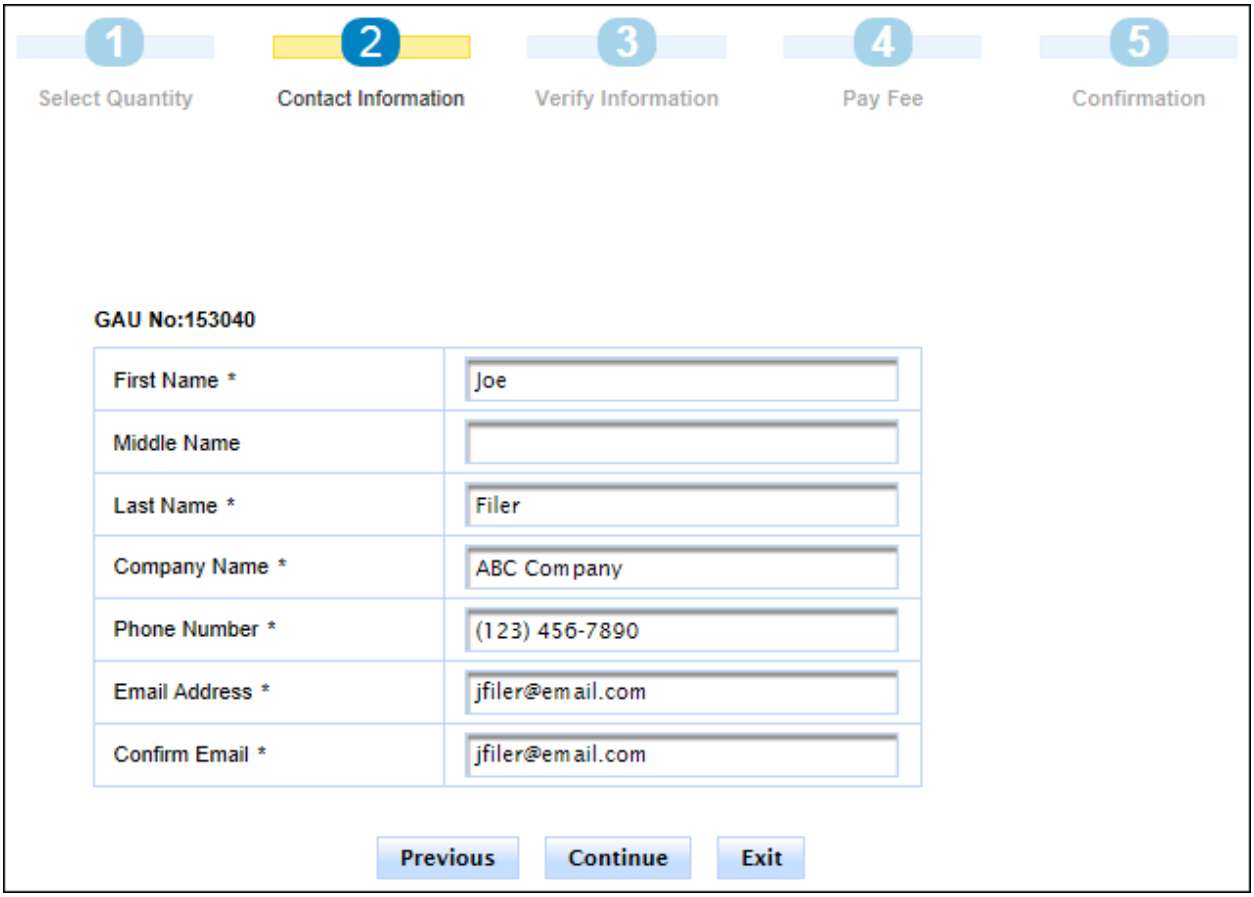
   In rare cases, the payment cannot be processed because the Payment Portal must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*



   If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

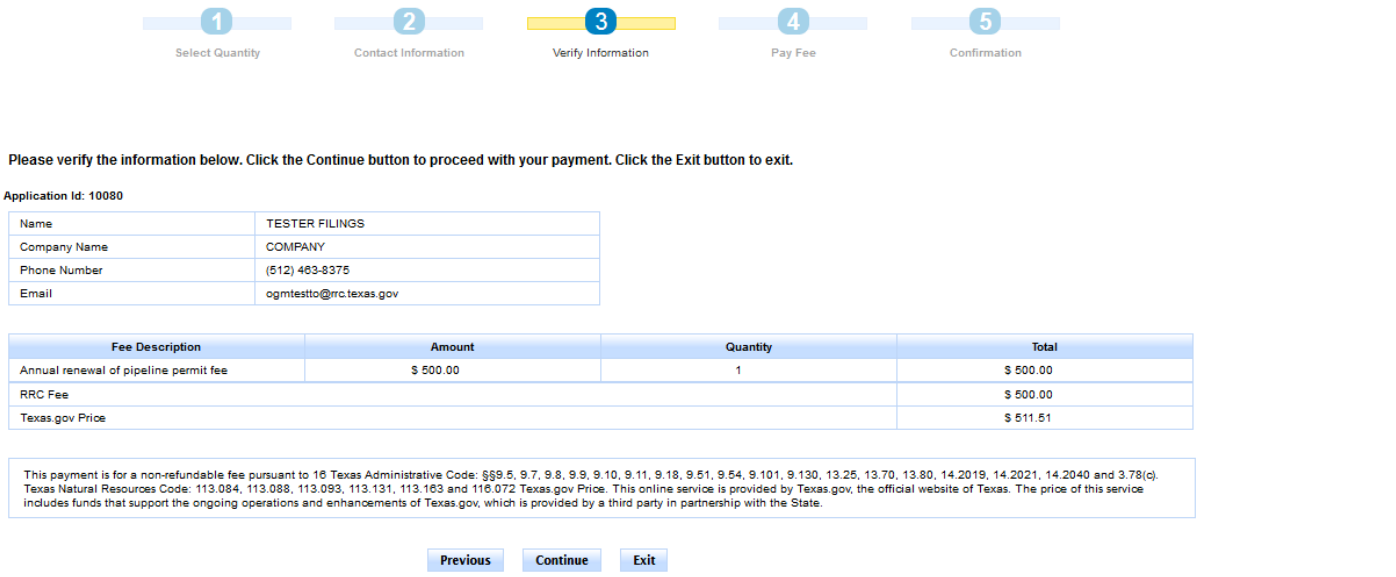
   - If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the Payment Portal and begin the payment process again from the POPS application.
   - Close and reopen the browser. Then log in to the RRC Online System and access the POPS application, and then try to make the payment again.

2. Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays.



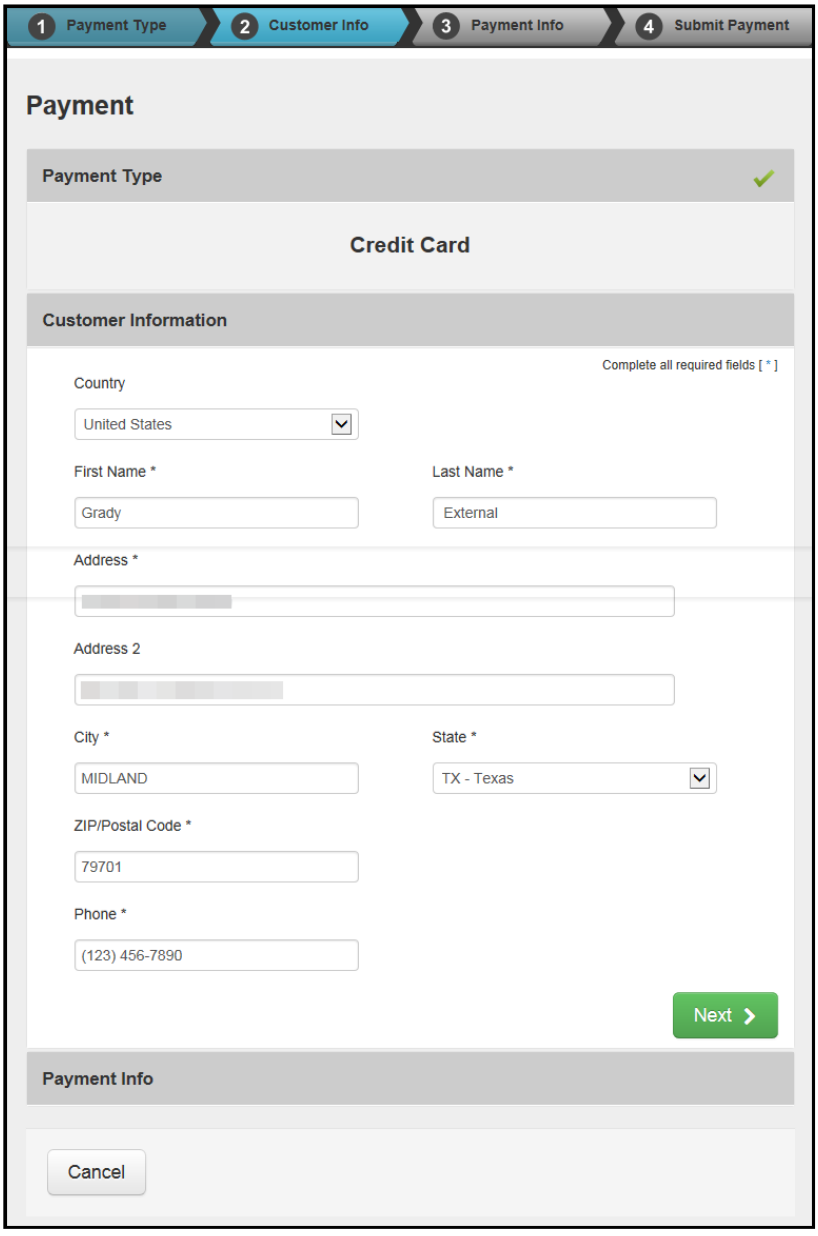
3. If necessary, update the contact information that displays. Click **Continue.** The *Verify Information* page displays.

   NOTE: You can also click the **Previous** button to navigate back to the previous page or click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful.

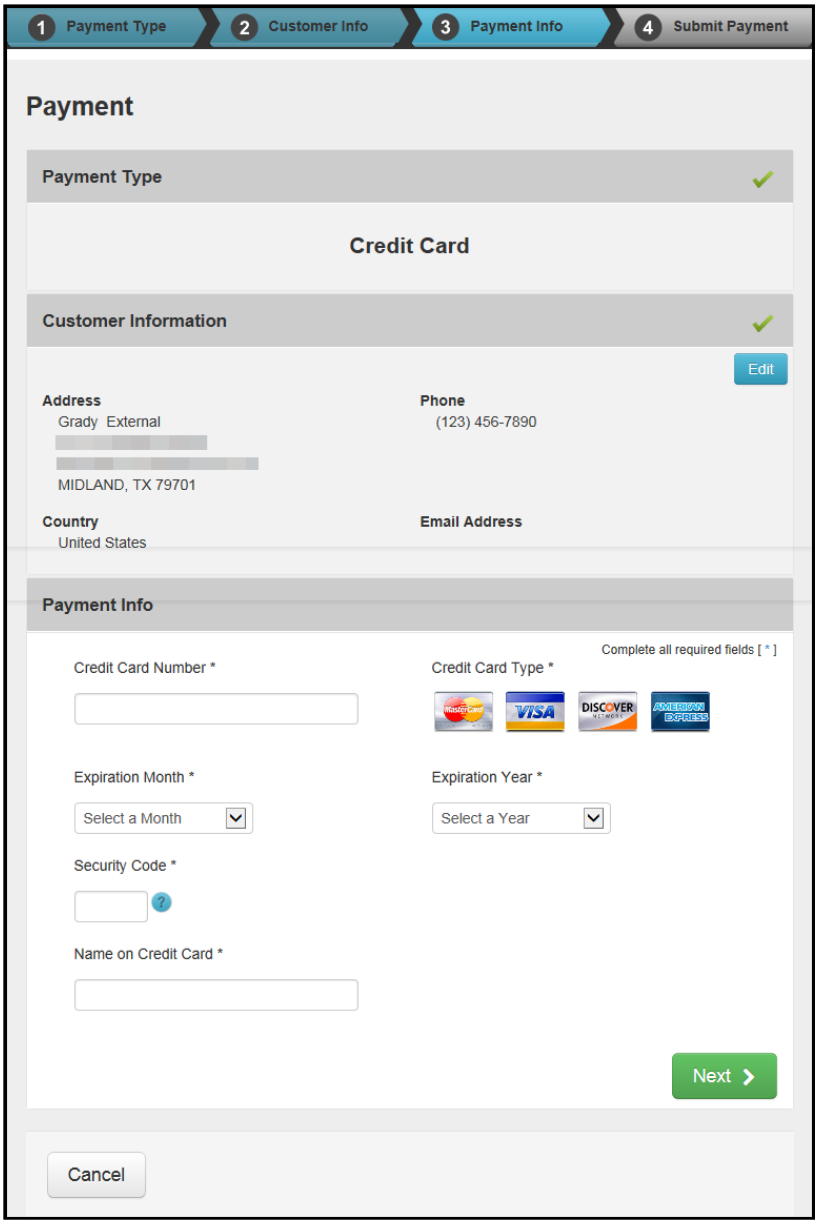


4. Verify the information and click **Continue**. The *Pay Fee* screen displays.

5. On the *Pay Fee* screen, click **Make Payment**. The *Texas.gov Customer Info* screen displays.

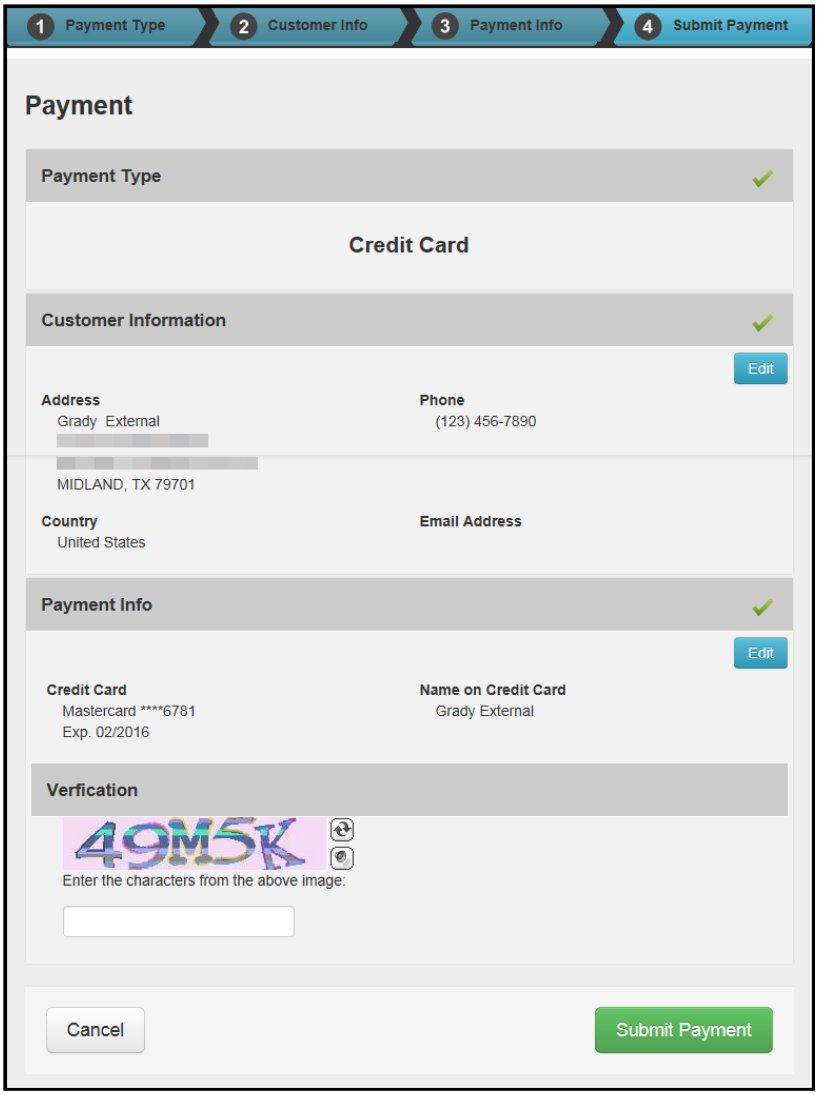


6. Verify the information and click **Next**. The *Texas.gov Payment Info* screen displays.

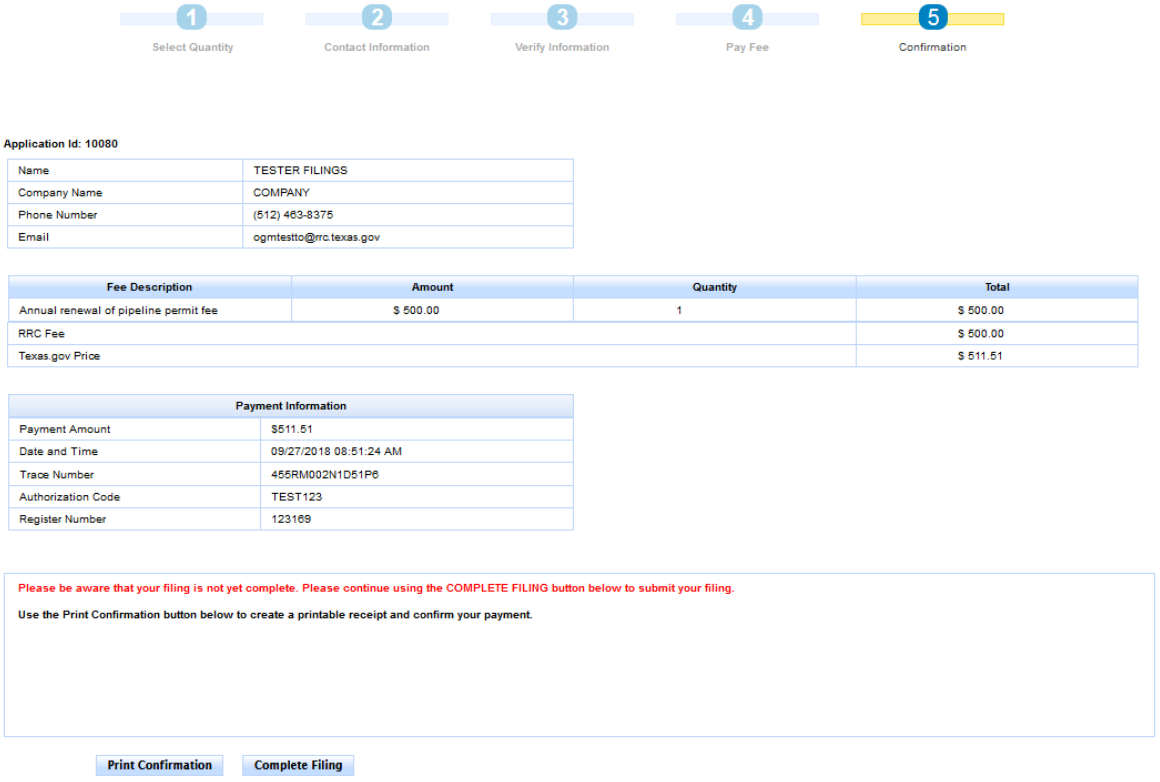


7. Complete the credit card information fields, which consist of the *Credit Card Number*, *Expiration Month*, *Expiration Year*, *Security Code*, and *Name on Credit Card*.

8. Click **Next**. The *Texas.gov Submit Payment* page displays.



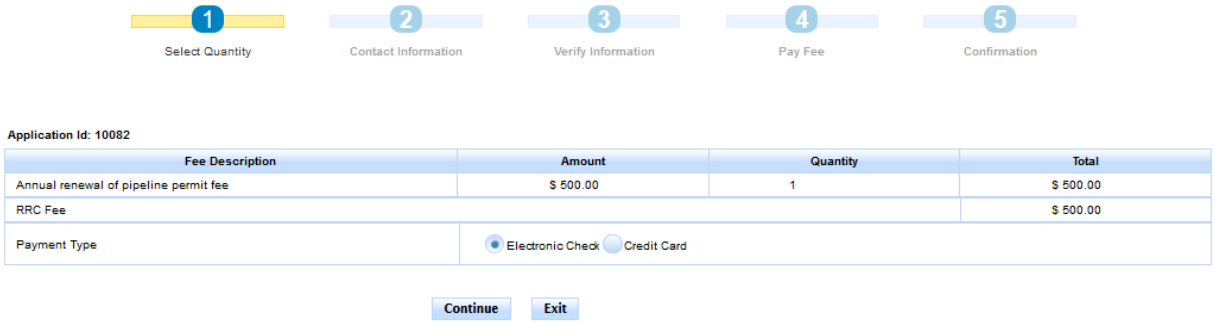
9. In the *Verification* area, enter the CAPTCHA characters and click **Submit Payment** to submit your payment. The *Payment Portal Confirmation* page displays.



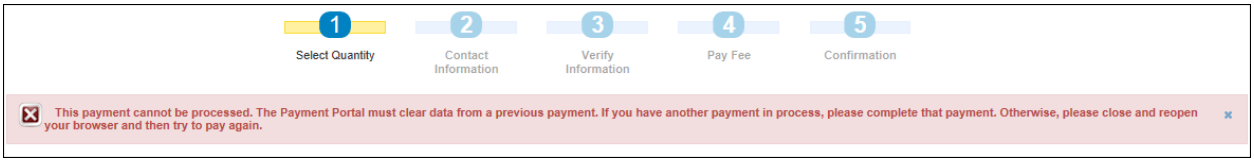
10. Click **Complete Filing** to access and submit your filing. You can also print the Confirmation Screen using the **Print Confirmation** button. A receipt will be sent via email to the address provided for the payment.

Paying by Electronic Check

1. After clicking **Pay Filing Fee** on the *Submit tab*, the *Payment Portal* screen displays. In the *Payment Type* area, select **Electronic Check**.



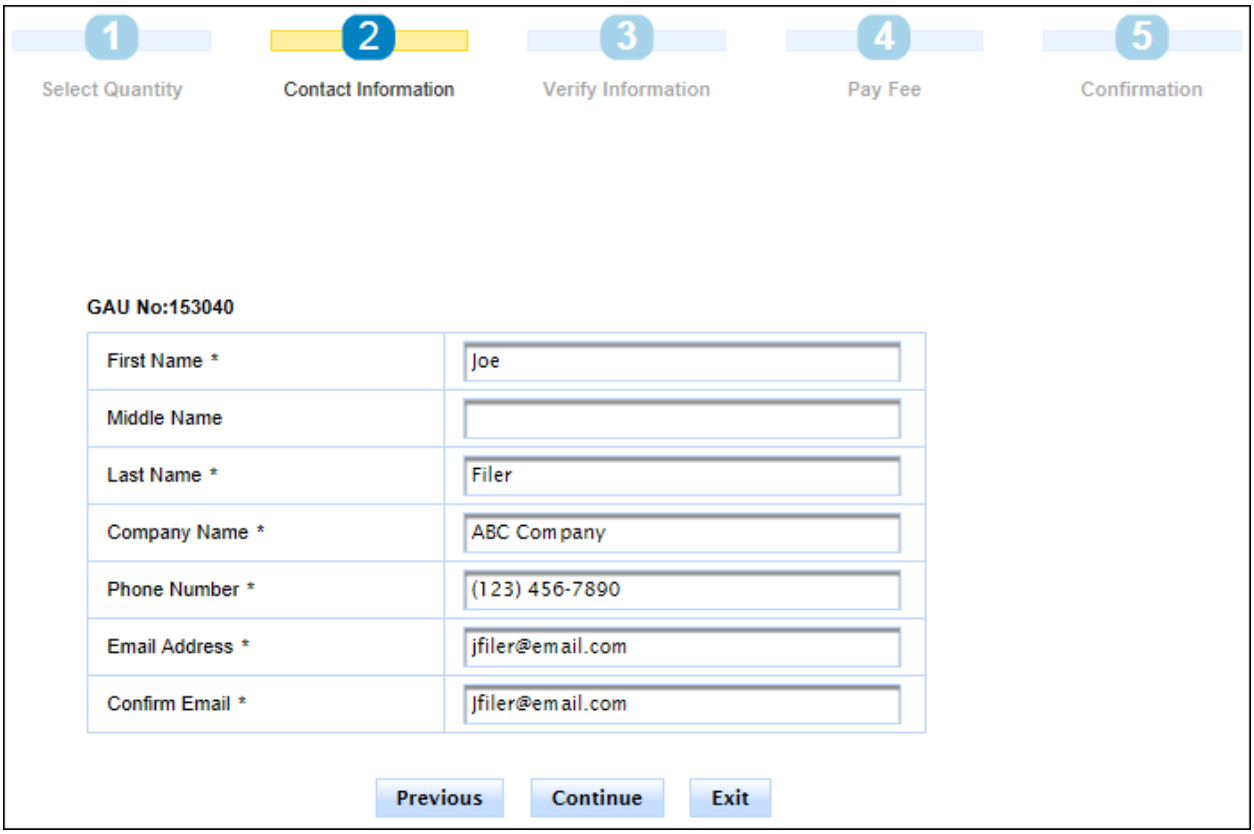
In rare cases, the payment cannot be processed because the Payment Portal must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*



If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

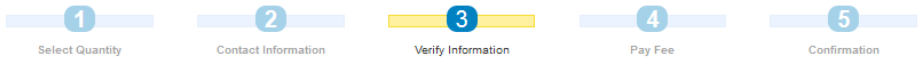
- If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the Payment Portal and begin the payment process again from the POPS application.
- Close and reopen the browser. Then log in to the RRC Online System and access the POPS application, and then try to make the payment again.

2. Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays.



3. If necessary, update the contact information that displays. Click **Continue.** The *Verify Information* page displays.

   NOTE: You can click the **Previous** button to navigate back to the previous page or click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful.



Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Application Id: 10082

Name	TESTER TEST
Company Name	TEST
Phone Number	(512) 463-8375
Email	ogmtestto@rrc.texas.gov

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 500.00

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Previous Continue Exit

4. Verify the information and click **Continue**. The *Pay Fee* screen displays.

Summary of Created Fees (Register Number): 123170

Application Id: 10082

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 500.00

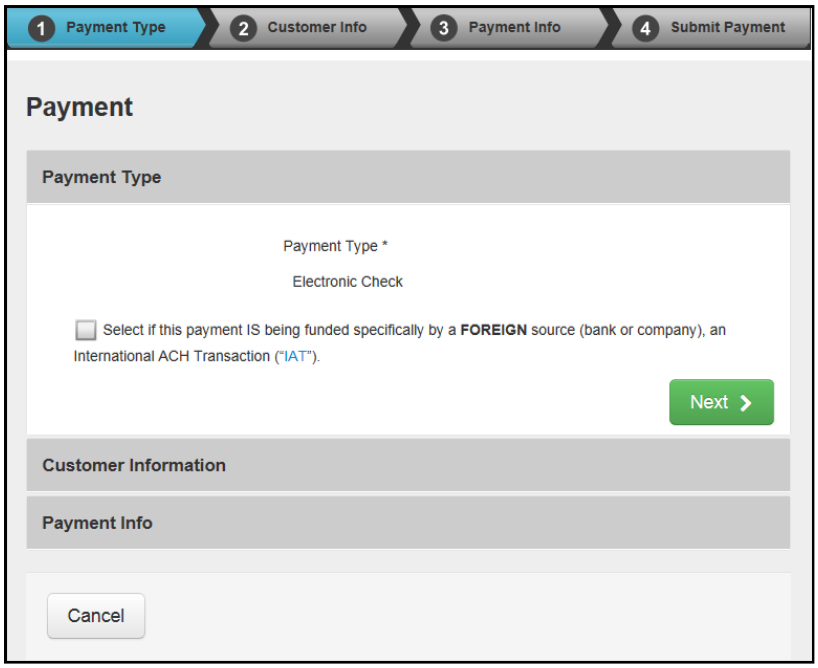
Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

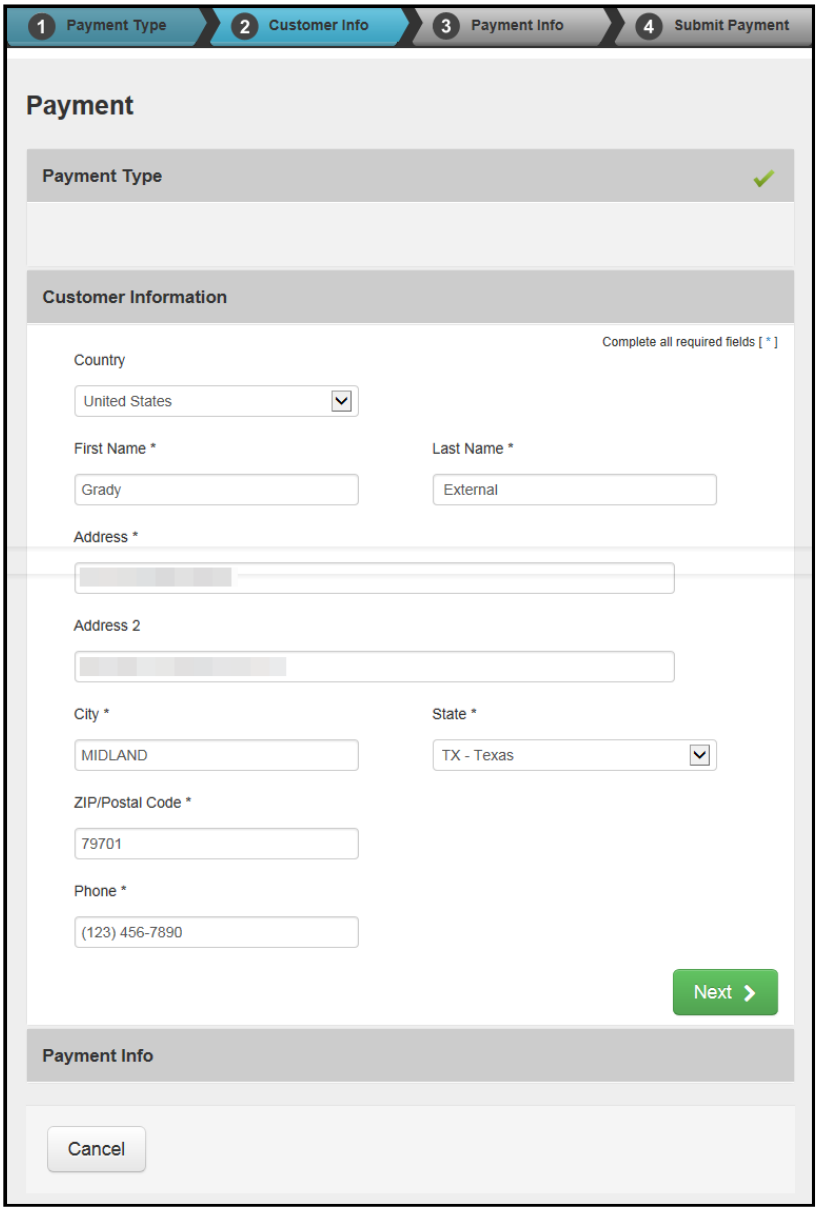
Previous Make Payment Exit

Note: When paying with a credit card, the address entered must match the billing address.

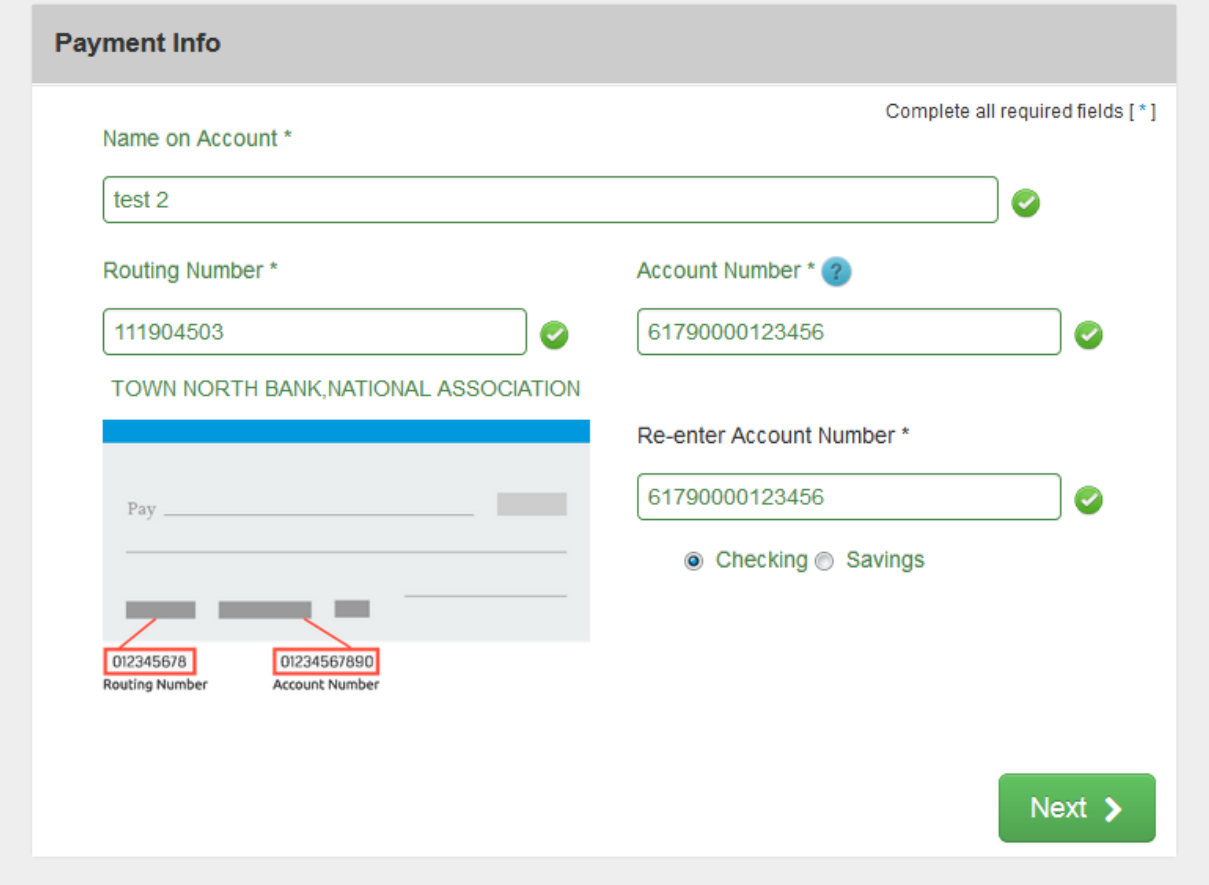
5. Click **Make Payment**. The *Texas.gov Payment Type* screen displays.



6. If the payment is being funded by a foreign source, click the check box. Click **Next**. The *Texas.gov Customer Info* page displays.

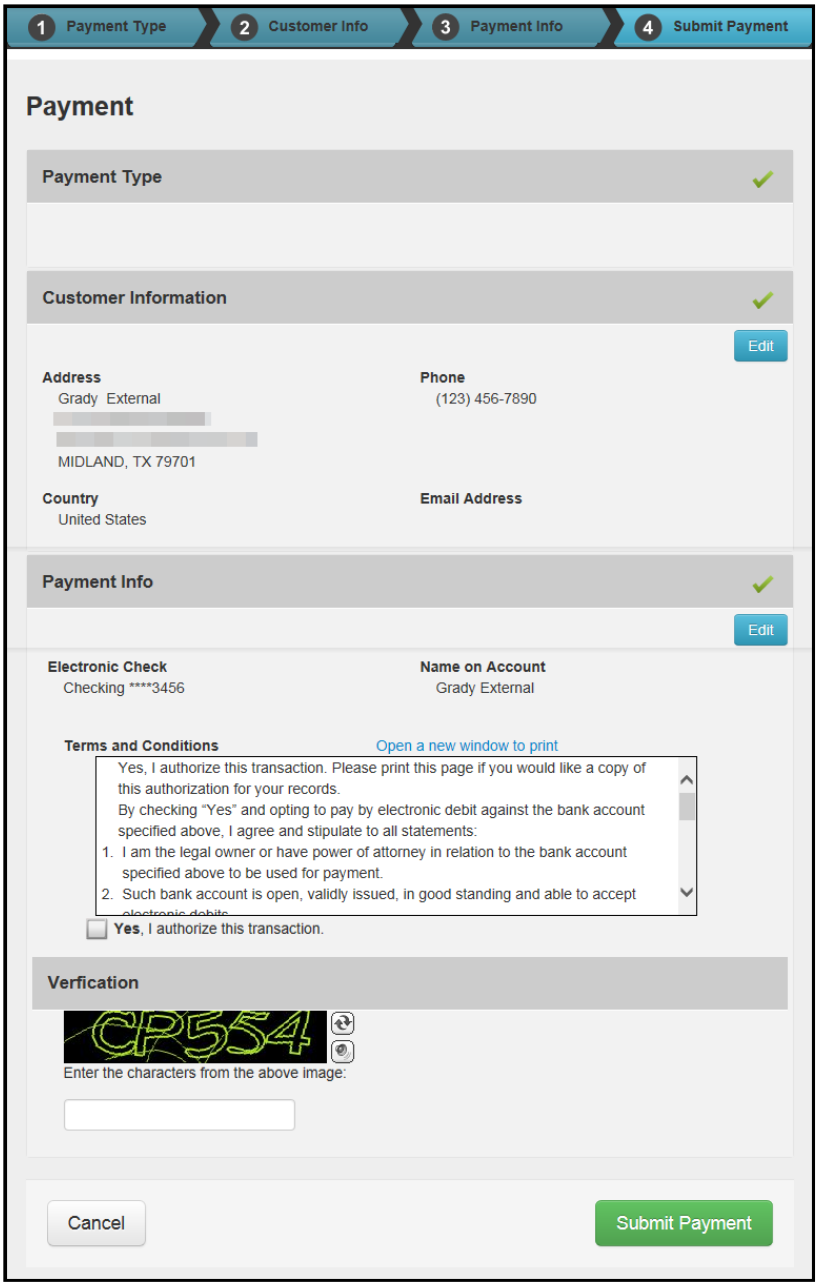


7. Verify the information and click **Next**. The *Texas.gov Payment Info* screen displays.



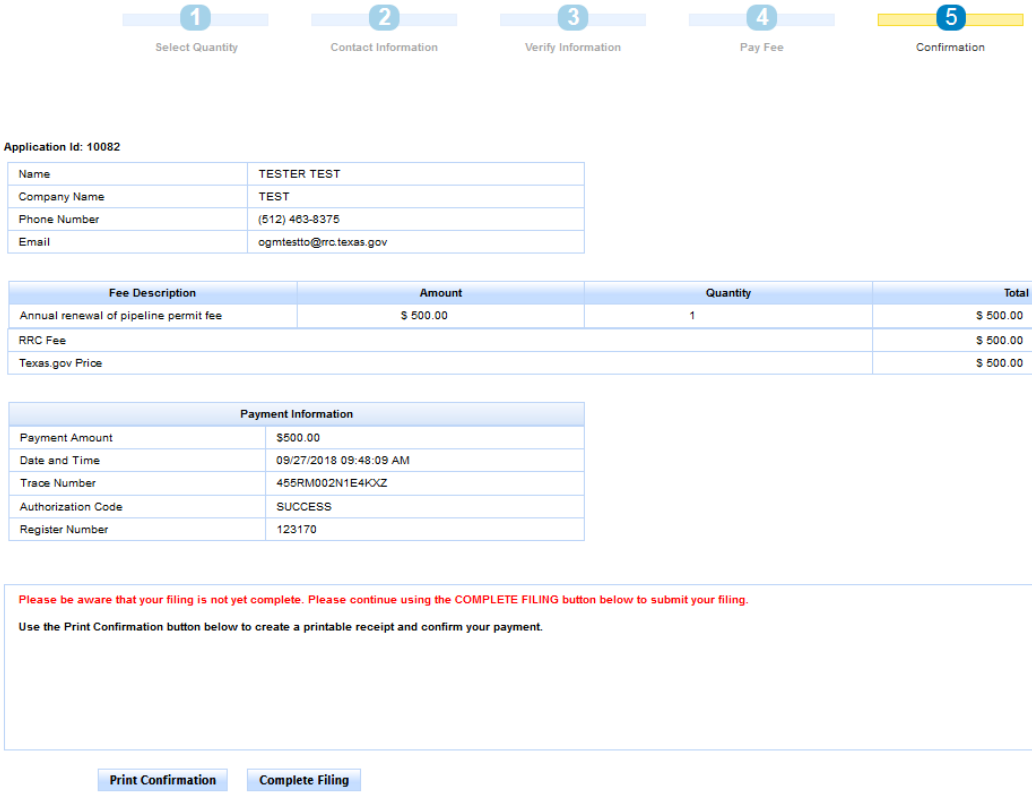
8. Complete the payment information fields, which consist of *Name on Account,* the *Account Type*, *Routing Number*, and *Account Number*.

9. Click **Next**. The *Texas.gov Submit Payment* page displays.



10. Read the *Terms and Conditions*, and then click the **Yes, I authorize this transaction** check box.

11. In the *Verification* area, enter the CAPTCHA characters and click **Submit Payment**. The *Payment Portal Confirmation* page displays.



12. Click **Complete Filing** to access and submit your filing in POPS. You can also print the confirmation screen using the **Print Confirmation** button. A receipt will be sent to the provided email address.