



Pipeline Online Permitting System (POPS) User Guide

Railroad Commission of Texas
Information Technology Services Division
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Pipeline Online Permitting System (POPS) Basics

The purpose of this document is to describe the steps users will take to use the Texas Railroad Commission's Pipeline Online Permitting (POPS) Application. This application is developed for use by both RRC regulated communities as well as internal agency staff members.



TIP: For the best viewing results, see the [Browser Recommendations](#) below.

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 System Additions, Pipeline T-4 Permit Inactivations, and Pipeline T-4 Permit Renewals.

It will also provide for generation of Pipeline T-4 Permit Approval Letters when a Pipeline T-4 Permit is approved for an Operator in the system. Finally, the project will allow 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.



TIP: Blue hyperlinks in this document are live links; they will take you directly to the named portion of the document.

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

To access the Pipeline Online Permitting website, navigate to the following web address:

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

On the **RRC Online System** screen, click the **Pipeline Online Permitting** link, as depicted in Figure 1 below.

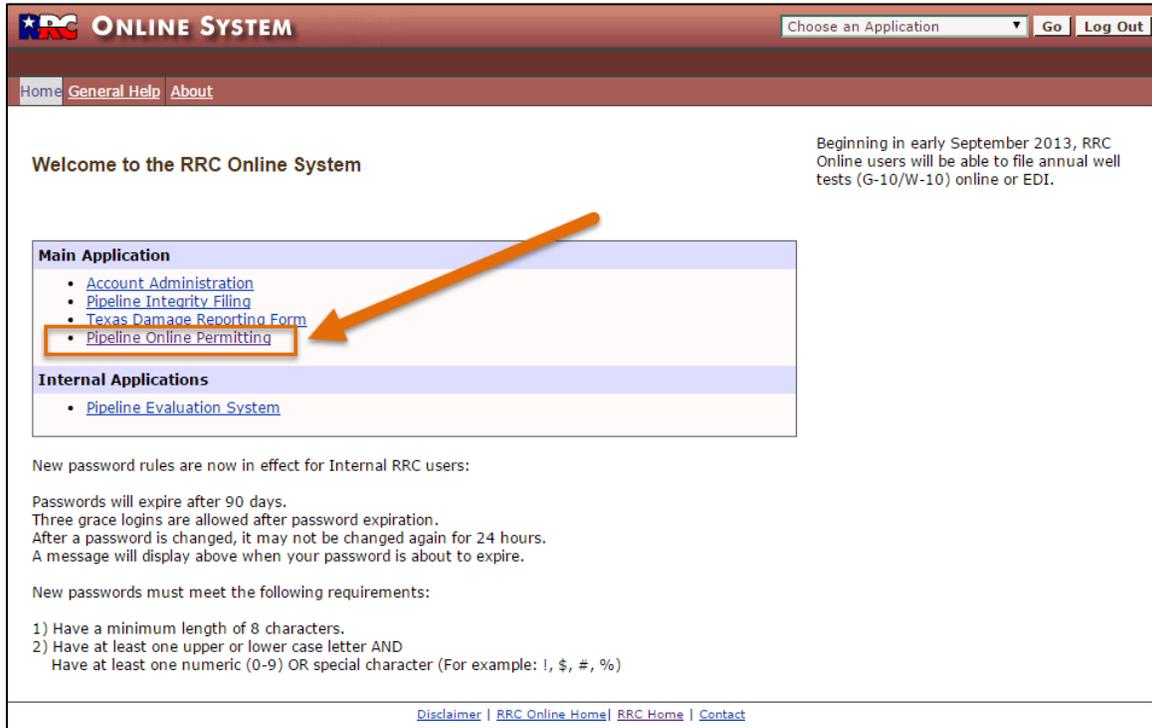


Figure 1: RRC Online System Screen

Navigating the Pipeline Online Permitting Website

There are many ways of getting around the Pipeline Online Permitting website, and this section describes the navigational menus that will help you get to where you want to go.

Left Navigation Menu

The left-hand navigation menu allows you to go to different pages in the Railroad Commission of Texas' website. You can move to these new sections by clicking on one of the following links:

1. Home – Click the Home  link to go to the RRC Online System page.
2. Dashboard (Pipeline Online Permitting Home) – Click the Dashboard  link to go to the Pipeline Online Permitting Home page and view all In-Progress applications on your Dashboard.
3. Search Operator – Click the Search  link to go to the Search page and look up T-4 Permits and Systems, and T-4 Filings.
4. Application – Click the Initial T-4 Permit  link to go to the New Application page and begin a new T-4 Permit application.
6. User Guide – Click the User Guide  link to be presented with a PDF copy of the User's Manual.

List Navigation

Navigate lists of information by following the instructions below:

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 strings that only contain the string you entered in the text box.

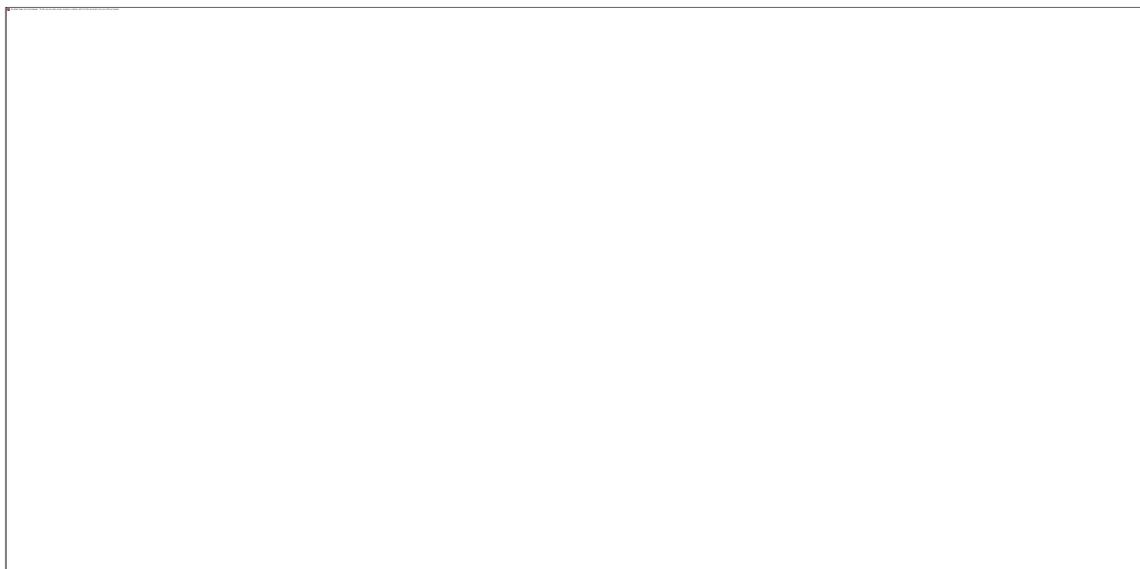


Figure 2: Navigating a List

For example, if you enter “John,” only results that contain the characters “John” are displayed. Remove the filter text in the text box to return the results to their initial state. The Contains text at the bottom of the column shows you what string you are currently using as a filter.

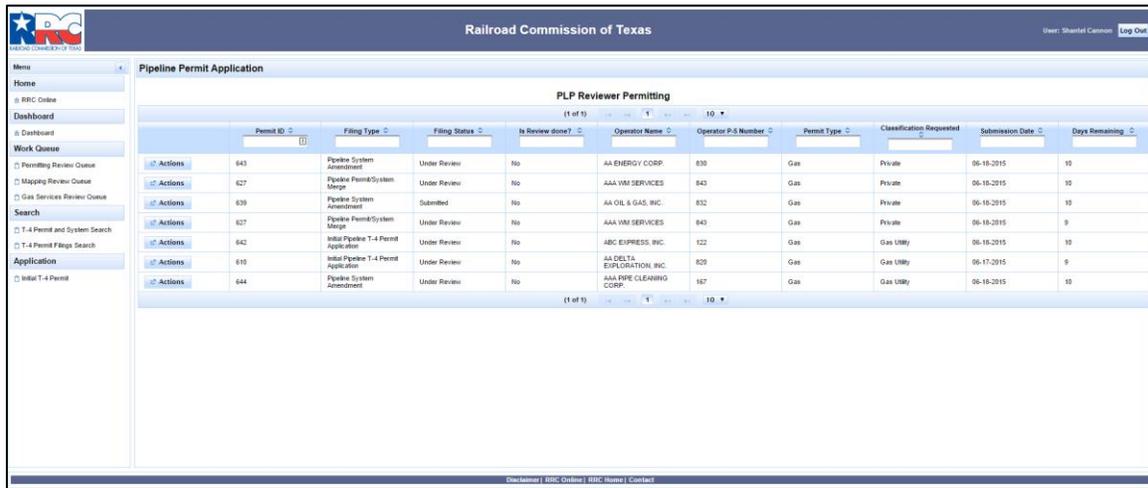
3. The navigation bars at the top and the bottom of the list allow you to quickly show more results on the page, or quickly move from page to page.
 - a. First, the numbers **(1 of 4)** next to the navigation bar show you what page you are currently on, and how many pages total are in the list of applications.
 - 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 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 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 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 first page of the list of applications. If you are on the first page, this button cannot be used.
 - g. Clicking the numbered buttons **1 2 3** takes you directly to the page that corresponds to the number you clicked on.

4. You can also download the list's information by doing the following:
 - a. Click the  Excel button to download the list in XSLX (Microsoft Excel) format.

About the Dashboard

When you enter the Pipeline Online Permitting System, you will first see your Dashboard. The Dashboard is a compilation of all the permits in the system along with their current states, including T-4 Filings search, search for T-4 Permits, and Initial T-4 Permit. The dashboard also lists all permit applications and T-4 Permits in the system.

An example Dashboard is depicted in Figure 3 below.



The screenshot shows the 'Pipeline Permit Application' dashboard for the Railroad Commission of Texas. The main content area is titled 'PLP Reviewer Permitting' and displays a table of permit data. The table has columns for Permit ID, Filing Type, Filing Status, Is Review done?, Operator Name, Operator P.S. Number, Permit Type, Classification Requested, Submission Date, and Days Remaining. There are also 'Actions' links for each row.

Permit ID	Filing Type	Filing Status	Is Review done?	Operator Name	Operator P.S. Number	Permit Type	Classification Requested	Submission Date	Days Remaining
643	Pipeline System Amendment	Under Review	No	AA ENERGY CORP.	830	Gas	Private	06-10-2015	10
627	Pipeline Permit/System Merge	Under Review	No	AAA VM SERVICES	843	Gas	Private	06-10-2015	10
639	Pipeline System Amendment	Submitted	No	AA OIL & GAS, INC.	832	Gas	Private	06-10-2015	10
627	Pipeline Permit/System Merge	Under Review	No	AAA VM SERVICES	843	Gas	Private	06-10-2015	9
642	Initial Pipeline T-4 Permit Application	Under Review	No	ABC EXPRESS, INC.	122	Gas	Gas Utility	06-10-2015	10
610	Initial Pipeline T-4 Permit Application	Under Review	No	AA DELTA EXPLORATION, INC.	820	Gas	Gas Utility	06-17-2015	9
644	Pipeline System Amendment	Under Review	No	AAA PIRE CLEANING CORP.	167	Gas	Gas Utility	06-10-2015	10

Figure 3: Pipeline Permit Application Dashboard

Your Dashboard is uniquely customized to display your permits—only the ones you are authorized to work with (in other words, if you are an Operator, you will be unable to see permits filed by other Operators, and they will be unable to see yours).

The Dashboard enables you to perform a variety of functions, which will be described in further detail in the following sections of this document.

An overview of the Dashboard is summarized below in Figure 4.



Figure 4: Pipeline Permit Application Dashboard Functions

1. The Home section of the left navigation provides a link to the RRC Online website.
2. The Dashboard section of the left navigation provides a link back to your Dashboard.
3. The Work Queue section of the left navigation provides links to your work queue(s).
4. The Search section of the left navigation provides links to both search options: the T-4 Permit and System Search and T-4 Permit Filings search.
5. The Application section of the left navigation provides a link to begin applying for a T-4 permit.
6. This navigation bar allows you to scroll between pages of records in your work queue, if there is more than one page of records.
7. This header row allows you to filter items in your work queue by typing information into the text boxes at the top of each column. You can filter items by any column heading. Figure 5 below depicts a user entering an Application ID number to filter the results.

You can also filter 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.



Figure 5: Filtering Dashboard Items

- The Actions button drops down a list of the available actions for the permit. The list of actions is dynamic, and reflects the state of the application. For example, if the application’s status is In Progress (begun but not yet submitted), the available options are View, View PDF, and Edit.

Search for Permits and Filings

The Search interface provides a wide range of search operations to help you find the permit, system, and/or filing you are looking for.

T-4 Permit and System Search

On the T-4 Permit and System Search screen, you can perform searches on Permits and Systems, including Permit Type, Permit Creation Date, and System Status. A sample T-4 Permit and System Search screen is depicted in Figure 6 below.

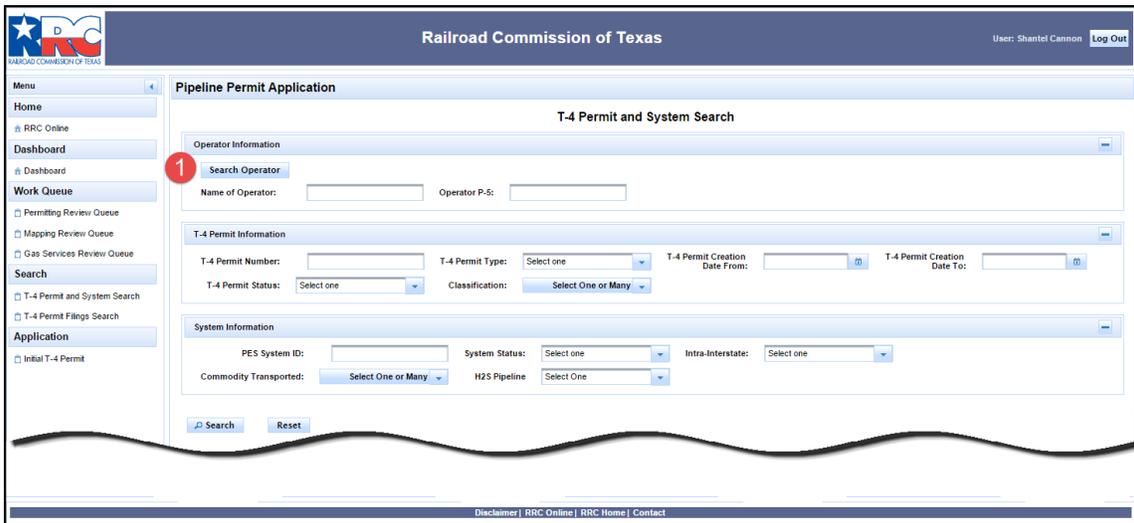


Figure 6: The T-4 Permit and System Search Tab

You can search for Permits and Systems by entering search terms into any of the onscreen fields. You can enter search terms into more than one field. The fields are described below.

Operator Information Section

Operator Name	The name of the Operator
Operator P-5	The Operator P-5 Number

T-4 Permit Information Section

T-4 Permit Number	The T-4 Permit Number
T-4 Permit Type	The T-4 Permit Type (Gas or Liquid)
T-4 Permit Creation Date From	The starting date of the creation date of the T-4 permit you are searching for
T-4 Permit Creation Date To	The ending date of the creation date of the T-4 permit you are searching for



TIP: To use the Creation Date From and Creation Date To fields, you must select a date range of 30 days or less. For example, if you are searching for a T-4 permit you believe was created sometime during June of 2015, you might select June 1, 2015 as the **T-4 Permit Creation Date From** date, and June 30, 2015 as the **T-4 Permit Creation Date To** date. The results that will be displayed will include any T-4 permits that were created between June 1, 2015 and June 30, 2015.

T-4 Permit Status	The status of the T-4 Permit. Options are: Active, Inactive, Invalid for Failure to Timely Review, and New
Classification	The T-4 Permit classification. Options include Common Carrier, Gas Utility, and Private.

System Information Section

PES System ID	The PES System ID associated with the T-4 permit
System Status	The System status. Options include Abandoned, Active, and In Progress.
Intra-Interstate	Select between Intrastate and Interstate to narrow your search results
Commodity Transported	Select one or more options including Crude, Natural Gas, Products, and Condensate.
H2S Pipeline	Select yes or no to narrow your search results

To perform a Permit or System search, perform these steps:

1. Click the **Search Operator** button to find your Operator Name, as shown in Figure 6 above.



IMPORTANT: You must always enter information into the Name of Operator field when searching.

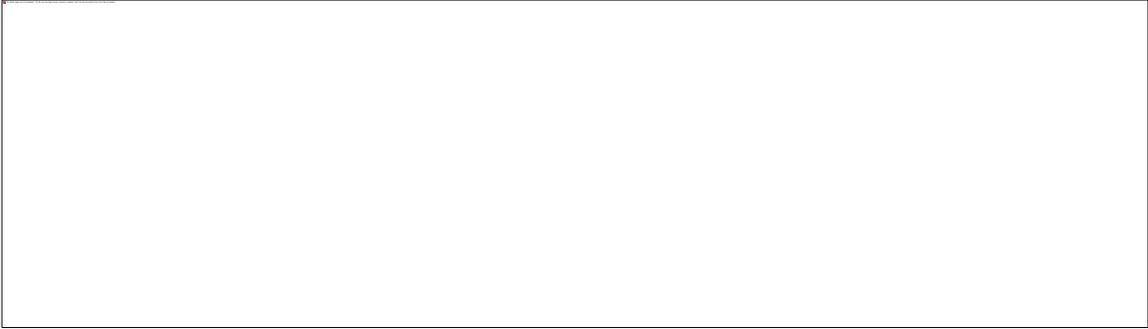


Figure 7: Search for Operator

2. Click the Operator Name you want to select it, as shown in Figure 7. You will return to the T-4 Permit and System Search screen; you will see that the Operator Name is now filled in on the Search screen, as depicted in Figure 8 below.

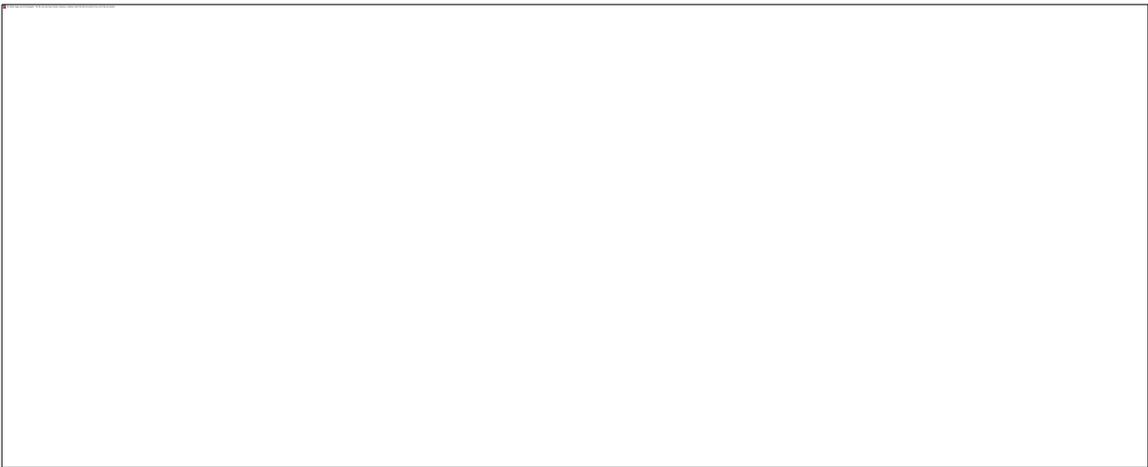


Figure 8: Search T-4 Permit Information and System Information

3. Enter search terms into the **T-4 Permit Information** section and/or the **System Information** Section.
4. Click the **Search** button to display the search results. An example of search results is shown in the green box on Figure 9 below.

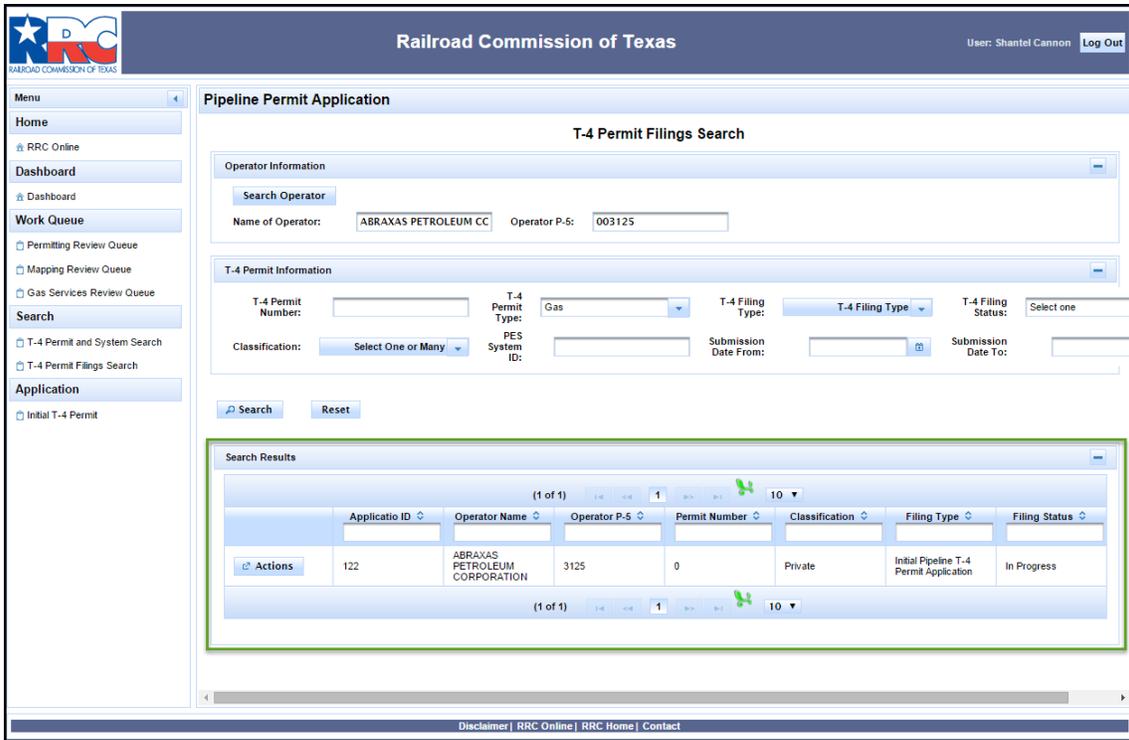


Figure 9: View Search Results on the T-4 Permit and System Search Screen

T-4 Permit Filings Search

The T-4 Permit Filings Search page gives you fewer search options to help streamline your search results. Using the T-4 Permit Filings Search page is depicted in Figure 10 below, and works in exactly the same way as the [T-4 Permit and System Search](#) described above.

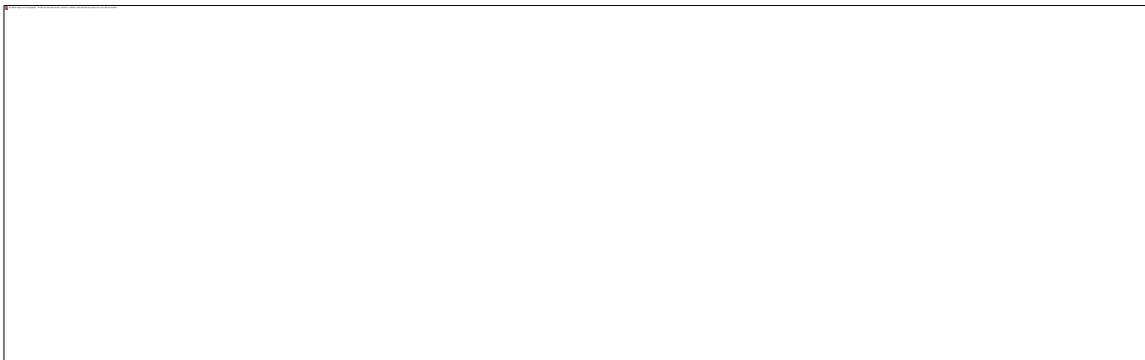


Figure 10: The T-4 Permit Filings Search Screen

You can search for filings by entering search terms into any of the onscreen fields. You can enter search terms into more than one field. The fields are described below.

Operator Information Section

Name of Operator

The name of the Operator

Operator P-5	The Operator P-5 Number
T-4 Permit Information Section	
T-4 Permit Number	The T-4 Permit Number
T-4 Permit Type	The T-4 Permit Type (Gas or Liquid)
T-4 Filing Type	The T-4 Filing Type. Use the drop-down menu to select one or more options that describe the T-4 Filing type you are searching for
T-4 Filing Status	The status of the T-4 Permit. Use the drop-down menu to select one or more options that describe the T-4 Filing status you are searching for
Classification	The T-4 Permit classification. Options include Common Carrier, Gas Utility, and Private. Use the drop-down menu to select one or more options that describe the T-4 Permit Classification you are searching for
PES System ID	The PES System ID associated with the T-4 permit
Submission Date From	The starting date of the submission date of the T-4 permit you are searching for
Submission Date To	The ending date of the submission date of the T-4 permit you are searching for



TIP: To use the Submission Date From and Submission Date To fields, you must select a date range of 30 days or less. For example, if you are searching for a T-4 permit you believe was submitted sometime during June of 2015, you might select June 1, 2015 as the **Submission Date From** date, and June 30, 2015 as the **Submission Date To** date. The results that will be displayed will include any T-4 permits that were submitted between June 1, 2015 and June 30, 2015.

To perform a Filings search, perform these steps:

1. Click the **Search Operator** button to find your Operator Name, as shown in Figure 10 above.



IMPORTANT: You must always enter information into the Name of Operator field when searching.

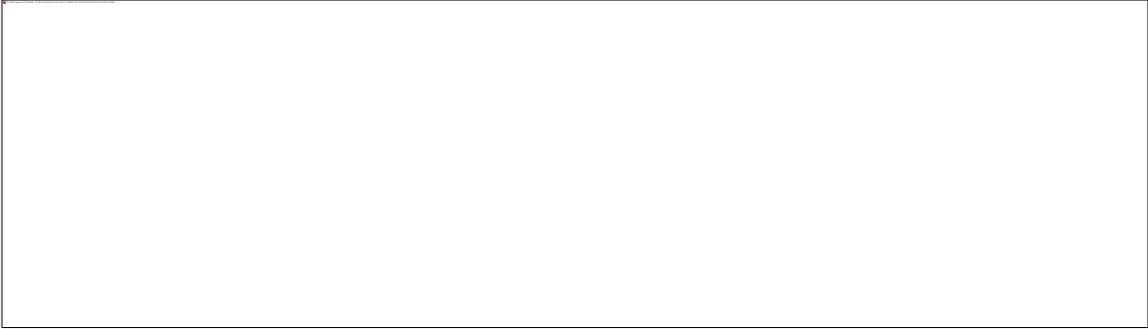


Figure 11: Search for Operator

2. Click the Operator Name you want to select it, as shown in Figure 11. You will return to the T-4 Permit and System Search screen; you will see that the Operator Name is now filled in on the Search screen, as depicted in Figure 12 below.



Figure 12: Search T-4 Permit Information and System Information

3. Enter search terms into the **T-4 Permit Information** section and/or the **System Information** Section.
4. Click the **Search** button to display the search results. An example of search results is shown in the green box on Figure 13 below.



Figure 13: Filings Search Results

Filtering Search Results

After getting the results of your application or operator search, you can filter the results to show the information that you think is important.

Click the text boxes under the column names and enter a full or partial word to filter the application list by strings that only contain the string you entered in the text box.

For example, if you enter “Issued” in the **Filing Status** text box, only results that have an operator number of “Issued” are displayed, as depicted in Figure 14 below. Remove the filter text in the text box to return the results to their initial state.

Pipeline Permit Application										
Permit Count : 17										
Dashboard										
(1 of 1) 1 10										
Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-5 Number	Permit Type	Classification	Submission Date	
Actions	99	101	Active	Pipeline System Amendment	Issued	ABC WELL SERVICE CO., INC.	1000	Gas	Gas Utility	
Actions	90	99	Active	Initial Pipeline T-4 Permit Application	Issued	AAA OIL TRUST	118	Gas	Private	
(1 of 1) 1 10										

Figure 14: Filtering Search Results

Initial T-4 Permit Screens

This section of the guide is designed to help you become familiarized with the screens you’ll use in the Pipeline Online Permitting application. This section only provides detailed information on each screen.

Steps for how to perform a variety of actions in the Pipeline Online Permitting application are provided later in this document.

About the Permit Header Tab

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

The Permit Header tab is the first tab displayed during the T-4 Permit application process; it is depicted in Figure 15 below. Each field that appears onscreen, by section, is described below.

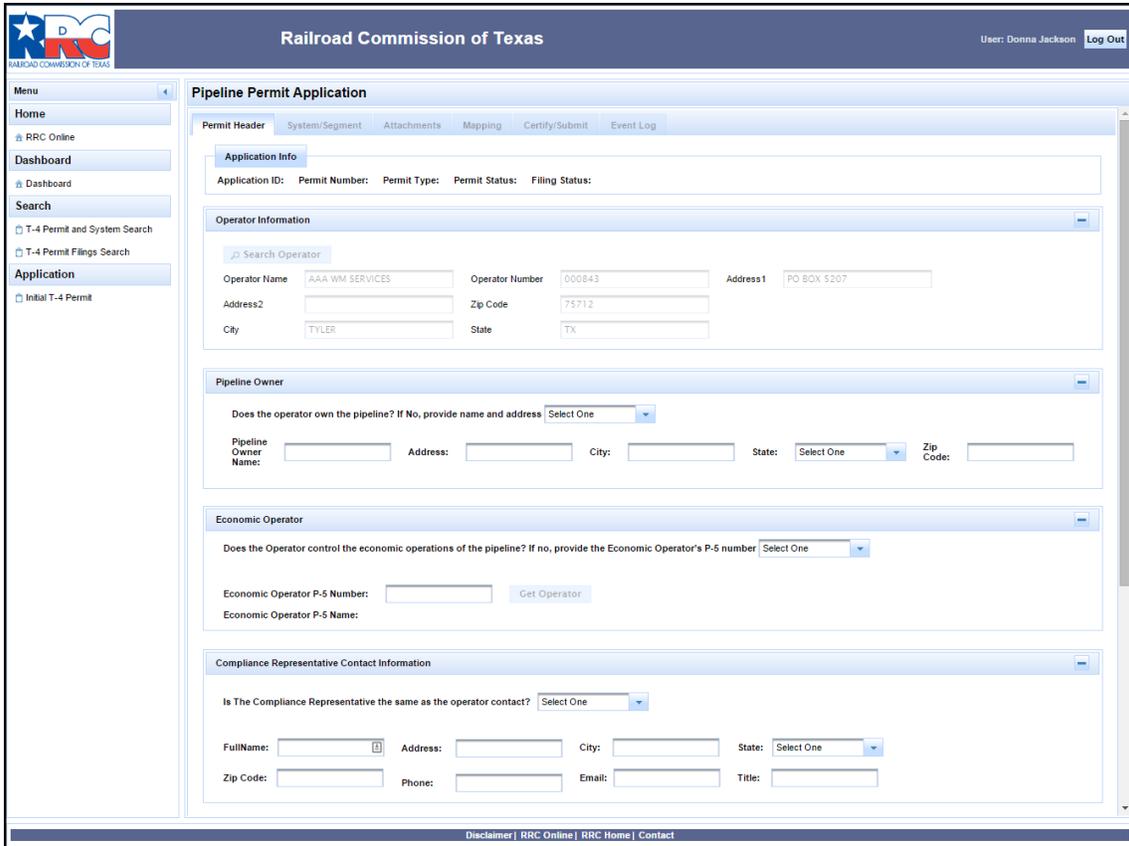


Figure 15: The Permit Header Tab

Operator Information Section

Operator Name	The name of the Operator
Operator Number	The Operator Number
Address 1	First line of address information
Address 2	Second line of address information
ZIP Code	ZIP code of Operator address
City	City of Operator address
State	State of Operator address

Pipeline Owner Section

If you select **No** on the dropdown next to the question in the Pipeline Owner Section “Does the operator own the pipeline? If no, provide name and address” you must complete the Pipeline Owner information.

Pipeline Owner Name	The name of the Pipeline Owner
Address	The address of the Pipeline Owner
City	City of Pipeline Owner Address
State	State of Pipeline Owner Address
ZIP Code	ZIP code of Pipeline Owner Address

If you select **No** on the dropdown next to the question in the Economic Operator box “Does the Operator control the Economic operations of the pipeline? If no, provide the Economic Operator’s P-5 number.” you must enter a P-5 number.

Economic Operator P-5 Number	The P-5 number of the Economic Operator for the pipeline
Economic Operator P-5 Name	The P-5 name of the Economic Operator for the pipeline

Compliance Representative Contact Information Section

If you select **No** on the dropdown next to the question in the Compliance Representative Contact Information Section “Is the Compliance Representative the same as the Operator contact?” you must complete the fields in this section.



IMPORTANT: The Compliance Representative is the contact person who will receive notifications from the Texas Railroad Commission about the status of your T-4 Permit. It is therefore important to have completely filled out all the fields for the Compliance Representative on your T-4 Permit.

Full Name	The name of the Compliance Representative
Address	The address of the Compliance Representative
City	City of Compliance Representative Address
State	State of Compliance Representative Address
ZIP Code	ZIP code of Compliance Representative Address
Phone	Compliance Representative Phone number
Email	Compliance Representative Email Address
Title	Compliance Representative Title

Filing Contact Information Section

Full Name	The name of the Filing Contact
Address	The address of the Filing Contact
City	City of Filing Contact Address
State	State of Filing Contact Address

ZIP Code ZIP code of Filing Contact Address
 Phone Filing Contact Phone number
 Email Filing Contact Email Address

Pipeline Permit Information Section

Permit Type Select Gas or Liquid
 Pipeline Classification For Gas: Gas Utility or Private
 For Liquid: Common Carrier or Private
 Total Permit Miles This field is calculated based on information you enter in the System/Segment tab
 Permit Number This field is populated after the permit has been approved



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

About the System/Segment Tab

The System/Segment tab, depicted in Figure 16 below, is where you will enter details about the systems and segments associated with your permit application. Each field, by section, is described below.

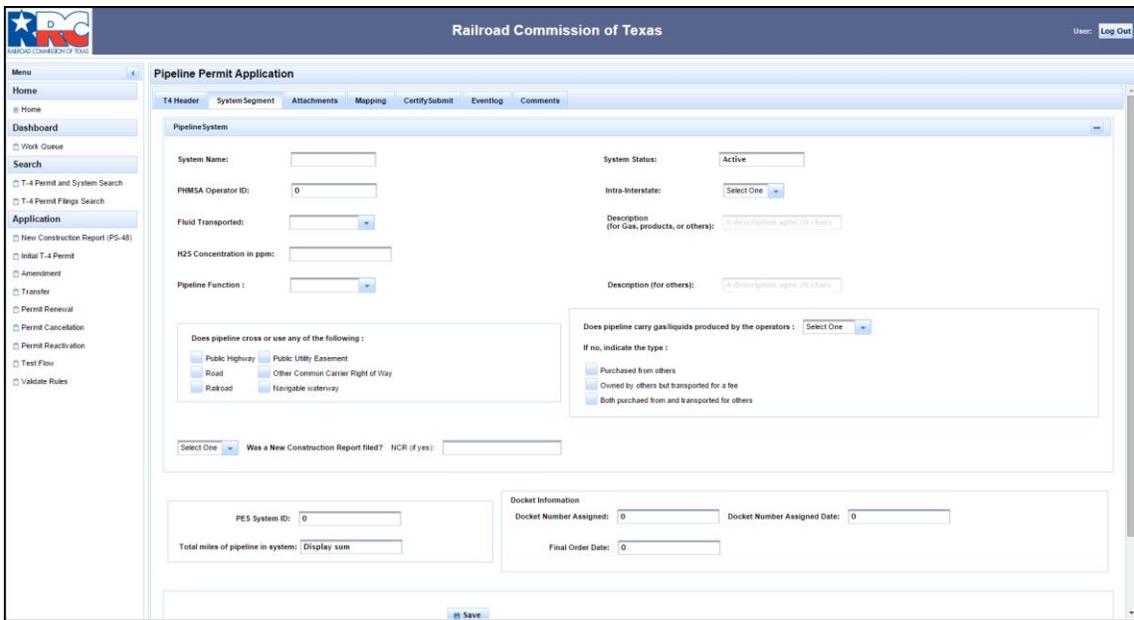


Figure 16: The System/Segment Tab

Pipeline System Section

System Name The System Name
 System Status The System's current status

PHMSA Operator ID	The PHMSA Operator ID
Intra-Interstate	Indicates intrastate or interstate pipeline
Commodity Transported	Indicates the commodity transported by the pipeline
Commodity Transported Subtype	Indicates the commodity subtype transported by the pipeline (for gas, products, or others)
Pipeline Function	Indicates the pipeline function
Description	Captures a description of the pipeline function
H2S Concentration in PPM	Captures the H2S Concentration in PPM
Does the pipeline cross or use any of the following?	Check one or more of the available options: Navigable Waterway, Other Common Carrier Right of Way, Public Highway, Public Utility Easement, Railroad, Road
Does pipeline carry only gas/liquids Produced by the operators?	Select yes or no from the dropdown. If no, select one of the available options: Both purchased from and transported for others, But Transported For Fee, Fluids Produced and Owned by Pipeline Owner/Operator, Purchased from Others
Was a New Construction Report Filed?	Select yes or no from the dropdown. If no, input the New Construction Report (NCR) number into the text field.
PES System ID	The PES System ID number
Total miles of pipeline in system	Captures the total number of miles of pipeline in the system
Docket Number Assigned	Captures the Docket Number, if available
Docket Number Assigned Date	Captures the date the Docket Number was assigned, if available

About the Attachments Tab

The Attachments tab, depicted in Figure 17 below, is where you will attach any files that are relevant to your T-4 permit application. Each field, by section, is described below.



TIP: The most common attachment for a new T-4 permit is a PS-48, or New Construction, form.

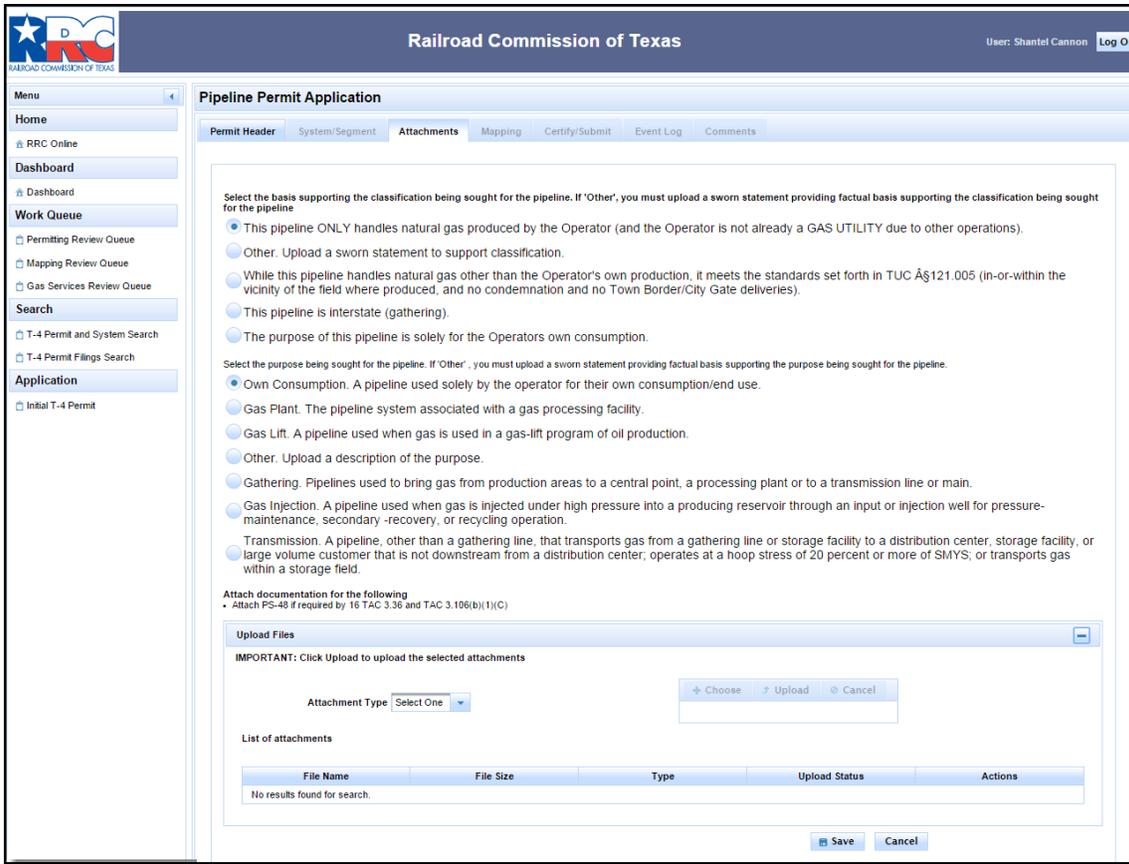


Figure 17: The Attachments Tab



IMPORTANT: The items on this screen are dynamic; they will change dependent on a number of factors about your pipeline type and status. The screen shot in Figure 17 above is a representation only and may not exactly match what you see on your screen.

Select the basis supporting the classification being sought for the pipeline.

Select one or more options that best match your pipeline’s classification.

Select the purpose being sought for the pipeline.

Select one or more options that best match the purpose of your pipeline.

Attach documentation for the following

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.

About the Mapping Tab

The Mapping tab, depicted in Figure 18 below, is where you will attach map files that are relevant to your T-4 permit application. Each field, by section, is described below.

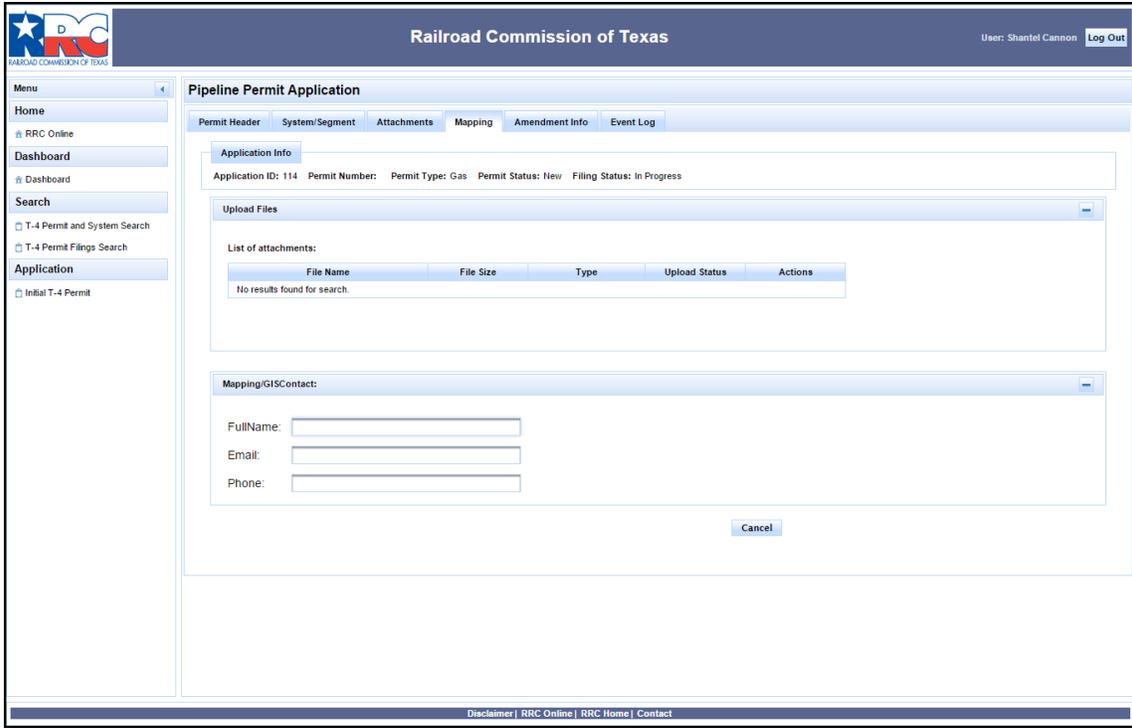


Figure 18: The Mapping Tab



TIP: The most common map for a new T-4 permit is an overview map. You can also attach shapefiles on this screen.

Mapping Information

In this area, use the dropdown to select the type of map you are uploading, then upload it.

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.

List of attachments

Displays the list of attachments you have already uploaded.

About the Certify/Submit Tab

The Certify/Submit tab, depicted in Figure 19 below, is where you agree to the Operator certification before submitting the T-4 Permit Application. Each field, by section, is described below.



Figure 19: The Certify/Submit Tab



IMPORTANT: You can not submit a new T-4 Permit Application without agreeing to the Certification.

Operator Certification

Place a check in the box if you agree to the Certification.

Electronic Signature

Enter the displayed code in the text box below to serve as your electronic signature.

About the Amendment Info Tab

The Amendment Info Tab, shown in Figure 20 below, provides a history of amendments made to the permit. The entries are displayed in reverse chronological order (i.e., the most recent update is displayed first).



IMPORTANT: The Amendment Information Tab is not available when you are applying for a new T-4 permit, so this tab might not always be visible. You will see this tab only when viewing an existing permit. This tab will be blank if the permit has never been amended.



IMPORTANT: There are no actions to take on this screen; it is designed for informational purposes only.

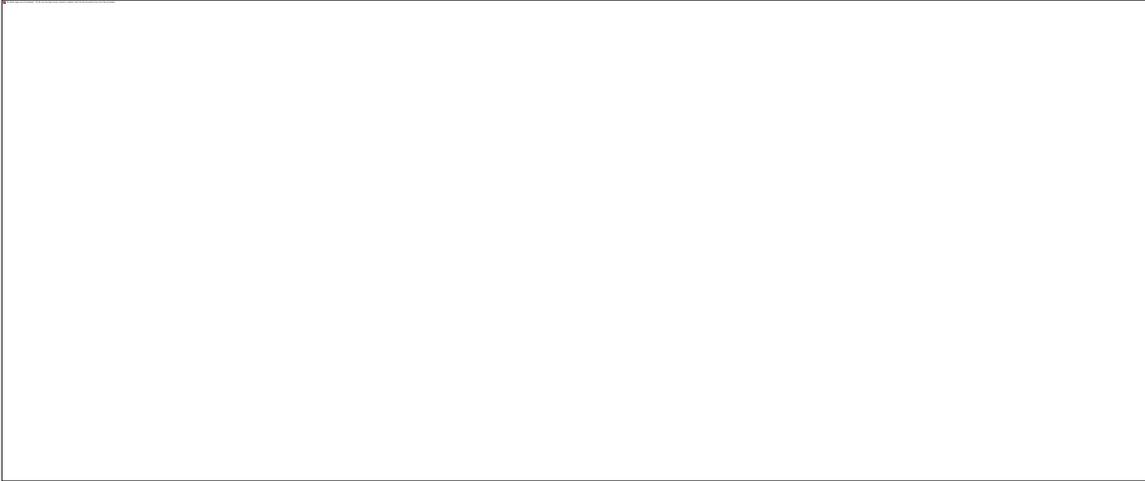


Figure 20: The Amendment Info Tab

For instructions on making amendments, refer to the [Amend an Existing T-4 Permit](#) section of this guide.

About the Event Log Tab

The Event Log Tab, depicted in Figure 21 below, provides a history of any changes and updates that are made to the permit. The entries are displayed in reverse chronological order (i.e., the most recent update is displayed first).



IMPORTANT: There are no actions to take on this screen; it is designed for informational purposes only.



Figure 21: The Event Log Tab

About the Merge Information Tab

The Merge Information Tab, depicted in Figure 22 below, provides functionality for merging permits, systems, and segments.



IMPORTANT: The Merge Information Tab is not available when you are applying for a new T-4 permit, so this tab might not always be visible. You will see this tab only when viewing an existing permit. Information will only appear on this tab if the permit has already been merged.



Figure 22: The Merge Information Tab

For instructions on merging permits, systems, and/or segments, refer to the [Merge an Existing T-4 Permit](#) section of this guide.

POPS Screens Overview—Internal

This section describes screens that are visible only to internal Texas Railroad Commission employees.

About the Comments Tab

The Comments Tab, depicted in Figure 23 below, is visible only to Reviewers. During the Review process, a Reviewer can add optional comments to the permit application. To learn more about entering comments, see the [Review T-4 Permit Applications](#) section of this document.



Figure 23: The Comments Tab

About the Review Tab

The Review Tab, depicted in Figure 24 below, is visible only to Reviewers. On this screen, Reviewers indicate whether a T-4 Permit will be Accepted or marked Incomplete. For Reviewer instructions for accepting T-4 permits, see the [Review T-4 Permit Applications](#) section of this document.

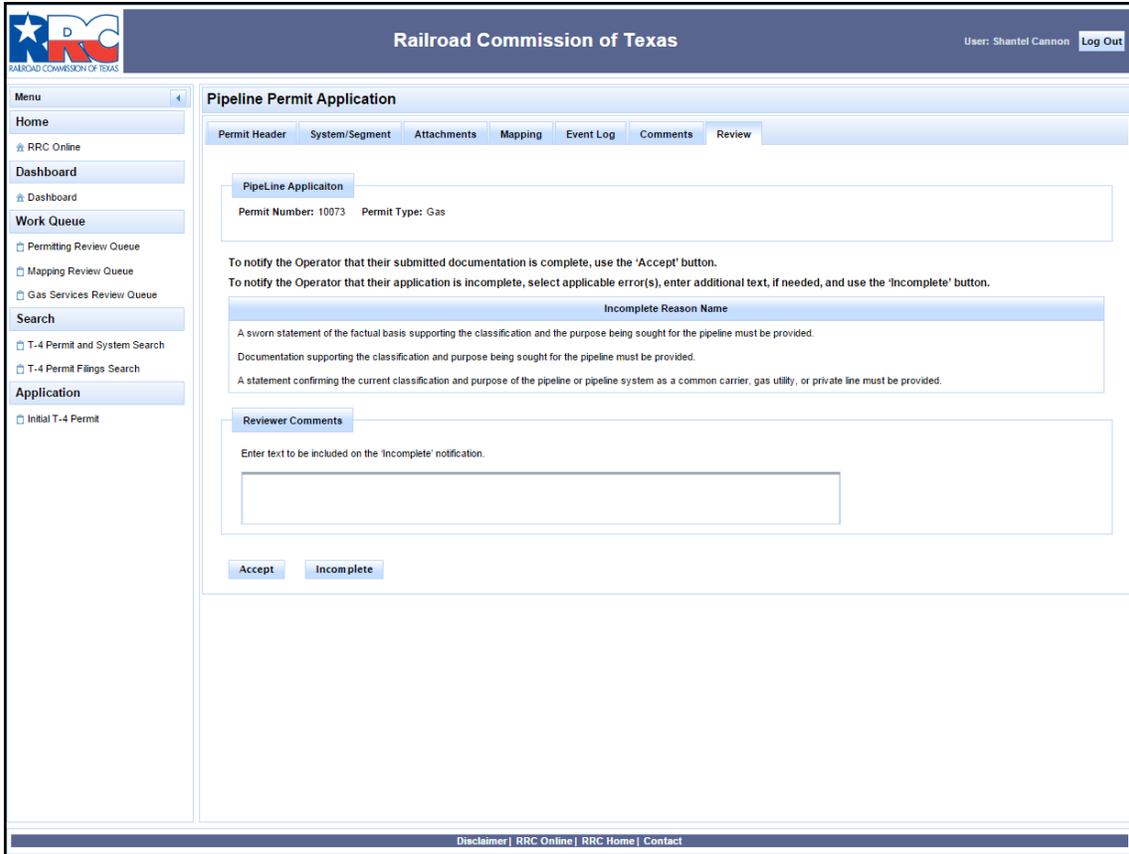


Figure 24: The Review Tab

Apply for a New T-4 Permit

The T-4 Permit application collects a variety of information from applicants through a tabbed screen process. The Pipeline Online Permitting System is designed to collect the same information that the paper-based PDF T-4 forms have always collected. Although the online screens look different than the paper forms, you will provide the same information in applying for a T-4 permit that the Railroad Commission has always required.

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

Complete the Permit Header Tab

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

1. Click the **Initial T-4 Permit** link in the left navigation area of the screen, as depicted in Figure 25 below.

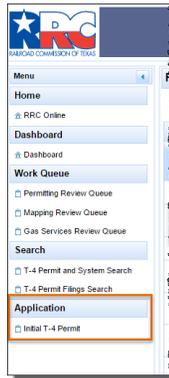


Figure 25: Applying for a New T-4 Permit, Step 1

The Permit Header screen appears, as depicted in Figure 26 below.

Figure 26: Applying for a New T-4 Permit, Step 2

2. Enter the appropriate information into the fields on the Permit Header tab.



IMPORTANT: The Compliance Representative is the contact person who will receive notifications from the Texas Railroad Commission about the status of your T-4 Permit. It is therefore important to have completely filled out all the fields for the Compliance Representative on your T-4 Permit.



Figure 27: Saving Your Progress

3. When you have finished entering information on the Permit Header tab, click the **Save** button, shown in Figure 27 above.



TIP: Clicking the **Save** button saves the information you have entered so far. It does not submit your permit application. You can click the **Save** button at any time to save all the information you have entered; this function allows you to come back to your application at any time and continue where you left off.

4. To continue entering information for your application, click the **Add New System** button shown in Figure 27 above. Clicking the **Add New System** button takes you to the [System/Segment tab](#).



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

Complete the System/Segment Tab

To enter System and Segment information for your pipeline, follow the steps below.

1. Enter system Information. Figure 28 below shows a sample screen where system information is being entered. Complete each field to the best of your ability.

The screenshot shows the 'Pipeline Permit Application' interface. The main content area is titled 'Pipeline System' and contains the following fields and options:

- System Name:** Bexar1
- System Status:** Active
- PHMSA Operator ID:** 9832156
- Intra-interstate:** Interstate
- Commodity Transported:** Natural Gas
- Commodity Transported Subtype:** Select One
- Pipeline Function:** Gathering
- Description:** (for others)
- H2S Concentration in ppm:** 1234

Below these fields are two sections with checkboxes:

- Does pipeline cross or use any of the following:**
 - Navigable Waterway
 - Other Common Carrier Right of Way
 - Public Highway
 - Public Utility Easement
 - Railroad
 - Road
- Does pipeline carry gas/liquids produced by the operators:** Select One
 - Both purchased from and transported for others
 - But Transported For Fee
 - Fluids Produced And Owned By Pipeline Owner/Operator
 - Purchased From Others

At the bottom of the form, there are buttons for 'Save' and 'Cancel', with a red circle and the number '2' placed over the 'Save' button.

Figure 28: Entering System Information

- When you have finished entering information about the System, click the **Save** button.



TIP: Some fields on this screen are required; you must enter information or select a choice from a drop-down field in order to proceed. If you do not fully complete the required fields when you click the **Save** button, you will see error messages near each field you missed, as depicted in Figure 29 below.

Required fields that are incomplete will display error messages on all POPS tabs.

Does pipeline cross or use any of the following :

Navigable Waterway Other Common Carrier Right of Way
 Public Highway Public Utility Easement
 Railroad Road

Does the pipeline carry only gas/liquids produced by the operator? : Value must be selected.

If No, indicate the type:

Both purchased from and transported for others
 Owned By Others But Transported For Fee
 Purchased From Others

Was a New Construction Report filed? Value is Required. NCR (if yes):

Figure 29: Required Fields

3. Click the **Add Segment** button to begin adding information about each segment in your pipeline System. The **Add Segment** button, depicted in Figure 30 below, appears after clicking **Save** as indicated in Step 2 above; you will only see it after you have entered a System.



Figure 30: The Add Segment Button

4. Enter segment Information. Figure 31 below shows a sample screen where segment information is being entered. Complete each field to the best of your ability. Some of the fields on this screen are required.



TIP: As indicated in Figure 29 above, you will receive an error message next to required fields that have not been completed when you click the **Save** button.



Figure 31: Adding Segment Information

5. Click the **Save** button when you are finished entering information.
The **System/Segment** tab appears, containing the information you entered for the system and segment in Steps 1 – 4 above. Figure 32 below shows an example of the System/Segment tab after one System and one segment have been added.



Figure 32: A Completed System/Segment Tab

6. Add more segments to your system by clicking the **Add Segment** button, as shown in Figure 32 above. Repeat Steps 4 and 5 until you have finished entering all segments.

7. Click the **Done** button when you are finished entering all segments.
8. Click the **Add New System** button to add more systems. Repeat Steps 1 and 2 above to enter system information.
9. Click the **Add Segment** button to add new segments to new systems. Repeat Steps 3 – 7 above to enter segment information.
10. When you are finished entering all the systems and segments for your T-4 permit, click the **Done** button to proceed to the [Attachments](#) tab.

Complete the Attachments Tab

On the attachments tab, you select statements that are appropriate to your pipeline before attaching files that support your T-4 permit application. Like many screens in the Pipeline Online Permitting system, items on the Attachments tab are dynamic; different options are displayed based on responses you have already made (gas vs. liquid, etc.) during your T-4 permit application. An example Attachments Tab is shown below in Figure 33 .

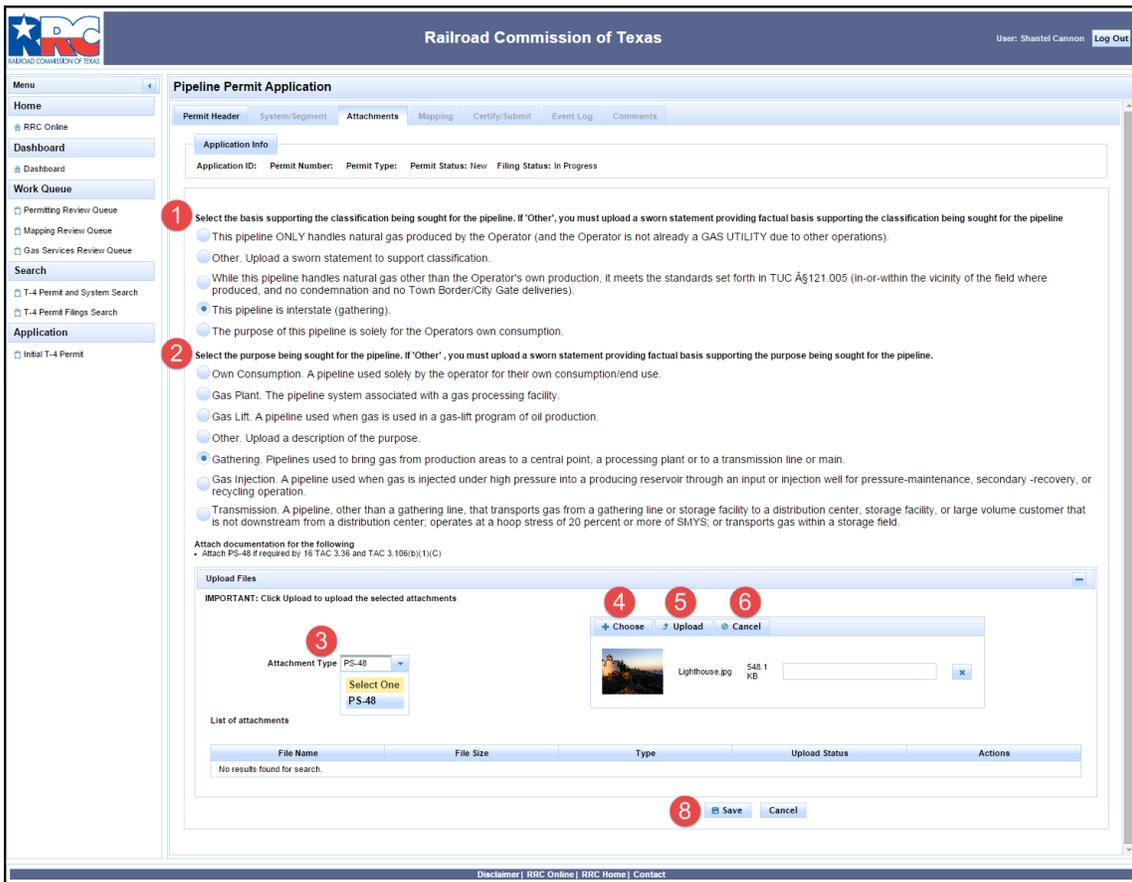


Figure 33: Completing the Attachments Tab

To enter Attachments for your pipeline, follow these steps:

1. Select one or more options that best describe your situation in the first section “Select the basis supporting the classification being sought for the pipeline.”



TIP: If you select “Other” in this section, you must upload a sworn statement providing factual basis supporting the classification being sought for the pipeline.

2. Select one or more options that best describe your situation in the second section “Select the purpose being sought for the pipeline.”
3. Click the **Attachment Type** dropdown to select the type of attachment you will be uploading.
4. Click the **Choose** button to select the file you will attach to your T-4 Permit application.
5. Click the **Upload** button to upload the file.
6. Click the **Cancel** button to cancel the upload.
7. Repeat Steps 3 – 5 for each additional file you want to attach to your T-4 Permit application.
8. Click the **Save** button when you have finished uploading attachments to your T-4 Permit application.

When you are finished uploading attachments, click the [Mapping](#) tab to proceed with your T-4 Permit application.

Complete the Mapping Tab

The Mapping tab 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, an excel-like file that contains the coordinates, and two other files that assist in drawing the map. File extensions for the four shapefile types are: .SHX, .SHP, .DCX, and .PRJ. The file names on all four shapefiles must be the same; i.e., 12345.SHP, 12345.DCX, etc.

To upload mapping files, follow the steps shown in the example Mapping tab image in Figure 34 below.

Pipeline Permit Application

Permit Header System/Segment Attachments Mapping Certify/Submit Event Log Comments

Application Info

Application ID: Permit Number: Permit Type: Permit Status: Attachment is Saved Successfully and Please proceed with Mapping.

Upload Files

Mapping Information

1 Map Type: Select One

2 Choose 3 Upload 4 Cancel

List of attachments:

File Name	File Size	Type	Upload Status	Actions
Jellyfish.jpg	775702 kb	Overview Map	Uploaded successfully	

Mapping/GISContact:

7 FullName:

8 Email:

9 Phone:

10 Save Cancel

Figure 34: Completing the Mapping Tab

1. Click the **Map Type** dropdown and select the type of map file you are uploading.
2. Click the **Choose** button to select the file you are uploading.
3. Click the **Upload** button to upload the file.
4. Click the **Cancel** button to cancel the upload.
5. Repeat Steps 1 – 3 for all the map files you are uploading; you can upload only one file at a time.
6. Check the List of Attachments area to ensure your file upload was received.
7. Enter the first and last name of the mapping/GIS contact in the **Full Name** field.
8. Enter the email address of the mapping/GIS contact in the **Email** field.
9. Enter the phone number of the mapping/GIS contact in the **Phone** field.
10. Click the **Save** button when you have finished uploading mapping files and entering the mapping/GIS contact information.

When you have finished uploading mapping files and entering the mapping/GIS contact information, click the [Certify/Submit](#) tab to continue with your T-4 Permit application.

Complete the Certify/Submit Tab

On the Certify/Submit tab, you place a check box next to the statement(s) you'll need to agree to in order to finalize your T-4 Permit online. In the past, you may have been required to print and mail signed, sworn statements; the Certify/Submit tab is designed to replace that process.



TIP: You may see one or more statements on this screen. You must agree to the statements by placing a check in the box.

A sample Certify/Submit tab is depicted in below. To complete the Certify/Submit tab, follow the steps beneath the image.



Figure 35: Completing the Certify/Submit Tab

1. Place a check next to the **Operator Certification** box, and any other boxes that are present on this screen.
2. Enter the **Electronic Signature** code. The **Electronic Signature** code is displayed in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.
3. Click the **Refresh** button  if you need the system to display a different code.
4. Click the **Submit** button when you are finished.



IMPORTANT: Clicking the **Submit** button on this screen sends your application for a T-4 permit to the Texas Railroad Commission. Once you click the **Submit** button, you can not immediately make edits. See [Amend an Existing T-4 Permit](#) for more information.

Verify Your Application Submission

After you click the **Submit** button on the [Complete the Certify/Submit Tab](#), the system returns you to your [Dashboard](#).

On the Dashboard, you will see the T-4 permit application you just submitted along with any other T-4 permits you may have submitted. The image in Figure 36 below depicts a sample Dashboard; the permit that was just submitted is highlighted in green.



TIP: A T-4 Permit is issued an Application ID number when the permit has been submitted to the Texas Railroad Commission for review. Since the permit application has not yet been approved, at this point the application does not have a permit number

and has been assigned an Application ID number for reference. You can use the Application ID number to refer to your permit application, even after the Permit Number has been issued. The image in Figure 36 below shows the Application ID surrounded by a red box.



Figure 36: Verifying the Application Submission

To learn more about navigating your Dashboard, see the [About the Dashboard](#) section of this guide.

View PDF

You can view a PDF of your T-4 Permit application regardless of its Filing Status. This feature is enabled to allow you to (for example) print a record of your application, check it for mistakes, or save the PDF file for your records.

To view a PDF of your T-4 Permit application, follow the steps as depicted in Figure 37 below.

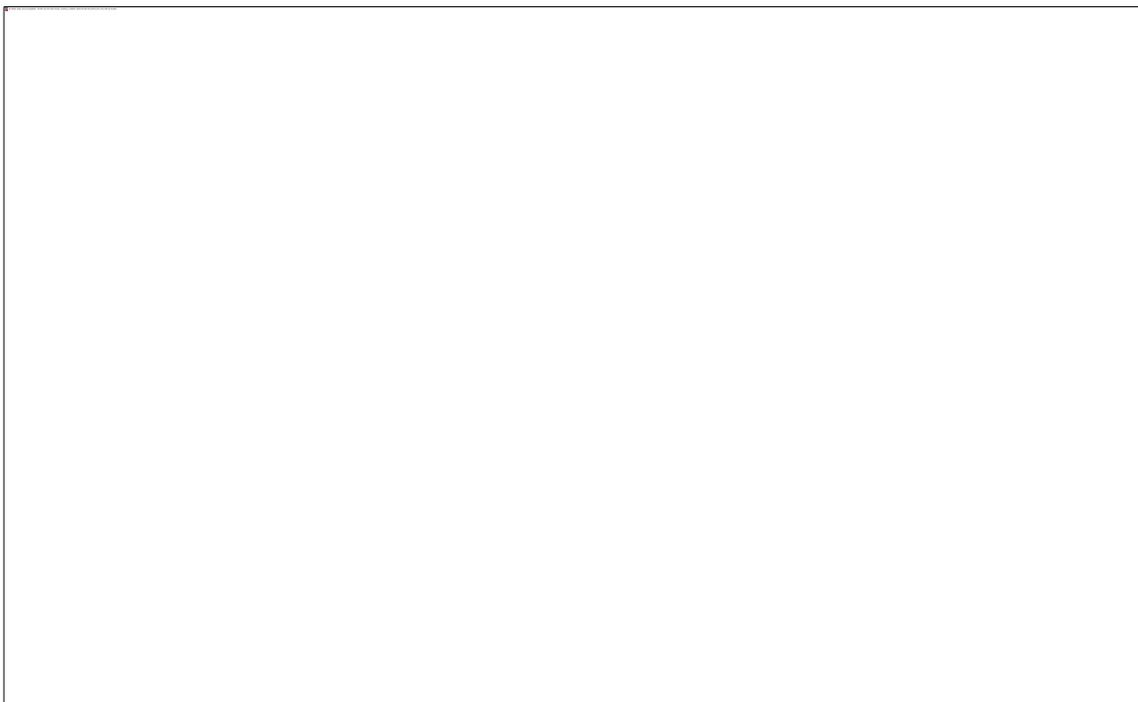


Figure 37: Viewing a PDF

1. Click the **Actions** button on the row that contains the T-4 Permit application you want to edit.
2. Click **View PDF** on the drop-down menu. The PDF version of T-4 Permit appears in a new browser tab. A sample T-4 Permit Application PDF is shown in Figure 38 below.

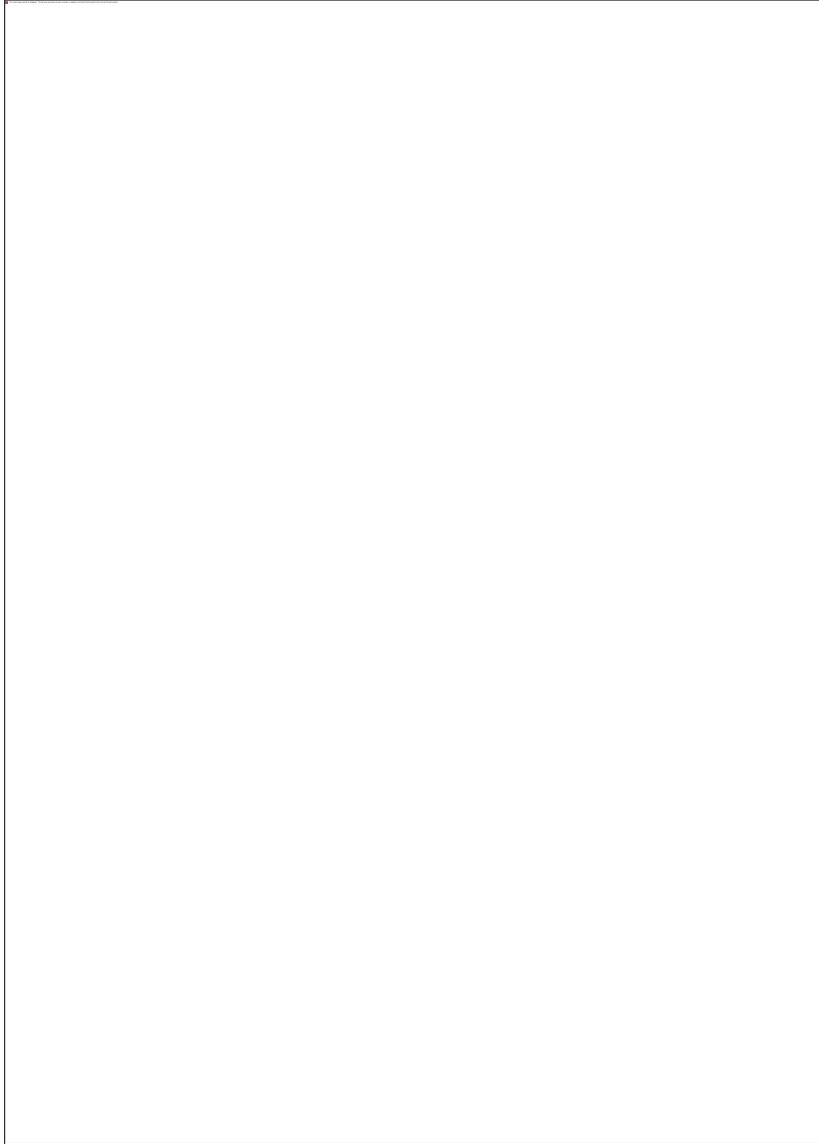


Figure 38: Example of a T-4 Application PDF

View an Existing T-4 Permit

You can view an existing T-4 permit at any time using the Pipeline Online Permitting system. After you [Log In](#), your [Dashboard](#) appears.

Your Dashboard is uniquely customized to display your permits—only the ones you are authorized to work with. To view an Existing T-4 Permit, follow the steps numbered in Figure 39 below.

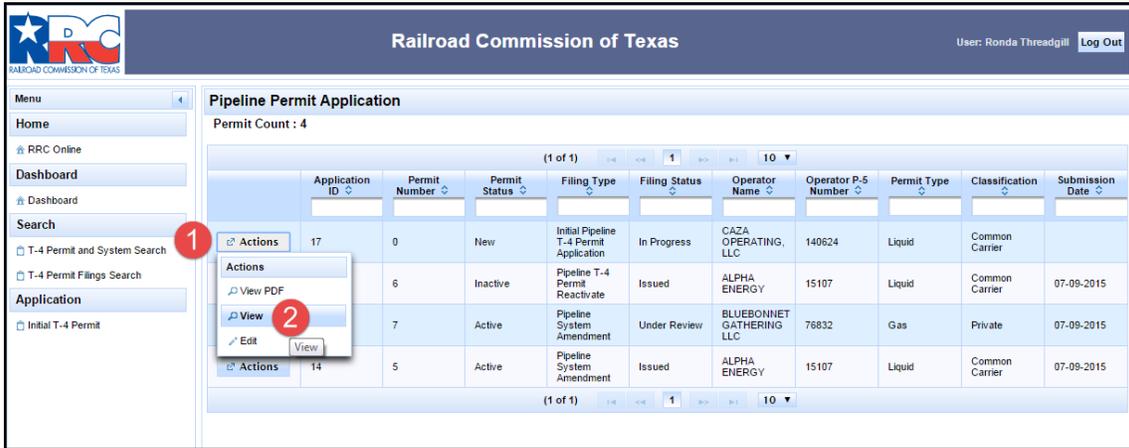


Figure 39: Viewing an Existing Permit

1. Click the **Actions** button in the row of the existing T-4 Permit or Permit Application you want to view. A drop-down menu appears.
2. Click **View** on the drop-down menu. The selected permit appears, as depicted in Figure 40 below. The default view is the Permit Header, but you can click any of the tabs to view additional information about the permit.

The list of available actions depends on your permissions and the state of the application. Possible actions include Edit, Delete, View, View PDF, Amend, Reactivate, Inactivate, and Merge.

If the application’s status is In Progress (begun but not yet submitted), the available options are View, View PDF, and Edit. If the application’s status is Submitted, it can be edited and submitted.

3. Navigate through the tabs at the top of the screen (Permit Header, Attachments, System/Segment, etc.) to view more information.



IMPORTANT: You can not make any changes when you are Viewing a permit; as the action suggests, this is a view-only option.

Pipeline Permit Application

Permit Header
System/Segment
Attachments
Mapping
Amendment Info
Event Log
Merge Information

Operator Information

Operator Name	CAZA OPERATING, LLC	Operator Number	140624	Address 1	200 N LORAIN STE 1550
Address 2		Zip Code	79701		
City	MIDLAND	State	Texas		

Pipeline Owner

Does the operator own the pipeline? If No, provide name and address Yes

Pipeline Owner Name:	CAZA OPERATING, LLC	Address:	200 N LORAIN STE 1550	City:	MIDLAND	State:	Texas	Zip Code:	79701
----------------------	---------------------	----------	-----------------------	-------	---------	--------	-------	-----------	-------

Economic Operator:

Does the operator Control the economic Operator's of the pipeline?if no,provide the economic operators's p-5 number Yes

Economic Operator P-5 Number: Get Operator

Economic Operator P-5 Name: CAZA OPERATING, LLC

Compliance Representative Contact Information

Is The Compliance Representative the same as the operator contact? Yes

FullName:	CAZA OPERATING, LLC	Address:	200 N LORAIN STE 1550	City:	MIDLAND	State:	Texas
Zip Code:	79701	Phone:	555555555	Email:	gbon@gmail.com	Title:	

Filing Contact Information

Figure 40: View an Existing T-4 Permit

Edit an Application

If you realize you made a mistake during the process of applying for a new T-4 Permit, or perhaps left off some information, you may be able to edit it before it goes to the review process.

When your application shows a Filing Status of **In Progress**, **Incomplete**, or **Denied**, the options available on the **Actions** button drop-down menu are **Edit** and **View**. For any other Filing Status, the only option on the **Actions** button drop-down menu is **View**. An example Dashboard is shown in Figure 41 with the Filing Status column outlined in green.



Figure 41: The Filing Status Column

Therefore, if your application's Filing Status is **In Progress**, **Incomplete**, or **Denied**, you can edit your application. To edit your application, follow the steps below , as depicted in Figure 42.



Figure 42: Editing an Application

1. Click the **Actions** button on the row that contains the T-4 Permit application you want to edit.
2. Click **Edit** on the drop-down menu. The T-4 Permit appears, open to the Permit Header Tab.
3. Make any edits you need to your T-4 Permit application, and click the **Submit** button on the Certify/Submit Tab (just like when you initially submitted the application).

When you are returned to the Dashboard, your T-4 Permit application will have the same status as it did before you edited it. The edit function is designed to allow you to correct mistakes like typographical or spelling errors; it is not designed for making amendments or other significant changes to your application.

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

You can perform various actions on an existing T-4 permit using the Pipeline Online Permitting system, including Renew, Inactive, and Reactivate.



TIP: You can check the Issue Date, Expiration Date, Renewal Notice Sent Date, and more, by looking at the bottom of the Permit Header Tab on any T-4 Permit. An example of the dates and their location is shown below in Figure 43.

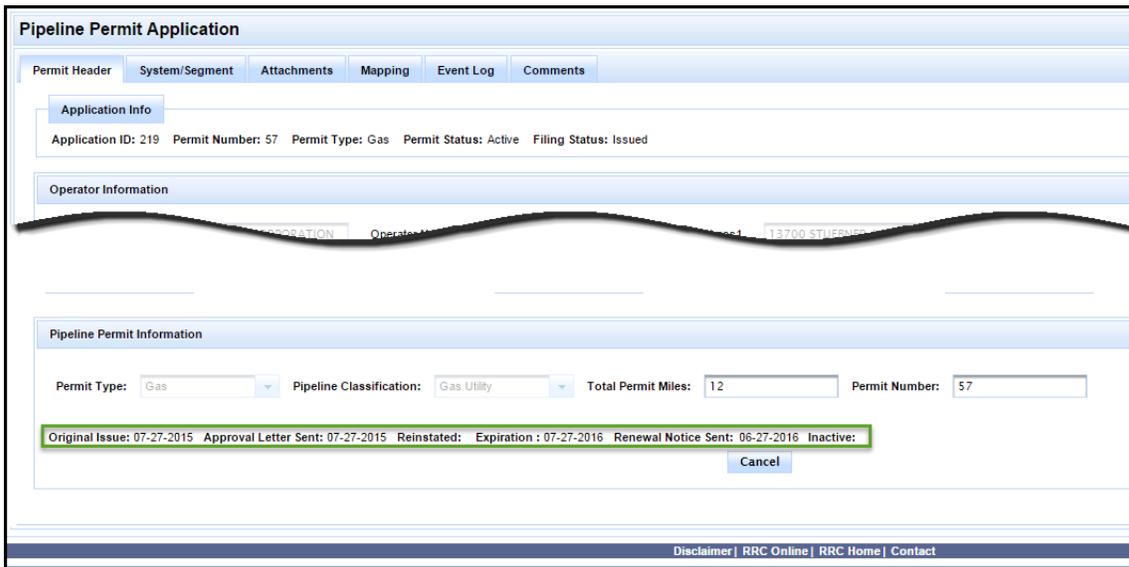


Figure 43: A T-4 Permit's Dates

After you [Log In](#), your [Dashboard](#) appears. Your Dashboard is uniquely customized to display your permits—only the ones you are authorized to work with.

Renew a T-4 Permit

When your permit nears its expiration date, you can renew it using the Pipeline Online Permitting system. To renew your T-4 permit, follow the steps numbered in Figure 44 below.

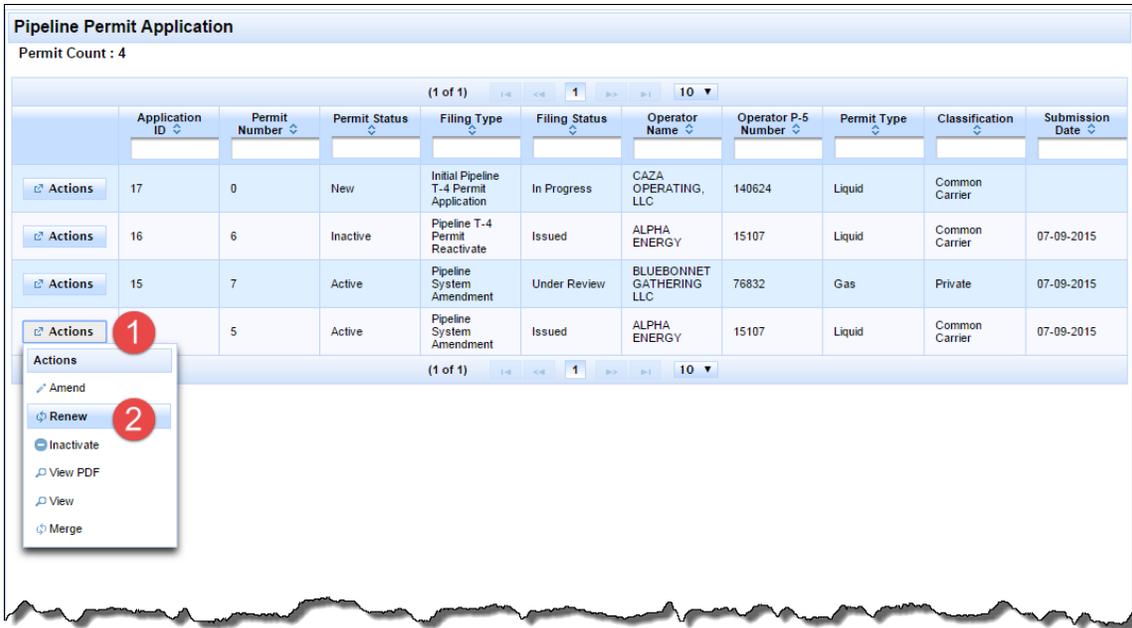


Figure 44: Renewing a T-4 Permit

1. Click the **Actions** button in the row of the existing T-4 Permit or Permit Application you want to renew. A drop-down menu appears.
2. Click **Renew** on the drop-down menu.
3. Review the information on the Permit Header and System/Segment tabs.
4. Attach any substantiating documentation required for your permit renewal: click the **Attachment Type** dropdown, as shown in Figure 45.

Pipeline Permit Application

Permit Header | System/Segment | Attachments | Certify/Submit | Event Log

Application Info
 Application ID: 155 Permit Number: 50 Permit Type: Liquid Permit Status: Active Filing Status: Issued

Upload a sworn statement providing the factual basis supporting the classification being sought for the pipeline
 Upload a sworn statement providing factual basis supporting the purpose being sought for the pipeline.

Upload Files

1. Select 'Attachment Type'.
 2. Click 'Choose' to select a file for the selected attachment type.
 3. After selecting a file, click 'Upload' to attach it or 'Cancel' to choose a different file.

4. Attachment Type: Select One
 Select One
 Confirm current classification and purpose

5. Choose
 6. Upload
 7. Cancel

Penguins.jpg 759.6 KB

List of attachments

File Name	File Size	Type	Upload Status	Actions
Koala.jpg	780831 Kb	Confirm current classification and purpose	Uploaded successfully	view Delete

Cancel

Figure 45: Renew a T-4 Permit, Steps 4 to 7

5. Click the **Choose** button to select the file you will attach to your T-4 permit renewal.
6. Click the **Upload** button to upload the file.
7. Click the **Cancel** button to cancel the upload.
8. Repeat Steps 4 – 7 for each additional file you want to attach to your T-4 permit renewal.
9. Click the **Certify/Submit** tab.
10. Place a check in the box next to **Operator Certification**, and any other boxes that are present on this screen, as shown in Figure 46.

Figure 46: Renew a T-4 Permit, Steps 9 to 13

11. Enter the **Electronic Signature** code. The **Electronic Signature** code is displayed in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.
12. Click the **Refresh** button  if you need the system to display a different code.
13. Click the **Submit** button when you are finished.
14. Return to the Dashboard. There you can see the Filing Type status of your permit has changed to “Pipeline T-4 Permit Renewal,” as depicted in Figure 47.

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-S Number	Permit Type	Classification	Submission Date
	155	50	Active	Pipeline T-4 Permit Renewal	Submitted	AAA OIL COMPANY	148	Liquid	Common Carrier	07-22-2015
	181	49	New	Initial Pipeline T-4 Permit Application	Issued	AAA OIL TRUST	118	Gas	Gas Utility	07-22-2015
	180	48	New	Initial Pipeline T-4 Permit Application	Issued	HARVEST PIPELINE COMPANY	363118	Gas	Gas Utility	07-21-2015
	175	47	Active	Initial Pipeline T-4 Permit Application	Under Review	ABCO OIL & GAS COMPANY, INC.	1248	Gas	Gas Utility	07-20-2015
	161	39	Active	Pipeline System Amendment	Pending	SIMO ENERGY GROUP	783025	Liquid	Private	07-20-2015
	174	38	Active	Pipeline Permit/System Merge	Incomplete	AAA OIL COMPANY	148	Gas	Gas Utility	07-20-2015
	173	37	Active	Pipeline Permit/System Merge	Incomplete	AAA OIL COMPANY	148	Gas	Gas Utility	07-20-2015
	171	36	Active	Pipeline System Amendment	Under Review	AAA OIL COMPANY	148	Gas	Gas Utility	07-20-2015
	166	35	Active	Pipeline Permit/System Merge	Under Review	AAA PIPE CLEANING CORP.	167	Gas	Gas Utility	07-17-2015
	170	33	Active	Pipeline System Amendment	Pending	ABC NITROGEN SERVICE CORP.	138	Liquid	Common Carrier	07-17-2015

Figure 47: Renew a T-4 Permit Filing Type Updated

Inactivate a T-4 Permit

If your permit needs to be inactivated, you can do so using the Pipeline Online Permitting system. To inactivate your T-4 permit, follow the steps numbered in Figure 48 below.

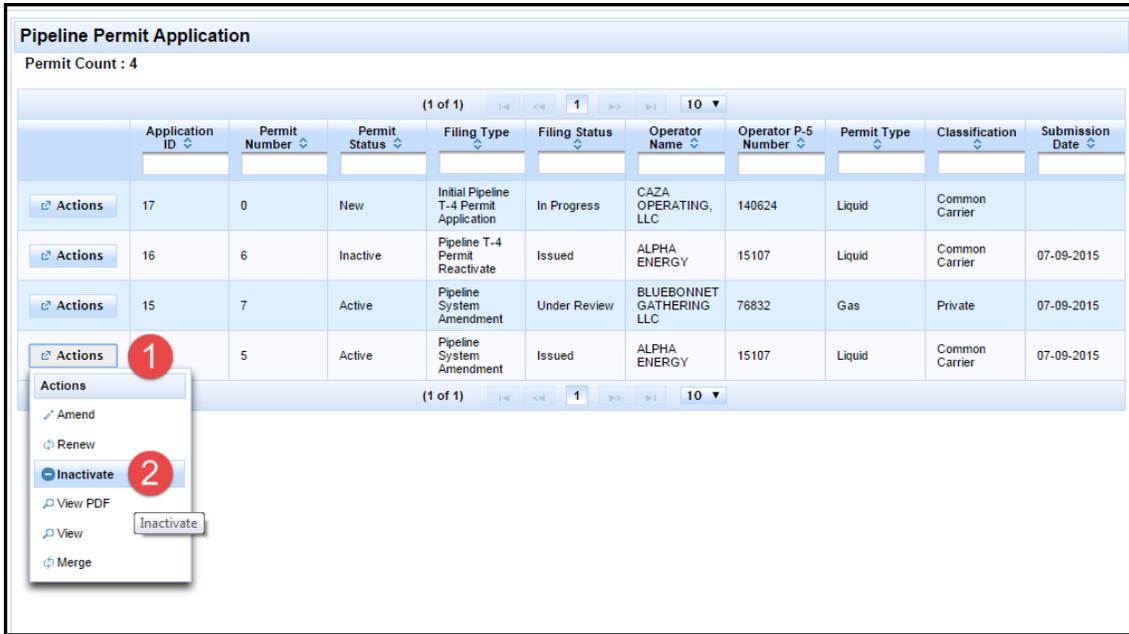


Figure 48: Inactivating a T-4 Permit

1. Click the **Actions** button in the row of the existing T-4 Permit or Permit Application you want to view. A drop-down menu appears.
2. Click **Inactivate** on the drop-down menu. The selected permit appears, as depicted in Figure 49 below. The default view is the Permit Header, but you can click any of the tabs to view additional information about the permit.



IMPORTANT: You can not make any changes when you are Viewing a permit; as the action suggests, this is a view-only option.



Figure 49: Viewing a Permit after Inactivating

3. Note the Permit Status at the top of the page has changed to **Inactive**.
4. Return to the Dashboard. You can also see that this permit status has been changed to **Inactive**, as depicted in Figure 50 below.

Pipeline Permit Application										
Permit Count : 4										
(1 of 1) < << 1 >> >> 10 ▾										
	Application ID ▾	Permit Number ▾	Permit Status ▾	Filing Type ▾	Filing Status ▾	Operator Name ▾	Operator P-5 Number ▾	Permit Type ▾	Classification ▾	Submission Date ▾
Actions	17	0	New	Initial Pipeline T-4 Permit Application	In Progress	CAZA OPERATING, LLC	140624	Liquid	Common Carrier	
Actions	16	6	Inactive	Pipeline T-4 Permit Reactivate	Issued	ALPHA ENERGY	15107	Liquid	Common Carrier	07-09-2015
Actions	15	7	Active	Pipeline System Amendment	Under Review	BLUEBONNET GATHERING LLC	76832	Gas	Private	07-09-2015
Actions	14	5	Active	Pipeline System Amendment	Issued	ALPHA ENERGY	15107	Liquid	Common Carrier	07-09-2015
(1 of 1) < << 1 >> >> 10 ▾										

Figure 50: Viewing Permit Status on the Dashboard

Reactivate a T-4 Permit

If your permit needs to be inactivated, you can do so using the Pipeline Online Permitting system. To inactivate your T-4 permit, follow the steps numbered in Figure 51 below.

Pipeline Permit Application
Permit Count : 4

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	Operator P-5 Number	Permit Type	Classification	Submission Date
Actions	17	0	New	Initial Pipeline T-4 Permit Application	In Progress	CAZA OPERATING, LLC	140624	Liquid	Common Carrier	
Actions		6	Inactive	Pipeline T-4 Permit Reactivate	Issued	ALPHA ENERGY	15107	Liquid	Common Carrier	07-09-2015
View PDF		7	Active	Pipeline System Amendment	Under Review	BLUEBONNET GATHERING LLC	76832	Gas	Private	07-09-2015
Reactivate		5	Active	Pipeline System Amendment	Issued	ALPHA ENERGY	15107	Liquid	Common Carrier	07-09-2015
View										

Figure 51: Reactivating a Permit

1. Click the **Actions** button in the row of the existing T-4 Permit or Permit Application you want to view. A drop-down menu appears.
2. Click **Reactivate** on the drop-down menu. The selected permit appears. The default view is the Permit Header, but you can click any of the tabs to view additional information about the permit.

Amend an Existing T-4 Permit

POPS can also be used to amend your Existing T-4 Permit. You amend a permit when there is a significant change to the permit’s information (for example, adding a system or segment).



IMPORTANT: If you leave the amend process (i.e., navigate to any other web page, including the Dashboard), your updates may be lost. In order to preserve the changes you are making, be sure to complete all nine steps below and click **Submit** before navigating to another page.

To Amend a T-4 Permit, follow these steps, as illustrated in Figure 52 below.

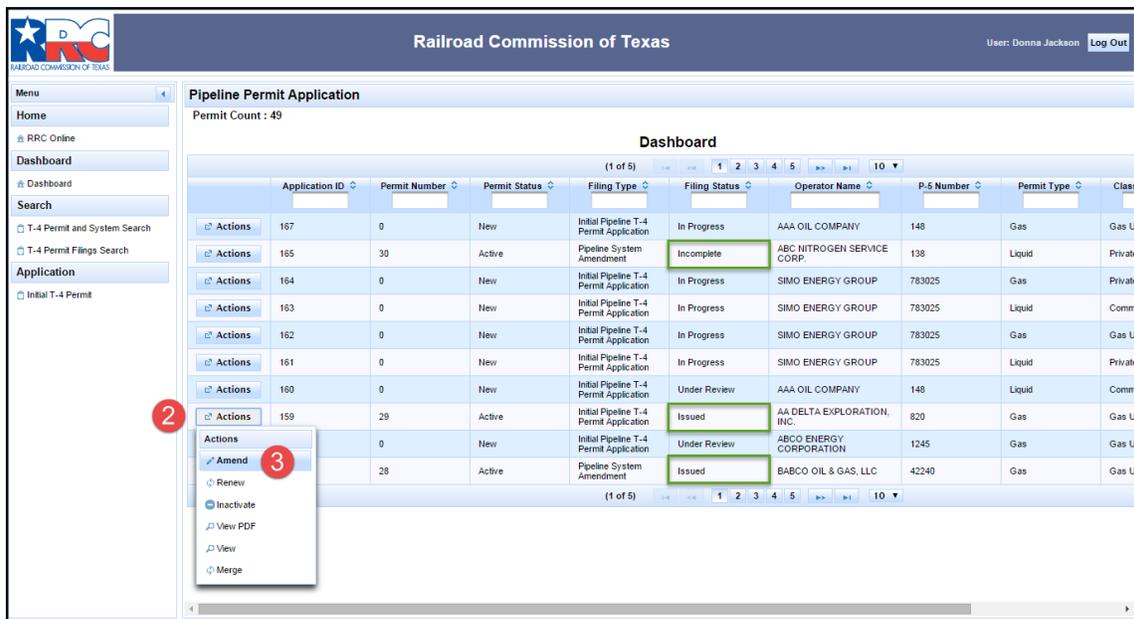


Figure 52: Amending a T-4 Permit, Steps 1 – 3

1. Log in to POPS. Your Dashboard will be displayed.



TIP: Only a T-4 Permit in **Incomplete** or **Issued** status can be Amended. In Figure 52 above, the Filing status of three permits is highlighted with a green box.

2. Click the **Actions** dropdown next to the T-4 Permit you want to Amend.
3. Click **Amend**. The Permit opens to the [Permit Header Tab](#).
4. Make the necessary changes for your amendment.



TIP: Review the [Initial T-4 Permit Screens](#) section of this document to learn more about the information on each screen.

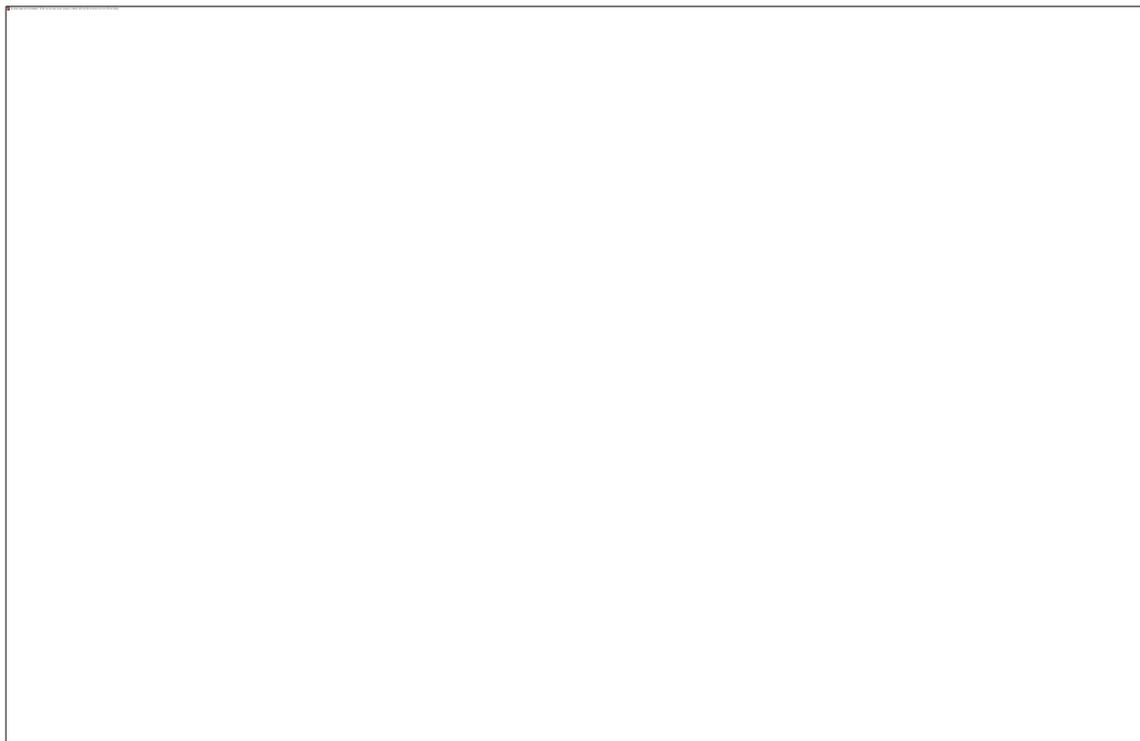


Figure 53: Amend a Permit, Steps 5 – 9

5. Place a check in the box next to **Operator Certification**, as shown in Figure 53 above.
6. Place a check in the box next to **Operator Agrees**.
7. Enter the **Electronic Signature** code. The **Electronic Signature** code is displayed in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.
8. Click the **Refresh** button  if you need the system to display a different code.
9. Click the **Submit** button when you have made all the changes for your Amendment. Your Amendment will be entered into the Review queue and Texas Railroad Commission reviewers will assess it to ensure it is complete.



TIP: You will be notified when your Amendment has been accepted. You can review the [Verify Your Application Submission](#) section of this document to learn more about filing status indicators on your Dashboard.

Merge an Existing T-4 Permit or System

At some point you may find that you need to merge two or more permits or systems into one. POPS has features that allow you to perform these merge operations.

In order to Merge, the permits or systems must already exist in POPS.

Merge One or More T-4 Permits

You can merge one or more T-4 permits using POPS, but the permits to be merged must have matching attributes. For example:

- If the selected permit has a permit type of Liquid, the only permits listed in the Available Permits box must be Active, have a permit type of Liquid, and be the same classification type (i.e., classification is either private or common carrier) as the selected permit.
- If the selected permit has a permit type of Gas, the only permits listed in the Available Permits box must be Active, have a permit type of Gas, and be the same classification type (i.e., classification is either private or gas utility) as the selected permit.

To merge one or more T-4 Permits, follow the steps below, as depicted in Figure 54.

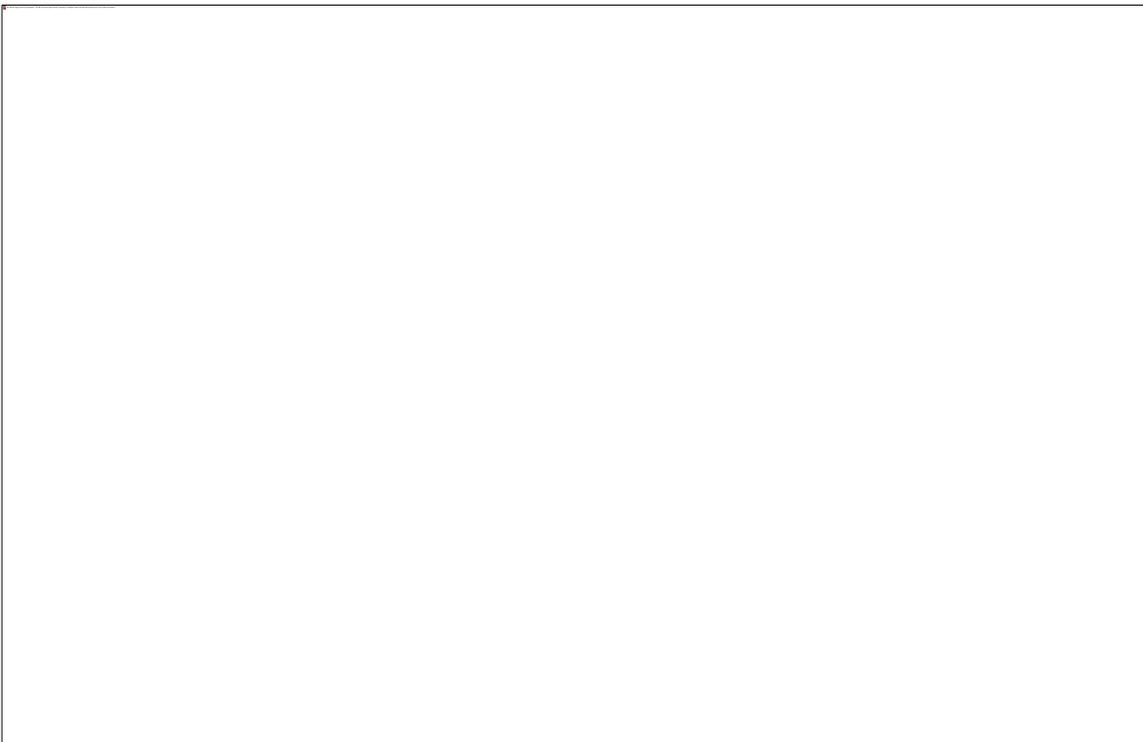


Figure 54: Merge One or More T-4 Permits, Steps 1 and 2

1. Click the **Actions** button on the row of the T-4 permit you want to merge other permits into.
2. Click **Merge**. The Permit opens to the [Merge Information Tab](#).

3. Select the **Permits** button in the “Do you want to merge Permits or Systems” section, as shown in Figure 55.

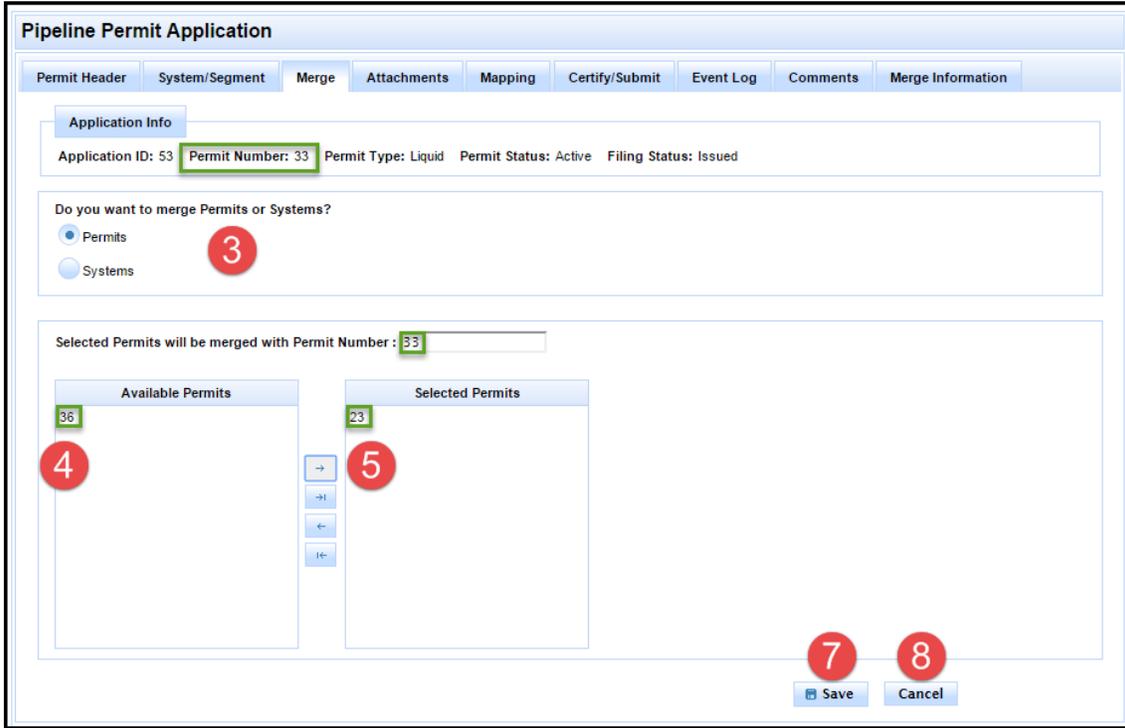


Figure 55: Merge One or More T-4 Permits, Steps 3 to 8

4. Click a permit in the **Available Permits** section to highlight it.
5. Click the right arrow button  to move the permit number into the **Selected Permits** area.
6. Repeat Steps 5 and 6 until you have finished selecting all the permits you want to merge.
7. Click the **Save** button when you are finished.
8. Or, click the **Cancel** button to cancel the merge.

Merge One or More Systems

You can merge one or more systems using POPS, but the permits to be merged must have matching attributes. For example:

- If the selected system has a permit type of Liquid, the only systems listed in the Available systems box must have the same Fluid Transported type as the selected system (i.e., Crude and Oil Full Well Stream is considered a match).
- If the selected system has a permit type of Gas, the only systems listed in the Available systems box must have the same Fluid Transported type as the selected system (i.e., Gas and Gas Full Well Stream is considered a match).

To merge one or more systems, follow the steps below, as depicted in Figure 56 below.

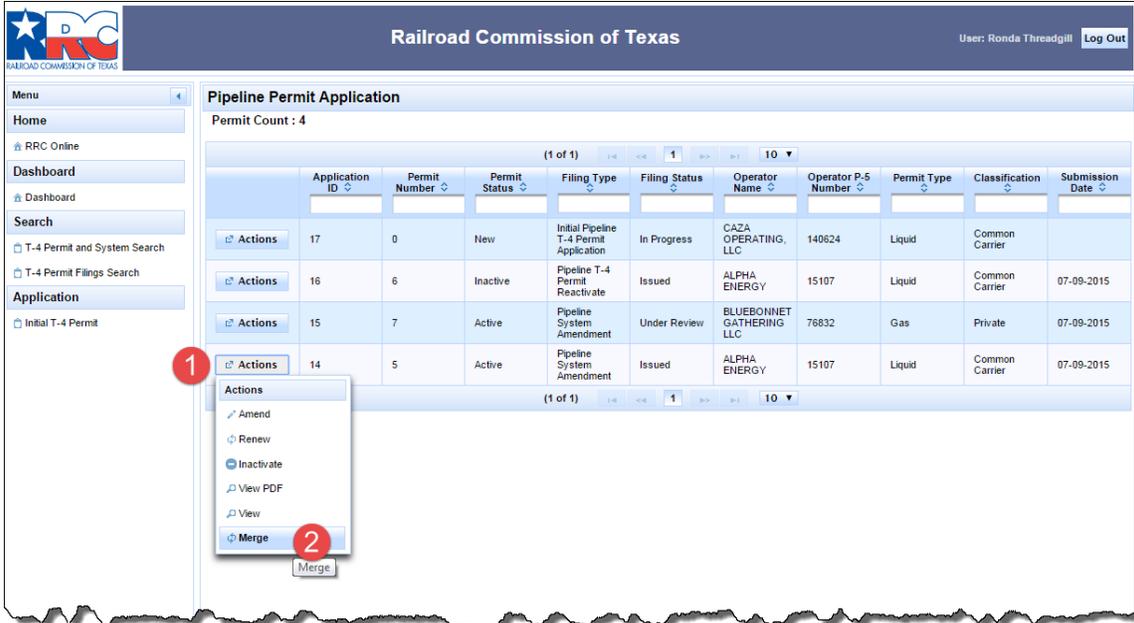


Figure 56: Merge a System Steps 1 and 2

1. Click the **Actions** button on the row of the T-4 permit you want to merge other systems into.
2. Click **Merge**. The Permit opens to the [About the Merge Information Tab](#).
3. Select the **Systems** button in the “Do you want to merge Permits or Systems” section, as shown in Figure 57.

The screenshot shows the 'Merge' tab in the Pipeline Permit Application interface. At the top, there are navigation tabs: Permit Header, System/Segment, Merge, Attachments, Mapping, Certify/Submit, Event Log, Comments, and Merge Information. Below these is the 'Application Info' section with fields for Application ID: 53, Permit Number: 33, Permit Type: Liquid, Permit Status: Active, and Filing Status: Issued. A question asks 'Do you want to merge Permits or Systems?' with radio buttons for 'Permits' and 'Systems'. The 'Systems' option is selected. Below this, a field indicates 'Selected Permits will be merged with Permit Number: 33'. There are two lists: 'Available Permits' containing permit 36 and 'Selected Permits' containing permit 23. Between the lists are navigation buttons: a right arrow, a right arrow with a plus sign, a left arrow, and a left arrow with a plus sign. At the bottom right are 'Save' and 'Cancel' buttons.

Figure 57: Merge a System, Steps 3 to 8

4. Click a system in the **Available Permits** section to highlight it.
5. Click the right arrow button  to move the permit number into the **Selected Permits** area.
6. Repeat Steps 5 and 6 until you have finished selecting all the permits you want to merge.
7. Click the **Save** button when you are finished.
8. Or, click the **Cancel** button to cancel the merge.

Transfer an Existing T-4 Permit, System, or Segment

Operator

As an Operator, in order to transfer ownership of a pipeline to another operator, both parties—the Divesting Operator and Acquiring Operator—must submit an [Amendment](#), as well as [upload shapefiles](#) using POPS.

Both parties will also need to submit a T-4B form using the current method. The T-4B form is located on the Texas Railroad Commission’s website on the [Pipeline Safety Forms](#) page.



IMPORTANT: Both parties should file the amendment and the T-4B form as close to the same time as possible (not necessarily in the same minute, but the same business day).

Supervisor

As a Supervisor, you can perform simple transfers. You will need to first check with PES to ensure there are no violations before starting a transfer. If there are no violations, you can perform the transfer.

Transfer a Permit

To transfer a permit, follow these steps, as shown in Figure 58.

1. Click the **Actions** button on the row of the T-4 permit you want to transfer.
2. Make a note of the Permit Number; you will need it for later steps in the process.

Pipeline Permit Application										
Permit Count : 132										
Dashboard										
(1 of 14)										
	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-S Number	Permit Type	Classification	Submission Date
Actions	220	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843	Gas	Private	
Actions	219	57	Active	Pipeline System Amendment	Issued	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-27-2015
Actions	218	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843	Gas	Gas Utility	
Actions	217	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843	Liquid	Common Carrier	
Actions	56	56	Active	Initial Pipeline T-4 Permit Application	Issued	ABC NITROGEN SERVICE CORP	138	Gas	Gas Utility	07-24-2015
Actions	0	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843	Liquid	Common Carrier	
Amend	55	55	Active	Initial Pipeline T-4 Permit Application	Issued	AAA WM SERVICES	843	Gas	Gas Utility	07-24-2015
Renew	0	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843	Gas	Private	
Inactivate	0	0	New	Initial Pipeline T-4 Permit Application	In Progress	ALTA MESA SERVICES, LP	15721	Liquid	Private	
View PDF	0	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843	Gas	Gas Utility	
View	0	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843	Gas	Gas Utility	
Merge										
Transfer										
Delegation										

Figure 58: Transfer a Permit, Steps 1 and 2

3. Click **Transfer**. The Permit opens to the [Permit Header](#) tab.
4. On the Permit Header tab, click the **Select Operator** button, as shown in Figure 59 below. The **Operator Search** pop-up window appears.

Pipeline Permit Application

Permit Header | System/Segment | Comments

Application Info
 Application ID: 216 | Permit Number: 56 | Permit Type: Gas | Permit Status: Active | Filing Status: Issued

Operator Information

Search Operator **4**

Operator Name: AGE REFINING, INC. | Operator Number: 008586 | Address 1: 9901 WEST INTERSTATE 10 STE
 Address 2: | Zip Code: 78230
 City: SAN ANTONIO | State: TX

Pipeline Owner

Does the operator own the pipeline? If No, provide name and address: Yes

Pipeline Owner Name: ABC NITROGEN SERVIK | Address: P O BOX 2114 | City: MONT BELVIEU | State: Texas | Zip Code: 77580

Figure 59: Transfer a Permit, Step 4

5. Enter at least part of the acquiring Operator’s name, and click the Search button. A list of Operators that match your search terms appears.
6. Click an Operator Name to select it, as shown in Figure 60. You are returned to the Permit Header tab.

Operator Search

Enter a partial or full operator name or operator number, press Enter, and then click on a row in the search results list

Operator Name: ef **5** | Operator Number: Number | Search

Operator Name	Operator Number	Address1	Address2	City	State	Zip Code
ADOBE REFINING CO A DIV. OF COC	008395	STREET ADDRESS UNKNOWN		UNKNOWN	XX	99999
ADOBE REFINING CO./DIV OF FSRC	008396	1000 RIDC PLAZA		PITTSBURGH	PA	15238
AECTRA REFINING & MARKETING, INC.	008512	THREE RIVERWAY, STE. 800		HOUSTON	TX	77056
AGE REFINING, INC.	008586	9901 WEST INTERSTATE 10 STE 500		SAN ANTONIO	TX	78230
ALLIED REFINING INC. 6	014477	9000 SOUTHWEST FRWY, STE 107		HOUSTON	TX	77074
AMBER REFINING, INC.	016889	PO BOX 922021		HOUSTON	TX	77292
AMERICAN SMELTING & REFINING CO.	019375	STREET ADDRESS UNKNOWN		UNKNOWN	XX	99999
AMOCO OLEFINS CORP.	020422	200 EAST RANDOLPH DR.		CHICAGO	IL	60601
AMOCO TEXAS REFINING CO.	020447	STREET ADDRESS UNKNOWN		UNKNOWN	XX	99999
ANDERSON, JEFF	022421	5120 SAN JOSE ST.		TAMPA	FL	33629

Figure 60: Transfer a Permit, Steps 5 and 6

7. Note the Operator Information has changed to the selection you made.
8. Click the **Save** button to save the change, as depicted in Figure 61.

The screenshot displays the 'Pipeline Permit Application' web interface. At the top, there are tabs for 'Permit Header', 'System/Segment', and 'Comments'. The 'Application Info' section shows 'Application ID: 216', 'Permit Number: 56', 'Permit Type: Gas', 'Permit Status: Active', and 'Filing Status: Issued'. The 'Operator Information' section includes a 'Search Operator' button and a form with the following fields: 'Operator Name' (ALLIED REFINING INC.), 'Operator Number' (014477), 'Address1' (9000 SOUTHWEST FRWY, STE 11), 'Address2', 'City' (HOUSTON), 'Zip Code' (77074), and 'State' (TX). A red circle with the number '7' is placed over the 'City' field. Below this is the 'Pipeline Permit Information' section, which includes 'Permit Type: Gas', 'Pipeline Classification: Gas Utility', 'Total Permit Miles', and 'Permit Number: 56'. It also shows dates for 'Original Issue', 'Approval Letter Sent', 'Reinstated', and 'Expiration', along with 'Renewal Notice Sent: Inactive'. A red circle with the number '8' is placed over the 'Save' button. The 'Systems' section contains a table with columns for 'System Name', 'System Status', 'PES System ID', 'System Purpose', 'H2S Parts', 'Docket', and 'Pipeline Length'. The table has one row with the following data: 'Test', 'Active', an empty field, 'Gas Injection', '60', an empty field, and '12'. A red circle with the number '8' is placed over the 'Save' button in the 'Pipeline Permit Information' section. At the bottom of the interface, there is a footer with links for 'Disclaimer', 'RRC Online', 'RRC Home', and 'Contact'.

Figure 61: Transfer a Permit, Steps 7 and 8

9. Return to the Dashboard.
10. Verify the Operator name has changed to the one you selected, as depicted in Figure 62.

Pipeline Permit Application
Permit Count : 132

Dashboard

(1 of 14) 1 2 3 4 5 6 7 8 9 10 >> >| 10 ▾

	Application ID ▾	Permit Number ▾	Permit Status ▾	Filing Type ▾	Filing Status ▾	Operator Name ▾	P-5 Num
Actions	220	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843
Actions	219	57	Active	Pipeline System Amendment	Issued	ABCO ENERGY CORPORATION	1245
Actions	218	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843
Actions	217	0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843
Actions	216	56	Active	Initial Pipeline T-4 Permit Application	Issued	ALLIED REFINING INC.	14477
Actions		0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843
Actions		55	Active	Initial Pipeline T-4 Permit Application	Issued	AAA WM SERVICES	843
Actions		0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843
Actions		0	New	Initial Pipeline T-4 Permit Application	In Progress	ALTA MESA SERVICES, LP	15721
Actions		0	New	Initial Pipeline T-4 Permit Application	In Progress	AAA WM SERVICES	843

(1 of 14) 1 2 3 4 5 6 7 8 9 10 >> >| 10 ▾

Actions

- Amend
- Renew
- Inactivate
- View PDF
- View
- Merge
- Transfer
- Delegation

Figure 62: Transfer a Permit, Step 10

Transfer a System

To transfer a system from one Operator to another, follow these steps.

1. Click the **Actions** button on the row of the T-4 permit you want to transfer.
2. Make a note of the Permit Number; you will need it for later steps.
3. Click **Transfer**. The Permit opens to the [Permit Header](#) tab.
4. Scroll down to the Systems section at the bottom of the Permit Header tab, as depicted in Figure 63.

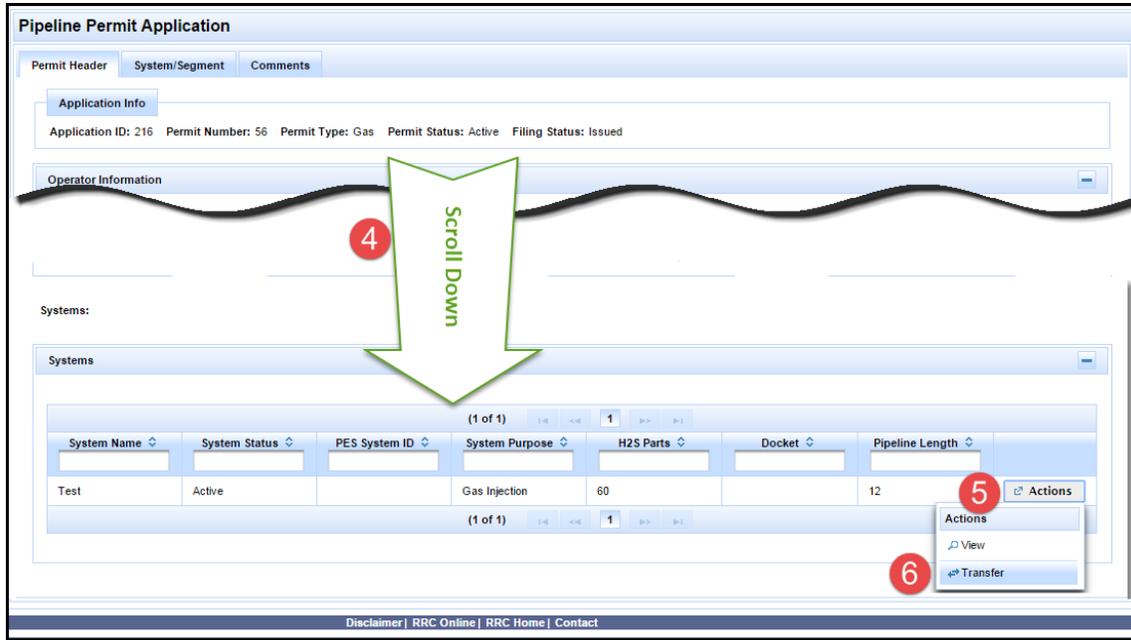


Figure 63: Transfer a System, Steps 4 to 6

5. Click the **Actions** button on the row of the System you want to transfer.
6. Click **Transfer**. The **Transfer System** pop-up window appears, as shown in Figure 64.

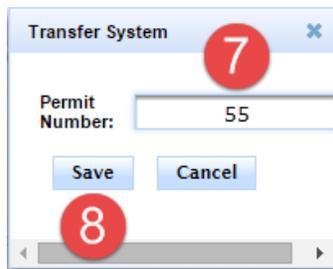


Figure 64: Transfer a System, Steps 7 and 8

7. Enter the permit number you want to transfer this system to.
8. Click the **Save** button to save the change.
9. Return to the Dashboard and view the permit number you entered in Step 7.
10. Click the **System/Segment** tab, shown in Figure 65.

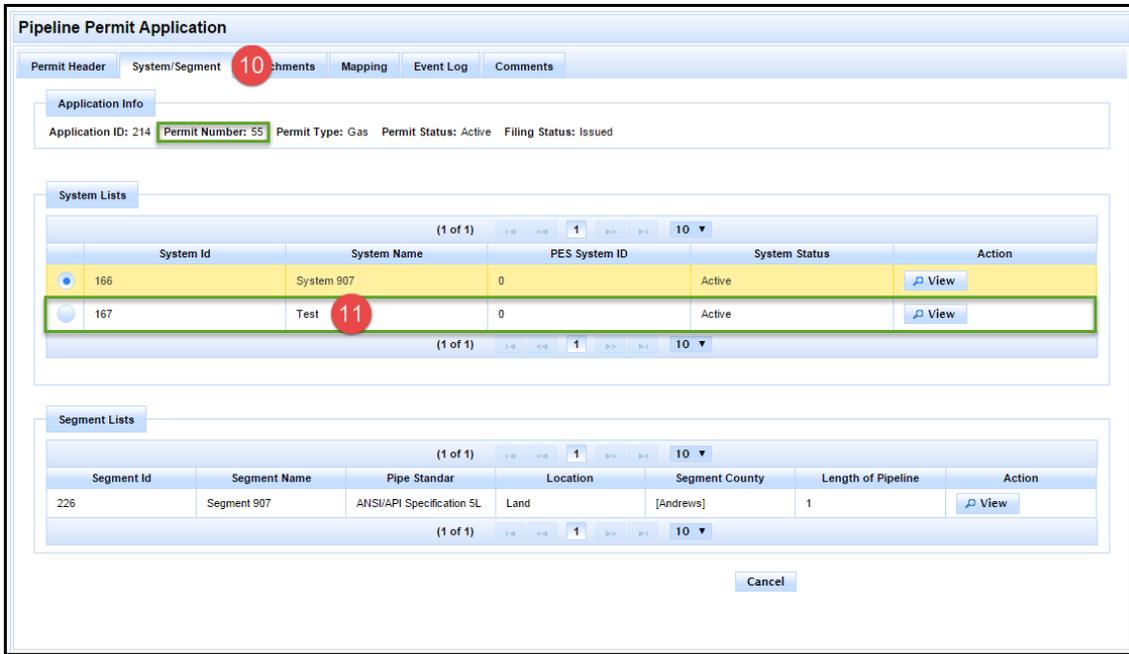


Figure 65: Transfer a System, Steps 10 and 11

11. Verify the system you transferred is now in this permit.

Transfer a Segment

To transfer a segment, follow the steps below.

1. [View](#) the Permit that the segment will be transferred **TO**.
2. Click the **System/Segment** tab. A list of all the systems is displayed.
3. Make a note of the **System ID** of the system that the segment will be transferred **TO**. The example in Figure 66 will be transferring a segment to *System 168*.

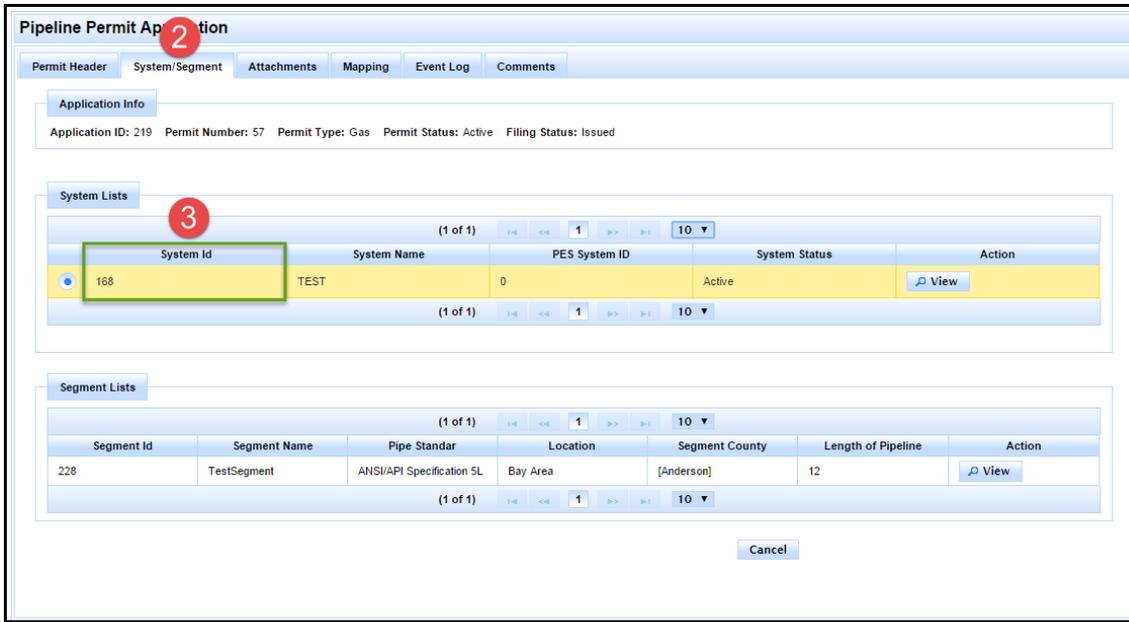


Figure 66: Transfer a Segment, Steps 2 and 3

4. Return to the Dashboard.
5. Click the **Actions** button on the row of the T-4 permit the segment you want to transfer is currently on.
6. Click **Transfer** on the dropdown, as depicted in Figure 67.

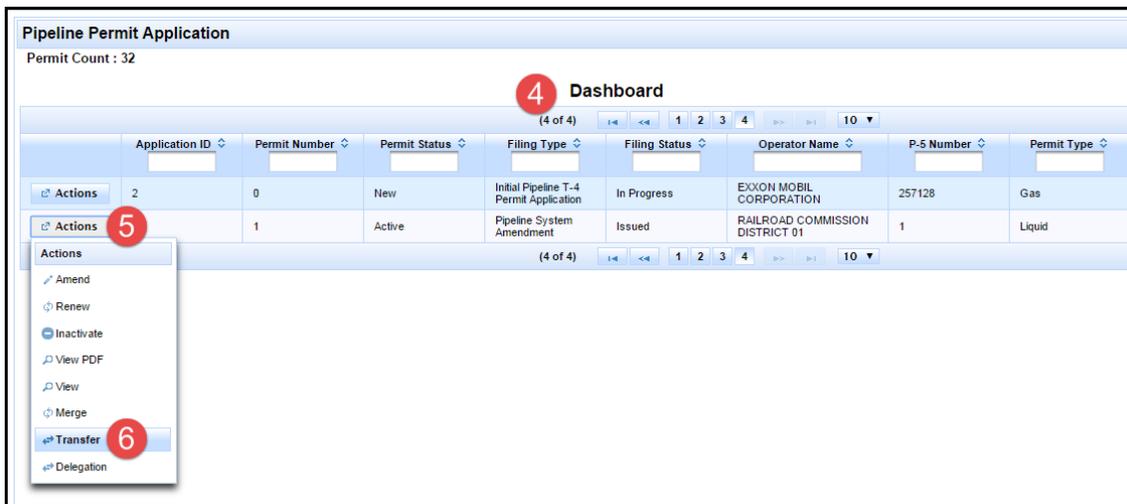


Figure 67: Transfer a Segment, Steps 4 to 6

7. Click the **System/Segment** tab.
8. Scroll down to the Systems section at the bottom of the **System/Segment** tab, as shown in Figure 68.

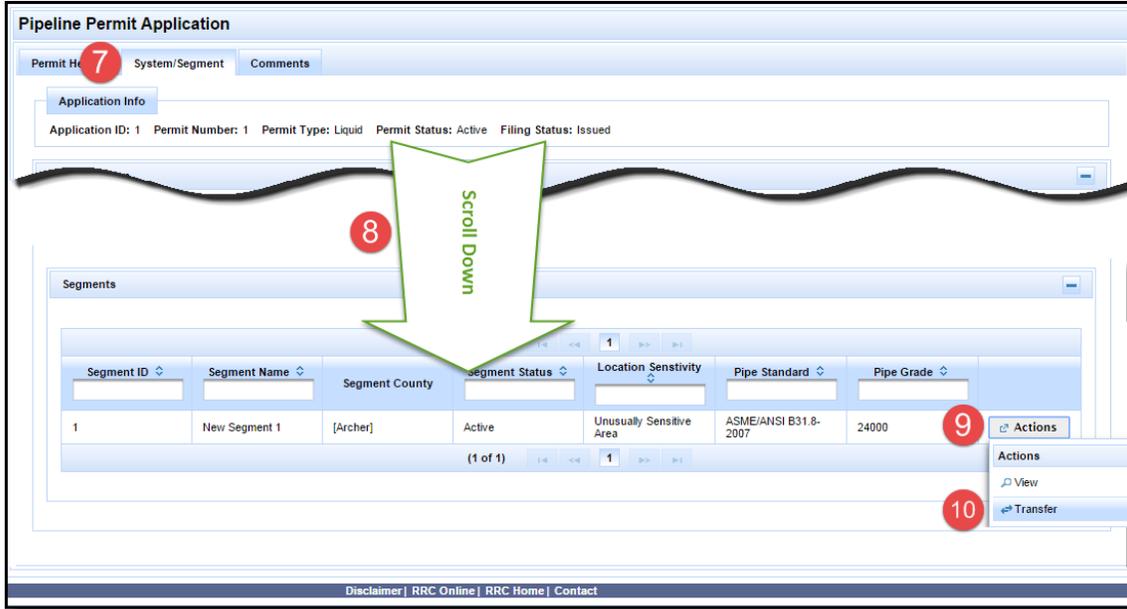


Figure 68: Transfer a Segment, Steps 7 to 10

9. Click the **Actions** button on the row of the segment you want to transfer.
10. Click **Transfer** on the dropdown. The **Transfer Segment** pop-up window appears, as depicted in Figure 69.

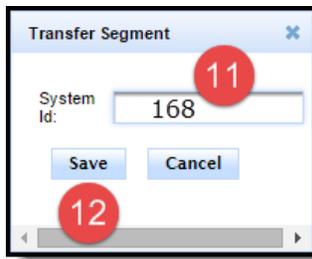


Figure 69: Transfer Segment, Steps 11 to 12

11. Enter the System ID you made a note of in Step 3.
12. Click the **Save** button.
13. Return to the permit the segment was transferred to—the same permit you viewed in Step 1.
14. Click the **System/Segment** tab.
15. Verify the segment was transferred to this permit.

Review T-4 Permit Applications—Internal

Before a T-4 Permit can be issued, Texas Railroad Commission reviewers must assess the permit to ensure it has been completed correctly, and that all required documentation has been attached to the application. This section discusses reviewer roles and provides step-by-step instructions for Reviewers to assess and either accept a permit for issue or mark it incomplete to send back to the Operator for additional information.



IMPORTANT: This section is intended for internal Texas Railroad Commission employees. Operators can not access the features described in this section of the user guide.

About Reviewer Roles

There are four reviewer roles in the POPS application: [Permitting Reviewer](#), [Mapping Reviewer](#), [Gas Services Reviewer](#), and [Supervisor](#). Each reviewer is responsible for validating information on a T-4 permit application that pertains to their reviewer role.



TIP: The four hyperlinks in blue above are live links; they will take you directly to the named portion of the document. This way, you can jump to the section that applies directly to you.

About the Work Queue

Each reviewer type has its own work queue that displays on the POPS home screen, which provides Reviewers the ability to review each filing and accept it or mark it incomplete.

Possible review statuses are:

- In Progress means that the permit information is partially complete, and the permit has not been submitted for review.
- Submitted means that the filing has been submitted, and is within the initial review 15-day window for review, but has not yet been reviewed.
- Under Review means that at least one of the reviewers (permitting, mapping, or gas services) has selected the filing to review.
- Pending means the filing has been accepted by all three reviewers and is within the 45-day window for final review.
- On Hold means that the permit has been placed outside the review window. Mapping and Gas Services reviewers can View the filing, while Permitting staff can Review the filing. A 45-day window is begun when the status becomes On Hold.

The **Is review done?** column indicates whether or not a reviewer has completed the review for a filing. If the reviewer has:

- Reviewed the permit and marked it either Accept or Incomplete for the initial review 15-day window (where Filing Status is Submitted or Under Review) or
- Marked the permit Issue or Deny for the final review 45-day window (where Filing Status is Pending), then

This column displays Yes and Days Remaining is zero. Otherwise, if no action has been taken, this column displays No and Days Remaining displays a non-zero value.



TIP: Days Remaining is the number of days remaining in the review window. If the review window is missed, negative Days Remaining display.

After all review groups have provided an initial disposition of Accepted, the filing status is changed to Pending. During the 45-day window, additional validations are made. After all review groups have provided a final disposition, and the Supervisor has selected “Ok to Issue,” the filing status is changed to Issued.

The 15-day initial review window begins when the filing goes into a Submitted status. If Filing Status is Submitted or Under Review, the filing has not completed the 15-day review cycle. If more than 15 days have passed and all of the reviewers have not completed their review, Days Remaining displays a negative value.

The 45-day review window begins when the filing goes into a Pending filing status. If more than 45 days have passed and all the reviews have not completed, Days Remaining displays a negative value. When the Filing Status is On Hold, Days Remaining starts with a display of 45.

Approve or Reject a T-4 Permit Application

As a reviewer, you will approve or reject T-4 Permit applications depending on your role as a [Permitting Reviewer](#), a [Mapping Reviewer](#), or a [Gas Services Reviewer](#). This section of the guide describes what each role will see on screen as well as how to approve or mark incomplete a T-4 Permit application.



TIP: The three hyperlinks in blue above are live links; they will take you directly to the named portion of the document. This way, you can jump to the section that applies directly to you.

About the 15-Day Window

The 15-day initial review window begins when the filing goes into a Submitted status. If Filing Status is Submitted or Under Review, the filing has not completed the 15-day review cycle. If more than 15 days have passed and all of the reviewers have not completed their review, Days Remaining displays a negative value.

About the 45-Day Window

The 45-day review window begins when the filing goes into a Pending filing status. During the 45-day window, additional validations are made. If more than 45 days have passed and all the reviews have not completed, Days Remaining displays a negative value. When the Filing Status is On Hold, Days Remaining starts with a display of 45.

After submissions reach the Pending state, they will be compared to (or filtered against) “Complete” and “Incomplete” applications in POPS.

- Filings that are “Complete” in POPS will need to be manually marked as “To Be Verified” (ready for final review/validations).
- Filings that are “Incomplete” in POPS will need to be manually marked as Incomplete.

Permitting Reviewer

As a Permitting Reviewer, you will assess the T-4 application from a Permitting standpoint to determine whether the permit application can be approved or must be marked incomplete.

When you log in to POPS, your Work Queue is displayed, as depicted in Figure 70 below. The Work Queue shows you a list of the permits awaiting your review; you can sort and filter the data on this screen.



TIP: Instructions for sorting and filtering data are available in the [List Navigation](#) section of this document.

	Application ID	Permit Number	Filing Type	Filing Status	Is Review done?	Operator Name	Operator P-5 Number	Permit Type	Classification Requested	Submission Date	Days Remaining
Actions	89	0	Pipeline Perm/System Merge	Submitted	No	RAILROAD COMMISSION DISTRICT 01	1	Liquid	Common Carrier	07-13-2015	12
Actions	154	0	Pipeline System Amendment	Under Review	No	AAA PIPE CLEARING CORP.	167	Gas	Private	07-15-2015	13
Actions	131	0	Pipeline System Amendment	Under Review	No	RUSSELL OPERATING COMPANY, LLC	737098	Gas	Gas Utility	07-14-2015	13
Actions	160	0	Initial Pipeline T-4 Permit Application	Under Review	No	AAA OIL COMPANY	148	Liquid	Common Carrier	07-16-2015	14
Actions	132	0	Pipeline System Amendment	Under Review	No	RUSSELL OPERATING COMPANY	736740	Liquid	Private	07-14-2015	14
Actions	157	0	Initial Pipeline T-4 Permit Application	Under Review	No	ABC ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	14
Actions	153	0	Initial Pipeline T-4 Permit Application	Submitted	No	ABERDEEN PETROLEUM (USA) INC.	2557	Liquid	Common Carrier	07-16-2015	14
Actions	149	0	Pipeline T-4 Permit Inactive	Pending	Yes	AAA OIL TRUST	118	Gas	Private	07-15-2015	43
Actions	152	0	Pipeline T-4 Permit Inactive	Pending	Yes	ABC ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	44
Actions	149	0	Pipeline T-4 Permit Inactive	Pending	Yes	AAA OIL TRUST	118	Gas	Private	07-15-2015	44

Figure 70: Permitting Reviewer Work Queue

Tools for Review and Validation

Select a T-4 application to work with on the Work Queue screen by following these steps, as depicted in Figure 71 below.

Pipeline Permit Application											
Permitting Review Queue											
(1 of 2) 1 2 10											
	Application ID	Permit Number	Filing Type	Filing Status	Is Review done?	Operator Name	Operator P-5 Number	Permit Type	Classification Requested	Submission Date	Days Remaining
Actions	89	0	Pipeline Permit/System Merge	Submitted	No	RAILROAD COMMISSION DISTRICT 01	1	Liquid	Common Carrier	07-13-2015	12
Actions		0	Pipeline System Amendment	Under Review	No	AAA PIPE CLEANING CORP.	167	Gas	Private	07-15-2015	13
Actions		0	Pipeline System Amendment	Under Review	No	RUSSELL OPERATING COMPANY, LLC	737098	Gas	Gas Utility	07-14-2015	13
Actions	160	0	Initial Pipeline T-4 Permit Application	Under Review	No	AAA OIL COMPANY	148	Liquid	Common Carrier	07-16-2015	14
Actions	132	0	Pipeline System Amendment	Under Review	No	RUSSELL OPERATING COMPANY	736740	Liquid	Private	07-14-2015	14
Actions	157	0	Initial Pipeline T-4 Permit Application	Under Review	No	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	14
Actions	153	0	Initial Pipeline T-4 Permit Application	Submitted	No	ABERDEEN PETROLEUM (USA) INC.	2557	Liquid	Common Carrier	07-16-2015	14
Actions	149	0	Pipeline T-4 Permit Inactive	Pending	Yes	AAA OIL TRUST	118	Gas	Private	07-15-2015	43
Actions	152	0	Pipeline T-4 Permit Inactive	Pending	Yes	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	44
Actions	149	0	Pipeline T-4 Permit Inactive	Pending	Yes	AAA OIL TRUST	118	Gas	Private	07-15-2015	44

Figure 71: Permitting Reviewer Steps 1 and 2

1. Click the **Actions** button in the row of the T-4 application you want to review.
2. Click **Review Application** in the dropdown. The permit appears, displaying the Header tab. An example T-4 permit Header tab is shown in Figure 72.

Pipeline Permit Application

Permit Header System/Segment Attachments Mapping Amendment Info Event Log Comments Review

Application Info

Application ID: 154 Permit Number: 23 Permit Type: Gas Permit Status: Active Filing Status: Under Review

Operator Information

Operator Name: AAA PIPE CLEANING CORP. Operator Number: 167 Address 1: 3900 UNDERWOOD RD.
 Address 2: Zip Code: 77571
 City: LA PORTE State: Texas

Pipeline Owner

Does the operator own the pipeline? If No, provide name and address Yes

Pipeline Owner Name: AAA PIPE CLEANING C Address: 3900 UNDERWOOD RD City: LA PORTE State: Texas Zip Code: 77571

Economic Operator

Does the Operator control the economic operations of the pipeline? If no, provide the Economic Operator's P-5 number Yes

Economic Operator P-5 Number: 167 Get Operator
 Economic Operator P-5 Name: AAA PIPE CLEANING CORP.

Compliance Representative Contact Information

Is The Compliance Representative the same as the operator contact? Yes

FullName: AAA PIPE CLEANING C Address: 3900 UNDERWOOD RD City: LA PORTE State: Texas
 Zip Code: 77571 Phone: 1212121212 Email: 1@gmail.com Title:

Figure 72: Permitting Review: Header Tab

- Review the information on the Header tab. When you have finished, click the System/Segment tab. An example System/Segment tab is shown in Figure 73.

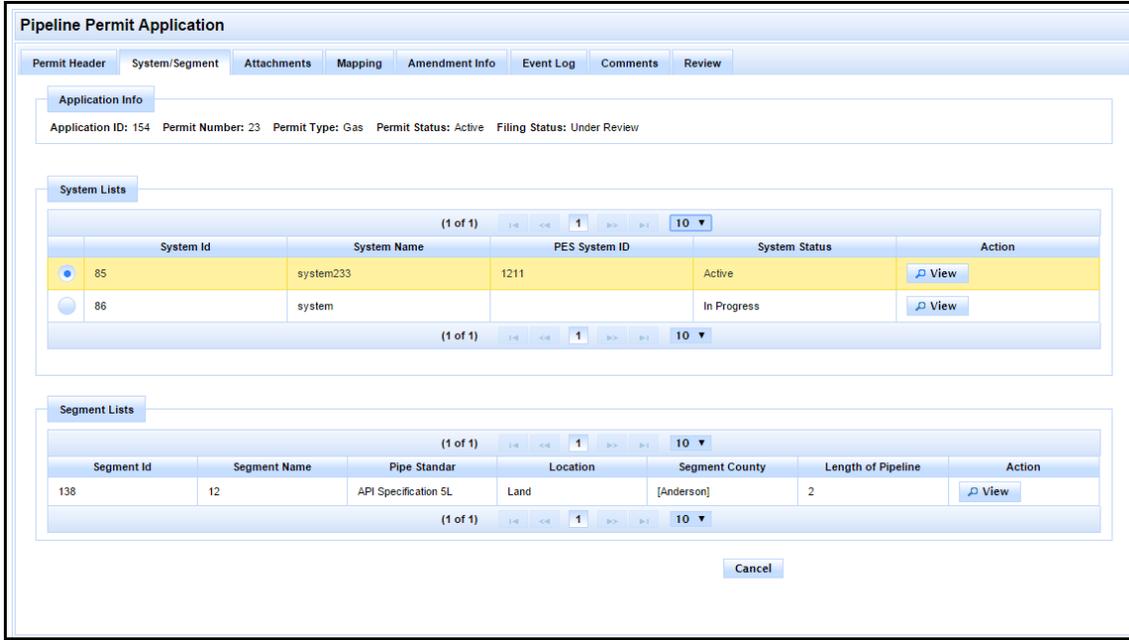


Figure 73: Permitting Reviewer System/Segment Tab

- Review the information on the System/Segment tab. When you are finished, click the Attachments tab. An example Attachments tab is shown in Figure 74. When the filing status is On Hold, you can edit the Docket Information field. When you receive Docket information, enter the Docket Number Assigned and the Docket Number Assigned date into their fields. When one of the Reviewers enters the Final Order Date, the system will change the filing status from On Hold to Pending. When the filing status is updated to Pending, the [45-day review window](#) begins.

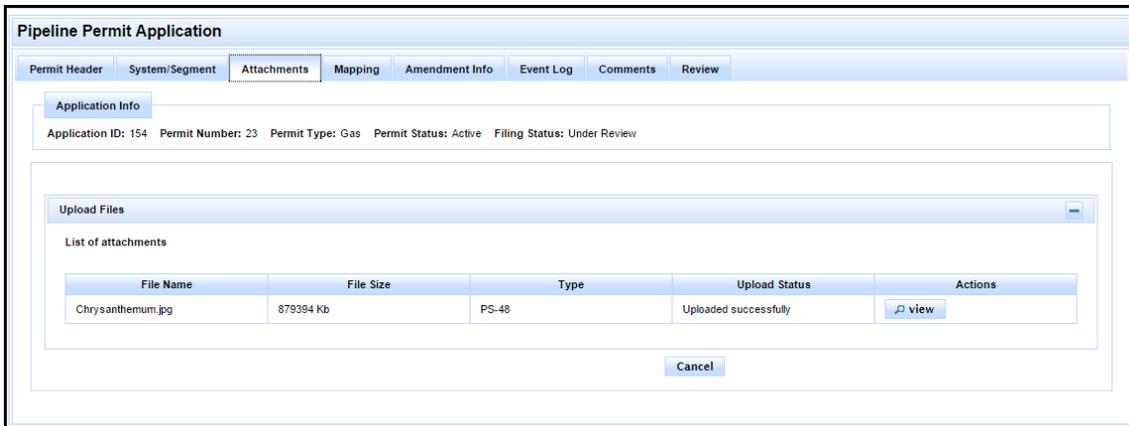


Figure 74: Permitting Reviewer Attachments Tab

- Review the information on the Attachments tab. When you are finished, click the Amendments tab. An example Amendments tab is shown in Figure 75.



TIP: Unless the T-4 permit application you are reviewing is an Amendment filing, there may not be information on this tab.

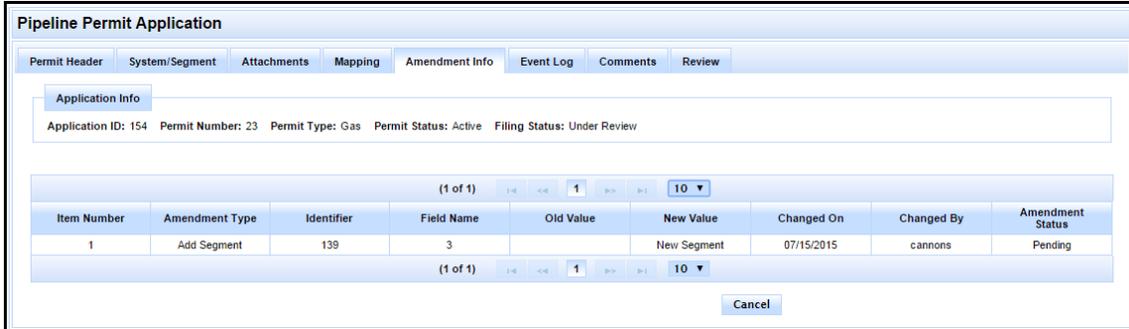


Figure 75: Permitting Reviewer Amendment Info Tab

- Review the information, if any, on the Amendment tab. When you are finished, click the Comments tab. An example Comments tab is shown in Figure 76.

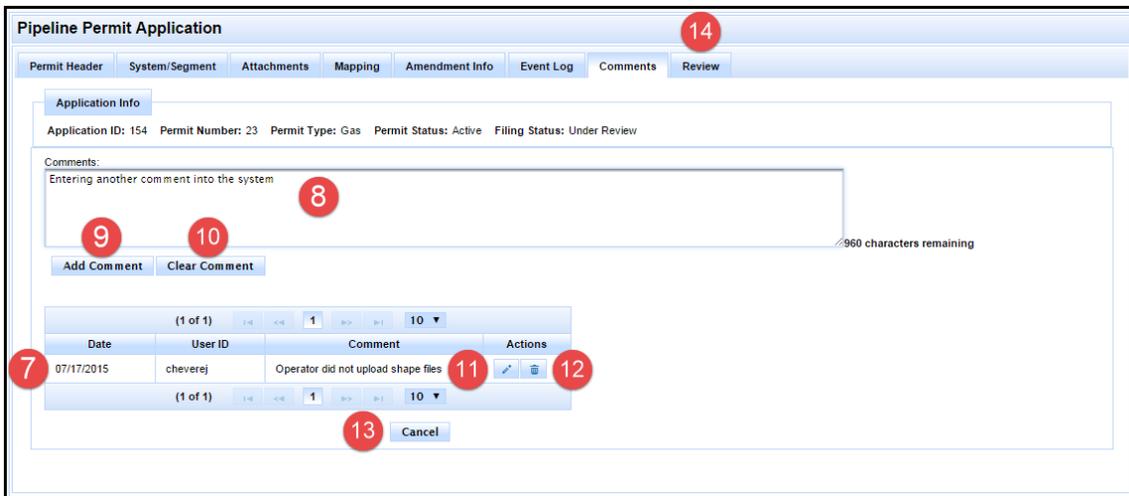


Figure 76: Permitting Reviewer Comments Tab

- Review the information on the Comments tab, if any. You can double-click a comment to read it, if the entire comment is not displayed.
- Enter a comment into the text box, if desired. Entering comments is optional, and these comments are viewable only to internal RRC staff.
- Click the **Add Comment** button to save your comment.
- Click the **Clear Comment** button to delete your comment without saving.
- Click the **Edit Comment** button to edit an existing comment.
- Click the **Delete Comment** button to delete an existing comment.
- Click the **Cancel** button to cancel adding or editing comments.
- Click the **Review** tab when you are finished with comments. An example Review tab is shown in .



TIP: You can edit and delete your own comments, but not comments made by others.

Figure 77: Permitting Reviewer Review Tab

If The Permit is Approved

15. Click the **Accept** button. The permit will be marked as accepted by the Permitting reviewer, and will move along in the workflow for other reviewers to assess. After you click **Accept**, POPS will take you back to your Work Queue. Skip to Step 19 to continue.

If the Permit Must Be Marked Incomplete

16. Select one or more reasons in the **Incomplete Reason Name** section that reflect why the permit must be marked incomplete.



TIP: Each reviewer will see a unique list of reasons that pertains to their reviewing area.

17. Optionally enter comments into the **Reviewer Comments** section.



IMPORTANT: The information in the **Incomplete Reason Name** and **Reviewer Comments** sections for all reviewers will be included in the notifications sent to the Operator as reasons why the T-4 permit was marked incomplete; the POPS application populates the data from these sections verbatim into the letters that are sent to the Operator.

18. Click the **Incomplete** button to mark the T-4 application incomplete. After you click **Incomplete**, POPS will take you back to your work queue.
19. View the permit application on the Work Queue to see the filing status change. The filing status is highlighted in a green box in Figure 78 below.

Pipeline Permit Application
Permit Count : 10

Dashboard

(1 of 1) 1 10

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P.S Number	Permit Type	Classification	Submission Date
Actions	159	29	Active	Initial Pipeline T-4 Permit Application	Issued	AA DELTA EXPLORATION, INC.	820	Gas	Gas Utility	07-16-2015
Actions	156	28	Active	Pipeline System Amendment	Issued	BABCO OIL & GAS, LLC	42240	Gas	Gas Utility	07-15-2015
Actions	154	23	Active	Pipeline System Amendment	Under Review	AAA PIPE CLEANING CORP	167	Gas	Private	07-15-2015
Actions	152	27	Inactive	Pipeline T-4 Permit Inactive	Pending	ABC ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015
Actions	149	24	Active	Pipeline T-4 Permit Inactive	Pending	AAA OIL TRUST	118	Gas	Private	07-15-2015
Actions	135	0	New	Initial Pipeline T-4 Permit application	Pending	AAA OPERATING COMPANY, INC.	163	Gas	Gas Utility	07-14-2015
Actions	132	22	Active	Pipeline System Amendment	Under Review	RUSSELL OPERATING COMPANY, INC.	736740	Liquid	Private	07-14-2015
Actions	131	25	Active	Pipeline System Amendment	Under Review	RUSSELL OPERATING COMPANY, LLC	737098	Gas	Gas Utility	07-14-2015
Actions	104	21	Inactive	Pipeline T-4 Permit Inactive	Pending	ABC EXPRESS, INC.	122	Gas	Gas Utility	07-13-2015
Actions	89	17	Active	Pipeline Permit/System Merge	Submitted	RAILROAD COMMISSION DISTRICT 01	1	Liquid	Common Carrier	07-13-2015

(1 of 1) 1 10

Figure 78: Permitting Reviewer Work Queue Showing Filing Status Update

20. Repeat Steps 1 through 19 to review other permits in your work queue.

Mapping Reviewer

As a Mapping Reviewer, you will assess the T-4 application from a Mapping standpoint to determine whether the permit application can be approved or must be marked incomplete.

The complete workflow process for Mapping Reviewers is depicted in Figure 79 below.

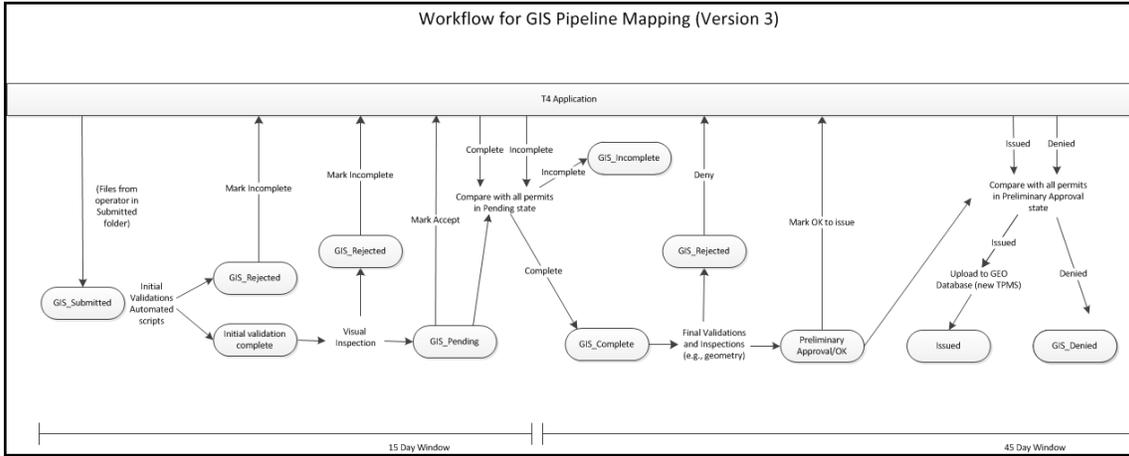


Figure 79: Mapping Reviewer Workflow

When you log in to POPS, your Work Queue is displayed, as depicted in Figure 80 below. The Work Queue shows you a list of the permits awaiting your review; you can sort and filter the data on this screen.



TIP: Instructions for sorting and filtering data are available in the [List Navigation](#) section of this document.

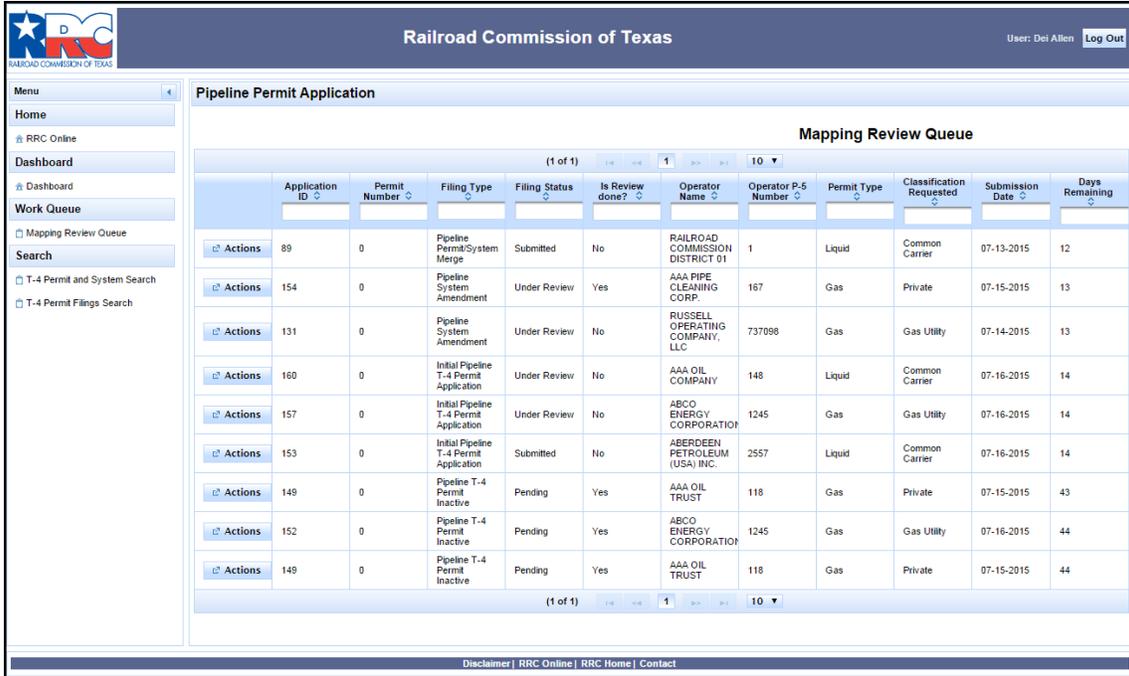


Figure 80: Mapping Reviewer Work Queue

POPS Tools for Review and Validation

Select a T-4 application to work with on the Work Queue screen by following these steps, as depicted in Figure 81 below.

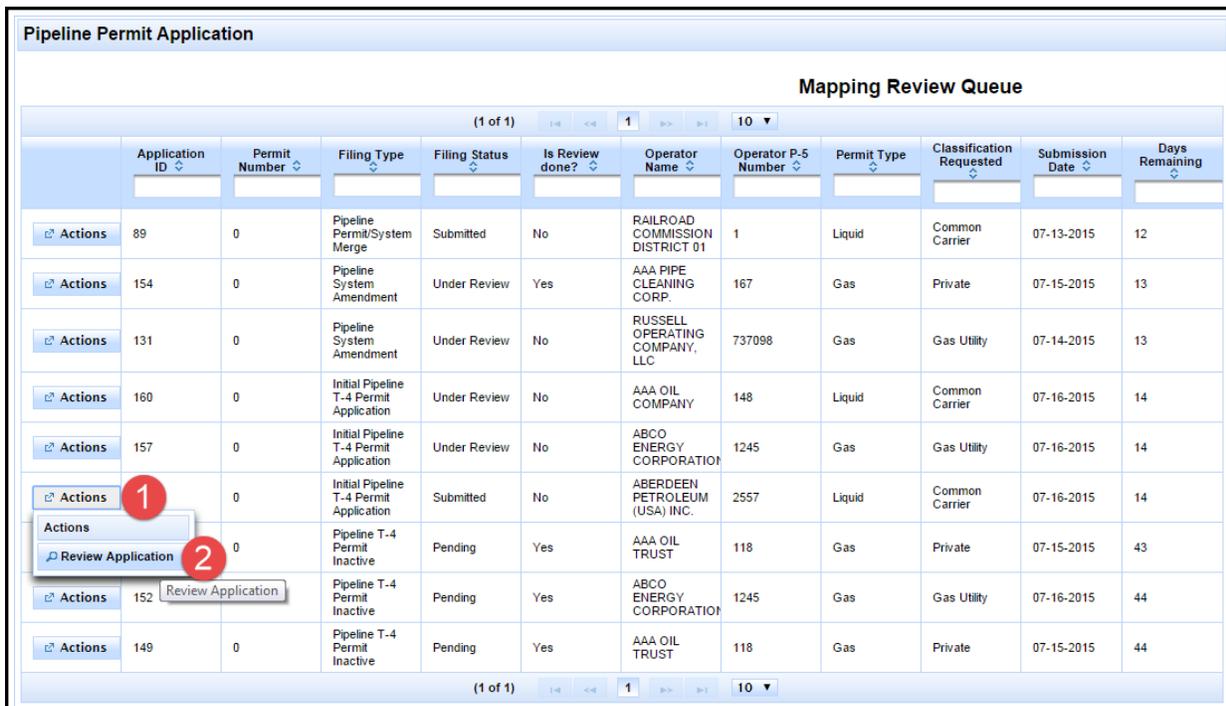


Figure 81: Mapping Reviewer Steps 1 and 2

1. Click the **Actions** button in the row of the T-4 application you want to review.
2. Click **Review Application** in the dropdown. The permit appears, displaying the Header tab. An example T-4 permit Header tab is shown in Figure 82.

Pipeline Permit Application

Permit Header | System/Segment | Attachments | Mapping | Event Log | Comments | Review

Application Info
 Application ID: 153 Permit Number: Permit Type: Liquid Permit Status: New Filing Status: Under Review

Operator Information

Operator Name: ABERDEEN PETROLEUM (USA) IN Operator Number: 2557 Address1: PO BOX 6129
 Address2: Zip Code: 79608
 City: ABILENE State: Texas

Pipeline Owner

Does the operator own the pipeline? If No, provide name and address Yes

Pipeline Owner Name: ABERDEEN PETROLEUM Address: PO BOX 6129 City: ABILENE State: Texas Zip Code: 79608

Economic Operator

Does the Operator control the economic operations of the pipeline? If no, provide the Economic Operator's P-5 number Yes

Economic Operator P-5 Number: 2557 Get Operator
 Economic Operator P-5 Name: ABERDEEN PETROLEUM (USA) INC.

Compliance Representative Contact Information

Is The Compliance Representative the same as the operator contact? Yes

FullName: ABERDEEN PETROLEUM Address: PO BOX 6129 City: ABILENE State: Texas
 Zip Code: 79608 Phone: 3453453453 Email: penny.simoneau@rrc. Title:

Figure 82: Mapping Review: Header Tab

3. Review the information on the Header tab. When you have finished, click the Mapping tab. An example Mapping tab is shown in Figure 83.

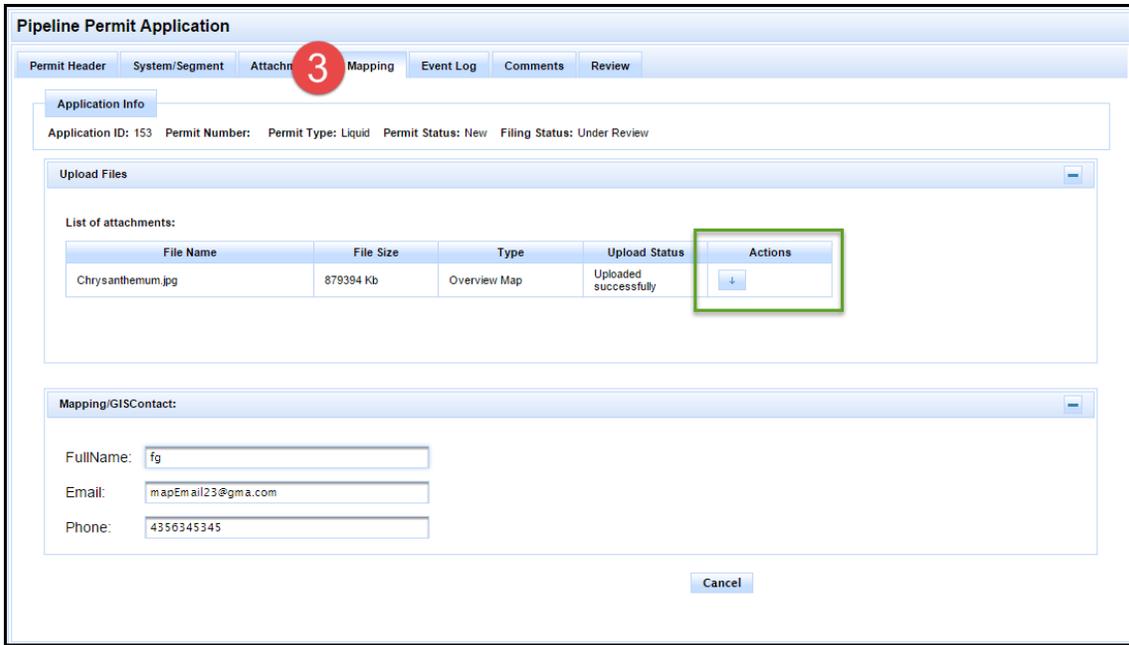


Figure 83: Mapping Reviewer Mapping Tab



TIP: You can download mapping files the Operator uploaded by clicking the button in the Actions column, as shown in Figure 83 above. The Actions column is highlighted in a green box. These files can be downloaded at any time; you or the Operator may need to access these files at some future time well after the permit is issued.

- Review the information on the Mapping tab. When you are finished, click the Comments tab. An example Comments tab is shown in Figure 84.

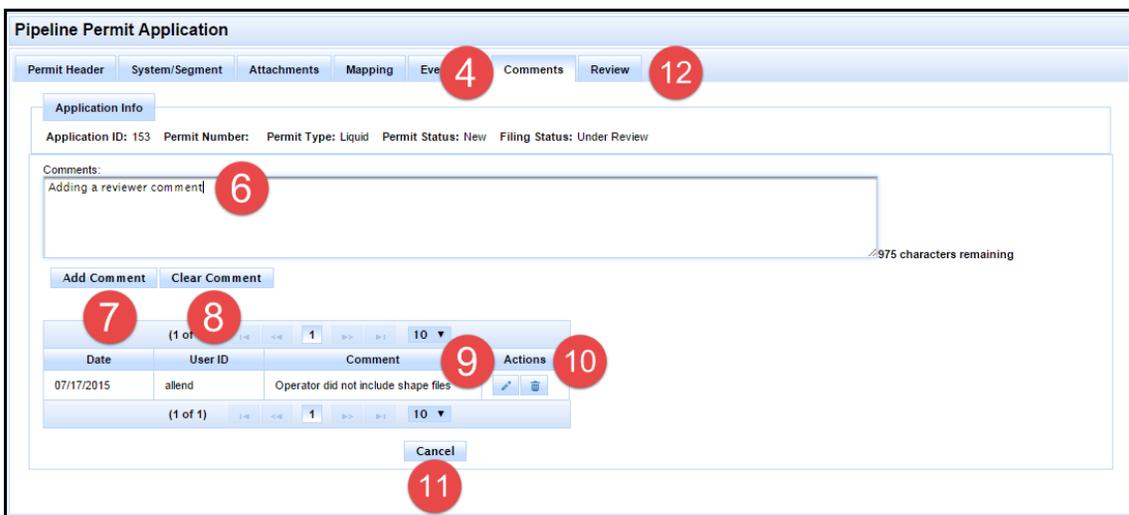


Figure 84: Mapping Reviewer Comments Tab

5. Review the information on the Comments tab, if any. You can double-click a comment to read it, if the entire comment is not displayed.
6. Enter a comment into the text box, if desired. Entering comments is optional, and these comments are viewable only to internal RRC staff.
7. Click the **Add Comment** button to save your comment.
8. Click the **Clear Comment** button to delete your comment without saving.
9. Click the **Edit Comment** button  to edit an existing comment.
10. Click the **Delete Comment** button  to delete an existing comment.
11. Click the **Cancel** button to cancel adding or editing comments.
12. Click the **Review** tab when you are finished with comments. An example Review tab is shown in Figure 85.



TIP: You can edit and delete your own comments, but not comments made by others.

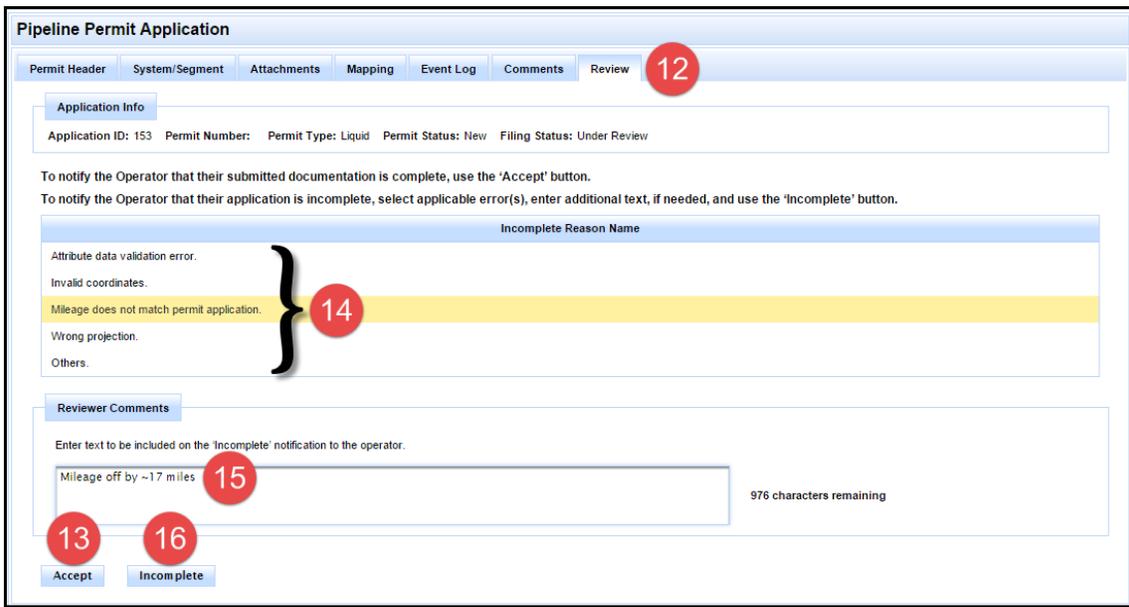


Figure 85: Mapping Reviewer Review Tab

If The Permit is Approved

13. Click the **Accept** button. The permit will be marked as accepted by the Permitting reviewer, and will move along in the workflow for other reviewers to assess. After you click **Accept**, POPS will take you back to your Work Queue. Skip to Step 19 to continue.

If the Permit Must Be Marked Incomplete

14. Select one or more reasons in the **Incomplete Reason Name** section that reflect why the permit must be marked incomplete.



TIP: Each reviewer will see a unique list of reasons that pertains to their reviewing area.

15. Optionally enter comments into the **Reviewer Comments** section.



IMPORTANT: The information in the **Incomplete Reason Name** and **Reviewer Comments** sections for all reviewers will be included in the notifications sent to the Operator as reasons why the T-4 permit was marked incomplete; the POPS application populates the data from these sections verbatim into the letters that are sent to the Operator.

16. Click the **Incomplete** button to mark the T-4 application incomplete. After you click **Incomplete**, POPS will take you back to your work queue.

17. View the permit application on the Work Queue to see the filing status change. The filing status is highlighted in a green box in Figure 86 below.

Pipeline Permit Application										
Permit Count : 10										
Dashboard										
(1 of 1) 1 10										
	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-5 Number	Permit Type	Classification	Submission Date
Actions	159	29	Active	Initial Pipeline T-4 Permit Application	Issued	AA DELTA EXPLORATION, INC.	820	Gas	Gas Utility	07-16-2015
Actions	156	28	Active	Pipeline System Amendment	Issued	BABCO OIL & GAS, LLC	42240	Gas	Gas Utility	07-15-2015
Actions	154	23	Active	Pipeline System Amendment	Under Review	AAA PIPE CLEANING CORP.	167	Gas	Private	07-15-2015
Actions	153	0	New	Initial Pipeline T-4 Permit Application	Under Review	ABERDEEN PETROLEUM (USA) INC.	2557	Liquid	Common Carrier	07-16-2015
Actions	152	27	Inactive	Pipeline T-4 Permit Inactive	Pending	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015
Actions	149	24	Active	Pipeline T-4 Permit Inactive	Pending	AAA OIL TRUST	118	Gas	Private	07-15-2015
Actions	132	22	Active	Pipeline System Amendment	Under Review	RUSSELL OPERATING COMPANY	736740	Liquid	Private	07-14-2015
Actions	131	25	Active	Pipeline System Amendment	Under Review	RUSSELL OPERATING COMPANY, LLC	737098	Gas	Gas Utility	07-14-2015
Actions	104	21	Inactive	Pipeline T-4 Permit Inactive	Pending	ABC EXPRESS, INC.	122	Gas	Gas Utility	07-13-2015
Actions	89	17	Active	Pipeline Permit/System Merge	Submitted	RAILROAD COMMISSION DISTRICT 01	1	Liquid	Common Carrier	07-13-2015

Figure 86: Mapping Reviewer Work Queue Showing Filing Status Update

18. Repeat Steps 1 through 19 to review other permits in your work queue.

GIS Tools for Review and Validation

This section will cover the tools and procedures a Mapping Reviewer needs to complete their workflow.

Mapping Reviewers have an additional layer of review—reviewing and validating Geographic Information Systems (GIS) map files—before the T-4 Permit application can be approved. The task of the Mapping Reviewer is to reconcile the geographic characteristics of the Shapefile with the current pipeline system. The reviewer does this by viewing the Shapefile, the system with and without the Shapefile, and possibly the most recent Amendment to the pipeline, all displayed in the [ArcMap](#) application, which includes filters that can display any or all of these Shapefiles based on input from the user.

There are four main ArcMap tools for review and validation:

1. The [Summary Report](#). This report contains a row for each application that is currently undergoing review and validation. It gives the POPS status and the GIS status for each application. When you open ArcMap, the Summary Report is displayed.
2. The [Validation Report](#). This report contains a list of errors for each validation that is currently in process. Click any application in the Summary Report to go to the Validation Report.
3. The [Workflow Manager](#). This report contains a row for each application that is currently undergoing review and validation. You can change the GIS status of an application from the Workflow Manager tool.
4. [ArcMap](#). This application is the main component of Esri’s ArcGIS suite of geospatial processing programs, and is used primarily to view, edit, create, and analyze geospatial data.

About Shapefile Validation

Operators are required to [attach map files](#) to their T-4 permit application, including an overview map along with four (4) shapefiles. In order for a mapping reviewer to use shapefiles, they must be validated to ensure they meet basic criteria.

When Operators upload shapefiles, they are stored in a repository that collects all shapefiles uploaded that day. Overnight, a process runs that validates a variety of criteria; these are described in Table 1.

	Field	Type of Validation
1	System Name	required field check
2	Diameter	required field <i>and</i> valid codes
3	Commodity 1	required field <i>and</i> valid codes
4	Commodity Description	required field check
5	Pipeline Status Code	required field check
6	Data Quality Code	required field check
7	System Type	required field check
8	Texas Regulated Pipeline	required field check
9	T-4 Amendment Code	required field check
10	Interstate (Y or N)	required field check
11	Common Carrier (Y or N)	required field check
12	T-4 Permit Number	valid number or blank/0 for new
13	P-5 Operator Number	valid number
14	Coordinates	within Texas
15	Projection/Datum type	correct GCS projection (NAD27 or 83)

16	Mileage with 10% tolerance	compare shape to application
17	Shapefile extensions	handled by T-4 permitting app
18	Multi-part features	likely no longer needed

Table 1: Shapefile Validations

Each morning, your [Summary Report](#) will be updated with the results of all shapefile uploads so that you can take action:

- Shapefiles in the “Validation Passed” stage can be visually inspected (manually) using [ArcMap](#). After automatic validations, the shapefiles will be in either “Rejected” or “Validation Passed” status.
- Files undergoing visual inspection can be manually marked as “Rejected” or “Pending” using the [Workflow Manager](#) tool.
- Rejected shapefiles must prevent a T-4 permit application from being approved; you will need to mark it [Incomplete](#) in POPS.

About the Summary Report

The Summary Report shows all submissions, sorted by default to submission date. You can filter the items on this report so that you can focus on the results for a single submission by clicking the sort arrows  at the right of each column.

Each row on the Summary report corresponds directly to a submission in POPS and shows both the GIS workflow status as well as the POPS filing status. You can filter the list to help you identify the work you need to perform next.



TIP: You may wish to keep several browser tabs open: one with POPS, one with the Summary Report, one with the Validation Report, and one with the Workflow Manager tool. By doing so, you will be able to more quickly switch commonly used screens.



TIP: The Summary Report will not refresh its data. You must do this manually by pressing **Ctrl+F5** on your keyboard. You can refresh the page as often as you need to.



TIP: Versioning must be turned off before you begin editing with the ArcMap tool. All edits are saved in the history, but versioning saves partial sessions which results in too many records.

The functions of the screen are described below, as depicted in Figure 87. The descriptions of the column headings are below in Table 2.

RRC Pipeline GIS Mapping Validation

Validation Summary Workflow User Guide Login: RRC/paulj

Summary Report

This report displays the LATEST status from both T4 permit application and GIS.

Copy Excel Search all columns 10

App ID	P5	T4 Permit	Shape File Name	Total Permit Miles	Operator Name	Submit Date	POPS Permit Status	GIS Status	GIS Status Change	GIS User	GIS Comments	Warning Count
14	463345	00000	463345_104143_FV_07-22-2015-16-28-35.shp	1005	KINDER MORGAN TEXAS PIPELINE LLC	7/22/2015 12:00:00 AM	Under Review	Pending	8/4/2015 10:56:31 AM	hej	test	26
18	195918		195918_1dcpw_07-24-2015-09-20-21.shp	14	DCP MIDSTREAM, LP	7/24/2015 12:00:00 AM	Under Review	Initial Validation Complete	8/4/2015 11:07:17 AM	muchukoh		30
35	473732	00009	473732_107207_07-30-2015-17-50-56.shp	16	KOCH PIPELINE COMPANY, L.P.	7/30/2015 12:00:00 AM	Submitted					
41	463345	00000	463345_109207_07-30-2015-13-28-52.shp	940	KINDER MORGAN TEXAS PIPELINE LLC	7/30/2015 12:00:00 AM	Under Review					
42	463345	00000	463345_1bravo_07-30-2015-13-44-50.shp	700	KINDER MORGAN TEXAS PIPELINE LLC	7/30/2015 12:00:00 AM	Under Review					13
43	463345	00000	463345_108278_07-30-2015-14-05-57.shp	850	KINDER MORGAN TEXAS PIPELINE LLC	7/30/2015 12:00:00 AM	Pending					
47	463345	00000	463345_104143_07-31-2015-09-49-36.shp	850	KINDER MORGAN TEXAS PIPELINE LLC	7/31/2015 12:00:00 AM	Under Review	Initial Validation Complete	8/4/2015 10:55:38 AM	muchukoh		26
49	463345		463345_109207_07-31-2015-11-44-37.shp	540	KINDER MORGAN TEXAS PIPELINE LLC	7/31/2015 12:00:00 AM	Submitted					
63	000838	00000	000838_148_103752_FV_07-16-2015-14-39-41_08-03-2015-20-34-30.shp	340	AAA WELL SERVICE, LLC	8/3/2015 12:00:00 AM	Submitted	Initial Validation Complete	8/4/2015 10:56:18 AM	muchukoh		15
64	000838		000838_001245_000194_07-15-2015-10-29-39_08-03-2015-20-43-33.shp	340	AAA WELL SERVICE, LLC	8/3/2015 12:00:00 AM	Submitted					

Showing 1 to 10 of 12 entries

Previous 1 2 Next

Figure 87: The Summary Report

1. Opens the Validation report in a new tab.
2. Opens the Summary report in a new tab.
3. Opens the Workflow Manager tool in a new tab.
4. Displays the User Guide.
5. Displays your login information.
6. Click the **Copy** button, to copy the results of the table to your clipboard. You can then paste to the program of your choice.
7. Click the **Excel** button to save the results as an Excel .CSV file that you can open in Microsoft Excel.
8. Denotes the location of the sort arrows  at the right of the column. The sort arrows are present in each column.
9. Enter search terms into this text box and press Enter to search for a specific record or to filter by status.
10. Click a value in this dropdown to change the number of search results that are displayed.
11. Click the **Previous** button to navigate to the previous page of results.
12. Click one of the numbered buttons to navigate to a specific page of results.
13. Click the **Next** button to navigate to the next page of results.

Column Name

Column Description

App ID

The Application ID number

P-5	The P-5 number
Shapefile Name	The file name of the shapefile
Total Permit Miles	The number of pipeline miles calculated by POPS
Operator Name	The Operator name
Submit Date	The date the application was submitted in POPS
POPS Permit Status	The current status of the permit in POPS
GIS Status	The current status of the permit in GIS
GIS Status Change	The date and time the status of the permit in GIS was last changed
GIS User	The username of the individual who last made changes to the permit status in GIS
GIS Comments	The comments entered during the last change to the permit status in GIS
Warning Count	The total number of validation errors that occurred when the shapefile was validated

Table 2: Summary Report Column Headings

About the Validation Report

Each morning, your Validation Report will be updated with the results of all validation failures—each row corresponds to a failed validation—so that you can take action on the [Workflow Manager](#) tool. You can filter the items on this report so that you can focus on the results for a single submission by clicking the sort arrows  at the right of each column.



TIP: You may wish to keep several browser tabs open: one with POPS, one with the Summary Report, one with the Validation Report, and one with the Workflow Manager tool. By doing so, you will be able to more quickly switch commonly used screens.



TIP: The Validation Report will not automatically refresh its data. You must do this manually by pressing **Ctrl+F5** on your keyboard. You can refresh the page as often as you need to.

The functions of the screen are described below, as depicted in Figure 88. The descriptions of the column headings are below in Table 3.

Validation Report

This report displays the validation result of the Shape file attachments submitted by Pipeline Operators.

App ID	P5	T4 Permit	Shape File Name	Operator Name	Validation Type	Alert	Field Name	Feature ID	Check Result	Check Date	Check By
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	COM_CARR		12	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	P5_NUM		13	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	INTERSTATE		11	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	T4_AMD		10	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	TX_REG		9	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	SYSTYPE		8	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	T4PERMIT		7	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	QUALITY_CD		6	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	STATUS_CD		5	08-03-2015 04 07 PM	muchukoh
14	463345	00000	463345_I04143_FV_07-22-2015-16-28-35.shp	KINDER MORGAN TEXAS PIPELINE LLC	Attribute	Field doesn't exist	CMDTY_DESC		4	08-03-2015 04 07 PM	muchukoh

Showing 1 to 10 of 33 entries

Figure 88: The Validation Detail Report

1. Opens the Validation report in a new tab.
2. Opens the Summary report in a new tab.
3. Opens the Workflow Manager tool in a new tab.
4. Displays the User Guide.
5. Displays your login information.
6. Click the **Copy** button, to copy the results of the table to your clipboard.
7. Click the **Excel** button to save the results as an Excel .CSV file that you can open in Microsoft Excel.
8. Denotes the location of the sort arrows  at the right of the column. The sort arrows are present in each column.
9. Enter search terms into this text box and press Enter to search for a specific record or to filter by status.
10. Click a value in this dropdown to change the number of search results that are displayed.
11. Click the **Previous** button to navigate to the previous page of results.
12. Click one of the numbered buttons to navigate to a specific page of results.
13. Click the **Next** button to navigate to the next page of results.

Column Name	Column Description
App ID	The Application ID number
P-5	The P-5 number
T-4 Permit	The T-4 permit number

Shapefile Name	The filename of the shapefile
Operator Name	The Operator name
Validation Type	The type of validation being reported
Field Name	The field name being reported
Alert	A description of the validation failure
Feature ID	Provides the row number where the failure occurred. You can provide this row number to operators; it may assist them in repairing shapefiles for resubmission
Check Date	The date and time the shapefile was validated/checked
Check By	The username of the individual who performed the validation

Table 3: Validation Report Column Headings

About Workflow Manager

Workflow Manager enables you as a Mapping Reviewer to change the status of a permit application as well as add comments giving reasons for the status change. The form itself consists of a set of fields that comes from POPS. Two additional fields are added to each record: Status and Comment.



TIP: You may wish to keep several browser tabs open: one with POPS, one with the Summary Report, one with the Validation Report, and one with the Workflow page. By doing so, you will be able to more quickly switch commonly used screens.



TIP: The Workflow Manager tool will not automatically refresh its data. You must do this manually by pressing **Ctrl+F5** on your keyboard. You can refresh the page as often as you need to.

The functions of the screen are described below, as depicted in Figure 89 below. The descriptions of the column headings are below in Figure 89.

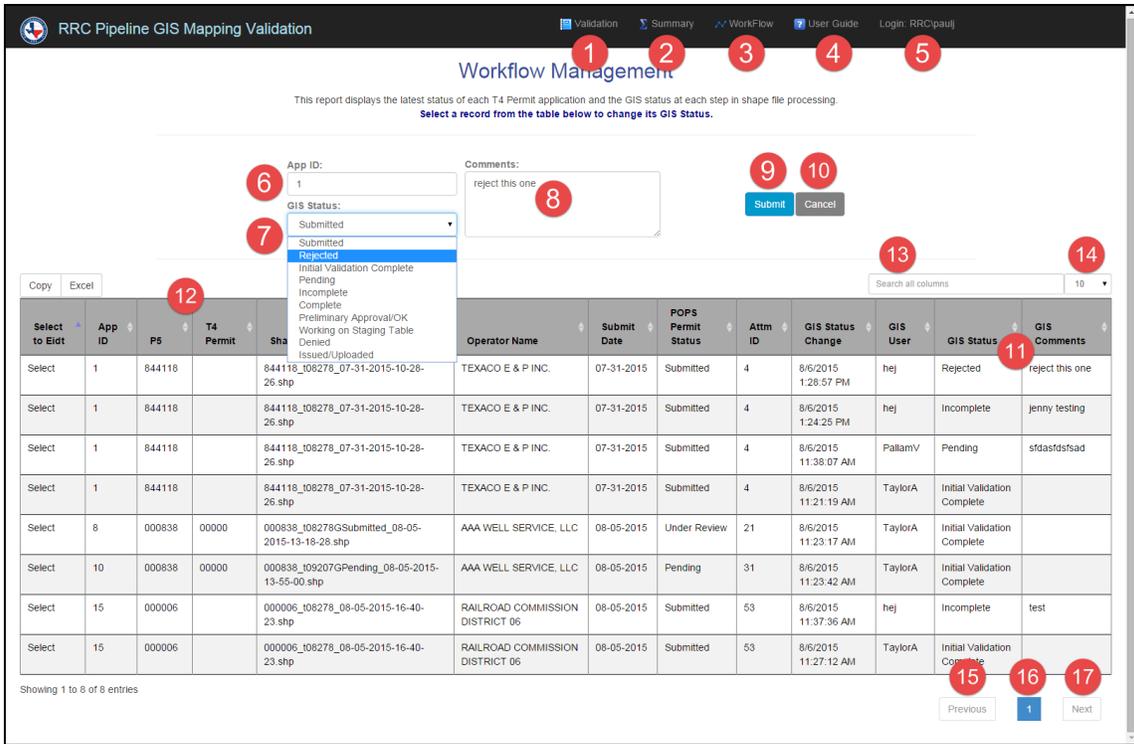


Figure 89: The Workflow Manager Tool

1. Opens the Validation report in a new tab.
2. Opens the Summary report in a new tab.
3. Opens the Workflow Manager tool in a new tab.
4. Displays the User Guide.
5. Displays your login information.
6. Select a row whose status you want to change. The Application ID number will be filled in this text box.
7. Select a GIS status from this dropdown to select the status value for the Application ID.
8. Enter optional comments into this text box.
9. Click submit to change the status for the Application ID.
10. Click Cancel if you want to cancel changing the status for the Application ID.
11. The GIS Status and GIS Comments are updated after clicking Submit in Step 9.
12. Denotes the location of the sort arrows  at the right of the column. The sort arrows are present in each column.
13. Enter search terms into this text box and press Enter to search for a specific record or to filter by status.
14. Click a value in this dropdown to change the number of search results that are displayed.
15. Click the **Previous** button to navigate to the previous page of results.
16. Click one of the numbered buttons to navigate to a specific page of results.
17. Click the **Next** button to navigate to the next page of results.

Column Name	Column Description
App ID	The Application ID number
P-5	The P-5 number
T-4 Permit	The T-4 permit number
Shapefile Name	The filename of the shapefile
Operator Name	The Operator name
Validation Type	The type of validation being reported
Field Name	The field name being reported
Alert	A description of the validation failure
Feature ID	Provides the row number where the failure occurred. You can provide this row number to operators; it may assist them in repairing shapefiles for resubmission
Check Date	The date and time the shapefile was validated/checked
Check By	The username of the individual who performed the validation

Table 4: Workflow Manager Tool Column Headings

About the ArcGIS Toolbar

Below are descriptions of the customized toolbar created for Mapping Reviewers that will appear in your ArcGIS software. These tools validate shapefiles received from POPS. The validations available in the toolbar are the same validations performed in the [automated overnight validation process](#); however, you may choose to run a single validation (for example, Validate Projection).

You can also run validations on files that have not yet gone through the overnight validation process. First, open the shapefile you want to validate.

Validate All

The Validate All tool is shown in Figure 90. You can use it to perform all the validations that are typically performed in the [automated overnight validation process](#). This tool will run all validations on all files that are currently uploaded.



TIP: Running the Validate All tool could potentially replace the overnight validation; for example, if you run Validate All and no other files are uploaded that day, there will be no files for the overnight validation. It is not “right” or “wrong” to use the Validate All versus waiting for the files to be validated overnight; there may be instances in which

you want to review the files before the overnight validation can run.

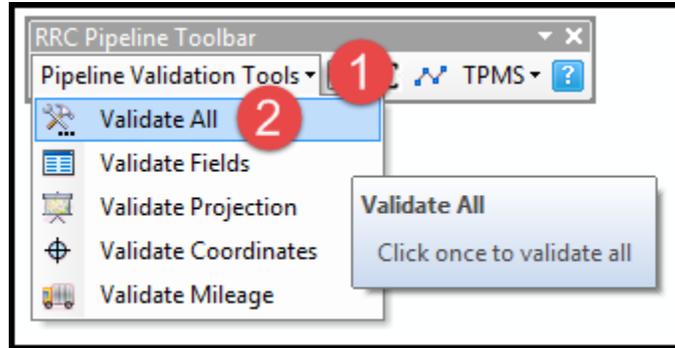


Figure 90: The Validate All Tool

To use the Validate All tool, follow these steps:

1. Click the dropdown next to **Pipeline Validation Tools**.
2. Click **Validate All** in the dropdown. The validation process will run.
3. When the process is complete, a dialog box indicating the validation process has completed appears, as depicted in Figure 91 below.

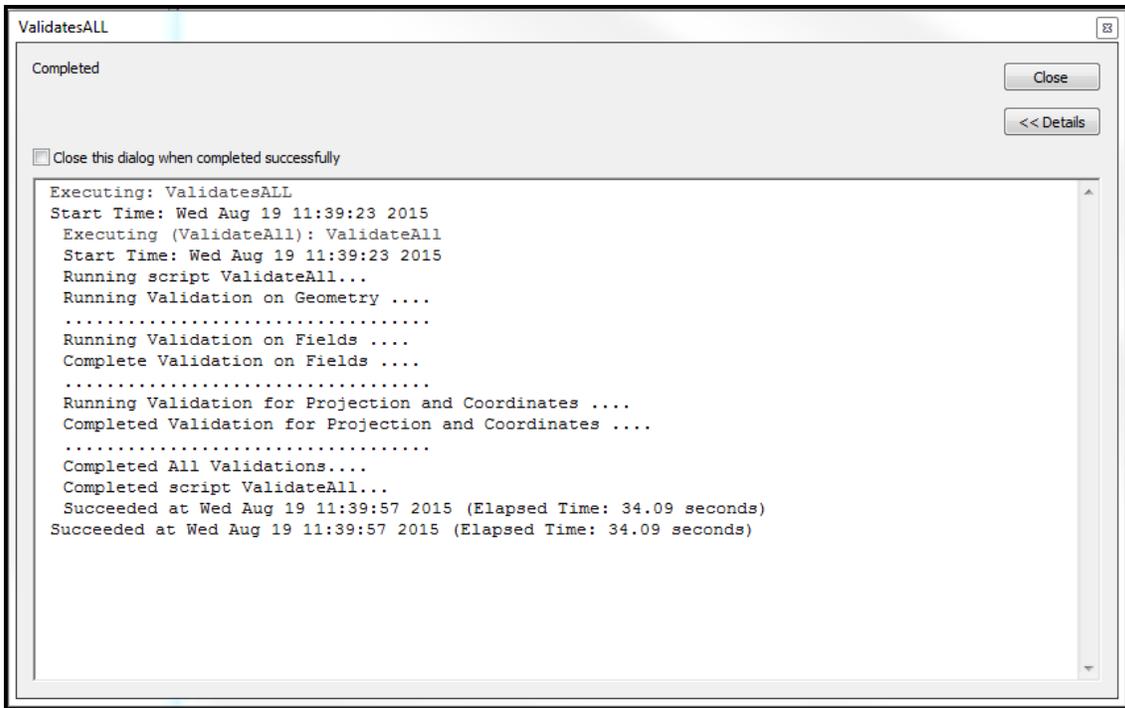


Figure 91: The Validate All Complete Dialog Box

Validate Fields

The Validate Fields tool is shown in Figure 92. You can use it to perform a field validation, which performs validations on Field Numbers 1 through 13 in Table 1: Shapefile Validations in the [About Shapefile Validation](#) section of this document.

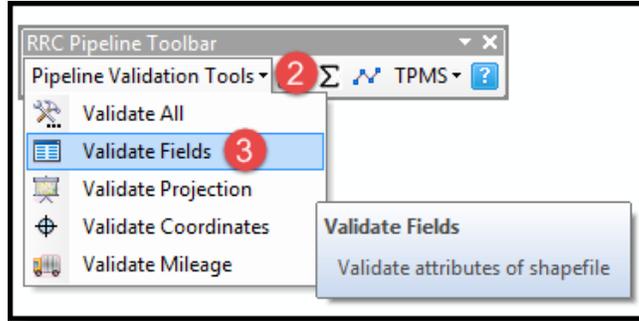


Figure 92: The Validate Fields Tool

To use the Validate Fields tool, follow these steps:

1. Open the shapefile(s) you want to validate.
2. Click the dropdown next to **Pipeline Validation Tools**.
3. Click **Validate Fields** in the dropdown. The validation process will run.
4. If the shapefile passes validation, a dialog box indicating the validation process has completed appears, as depicted in Figure 93 below.

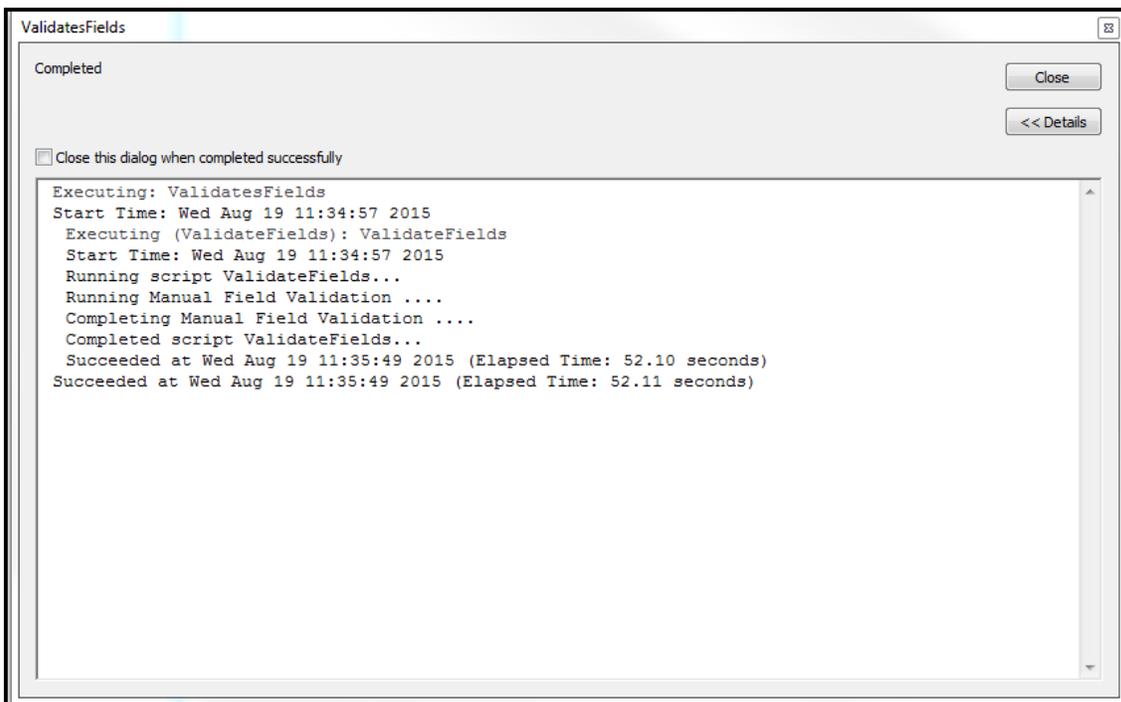


Figure 93: The Validate Fields Completed Dialog Box

Validate Projection

The Validate Projection tool is shown in Figure 94. You can use it to perform a projection validation.

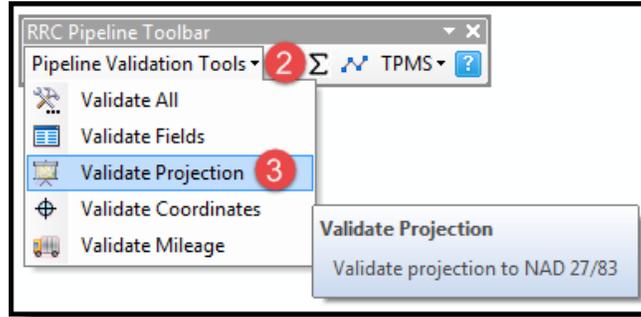


Figure 94: The Validate Projection Tool

To use the Validate Projection tool, follow these steps:

1. Open the shapefile(s) you want to validate.
2. Click the dropdown next to **Pipeline Validation Tools**.
3. Click **Validate Projection** in the dropdown. The validation process will run.
4. If the shapefile passes validation, a dialog box indicating the validation process has completed appears, as depicted in Figure 95 below.

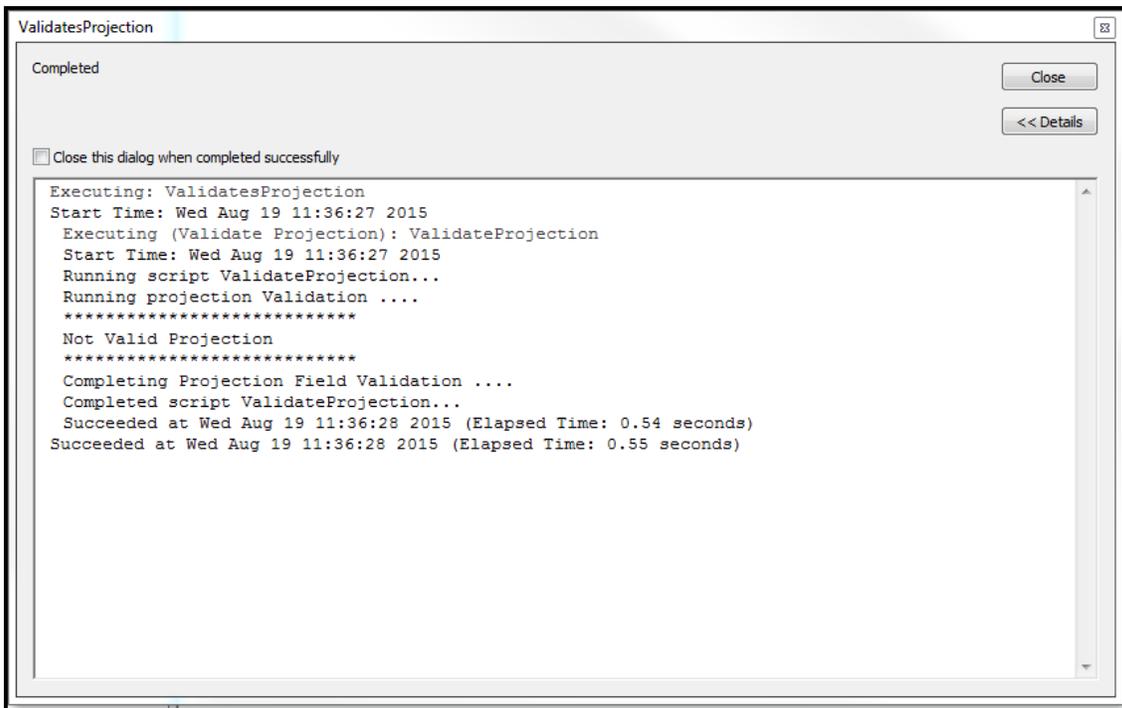


Figure 95: The Validate Projection Completed Dialog Box

Validate Coordinates

The Validate Coordinates tool is shown in Figure 96. You can use it to perform a coordinates validation to ensure the coordinates are within Texas.

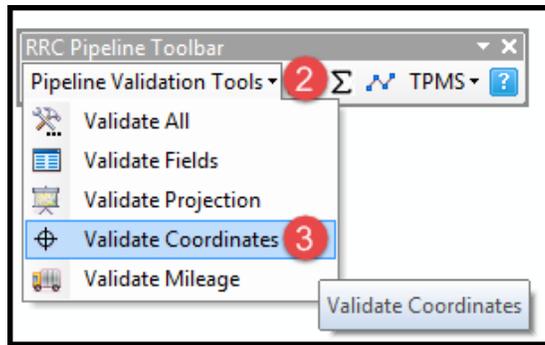


Figure 96: The Validate Coordinates Tool

To use the Validate Coordinates tool, follow these steps:

1. Open the shapefile(s) you want to validate.
2. Click the dropdown next to **Pipeline Validation Tools**.
3. Click **Validate Coordinates** in the dropdown. The validation process will run.
4. If the shapefile passes validation, a dialog box indicating the validation process has completed appears, as depicted in Figure 97 below.

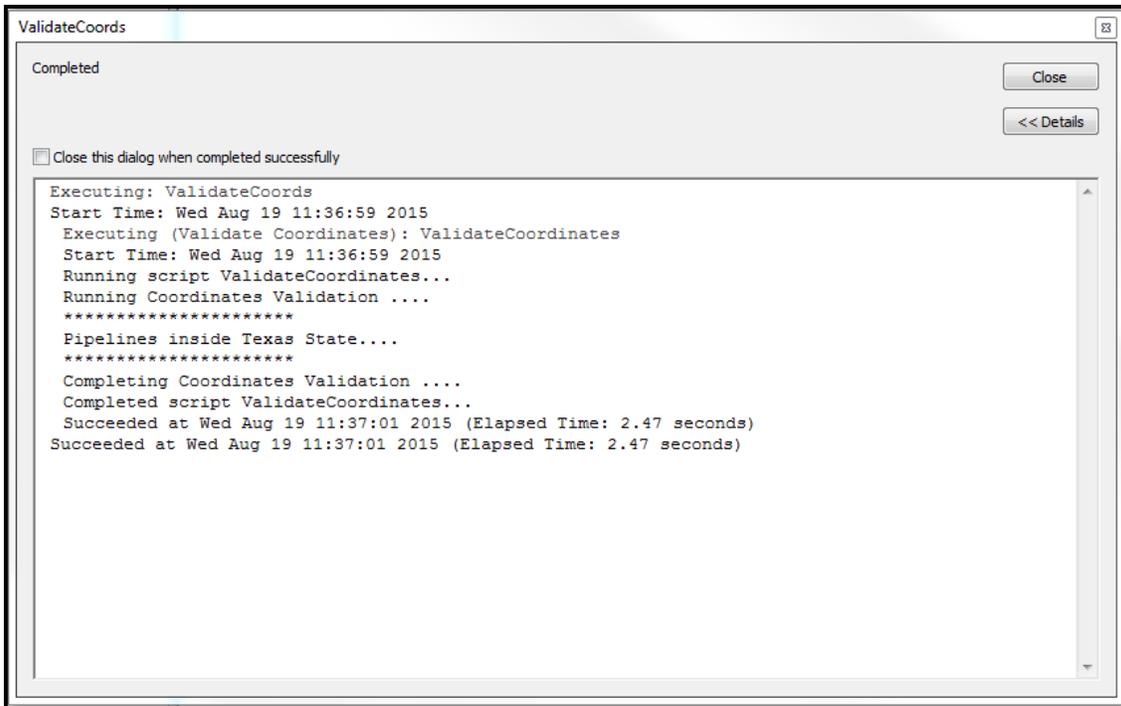


Figure 97: The Validate Coordinates Completed Dialog Box

Validate Mileage

The Validate Mileage tool is shown in Figure 98. You can use it to perform a coordinates validation to ensure the coordinates are within Texas.

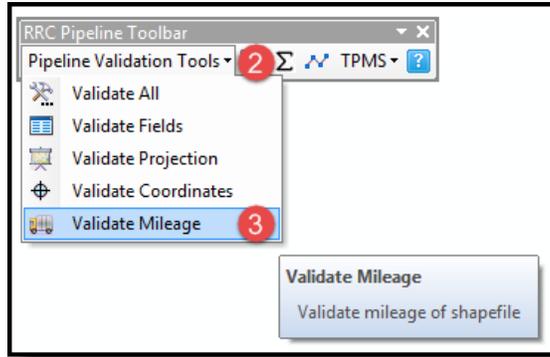


Figure 98: The Validate Mileage Tool

To use the Validate Coordinates tool, follow these steps:

1. Open the shapefile(s) you want to validate.
2. Click the dropdown next to **Pipeline Validation Tools**.
3. Click **Validate Coordinates** in the dropdown. The validation process will run.
4. If the shapefile passes validation, a dialog box indicating the validation process has completed appears, as depicted in Figure 99 below.

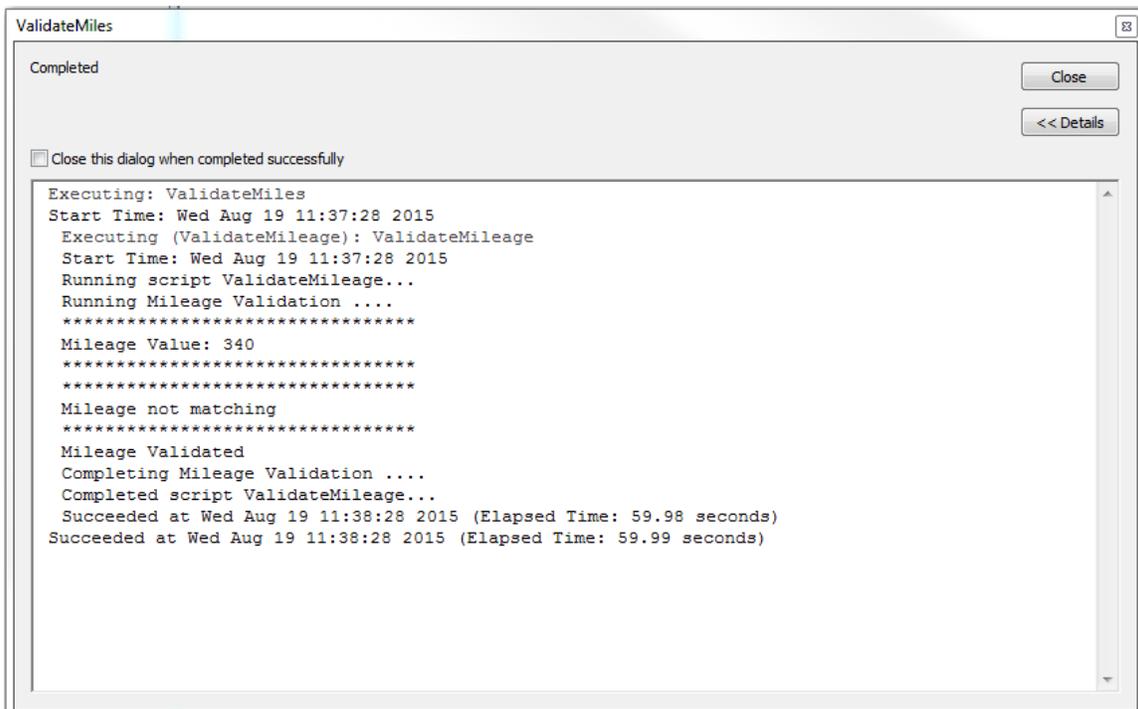


Figure 99: The Validate Mileage Completed Dialog Box

Validation Report Link

You can click the **Validation Report** button to open a browser tab directly to your Validation Report. The **Validation Report** button is highlighted with a green box in Figure 100.

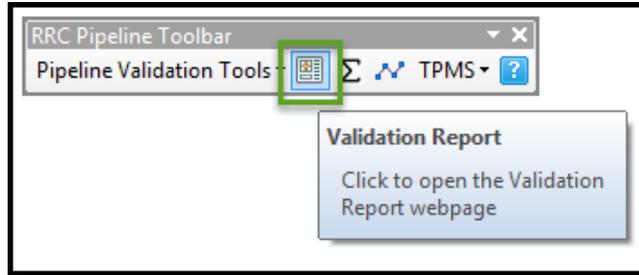


Figure 100: The Validation Report Button

Summary Report Link

You can click the **Summary Report** button to open a browser tab directly to your Summary Report. The **Summary Report** button is highlighted with a green box in Figure 101.

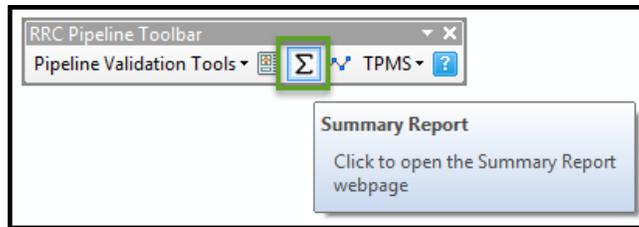


Figure 101: The Summary Report Button

Workflow Manager Link

You can click the **Workflow Manager** button to open a browser tab directly to the Workflow Manager tool. The **Workflow Manager** button is highlighted with a green box in Figure 102.

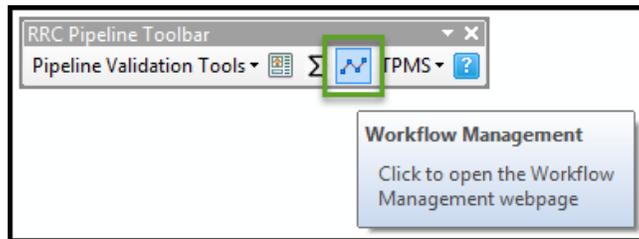


Figure 102: The Workflow Manager Button

TPMS: Copy to SKETCH

To import the shapefile to your SKETCH workspace for editing, click **Copy** under the **TPMS** dropdown in the toolbar, as depicted in Figure 103. This works only for shapefiles that have been placed into a **Copy to Sketch** status. Once copied, the Workflow Manager tool updates the status to **Work in Progress**.

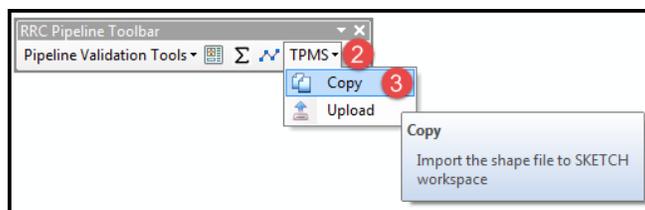


Figure 103: The TPMS Copy Tool

To copy the file into SKETCH, follow these steps:

1. In the ArcMap Summary Report, verify that the GIS status is **Copy to Sketch**. If not, open the **Workflow Manager** and change the status to **Copy to Sketch**. (Note that the file will not be copied unless the status is **Copy to Sketch** in the **Workflow Manager** tool.
2. Open the shapefile you want to validate.
3. Click the dropdown next to **TPMS**.
4. Click **Copy** in the dropdown. The shapefile will be copied into your SKETCH workspace for editing.

TPMS: Upload to TPMS

When you have finished editing a shapefile in your SKETCH workspace, upload it to TPMS by clicking **Upload** under the **TPMS** dropdown in the toolbar, as depicted in Figure 104.

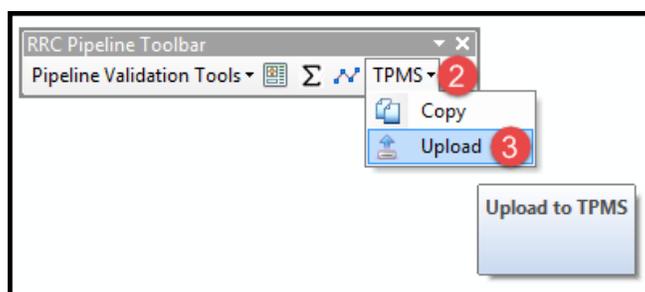


Figure 104: The Upload to TPMS Tool

To upload the file from SKETCH into TPMS, follow these steps:

1. Open the shapefile(s) you want to validate.
2. Click the dropdown next to **TPMS**.
3. Click **Upload** in the dropdown. The shapefile will be uploaded to TPMS from your SKETCH workspace.

About ArcMap

To open the customized RRC Pipeline toolbar from within ArcMap, click **Customize > Toolbar > RRC Pipeline Toolbar**.

Below are links to ESRI ArcGIS and ArcMap resources. From there, you can find help and tutorials.

ArcGIS Resources

<http://resources.arcgis.com/en/home/>

ArcGIS Help

http://resources.arcgis.com/en/help/main/10.2/index.html#/What_is_editing/01m50000003000000/

Introduction to the Editing tutorial

<http://resources.arcgis.com/en/help/main/10.2/index.html#/01m600000020000000>

Getting Started with Editing in ArcMap

<http://video.esri.com/watch/89/getting-started-with-editing-in-arcmap>

GIS Workflow for Mapping Reviewers

When Operators upload shapefiles, the files are validated in an overnight process described in [About Map Validation](#). Shapefiles that are in the Initial Validation Complete stage can be visually inspected (manually). Once there are files available to review, follow this process.

1. Review your [Validation Report](#) to determine whether any of the shapefiles uploaded overnight had any validation failures.
2. Follow the steps in [GIS Workflow: Shapefiles Passed Validation](#) if the shapefiles **passed** validation.
3. Follow the steps in [GIS Workflow: Shapefiles Failed Validation](#) if the shapefiles **failed** validation.

GIS Workflow: Shapefiles Passed Validation

Submitted files that pass validations will be marked Preliminary Approval/OK. After submissions reach the Preliminary Approval state, they will be compared to (or filtered against) the “Issued” and “Denied” applications in POPS. Applications that were Issued will be uploaded to the GEO database, and these Issued applications will also need to be manually marked as Uploaded. Files undergoing Visual Inspection can be manually marked as Rejected or Pending.

When shapefiles pass validation, follow these steps:

1. Use the [ArcGIS Toolbar](#) to manually validate shapefiles, if necessary.
2. Filter the [Summary Report](#) to view all rows with **Initial Validation Complete** status, as shown in Figure 105.

Summary Report

This report displays the LATEST status from both T4 permit application and GIS.

Copy Excel

Initial 10

App ID	P5	T4 Permit	Shape File Name	Total Permit Miles	Operator Name	Submit Date	POPS Permit Status	GIS Status	GIS Status Change	GIS User	GIS Comments	Warning Count
8	000838		000838_108278GSubmitted_08-05-2015-13-18-28.shp	340	AAA WELL SERVICE, LLC	08-05-2015	Submitted	Initial Validation Complete	8/6/2015 11:23:17 AM	TaylorA		453
10	000838	00000	000838_109207GPending_08-05-2015-13-55-00.shp	340	AAA WELL SERVICE, LLC	08-05-2015	Pending	Initial Validation Complete	8/6/2015 11:23:42 AM	TaylorA		28

Showing 1 to 2 of 2 entries - filtering from 4 records

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Figure 105: Filter a Summary Report—Initial Validation Complete

3. Visually inspect the file using ArcMap. This visual inspection can help you determine whether to change a permit’s status.
4. Update the status on your [Workflow Page](#), as depicted in Figure 106. This example is using Application ID 8.

Workflow Management

This report displays the latest status of each T4 Permit application and the GIS status at each step in shape file processing.
Select a record from the table below to change its GIS Status.

App ID: 8
Comments: Everything is in order.

GIS Status: Preliminary Approval/OK

Submit Cancel

Copy Excel

Select all columns 10

Select to Edit	App ID	P5	T4 Per	Operator Name	Submit Date	POPS Permit Status	Attm ID	GIS Status Change	GIS User	GIS Status	GIS Comments
Select	1	844118		TEXACO E & P INC.	07-31-2015	Submitted	4	8/6/2015 11:38:07 AM	PallamV	Pending	sfdasdfsad
Select	1	844118		TEXACO E & P INC.	07-31-2015	Submitted	4	8/6/2015 11:21:19 AM	TaylorA	Initial Validation Complete	
Select	8	000838	00000	AAA WELL SERVICE, LLC	08-05-2015	Under Review	21	8/6/2015 11:23:17 AM	TaylorA	Initial Validation Complete	
Select	10	000838	00000	AAA WELL SERVICE, LLC	08-05-2015	Pending	31	8/6/2015 11:23:42 AM	TaylorA	Initial Validation Complete	

Figure 106: Update Status in the Workflow Manager Tool

5. Go to the submission entry in POPS; click **Actions > Review Application** for Application ID 8, as depicted in Figure 107.

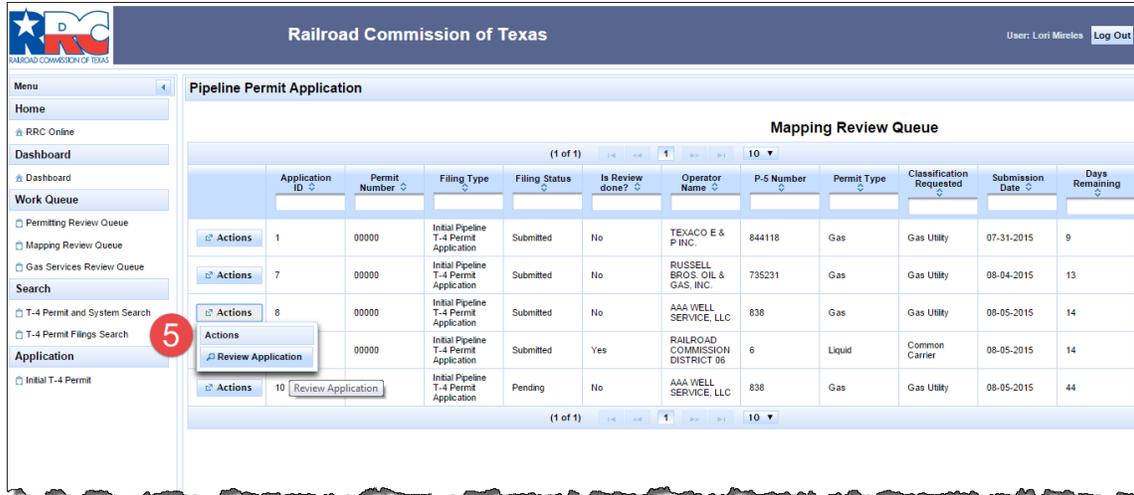


Figure 107: Open the Application in POPS

- Review the submission in POPS by following the steps in [If The Permit is Approved](#) to complete the approval in POPS.

GIS Workflow: Shapefiles Failed Validation

Submitted files that fail to pass the automatic validation phase will be Rejected. Rejected shapefiles must be marked as “Incomplete” in POPS.

After submissions reach the Preliminary Approval state, they will be compared to (or filtered against) the “Issued” and “Denied” applications in POPS.

Applications that were “Denied” will need to be manually marked as Rejected. Files undergoing Visual Inspection can be manually marked as Rejected or Pending.

When shapefiles fail the automatic validation:

- Use the [ArcGIS Toolbar](#) to manually validate shapefiles, if necessary.
- Filter the [Summary Report](#) to view all rows with **Rejected** status, as shown in Figure 108.

Summary Report

This report displays the LATEST status from both T4 permit application and GIS.

Copy Excel 2 Rejected 10

App ID	P5	T4 Permit	Shape File Name	Total Permit Miles	Operator Name	Submit Date	POPS Permit Status	GIS Status	GIS Status Change	GIS User	GIS Comments	Warning Count
1	844118		844118_108278_07-31-2015-10-28-26.shp	10	TEXACO E & P INC.	07-31-2015	Submitted	Rejected	8/6/2015 1:28:57 PM	hej	reject this one	289

Showing 1 to 1 of 1 entries - filtering from 4 records

Previous **1** Next

Figure 108: Filter the Summary Report

- You may wish to review errors to shapefiles by reviewing the [Validation Report](#). An example is provided in ; for Application ID 1, there are more than 100 errors with the shapefile.

Validation Report

This report displays the validation result of the Shape file attachments submitted by Pipeline Operators.

Copy Excel Search all columns 100

App ID	P5	T4 Permit	Shape File Name	Operator Name	Validation Type	Field Name	Alert	Feature ID	Check Result ID	Check Date	Check By
1	844118		844118_108278_07-31-2015-10-28-26.shp	TEXACO E & P INC.	Unknown Error	Shape	Bad/Missing Shapefile Detected		1338	08-05-2015 04:38 PM	muchukoh
1	844118		844118_108278_07-31-2015-10-28-26.shp	TEXACO E & P INC.	Unknown Error	Shape	Bad/Missing Shapefile Detected		1344	08-05-2015 04:48 PM	muchukoh
1	844118		844118_108278_07-31-2015-10-28-26.shp	TEXACO E & P INC.	Values	DIAMETER	Invalid Value	269	1454	08-05-2015 05:05 PM	muchukoh
1	844118		844118_108278_07-31-2015-10-28-26.shp	TEXACO E & P INC.	Values	DIAMETER	Invalid Value	268	1453	08-05-2015 05:05 PM	muchukoh
1	844118		844118_108278_07-31-2015-10-28-26.shp	TEXACO E & P INC.	Spatial Reference	Shape	Incorrect Projection		1456	08-05-2015 05:05 PM	muchukoh
1	844118		844118_108278_07-31-2015-10-28-26.shp	TEXACO E & P INC.	Attribute	SYS_NM	Field Length Incorrect		2522	08-06-2015 11:20 AM	TaylorA

Showing 1 to 100 of 1,290 entries

Previous **1** 2 3 4 5 ... 13 Next

Figure 109: Review the Validation Report

- Go to the submission entry in POPS; click **Actions > Review Application** for Application ID 8, as depicted in Figure 110.

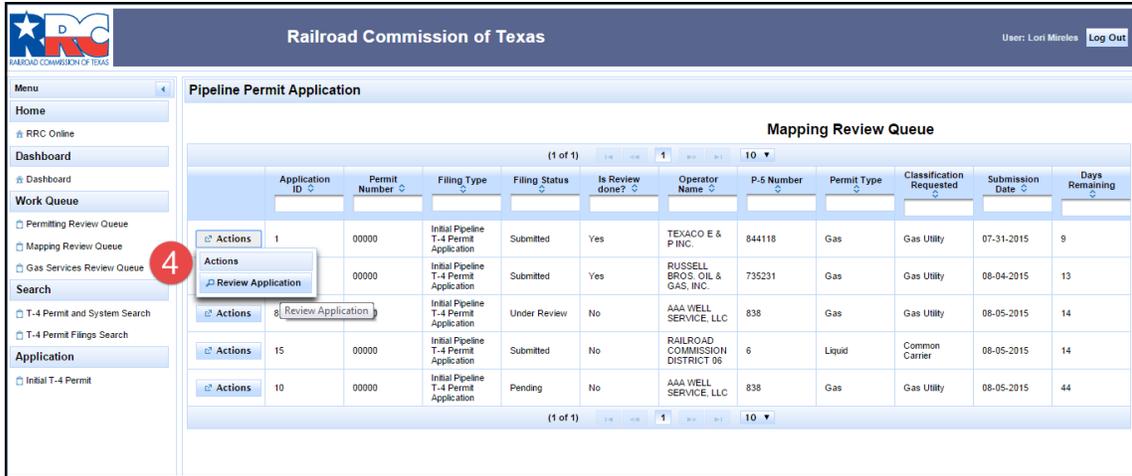


Figure 110: Open the Application in POPS

1. Review the submission in POPS by following the steps in [If the Permit Must Be Marked Incomplete](#) to complete the approval in POPS.

GIS Editing Workflow

As a Mapping Reviewer, you reconcile the geographic characteristics of the Shapefile with the current pipeline system. The reviewer does this by viewing the Shapefile, the system with and without the Shapefile, and possibly the most recent Amendment to the pipeline, all displayed in the ArcMap application, which includes filters that can display any or all of these Shapefiles based on input from the user. Refer to the links in the [About ArcMap](#) section of this document for more information about using ArcMap.

Gas Services Reviewer

As a Gas Services Reviewer, you will assess the T-4 application from a Gas Services standpoint to determine whether the permit application can be approved or must be marked incomplete.

When you log in to POPS, your Work Queue is displayed, as depicted in Figure 111 below. The Work Queue shows you a list of the permits awaiting your review; you can sort and filter the data on this screen.



TIP: Instructions for sorting and filtering data are available in the [List Navigation](#) section of this document.

	Application ID	Permit Number	Filing Type	Filing Status	Is Review done?	Operator Name	Operator P-5 Number	Permit Type	Classification Requested	Submission Date	Days Remaining
Actions	131	0	Pipeline System Amendment	Under Review	No	RUSSELL OPERATING COMPANY, LLC	737098	Gas	Gas Utility	07-14-2015	12
Actions	157	0	Initial Pipeline T-4 Permit Application	Under Review	Yes	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	13
Actions	166	0	Pipeline Permit/System Merge	Submitted	No	AAA PIPE CLEANING CORP.	167	Gas	Gas Utility	07-17-2015	14
Actions	164	0	Initial Pipeline T-4 Permit Application	Under Review	No	SIMO ENERGY GROUP	783025	Gas	Private	07-17-2015	14
Actions	149	0	Pipeline T-4 Permit Inactive	Pending	Yes	AAA OIL TRUST	118	Gas	Private	07-15-2015	42
Actions	152	0	Pipeline T-4 Permit Inactive	Pending	Yes	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	43
Actions	166	0	Pipeline Permit/System Merge	Submitted	No	AAA PIPE CLEANING CORP.	167	Gas	Gas Utility	07-17-2015	44

Figure 111: Gas Services Reviewer Work Queue

Tools for Review and Validation

Select a T-4 application to work with on the Work Queue screen by following these steps, as depicted in Figure 112 below.

Pipeline Permit Application											
Gas Services Review Queue											
(1 of 1) 1 10											
	Application ID	Permit Number	Filing Type	Filing Status	Is Review done?	Operator Name	Operator P-5 Number	Permit Type	Classification Requested	Submission Date	Days Remaining
Actions	131	0	Pipeline System Amendment	Under Review	No	RUSSELL OPERATING COMPANY, LLC	737098	Gas	Gas Utility	07-14-2015	12
Actions	164	0	Initial Pipeline T-4 Permit Application	Under Review	Yes	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	13
Actions	164	0	Pipeline Permit/System Merge	Submitted	No	AAA PIPE CLEANING CORP.	167	Gas	Gas Utility	07-17-2015	14
Actions	149	0	Initial Pipeline T-4 Permit Application	Under Review	No	SIMO ENERGY GROUP	783025	Gas	Private	07-17-2015	14
Actions	149	0	Pipeline T-4 Permit Inactive	Pending	Yes	AAA OIL TRUST	118	Gas	Private	07-15-2015	42
Actions	152	0	Pipeline T-4 Permit Inactive	Pending	Yes	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015	43
Actions	166	0	Pipeline Permit/System Merge	Submitted	No	AAA PIPE CLEANING CORP.	167	Gas	Gas Utility	07-17-2015	44

Figure 112: Gas Services Reviewer Steps 1 and 2

1. Click the **Actions** button in the row of the T-4 application you want to review.
2. Click **Review Application** in the dropdown. The permit appears, displaying the Header tab. An example T-4 Permit Header tab is shown in Figure 113.

Pipeline Permit Application

Permit Header System/Segment Attachments Mapping Event Log Comments Review

Application Info

Application ID: 135 Permit Number: Permit Type: Gas Permit Status: New Filing Status: Pending

Operator Information

Operator Name: AAA OPERATING COMPANY INC Operator Number: 163 Address1: P. O. BOX 595639

Address2: Zip Code: 75359

City: DALLAS State: Texas

Pipeline Owner

Does the operator own the pipeline? If No, provide name and address Yes

Pipeline Owner Name: AAA OPERATING COM Address: P. O. BOX 595639 City: DALLAS State: Texas Zip Code: 75359

Economic Operator

Does the Operator control the economic operations of the pipeline? If no, provide the Economic Operator's P-5 number Yes

Economic Operator P-5 Number: 163 Get Operator

Economic Operator P-5 Name: AAA OPERATING COMPANY INC.

Compliance Representative Contact Information

Is The Compliance Representative the same as the operator contact? Yes

FullName: AAA OPERATING COM Address: P. O. BOX 595639 City: DALLAS State: Texas

Figure 113: Gas Services Review: Header Tab

- Review the information on the Header tab. When you have finished, click the System/Segment tab. An example System/Segment tab is shown in Figure 114.

Pipeline Permit Application

Permit Header | **System/Segment** | Attachments | Mapping | Event Log | Comments | Review

Application Info

Application ID: 135 Permit Number: Permit Type: Gas Permit Status: New Filing Status: Pending

System Lists

System Id	System Name	PES System ID	System Status	Action
72	system	12	Active	View

Segment Lists

Segment Id	Segment Name	Pipe Standar	Location	Segment County	Length of Pipeline	Action
125	12	ANSI/API Specification SL	Land	[Angelina]	12	View

[Cancel](#)

Figure 114: Gas Services Reviewer System/Segment Tab

- Review the information on the System/Segment tab. When you are finished, click the Attachments tab. An example Attachments tab is shown in Figure 115. When the filing status is updated to Pending, the [45-day review window](#) begins.

Pipeline Permit Application

Permit Header | System/Segment | **Attachments** | Mapping | Event Log | Comments | Review

Application Info

Application ID: 135 Permit Number: Permit Type: Gas Permit Status: New Filing Status: Pending

Upload Files

List of attachments

File Name	File Size	Type	Upload Status	Actions
Desert - Copy.jpg	845941 Kb	PS-48	Uploaded successfully	view

[Cancel](#)

Figure 115: Gas Services Reviewer Attachments Tab

- Review the information on the Attachments tab. When you are finished, click the Amendments tab. An example Amendments tab is shown in Figure 116.



TIP: Unless the T-4 permit application you are reviewing is an Amendment filing, there may not be information on this tab.

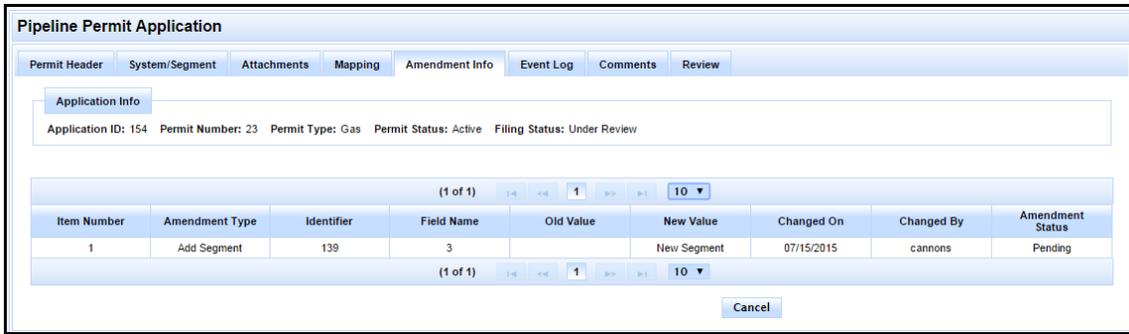


Figure 116: Gas Services Reviewer Amendment Info Tab

- Review the information, if any, on the Amendment tab. When you are finished, click the Comments tab. An example Comments tab is shown in Figure 117.

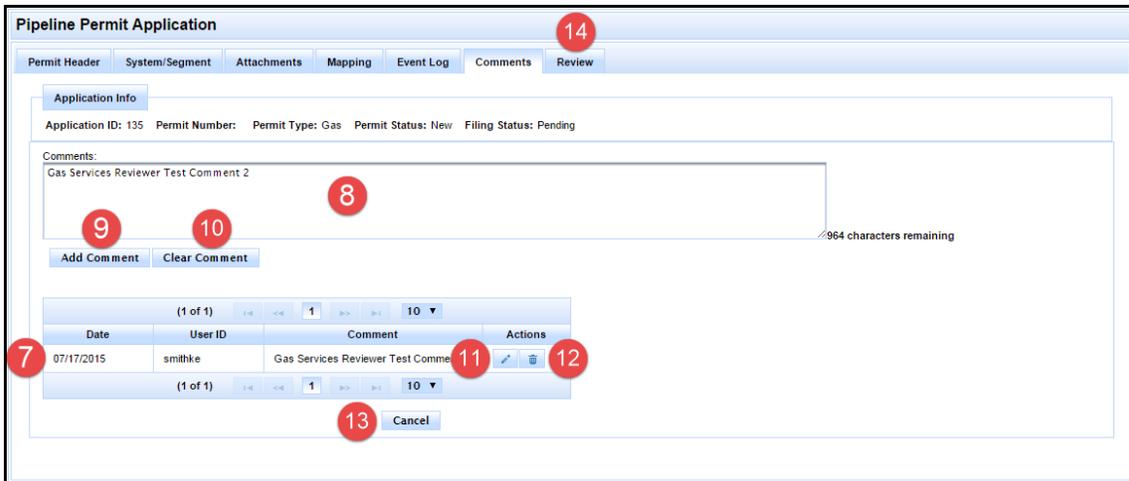


Figure 117: Gas Services Reviewer Comments Tab

- Review the information on the Comments tab, if any. You can double-click a comment to read it, if the entire comment is not displayed.
- Enter a comment into the text box, if desired. Entering comments is optional, and these comments are viewable only to internal RRC staff.
- Click the **Add Comment** button to save your comment.
- Click the **Clear Comment** button to delete your comment without saving.
- Click the **Edit Comment** button  to edit an existing comment.
- Click the **Delete Comment** button  to delete an existing comment.
- Click the **Cancel** button to cancel adding or editing comments.
- Click the **Review** tab when you are finished with comments. An example Review tab is shown in Figure 118.



TIP: You can edit and delete your own comments, but not comments made by others.

Figure 118: Gas Services Reviewer Review Tab

If The Permit is Approved

15. Click the **Ok to Issue** button. The permit will be marked as Issued. After you click **Ok to Issue**, POPS will take you back to your Work Queue. Skip to Step 18 to continue.

If the Permit Must Be Marked Incomplete

16. Optionally enter comments into the **Reviewer Comments** section.



IMPORTANT: The information in the **Incomplete Reason Name** (on other Reviewer screens) and **Reviewer Comments** sections for all reviewers will be included in the notifications sent to the Operator as reasons why the T-4 permit was marked incomplete; the POPS application populates the data from these sections verbatim into the letters that are sent to the Operator.

17. Click the **Deny** button to mark the T-4 application incomplete. After you click **Deny**, POPS will take you back to your work queue.
18. View the permit application on the Work Queue to see the filing status change. The filing status is highlighted in a green box in Figure 119 below.

Pipeline Permit Application
Permit Count : 10

Dashboard

(1 of 1)

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-S Number	Permit Type	Classification	Submission Date
Actions	159	29	Active	Initial Pipeline T-4 Permit Application	Issued	AA DELTA EXPLORATION, INC.	820	Gas	Gas Utility	07-16-2015
Actions	156	28	Active	Pipeline System Amendment	Issued	BABCO OIL & GAS, LLC	42240	Gas	Gas Utility	07-15-2015
Actions	154	23	Active	Pipeline System Amendment	Under Review	AAA PIPE CLEANING CORP	167	Gas	Private	07-15-2015
Actions	152	27	Inactive	Pipeline T-4 Permit Inactive	Pending	ABCO ENERGY CORPORATION	1245	Gas	Gas Utility	07-16-2015
Actions	149	24	Active	Pipeline T-4 Permit Inactive	Pending	AAA OIL TRUST	118	Gas	Private	07-15-2015
Actions	135	0	New	Initial Pipeline T-4 Permit Application	Pending	AAA OPERATING COMPANY, INC.	163	Gas	Gas Utility	07-14-2015
Actions	132	22	Active	Pipeline System Amendment	Under Review	RUSSELL OPERATING COMPANY	736740	Liquid	Private	07-14-2015
Actions	131	25	Active	Pipeline System Amendment	Under Review	RUSSELL OPERATING COMPANY, LLC	737098	Gas	Gas Utility	07-14-2015
Actions	104	21	Inactive	Pipeline T-4 Permit Inactive	Pending	ABC EXPRESS, INC.	122	Gas	Gas Utility	07-13-2015
Actions	89	17	Active	Pipeline Permit/System Merge	Submitted	RAILROAD COMMISSION DISTRICT 01	1	Liquid	Common Carrier	07-13-2015

(1 of 1)

Figure 119: Gas Services Reviewer Work Queue Showing Filing Status Update

19. Repeat Steps 1 through 18 to review other permits in your work queue.

The Supervisor Role

The Supervisor role can perform all the functions of the reviewers, along with administration tasks for the POPS application.



TIP: The Supervisor may need to step in for one of the reviewers who may be out of the office; this way, permits can continue to move through the workflow in a timely manner.

The Supervisor as a Reviewer

When the Supervisor logs in, all three Work Queue areas are displayed: [Permitting Review Queue](#), [Mapping Review Queue](#), and [Gas Services Review Queue](#). The Supervisor can act as any or all of the reviewers. An example of the Supervisor Work Queue screen is shown in Figure 120.

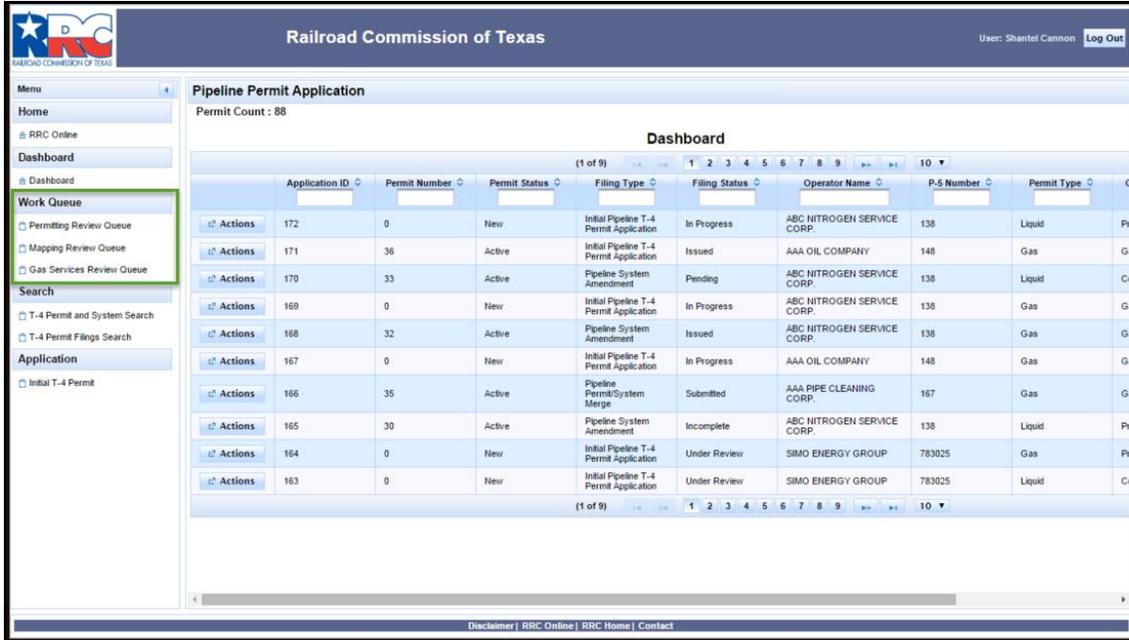


Figure 120: Supervisor Work Queue

The Supervisor can refer to the [Permitting Reviewer](#), [Mapping Reviewer](#), or [Gas Services Reviewer](#) sections of this document to learn more about reviewing permits in those roles.

Simple Transfers

The Supervisor performs simple transfers when an Operator requests a permit, system, or segment transfer.

Transfer a Permit

To perform a permit transfer, follow these steps, as depicted in the figures below.

1. Click the **Actions** button on the row containing the permit to transfer.

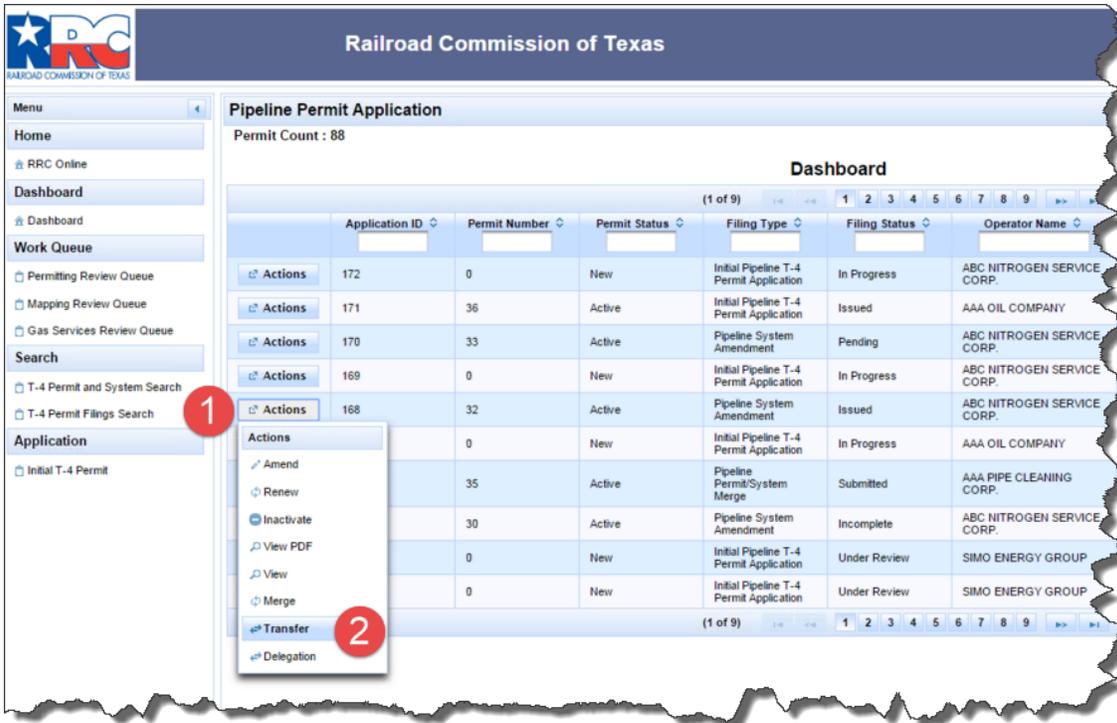


Figure 121: Permit Transfer, Steps 1 and 2

2. Click **Transfer** on the dropdown menu. The Permit Header tab is displayed, shown in Figure 122.

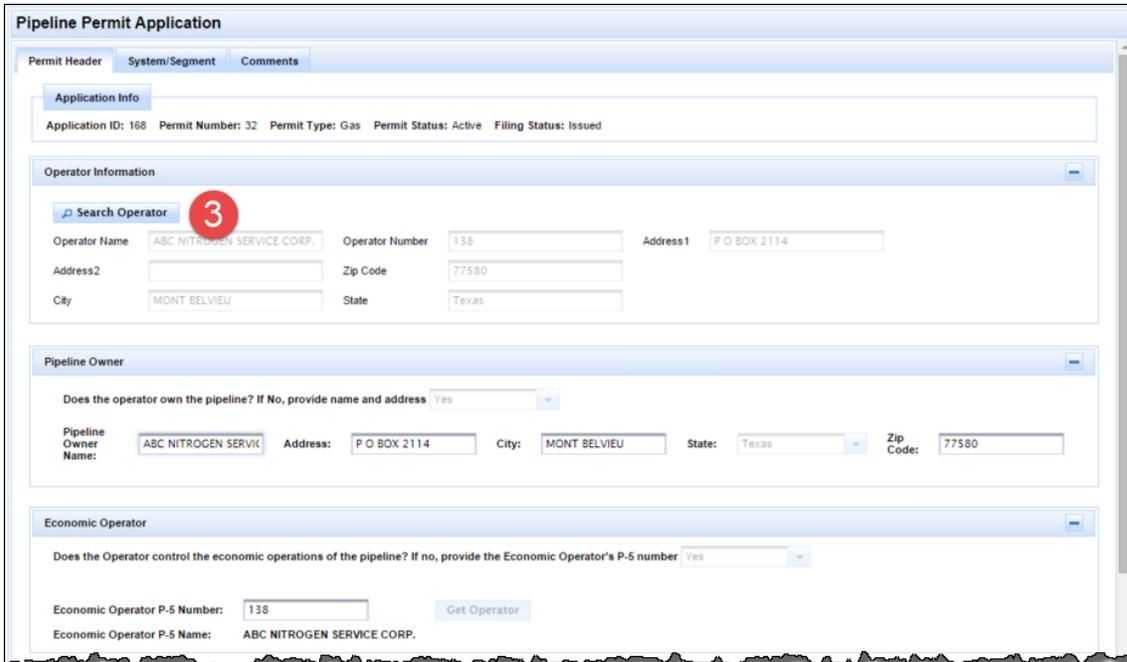


Figure 122: Permit Transfer, Step 3

- Click the **Search Operator** tab. The **Operator Search** pop-up window appears, as depicted in Figure 123.

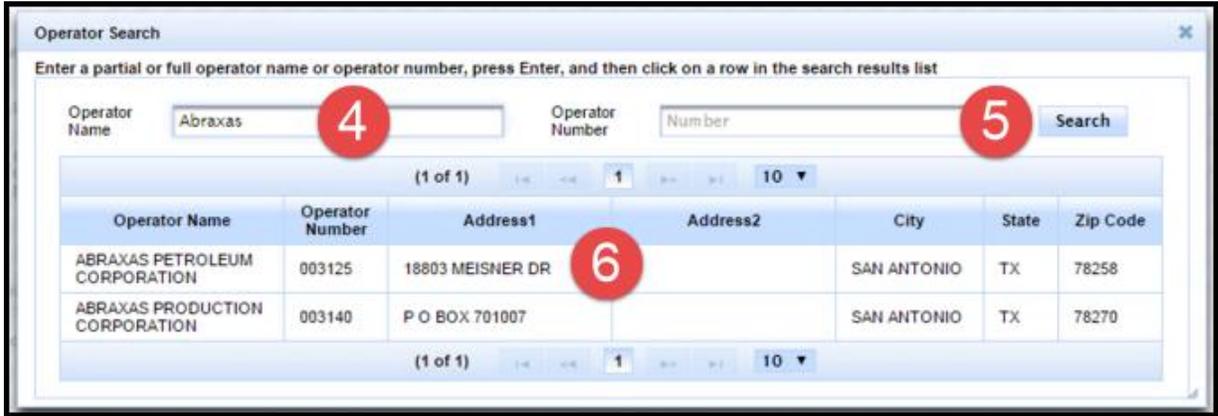


Figure 123: Permit Transfer, Steps 4 – 6

- Enter information into the **Operator Name** text box.
- Click the **Search** button. A list of operators that match the search terms appears.
- Double-click the Operator name to transfer the permit to. You will be returned to the Permit Header tab.
- Note on the Header tab that the Operator information has changed, as shown in the example Permit Header tab shown in Figure 124.

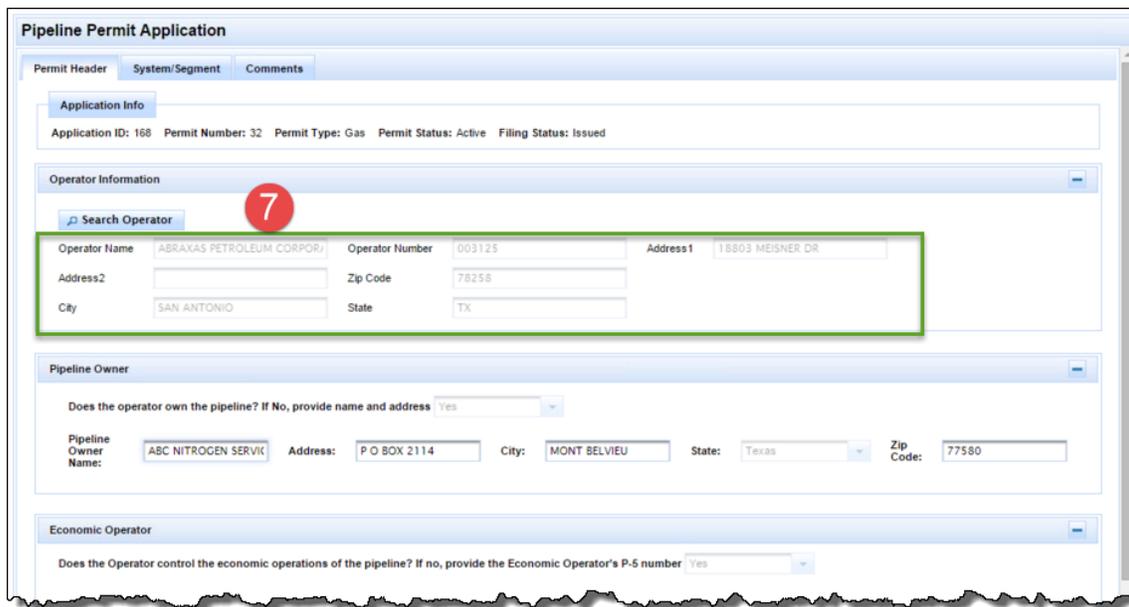


Figure 124: Permit Transfer, Step 7

- Click **Save** to save the new Operator information to the permit record, as shown in Figure 125. POPS updates the record.

Pipeline Permit Application

Permit Header | System/Segment | Comments

Application Info

Application ID: 168 Permit Number: 32 Permit Type: Gas Permit Status: Active Filing Status: Issued

Operator Information

[Search Operator](#)

Operator Name: ABRAXAS PETROLEUM CORP./ Operator Number: 003125 Address1: 18803 MEISNER DR
 Address2: Zip Code: 78258
 City: SAN ANTONIO State: TX

Pipeline Owner

Pipeline Permit Information

Permit Type: Gas Pipeline Classification: Gas Utility Total Permit Miles: Permit Number: 32

Original Issue: 07-17-2015 Approval Letter Sent: Reinstated: 07-17-2015 Expiration : 07-17-2016 Renewal Notice Sent: Inactive:

8 Save Cancel

Systems:

Systems

System Name	System Status	PES System ID	System Purpose	H2S Parts	Docket	Pipeline Length	Actions
test1	Active		Gas Injection	60		5	Actions

Disclaimer | RRC Online | RRC Home | Contact

Figure 125: Permit Transfer, Step 8

Transfer a System

To transfer a system, perform these steps, as illustrated in the figures below.

1. Click the **Actions** button on the row containing the permit to transfer, as depicted in Figure 126.

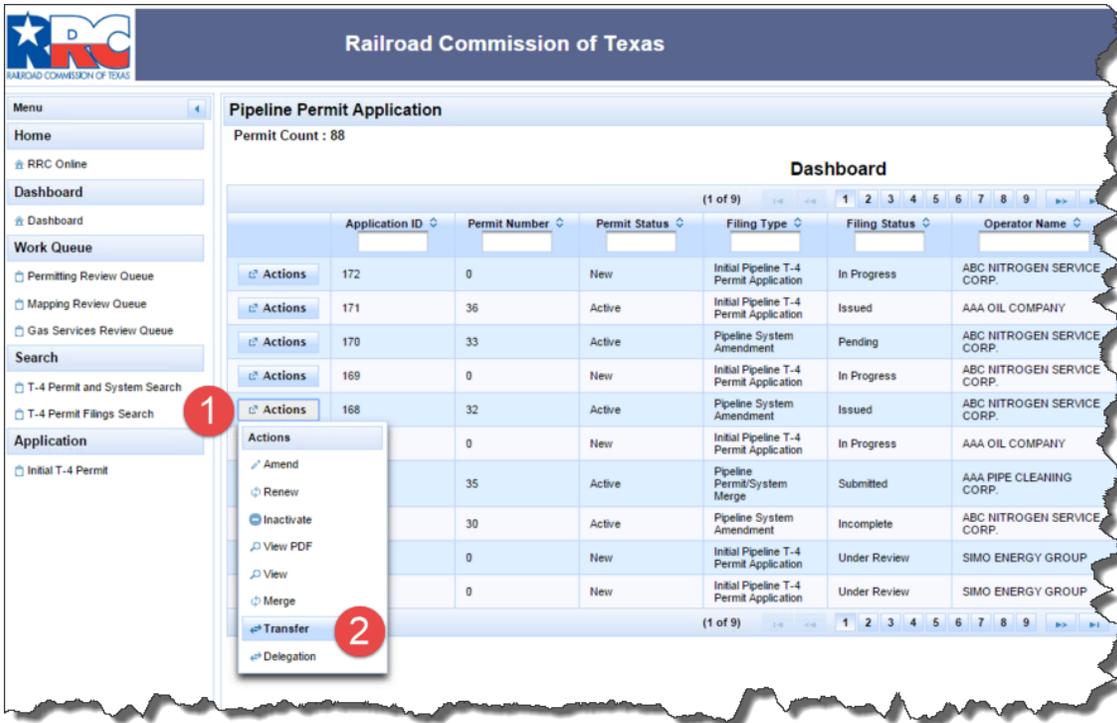


Figure 126: Supervisor System Transfer, Steps 1 and 2

2. Click **Transfer** on the dropdown menu. The Permit Header tab is displayed, shown in Figure 127.

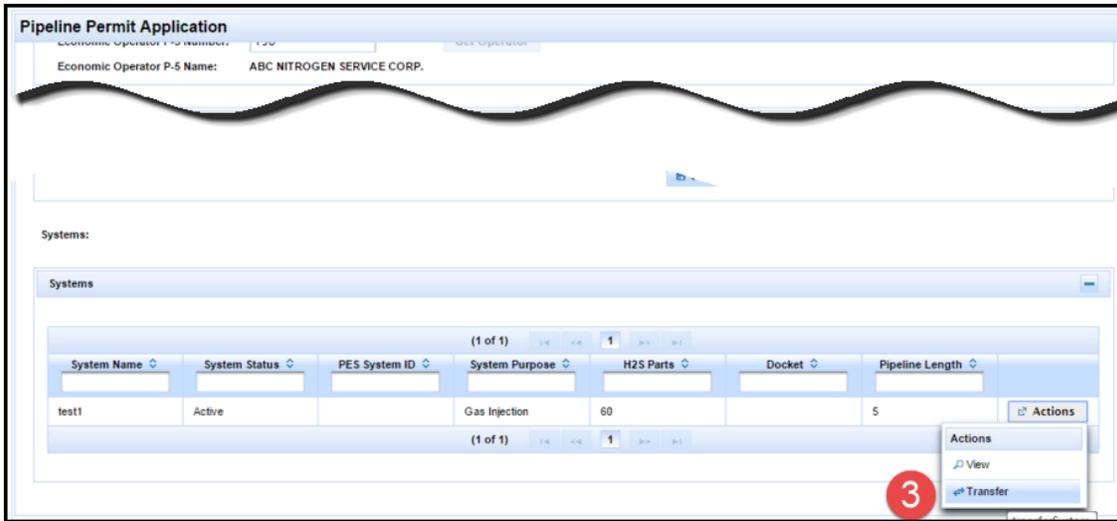


Figure 127: Supervisor System Transfer, Step 3

3. Scroll to the **Systems** section at the bottom of the page. Click the **Actions** button, then **Transfer** on the drop-down menu. The **Transfer System** pop-up window appears, as depicted in Figure 128.

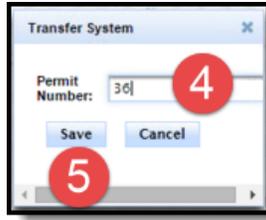


Figure 128: Supervisor System Transfer, Steps 4 and 5

4. Enter the permit number to transfer the system to.
5. Click the **Save** button.
6. Return to the Dashboard.
7. Click the **Actions** button on the row that contains the permit you transferred the system to, as shown in Figure 129.

Pipeline Permit Application
Permit Count : 88

Dashboard

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-5 Number	Permit Type	Classification	Submission Date	
Actions	172	0	New	Initial Pipeline T-4 Perm Application	In Progress	ABC NITROGEN SERVICE CORP.	138	Liquid	Private		
Actions		36	Active	Initial Pipeline T-4 Perm Application	Issued	AAA OIL COMPANY	148	Gas	Gas Utility	07-17-2015	
Actions		33	Active	Pipeline System Amendment	Pending	ABC NITROGEN SERVICE CORP.	138	Liquid	Common Carrier	07-17-2015	
Amend		0	New	Initial Pipeline T-4 Perm Application	In Progress	ABC NITROGEN SERVICE CORP.	138	Gas	Gas Utility		
Renew		32	Active	Pipeline System Amendment	Issued	ABC NITROGEN SERVICE CORP.	138	Gas	Gas Utility	07-17-2015	
Inactivate		0	New	Initial Pipeline T-4 Perm Application	In Progress	AAA OIL COMPANY	148	Gas	Gas Utility		
View PDF		35	Active	Pipeline Perm/System Merge	Submitted	AAA PIPE CLEANING CORP.	167	Gas	Gas Utility	07-17-2015	
View		30	Active	Pipeline System Amendment	Incomplete	ABC NITROGEN SERVICE CORP.	138	Liquid	Private	07-17-2015	
Merge		0	New	Initial Pipeline T-4 Perm Application	Under Review	SIMO ENERGY GROUP	783025	Gas	Private	07-17-2015	
Transfer		0	New	Initial Pipeline T-4 Perm Application	Under Review	SIMO ENERGY GROUP	783025	Liquid	Common Carrier	07-17-2015	
Delegation		163	0	New	Initial Pipeline T-4 Perm Application	Under Review	SIMO ENERGY GROUP	783025	Liquid	Common Carrier	07-17-2015
Actions											

Figure 129: Supervisor System Transfer, Steps 7 and 8

8. Click **View** on the dropdown. The permit appears, and the Permit Header tab is displayed.
9. Verify the transfer by clicking the **System/Segment** tab and reviewing it. You will now see the system you just transferred as part of this permit, as shown in Figure 130.

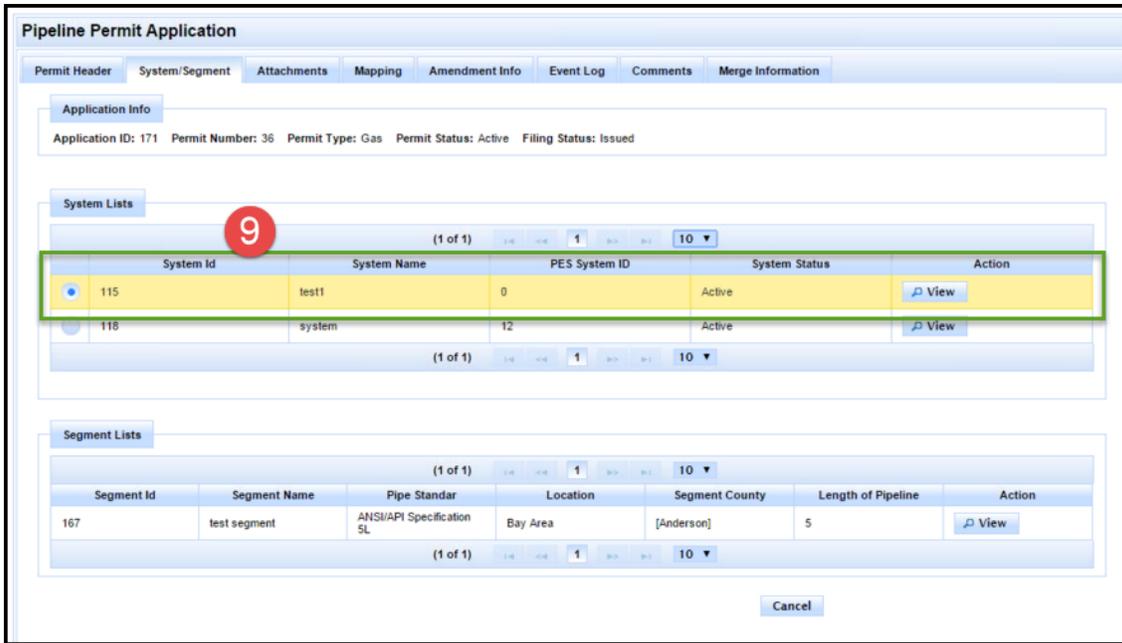


Figure 130: Supervisor System Transfer, Step 9

Transfer a Segment

To transfer a segment, perform these steps, as illustrated in the figures below.

1. Click the **Actions** button on the row containing the permit to transfer, as depicted in Figure 131.



Figure 131: Supervisor Segment Transfer, Steps 1 and 2

2. Click **Transfer** on the dropdown menu. The Permit Header tab is displayed. Click the **System/Segment** tab, shown in Figure 132.

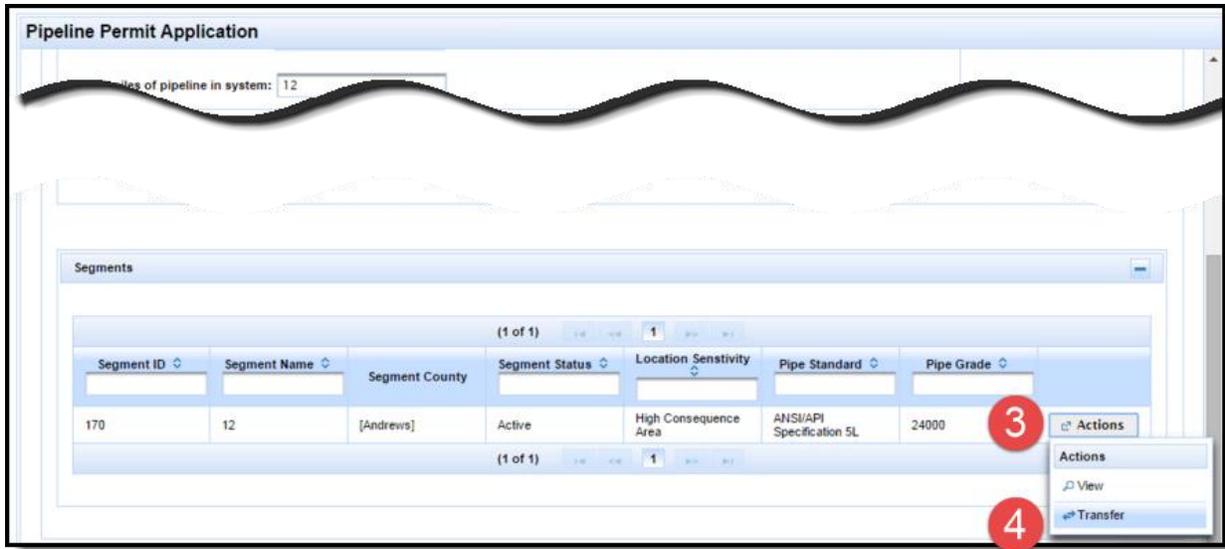


Figure 132: Supervisor Segment Transfer, Steps 3 and 4

3. Scroll to the **Systems** section at the bottom of the page. Click the **Actions** button.
4. Click **Transfer** on the drop-down menu. The **Transfer System** pop-up window appears, as depicted in Figure 133.

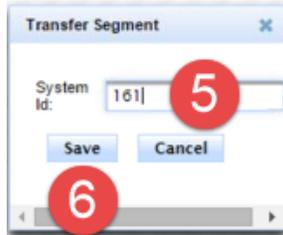


Figure 133: Supervisor Segment Transfer, Steps 5 and 6

5. Enter the permit number to transfer the system to.
6. Click the **Save** button. The segment has been transferred to the system you selected.

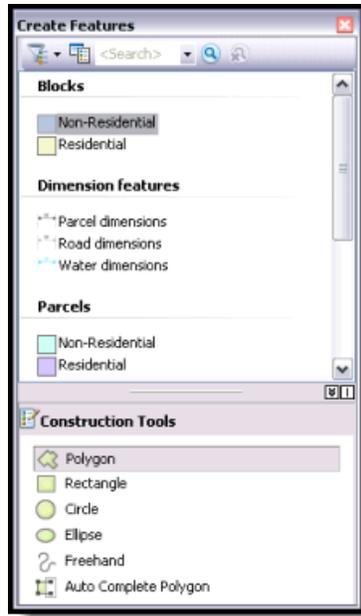


Figure 135: ArcMap Create Features Window

The top panel of the Create Features window shows the templates in the map, while the bottom panel of the window lists the tools available to create features of that type. The availability of the feature creation tools, or construction tools, depends on the type of template you have selected at the top of the window. For example, when a line template is active, you can see a set of tools for creating line features. If you choose an annotation template instead, the available tools change to those that can be used to create annotation.

Template Properties Dialog Box

Feature templates define all the information required to create a new feature: the layer where a feature will be stored, the attributes a new feature will be created with, and the default tool used to create that feature. Templates also have a name, description, and tags that can help you find and organize them. You can specify and review these and other settings on the Template Properties dialog box, depicted below in Figure 136.

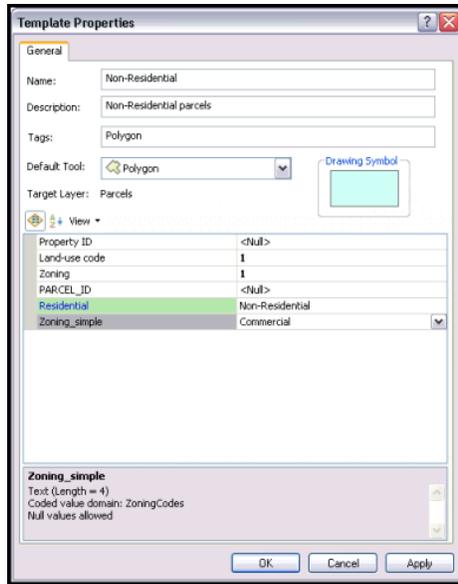


Figure 136: ArcMap Template Properties Dialog Box

Snapping Toolbar

Snapping allows you to create features that connect to each other so that your edits are more accurate and have fewer errors. With snapping, your pointer will jump, or snap to, edges, vertices, and other geometric elements when it nears them. This enables you to position a feature easily in relation to the locations of other features. As you move your pointer around the map, it snaps automatically to points, endpoints, vertices, and edges. All the settings you need to work with snapping are located on the Snapping toolbar, including enabling and disabling snapping types and setting snapping options. The main snap types are buttons on the toolbar, but additional ones are available on the Snapping menu.

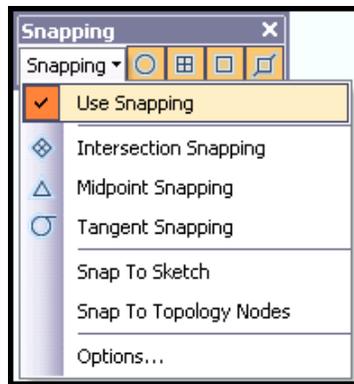


Figure 137: ArcMap Snapping Toolbar

Attributes Window

The Attributes window, shown below in Figure 138, displays attributes of selected features and allows you to edit the values. The top panel of the window shows the layer (by its display expression) to which the selected feature or features belong, while the bottom panel shows the attribute values of that

feature—including any related or joined information. The properties and order of fields reflect the settings on the Fields tab of the Layer Properties dialog box. For example, if you turn off the visibility for a field, set a field alias name, or change how numbers are displayed in a field, these changes will all be reflected in the Attributes window. You can also set a field to be read-only, which means that you can view but cannot edit that field, regardless of the file or database permissions.

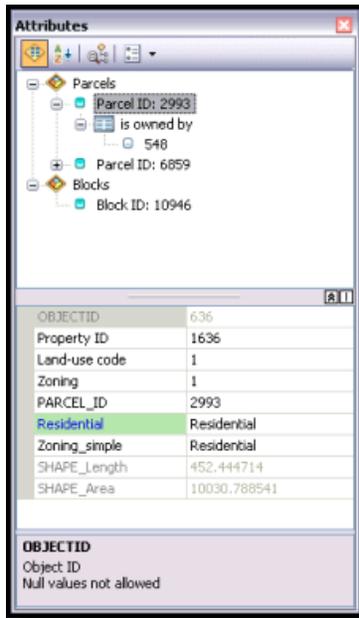


Figure 138: ArcMap Attributes Window

Edit Sketch Properties Window

Vertices can store additional attributes besides x,y locations. The attributes include m-values and z-values, which are often used to store information about route measures and elevation. These attributes are added and modified using the Edit Sketch Properties window, which is depicted in Figure 139. You can open the window by selecting a feature with the Edit tool, double-clicking it, then clicking the Sketch Properties button on the Editor toolbar.

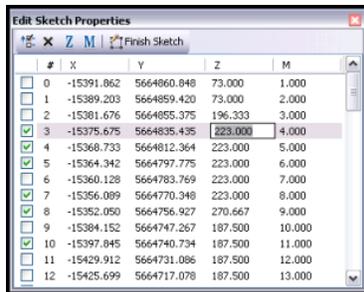


Figure 139: ArcMap Edit Sketch Properties Window

Editing Options Dialog Box

You can set preferences for editing in ArcMap on the Editing Options dialog box, depicted in Figure 140. To open the Editing Options dialog box, click Options on the Editor menu.



IMPORTANT: You must disable versioning in order to edit.

On the Editing Options dialog box, you can set the units and number of decimal places used for entering measurements, which symbols and toolbars are displayed while editing, and so on.

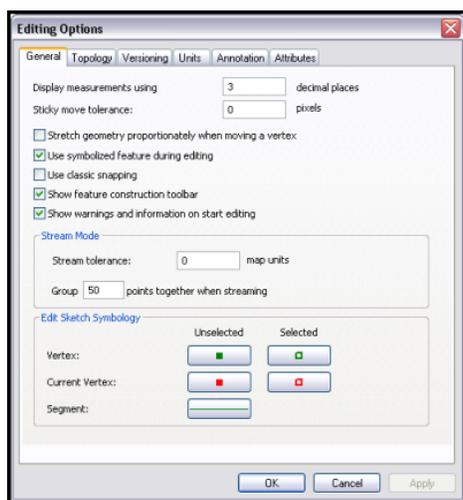


Figure 140: ArcMap Editing Options Dialog Box

Starting an Edit Session (Start Editing)

Desktop » Editing » Fundamentals of editing » About the editing environment

There are two ways to start an edit session: by clicking the Editor menu on the Editor toolbar or by right-clicking a layer in the table of contents.

When you use the Editor menu to start editing and have multiple workspaces in the map, select the one you want to edit, click the Editor menu on the Editor toolbar, then click Start Editing. The dialog box that appears lists the layers in the map and the workspaces they are from and provides information on which other layers are also part of that workspace.

When you start editing by right-clicking a layer in the table of contents, point to Edit Features, then click Start Editing. This starts an edit session on the workspace containing that layer. For example, if you right-click a layer from a geodatabase and start editing it, you are able to edit all the other layers from that same geodatabase.

- If your map contains editable data from more than one geodatabase or folder, choose the workspace that you want to edit and click OK. The top of the window shows a list of editable

layers in the active data frame, and the bottom of the window shows the workspaces containing those layers. Only layers that can be edited are listed.

- Click a layer to view its data source at the bottom of the window. When you click a layer at the top, any other layers in that workspace are also highlighted (the database symbols change color).
- Click a data source at the bottom of the window to view the layers in that data source. If you click a data source at the bottom of the window but no layers are listed, this means there are no editable layers in that data source.

Stopping an Edit Session (Stop Editing)

Desktop » Editing » Fundamentals of editing » About the editing environment

When you end an edit session, you can save your changes back to the data source, or you can quit editing without saving.

You can also save the edits you have made at any time by clicking Save Edits on the Editor menu. This keeps the edit session active. To save your edits while you're still working,

1. Click the Editor menu on the Editor toolbar and click Stop Editing.
2. If you have made any edits since the last time you saved edits, click Yes to save them. Clicking No discards the edits.

About Snapping

Desktop » Editing » Fundamentals of editing

Snapping allows you to create features that connect to each other so your edits are more accurate, with fewer errors. When snapping is turned on, your pointer will jump, or snap to, edges, vertices, and other geometric elements when your pointer is near them and within a certain tolerance. This enables you to position a feature easily in relation to the locations of other features.

All the settings you need to work with snapping are located on the Snapping toolbar. Snapping is not limited to being used while editing, as it is utilized in other areas of ArcGIS, such as georeferencing and the Measure tool on the Tools toolbar. By default, snapping is enabled, and the active snapping types are points, endpoints, vertices, and edges. You can turn on or off individual types from the Snapping toolbar. To turn off snapping completely, click the Snapping menu and remove the check mark next to Use Snapping, as shown in Figure 141 below.

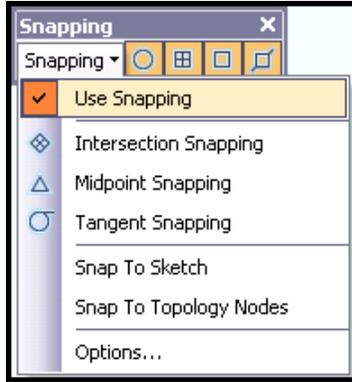


Figure 141: ArcMap Snapping

Snapping is managed at the map level, so whenever a snap type is turned on, you can snap to any visible feature layer. This also includes layer types that are not editable, such as basemap layers or computer-aided design (CAD) files. You cannot snap to features that are hidden from the map, though, including when the layer is turned off, has a definition query (visible features in the layer can still be snapped to), and is beyond the layer scale range. Since you can snap to any visible features in a layer, you may need to spend some time authoring your map. If you find you are snapping to layers you do not want to snap to, make sure you need that layer to be displayed in the first place. By turning off unnecessary layers, disabling certain snap types, setting layer scale ranges, and making sure your labels and symbols are as descriptive as they can be, you can use the Snapping toolbar more effectively.

As you move your mouse pointer, you get visual cues in the form of pop-up SnapTips and the pointer icon to tell you the layer you are snapping to and with which snapping type. Each snapping type (vertex, edge, endpoint, intersection, and so on) has its own feedback, which matches the icons on the Snapping toolbar. For example, the cursor is a square when you are snapping to a vertex, as depicted in Figure 142, and becomes a box with diagonal lines when you are snapping to an edge. By noting the cursor appearance and the SnapTip text that pops up, you can immediately determine the layer you are snapping to and which snapping type is in use.

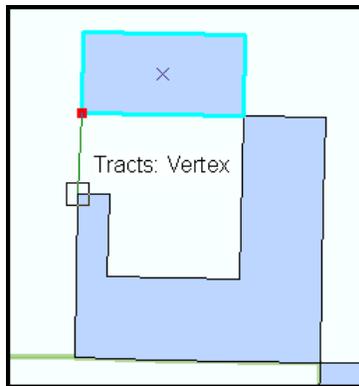


Figure 142: ArcMap Snapping to a Vertex

For example, when working with streets and parcels, you can see the SnapTips with the layer name and the snap type. When creating a new road, snap to the existing endpoint (Streets: Endpoint, depicted below in Figure 143) so the segment connects to it. If you need to create a building footprint at a parcel boundary, snap to the Parcels: Edge.

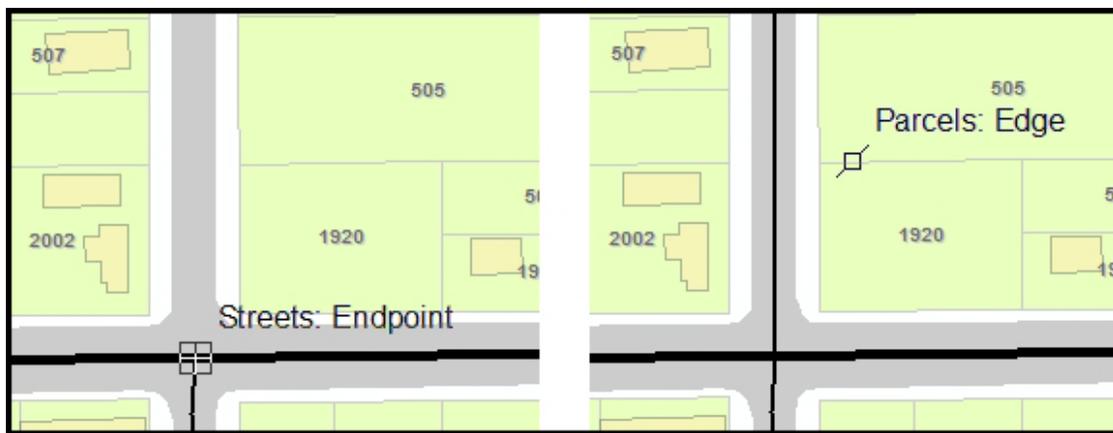


Figure 143: ArcMap Snap to an Endpoint

To help you distinguish the icons on the Snapping toolbar, rest your pointer on a button; note that a piece of text pops up (a ToolTip) near your pointer with the name of the button, and a description appears in the status bar at the bottom of the application. In addition, you can change the appearance of the buttons on the toolbar so the icons display with their names or the buttons display as text-only without any icons. To do this, click the Customize menu and click Customize Mode. While the Customize dialog box is displayed, right-click an icon on the Snapping toolbar and click either Text Only, Image Only (the default), or Text and Image. This tip applies to any toolbar in ArcGIS.

To set options for working with snapping, click the Snapping menu and click Options. From there, you can set the snapping tolerance in pixels, which is the distance your pointer needs to be from a feature for snapping to occur, or customize the snapping feedback. You can change the color of the icon and the content, font, and color of SnapTips. When you are working over imagery, add a background to the SnapTip to place a solid fill behind the text so it is easier to read. Your snapping settings apply to all your ArcMap sessions since they are saved in the registry for the application.

If you have multiple snap types active, the sequence in which the snapping occurs is determined automatically. The highest priority is given to snapping to sketch elements.

Enabling Snapping

Desktop » Editing » Fundamentals of editing

Snapping can be enabled on the Snapping toolbar.

Below are the available snap types and how you can use them.

- Point Snapping: snap to point features.

- End Snapping: snap to the start or end points of lines.
- Vertex Snapping: snap to the vertices of lines of polygons.
- Edge Snapping: snap to lines or polygon boundaries.
- Intersection Snapping: snap to the intersection of two or more line or polygon features.
- Midpoint Snapping: snap to the midpoint of line or polygon segments.
- Tangent Snapping: snap to the point of tangency on curved line or polygon segments. Note that you must have at least one vertex placed before you can snap to a tangent.

Steps:

1. Add the Snapping toolbar to ArcMap.
2. Click the Snapping menu on the Snapping toolbar and click Use Snapping.
3. Click the buttons on the Snapping toolbar to perform point, end, vertex, or edge snapping. These snap types are enabled by default.
4. Click the Snapping menu to enable other snapping types.

Disabling Snapping

Desktop » Editing » Fundamentals of editing

These steps are used to turn off snapping altogether. If you want to disable a single snapping type, such as only turning off snapping to points, click the appropriate button on the Snapping toolbar.

Steps:

1. Add the Snapping toolbar to ArcMap.
2. Click the Snapping menu on the Snapping toolbar and click Use Snapping.
3. If there is a check next to Use Snapping, click Use Snapping to disable snapping.

Snapping is disabled when there is no check next to Use Snapping.

Turning on SnapTips

Desktop » Editing » Fundamentals of editing

A SnapTip is a small piece of text that pops up to indicate the layer you are snapped to and with which snap type (edge, end, vertex, and so on). You can set the text symbol (font, color, size, and so on) for SnapTips and whether the text includes the layer name, snap agent type, or both.

Steps:

1. Click the Snapping menu on the Snapping toolbar and click Options.
2. Check the Show tips box to turn on SnapTips.
3. Check Layer name so the tip will include the name of the layer to which you are snapped.

4. Check Snap type so the tip will include the active snap agent (edge, end, vertex, and so on).
5. Check Background so the SnapTip has a solid background. This can be useful when working over imagery.
6. Click the Text symbol button to set the color, font, size, and other properties for the tip text.
7. Click OK.

Setting the Snapping Tolerance

Desktop » Editing » Fundamentals of editing

The snapping tolerance is the distance within which the pointer or a feature snaps to another location. If the element being snapped to—such as a vertex or edge—is within the distance you set, the pointer automatically snaps to the location. You set the default snap tolerance value in pixels.

For example, to make a new electric utility line snap to an existing electric line's end, first make sure end snapping is enabled (in other words, the End Snap button is highlighted on the Snapping toolbar). When the pointer comes within the snapping tolerance of the existing line and you click to create the first vertex of the new line, it will be snapped to the existing line's endpoint. Since the start point of the new line is coincident with the end of the existing line, your electric lines are modeled as being connected.

Steps:

1. Click the Snapping menu on the Snapping toolbar and click Options.
2. Type the desired number of pixels in the Tolerance box.
3. Click OK.

Setting the Color Used for the Snap Symbol

Desktop » Editing » Fundamentals of editing

The color of the snap symbol can be changed so the pointer is easier to see.

Steps:

1. Click the Snapping menu on the Snapping toolbar and click Options.
2. Click the Symbol color palette and choose a different color. By default, the snap symbol is black.
3. Click OK.

Using Select By Attributes

Desktop » Mapping » Working with layers

One of the selection methods you can use to select features in a layer is to select features using an attribute query. This is performed using the Select By Attributes tool, which is described here.

Select By Attributes allows you to provide a SQL query expression that is used to select features that match the selection criteria.

Steps for using Select By Attributes

1. Click Selection > Select By Attributes to open the Select By Attributes dialog box, which is depicted in Figure 144 below.

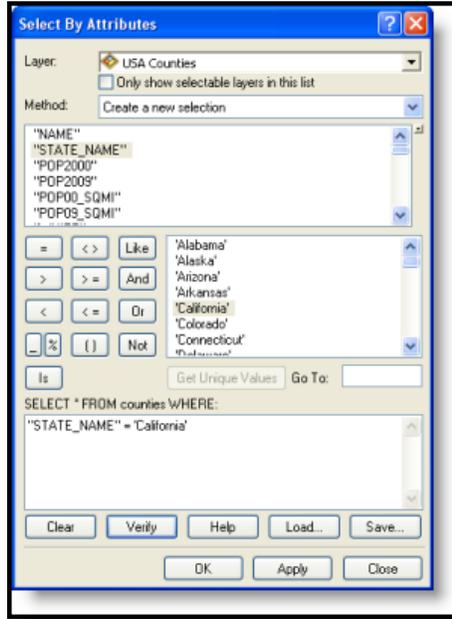


Figure 144: ArcMap Select By Attributes Dialog Box

2. Choose the layer to perform the selection against.
3. Specify the selection method, which is highlighted in a red box in Figure 145 below.



Figure 145: ArcMap Specify Selection Method

4. Enter a query expression using one of the following methods:
 - Create a query using the expression building tools.
 - Type a query into the selection window.
 - Load a query saved to disk.



TIP: Click Unique Values to see the values for the selected field when creating a query

expression. You can type a value in the Go To input box to quickly navigate this list.

5. Validate your query expression by clicking Verify.
6. Click OK or Apply to execute your selection expression and work with the selection results.
7. Optionally, you can save your query expression for later reuse before closing this dialog box.

Field Display Options in the Select By Attributes Dialog Box

A button on the right side of the Select By Attributes dialog box lets you choose how fields will be listed. Viewing field aliases in the list can be helpful, because they can make cryptic field names more understandable and long ArcSDE field names more manageable.

Choosing to show aliases on this dialog box will not affect the expression syntax. Field aliases will not be shown or supported in the expression itself. If you double-click a field alias, it will still be added into the expression with its actual field name and any required [] field delimiters. In the example shown in Figure 146 below, the field list shows the alias Depth last recorded (cm), which has been added into the expression as the field name DEPTH_BURI.

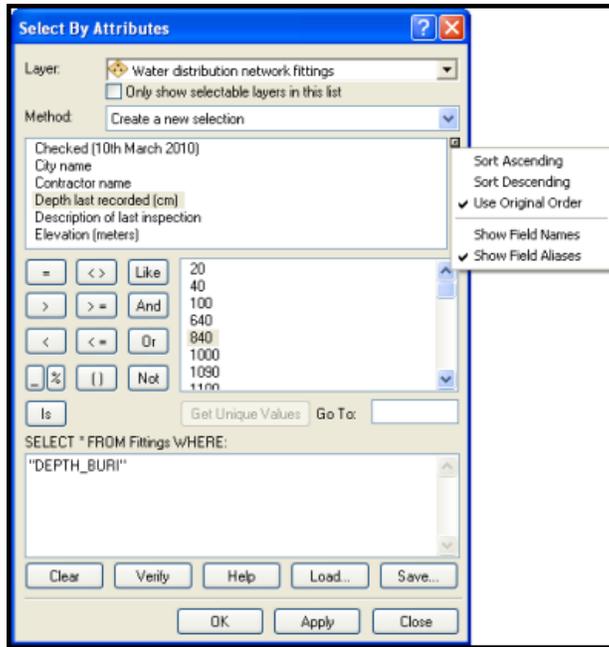


Figure 146: ArcMap Field Display Options

Other options on this menu allow you to choose how the fields are sorted in the list. By default, the fields are still listed in their order in the data source. Choosing Sort Ascending or Sort Descending can make it easier to quickly locate the field you want.

Displaying a Subset of Features in a Layer

This section provides information about displaying feature subsets in a layer.

Creating a Definition Query

1. Right-click the layer in the table of contents and click Properties.
2. Click the Definition Query tab on the Layer Properties dialog box.
3. Enter a query expression, as depicted in Figure 147.

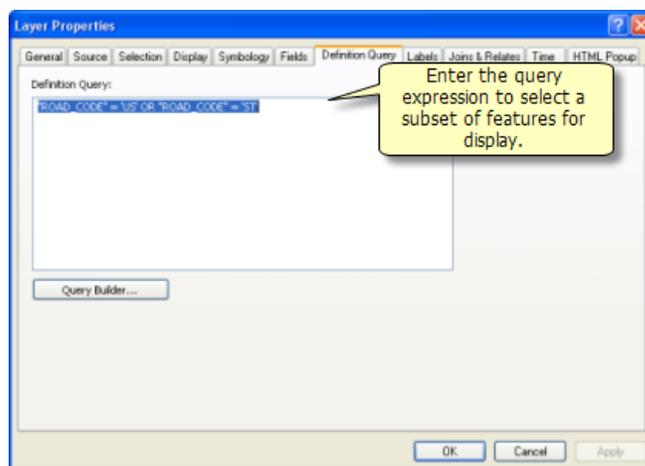


Figure 147: ArcMap Create a Definition Query

4. Click OK.

Query Builder lets you create an expression to identify the particular features in the layer you want to display.

Once you set the definition query, the map is redrawn and displays the subset of features that are selected using your query. The layer continues to be drawn with this feature subset each time the map is refreshed.

To add all the features back to the layer, delete the definition query.

Selecting Features While Editing

Desktop » Editing » Editing existing features » Editing features

Selecting features identifies the features on which you want to perform certain editing operations. For example, before you move, delete, or copy a feature, you must select it. You must also select features before you can view their attributes in the Attributes window.

You can select geodatabase annotation features using the Edit Annotation tool. Only geodatabase annotation features are selectable with this tool.

While the Edit tool is only available during an edit session, it can select features from any selectable layer, regardless of whether you are currently editing it. The Edit tool works this way because there are various editing operations that can utilize any selected features in your map as inputs for the creation of new data in the layers you are editing—for example, copying a feature in one layer and pasting it in a

layer you are editing. To avoid inadvertently selecting from the wrong layer if you have other layers that overlap with or are nearby the features you want to select for editing, make the layer not selectable on the table of contents.

When the Edit tool is active and you are editing the shape of a feature, the Edit tool pointer changes from a black arrow to a white arrow to show you can directly select vertices and modify segments. The black arrow pointer is shown when you are working with whole features rather than the individual vertices and segments that make up the feature.

When you select features while in an edit session, the small x located in the center of the selected features is the selection anchor. The selection anchor is used when rotating features, moving features, and scaling features. To move the selection anchor—for example, so the feature is rotated about a different pivot point—rest your pointer over the selection anchor and hold down the CTRL key.

Selecting Features With the Edit tool Compared With Other Selection Tools

When you are editing, it is recommended that you make selections with the Edit tool rather than the selection tools on the Tools toolbar (Select By Rectangle, Select By Lasso, and so on). While the Edit tool and the other selection tools all select features and follow the currently selectable layers and selection options (such as selection color and tolerance), the Edit tool has additional functionality to help you during an edit session. The other selection tools do not provide any editing functionality. The following are some of the differences when using the Edit tool compared with the selection tools on the Tools toolbar:

- The Edit tool is only available during an edit session.
- The Edit tool has a specialized right-click shortcut menu containing common editing commands and also has editing-related keyboard shortcuts. Although the other selection tools can be used to select features in an edit session, their shortcut menus mostly contain commands related to map navigation.
- The Edit tool does not follow the interactive selection mode and always creates a new selection.
- The Edit tool only selects the topmost selectable feature, whereas the other selection tools select every selectable feature underneath where you clicked.
- The Edit tool has the selection chip, allowing you to refine the selection and choose the exact feature you want to select when features overlap. With the Edit tool, if you are trying to select one feature from a series of overlapping features, you can either use the selection chip or press the N key to cycle through the choices to select the next coincident feature.
- The Edit tool allows you to interact with and modify the vertices of a feature and access a feature's geometry. In addition, the Edit Vertices pop-up toolbar appears when you are editing a feature's shape, allowing you to select, edit, add, and delete vertices.

- The Edit tool allows you to move a feature once you have selected it. If you initially select a feature with another selection tool, you need to switch to the Edit tool if you want to move the feature. However, if you find yourself inadvertently moving features when you drag a box with the Edit tool, increase the Sticky Move Tolerance setting on the Editing Options dialog box.

Deleting a Feature

Desktop » Editing » Editing existing features

You can select a feature and delete it to remove it from the map and database.

Steps:

1. Click the **Edit** tool  on the Editor toolbar.
3. Click the feature you want to delete. Hold down the **Shift** key while clicking features to select additional features.
2. Click the **Delete** button  on the Standard toolbar or press **Delete** on the keyboard. You can also right-click a feature and click **Delete**.
4. To delete a feature from the Attributes window, right-click the feature and click **Delete**. If you have an attribute table window open, you can select records in the table and delete them as well.

About Editing Attributes

Desktop » Editing

When you want to add, delete, or update attribute values, you can use either the Attributes window or the table window.

Editing Attributes in the Attributes Window

The Attributes window allows you to view and edit attributes of features you have selected. You can open it by clicking the Attributes button  on the Editor toolbar.

While the window can be reoriented, it is vertical by default. The top of the window lists the features you have selected. Features are listed by their display expression and grouped by layer. Use the Fields tab of the Layer Properties dialog box, depicted in Figure 148, to customize how the fields appear by setting up field aliases, hiding fields, and changing the field order.

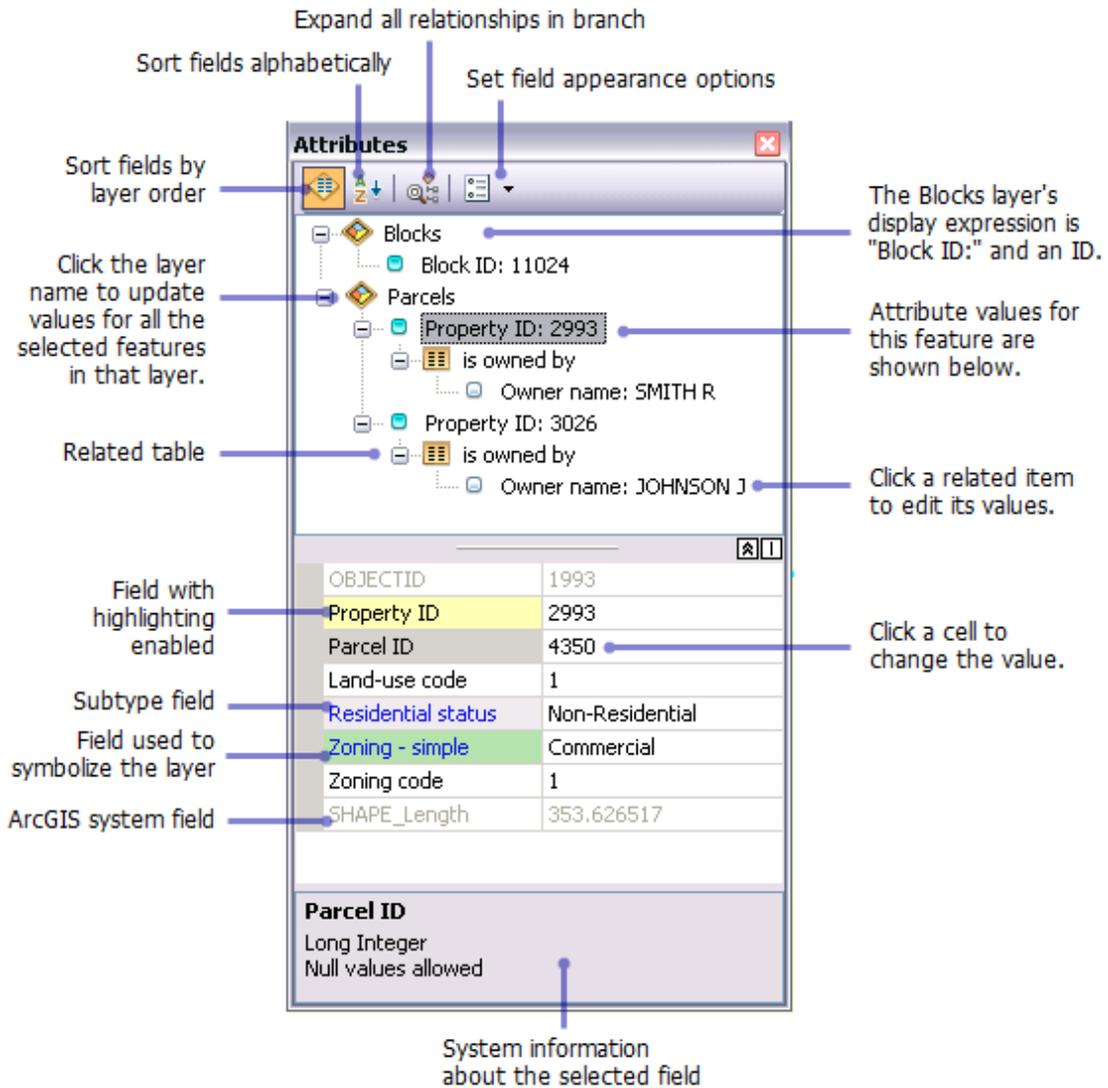


Figure 148: ArcMap Layer Properties Fields Tab

The bottom of the Attributes window contains two columns: the attribute fields of the layer you are viewing and the values of those attribute properties. The attribute values that appear depend on what you click in the tree at the top.

- To modify a value for a single feature, click the feature and make your changes in the attribute value column.
- To modify values for all selected features in a layer at the same time, click the layer name and make your changes in the attribute value column.
- To modify values for just a few of the selected features in a layer, click each feature you want to update so it is highlighted in the Attributes window, and make the edits.
- To edit the attributes of feature or records that are related to the selected features, click and traverse through the tree, and edit the values.

- To modify the attributes of multiple related features or records, click each related item you want to update so it is highlighted in the Attributes window, and make the edits.

Keyboard Shortcuts in the Attributes Window

You can use keyboard shortcuts to navigate the Attributes window and attributes grid. In the top of the window, use the up and down arrow keys to navigate through the list of selected features and the right arrow key to expand the tree. In the attributes grid, press the up and down arrows to move to the previous and next rows. Press the **Enter** key to start editing the current row, type the attribute value, and press **Enter** again to commit the edit and advance to the next row.

For fields containing drop-down menus, such as coded value domains or subtypes, press the **Enter** key to open the menu. You can type the first letter of the list item to move to it or use the up and down arrow keys, then press **Enter** to choose the value.

Editing Attributes in the Table Window

You can also edit attributes in the table window. An attribute table window can show you the values for all features in a layer. Editing attributes through the table window also allows you to quickly make changes to several features (records) at once using the field calculator.

Editing Values in a Table

Geodata » Data types » Tables » Creating and editing tables

A database is only as good as the information it contains. Over time, you'll need to edit the information in your database to keep it accurate and up-to-date. ArcMap lets you edit the attributes of features displayed on your map and also the attributes contained in tables that are not represented geographically on the map (for example, a table of monthly sales figures).

There are two ways you can edit attribute values in ArcMap. You can open the table and edit in the Table window, or you can open the Attributes dialog box. As with editing map features in ArcMap, editing the attributes of features and values in tables takes place within an edit session. When you've completed your edits, you can save them and end the edit session.



TIP: You cannot use ArcGIS to edit attribute values in tables in a database.

Editing Values in the Table Window

Once you begin an edit session, you'll notice a pencil icon next to the Table Options button  on the Table window, indicating that the table can be edited. In addition, those fields that you can edit will have a white background in the field heading. You can make any of the attribute changes you need by clicking a cell and typing a new attribute value, as depicted in Figure 149.

The screenshot shows the ArcMap Table Window for a layer named 'Parcels'. The table contains the following data:

OBJECTID *	Property ID *	Landuse Code	Parcel ID	Residential	Zoning Simple
1542	2542	1	3899	Non-Residential	Commercial
1543	2543	1	3900	Residential	Residential
1545	2545	1	3902	Non-Residential	Commercial
1546	2546	1	3903	Residential	Residential
1547	2547	1	3904	Non-Residential	Commercial
1548	2548	1	3905	Non-Residential	Commercial
1549	2549	1	3906	Non-Residential	Commercial
1550	2550	1	3907	Residential	Residential
1551	2551	1	3908	Non-Residential	Commercial
1552	2552	1	3909	Residential	Residential
1553	6553	0	7910	Non-Residential	<Null>
1555	2555	1	3912	Non-Residential	Institutional
1556	2556	1	3913	Residential	Residential
1557	2557	1	3914	Non-Residential	Commercial

The status bar at the bottom indicates that 1487 records are visible and 2012 out of 3523 records are selected.

Figure 149: ArcMap Table Window

Editing attributes through the table window allows you to quickly make changes to several features (records) at once. You can edit any of the values that appear in a table as well as add and delete records. You can also use the field calculator to change the values of a particular field for several records at once.

If you have a list of values, you can copy and can paste them into the table to populate successive cells. For example, you can take a list from a text editor or Microsoft Excel, copy the values, then right-click a cell in the ArcMap table window and click Paste. When you paste, make sure you are not in cell insert mode (in other words, that the cursor is not flashing in a cell), so the values will go into multiple cells, not just a single cell.

You can increase your productivity when working with the table window by using keyboard and mouse shortcuts. For example, if you want to work methodically through an entire table row by row when you are editing or reviewing data, press **Ctrl+Enter**.

Copying and Pasting Records in Multiple Cells

You can paste data into vertical consecutive cells in a column when you are populating a table. This can save time if you are updating an existing table and want to use information in other applications, such as Excel or Word. For example, you may want to use Excel to assemble and spell-check updates to an existing field in an ArcMap table and simply paste the values from Excel into the table instead of loading the Excel table into ArcMap and joining it to your table.

In this example, four consecutive cell values in a column in an Excel spreadsheet will be pasted into four consecutive cells in a field in an ArcMap table. First, select the cells in Excel as a block and copy the block to the clipboard, as depicted in Figure 150:

Updated descriptions for entry into GIS	
Permit was denied because of prior lien state on building held for more than 2	<i>Parcel 2361217</i>
Reviewed by staff. New permit approved. No action taken on pending flood s	<i>Parcel 2361218</i>
Staff reviewed June 2005. Multiple unit housing application approved conditic	<i>Parcel 2361219</i>
Staff reviewed June 2005. Up for review Sept 2006 as a part of zoning plan UU-7	<i>Parcel 2361220</i>

Figure 150: Copying Excel Data into an ArcMap Table

In ArcMap, right-click the first cell at the top of the vertical block of consecutive cells and click Paste. The values are pasted into the field in the same order they occurred in the Excel file, as depicted in Figure 151 below.

Plan Number	Parcel ID	Description
190	2361217	Permit was denied because of prior lien state on building held for more than 2 years. Status updated April 2003. Reviewed by staff. See case book 45-5678.
190	2361218	Reviewed by staff. New permit approved. No action taken on pending flood status renewal. Staff reviewed June 2005. Multiple unit housing application denied.
191	2361219	Staff reviewed June 2005. Multiple unit housing application approved conditional on tax lien. Refer to housing commission for support grant. Up for review Sept 2006 as a part of zoning plan UU-T1.
191	2361220	Staff reviewed June 2005. Up for review Sept 2006 as a part of zoning plan UU-T2. Undeveloped parcel. Minor violations have been cited at this location.
192	2361221	

(9 out of 24 Selected)

Figure 151: Pasting Excel Data into an ArcMap Table

To increase the size of the rows so the text wraps inside the cell, click the Table Options button , click Appearance, then increase the Cell Height value.

Editing Values in the Attributes Window

When you're editing the attributes of specific map features, you may find it more convenient to use the Attributes button , accessed from the Editor toolbar. This dialog box is tailored to updating the attributes of specific map features. To populate the Attributes window, you need to select at least one feature, as depicted in Figure 152.

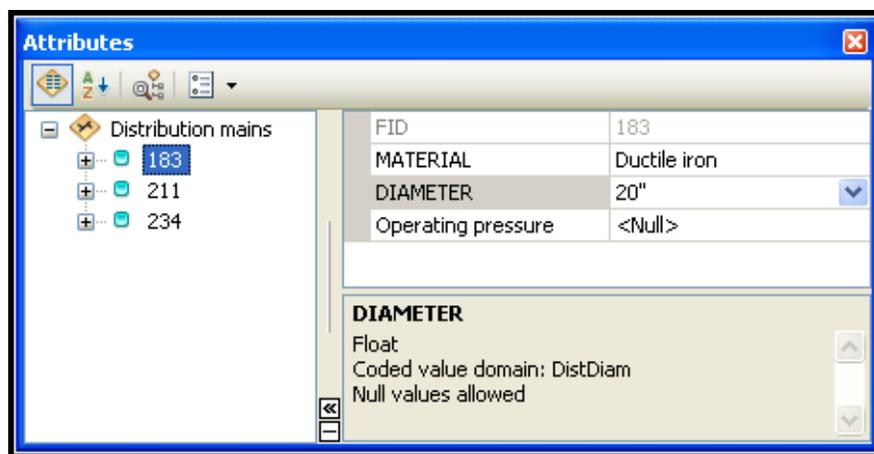


Figure 152: The ArcMap Attributes Window

Editing Attributes in the Attributes Window

Desktop » Editing

You can edit attributes of a selected feature, as well as any features or records related to it, using the Attributes window.

Steps:

1. Click the Edit tool  on the Editor toolbar and click the feature.
2. Click the Attributes button  on the Editor toolbar. A feature is listed underneath the layer it belongs to—with its entry based on the layer's display expression.
3. To navigate to the selected features, you can right-click the layer or feature and zoom to, pan to, or flash the feature.
4. The Attributes window uses the settings from a layer's properties, such as the field display properties and the layer's display expression. To change these, right-click and click Layer Properties.
5. Click a feature in the top of the window. The layer's attributes appear in the bottom of the window, and the feature flashes on the map.
6. To expand a node, click the + button or the Expand All Relationships in Branch button , which is particularly useful when working with features with related information.
7. To change the sort order of the fields, click the buttons on the window's toolbar. You can sort fields by layer order (which is specified on the Fields tab on the Layer Properties dialog box) or alphabetically.
8. To show and hide hidden fields, click the Options button  and click All Fields. The Options menu also contains settings for whether to display field aliases and descriptions.
9. To change an attribute value, click a cell on the right side and enter the value for that field. Some fields have special editing behavior. For example, fields with coded attribute domains show drop-down lists of the available values, raster fields prompt you to load a raster dataset or photograph, and date fields open a pop-up calendar.



TIP: The values for fields in joined tables are read-only. You need to open the source table to edit those values.

10. To copy attribute values, select the contents of the cell, right-click, then click Copy. Then, right-click and click Paste to paste the attribute values into a different cell.
11. To delete attribute values, right-click the cell and click Delete.

Setting the Direction Type And Units Used When Editing

Desktop » Editing » Fundamentals of editing » About the editing environment

You can change the direction measuring system and angular units the editing tools use on the Units tab of the Editing Options dialog box.

Steps:

1. Click the Editor menu and click Options.
2. Click the Units tab.
3. Click the Direction Type drop-down arrow and choose a direction measuring system.
4. Click the Direction Units drop-down arrow and click the type of direction measurement unit you want to use.
5. Type the number of decimal places used when displaying angles.
6. Click OK.

About Direction Measuring Systems and Units

Desktop » Editing » Fundamentals of editing » About the editing environment

Some editing tools allow you to enter an angle, direction, or deflection when creating features. You can change the direction measuring system and units these tools use on the Units tab of the Editing Options dialog box. When you change the direction measuring system and units, the editing tools will all recognize inputs in the new system and units.

Sometimes when creating features using the coordinate geometry tools in ArcMap, you need to convert angles and distances measured in the field so they match the coordinate system of your data. This is known as a ground to grid correction. To learn more, see [Applying a ground to grid correction](#).

Direction Measuring Systems

You can choose from the following direction measuring systems: north azimuth, south azimuth, quadrant bearing, and polar. By default, the tools accept angular measurements in the polar direction measuring system.

- Polar angles are measured counterclockwise from the positive x-axis, as shown in Figure 153.

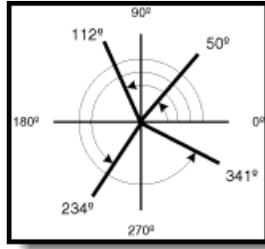


Figure 153: ArcMap Polar Angles

- In the north azimuth system, the azimuth of a line is the horizontal angle measured from a meridian to the line, measured in the clockwise direction from north, as depicted in Figure 154.

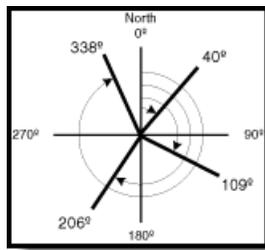


Figure 154: ArcMap North Azimuth

- In the south azimuth system, the angles are measured clockwise from south, as depicted in Figure 155.

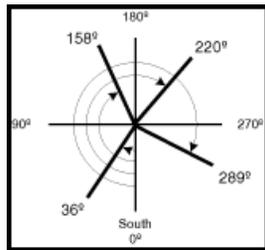


Figure 155: ArcMap South Azimuth

- In the quadrant bearing system, depicted in Figure 156, the bearing of a line is measured as an angle from the reference meridian, either the north or the south, toward the east or the west. Bearings in the quadrant bearing system are written as a meridian, an angle, and a direction. For example, a bearing of N 25 W defines an angle 25 degrees west measured from north. A bearing of S 18 E defines an angle 18 degrees east measured from the south.

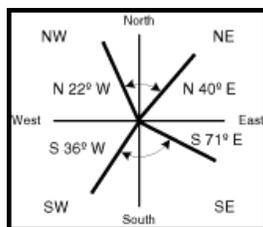


Figure 156: ArcMap Quadrant Bearing

- There are three valid input formats for quadrant bearing measurements:
 - [NS] dd.dddd [EW], where the first letter is an N or S, indicating the meridian of origin, and the last letter is an E or W, indicating the direction of the angle.
 - [NS] dd-mm-ss [EW], where the first letter is an N or S, indicating the meridian of origin; the string dd-mm-ss indicates whole degrees, minutes, and seconds with hyphen separators; and the last letter is an E or W, indicating the direction of the angle. Note that this option requires you to set the angular units to quadrant bearing direction type and degrees/minutes/seconds direction units.
 - dd.dddd-[1234], where the second-to-last character is a hyphen (-) and the last digit indicates the quadrant in which the bearing is. The quadrants are numbered 1—NE, 2—SE, 3—SW, 4—NW.

Direction Measuring Units

The editing tools use decimal degrees as their default units of angular measure. You can choose from the following direction measurement units: decimal degrees, degrees/minutes/seconds, radians, gradians, and gons.

- Degrees are the standard unit of angular measurement, where one degree represents 1/360 of a circle and fractions of a degree are represented as decimal values.
- Degrees/Minutes/Seconds also uses the degree, but fractions of a degree are represented in minutes and seconds, where one minute equals 1/60 of a degree and one second equals 1/60 of a minute. Valid input formats for degrees/minutes/seconds values include these:
 - dd-mm-ss.ss
 - dd.mmssss
 - dd^mm'ss.ss"
- Radians are the International System of Units (SI) unit of plane angular measure. There are 2pi, approximately 6.28318, radians in a circle. One radian is equivalent to approximately 57.296 degrees. The length of a circular arc with an angle of one radian is equal to the radius of the arc.
- Gradians are a unit of angular measure where the right angle is divided into 100 parts. One gradian equals 1/400 of a circle.
- Gons are the same as gradians. One gon equals 1/400 of a circle. The term gon is primarily used in German, Swedish, and other northern European languages where the word grad means degree.

Setting the Ground to Grid Correction

When you read the COGO descriptions for boundaries on a survey plan or other legal document, the directions and distances are measured on the surface of the earth. These are referred to as ground measurements. However, the directions and distances in your GIS data are based on the spatial data's coordinate system, or the grid measurements.

Ground and grid measurements are often different. You set constants (the ground to grid correction) for directions and distances so that the software can correctly convert between the ground and grid measurements.

Adding a Segment to a Traverse Using a Direction-Distance Course

Desktop » Editing » Creating new features » Creating features with COGO » Creating a line with the Traverse window

This topic applies to ArcGIS for Desktop Standard and ArcGIS for Desktop Advanced only.

Steps:

1. Click the Course Type drop-down arrow and click Direction–Distance.
2. Type a direction.
3. The Traverse window uses degrees measured counterclockwise from east by default. You can change the angular measuring system and units on the Units tab of the Editing Options dialog box.
4. Type a distance.

The Traverse window uses the data frame's coordinate system units of measurement by default. You can use an abbreviation to enter different distance units.

5. Click Add.

Starting a Traverse From a Known Coordinate

Desktop » Editing » Creating new features » Creating features with COGO

This topic applies to ArcGIS for Desktop Standard and ArcGIS for Desktop Advanced only.

Steps:

1. Click Traverse  on the COGO toolbar.
2. Click Edit to the right of the Start box.
3. Type x- and y-values for the starting coordinate or click the Interactive Start Point Selection tool  to set a start point by clicking on the map.
4. Click OK.



TIP: If you have already started an edit sketch when you click the Traverse window, the start point will be the last vertex of the edit sketch.

The start point of the traverse is set in the Start text box. The next vertex of the edit sketch will be placed on the measurements you specify from this location. The first course in your traverse table cannot be based on an angle distance or tangent curve because these techniques are calculated from the direction of the previous course.

Calculating Area, Length, and Other Geometric Properties

Geodata » Data types » Tables

The Calculate Geometry tool allows you to access the geometry of the features in a layer. The tool can calculate coordinate values, lengths, and areas, depending on the geometry of the input layer. You can only calculate the area, length, or perimeter of features if the coordinate system being used is projected. Keep in mind that different projections have different spatial properties and distortions. If the coordinate system of the data source and data frame are not the same, you may get a different result if you calculate geometry using the data frame's coordinate system than when you calculate using the data source's coordinate system. It is recommended that an equal-area projection be used when calculating areas.

If you want to calculate Xmin, Xmax, Ymin, or Ymax, you can do so using Python with the field calculator; see Calculate Field examples.

You can use the Calculate Geometry dialog box to update the area, length, or perimeter of shapefile features, since these properties are not automatically updated when you edit features in shapefiles.

You can only calculate z-coordinate values or 3D measurements if the feature is z aware. Z-coordinate values and 3D measurements can be calculated regardless of the chosen coordinate system. The units listed for z and 3D calculations are planar (miles, meters, and so on) as long as a vertical coordinate system has been defined for the layer. If the data does not have a vertical coordinate system defined, the units are listed as unknown. For more information on z-values and feature geometry types, see Feature class basics.

Steps:

1. Start an edit session. You can make calculations without being in an editing session; however, in that case, there is no way to undo the results.
2. Right-click the layer and click Open Attribute Table. You can only perform geometric calculations on attribute tables.
3. Right-click the field heading for which you want to make a calculation and click Calculate Geometry. Optionally, you can press CTRL+SHIFT+G to open the Calculate Geometry dialog box.
4. Click the geometric property you want to calculate. Different properties are available depending on the type of layer you're using.

5. Click to use either the coordinate system of the data source or the coordinate system of the data frame.
6. Click the units of the output calculations.



TIP: If you are calculating into a text field, you can choose to add a units abbreviation to the calculation. For instance, 47.5673 sq m is an example of the output of area calculated into a text field with the units abbreviation.

7. Optionally, if you have selected records in the table, choose whether to apply the calculations to all records or just the selected ones.
8. Click OK.



IMPORTANT: You can't undo a field calculation when performed outside an edit session.



TIP: To avoid seeing a warning message when you attempt to calculate values outside an edit session, you can check the Don't warn me again box on the message. You can turn on the warning message again from the Tables tab on the ArcMap Options dialog box.



TIP: The Calculate Geometry dialog box respects the number of decimal places (three, by default) specified on the General tab of the Editing Options dialog box. To change this setting, click the Editor menu on the Editor toolbar and click Options. This setting is saved in the map document.