

**REVIEW AND BECOME FAMILIAR WITH 16 TAC §3.70 BEFORE FILING FORM T-4  
FOR ADDITIONAL INSTRUCTIONS CONSULT  
THE PIPELINE ONLINE PERMITTING SYSTEM (POPS) USER GUIDE****General**

**When to File:** The operator must file a Form T-4 Application for Permit to Operate a Pipeline in Texas, to classify each pipeline(s) system(s) and/or gathering system(s), i.e. interstate or intrastate; gas or hazardous liquids; common carrier/gas utility or private line.

**Who Files:** In Texas, all pipelines, whether common carrier, gas utility, or private line, must have a T-4 Permit to operate, with two exceptions: pipelines that never leave the production lease (production and flow lines) and distribution lines that are a part of a gas distribution system or master meter system.

**Compliance:** In order to file a Form T-4, the applicant or operator must have on file, with the Railroad Commission of Texas (RRC) a current P-5 Organization Report and otherwise be in RRC compliance.

**Where and What to File:** If not using the online system, submit the original Form T-4, along with any required attachments via email to [pipelinepermits@rrc.texas.gov](mailto:pipelinepermits@rrc.texas.gov) OR mail to Railroad Commission of Texas, P. O. Box 12967, Austin, Texas 78711-2967.

**Purpose of Filing:**

- a) New permit This implies that an operator is requesting a new permit for a new line, or is transferring a part of an existing permit from one operator to a new permit, where there is no existing permit already in place.
- b) Renewal for same operator This is for renewals of the Form T-4 with no changes, which are required when the permit has not been amended in the previous 12 months. (Permits will automatically be renewed for one year whenever an amendment occurs.)
- c) Extension or modification This is for changes since the last annual renewal or last amendment that resulted in any modifications to the questions listed in the rest of Section 2.
- d) Transfer of operation This is for the total change of operator, a partial transfer of the system to another operator, or for a change in owner or economic operator.

**Important Terms**

To reference more definitions use the Pipeline and Hazardous Materials Safety Administration (PHMSA) glossary: at <http://www.phmsa.dot.gov/resources/glossary>

**Abandoned Pipeline:** A pipeline is considered to be abandoned when it is not in current use; the operator or owner does not plan to use it in future operations; and the line has been cleared of all hydrocarbons. A pipeline does not have to be removed from the ground or stripped of pumping or compressor equipment to be abandoned. The operator must notify the RRC by letter immediately when the operator has abandoned a pipeline.

**Class Location:** An area that extends 220 yards on either side of the centerline of any continuous one-mile length of pipeline based on population concentration, number of buildings, or places of public assembly.

See 49 CFR §192.5 for the Descriptions of Class 1, 2 3 and 4 (use this for gas pipelines).

Class 1 location is:

(i) An offshore area; or

(ii) Any class location unit that has 10 or fewer buildings intended for human occupancy.

Class 2 location is

- (i) Any class location unit that has more than 10 but fewer than 46 buildings intended for human occupancy.

Class 3 location is:

- (i) Any class location unit that has 46 or more buildings intended for human occupancy; or
- (ii) An area where the pipeline lies within 100 yards of either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) that is occupied by 20 or more persons on at least 5 days a week for 10 weeks in any 12-month period. (The days and weeks need not be consecutive.)

Class 4 location is:

- (i) any class location unit where buildings with four or more stories above ground are prevalent.

#### **Code of Federal Regulations = CFR**

#### **Texas Administrative Code = TAC**

**Economic Operator:** The individual or organization responsible for filing required reports, tariffs or other forms with the RRC regarding the transmission or sale of gas or liquids through the pipeline(s). The economic operator must have a Form P-5, *Organization Report*, on file with the RRC's Oil and Gas Division prior to the issuance of the T-4 Permit.

**High Consequence Area:** High Consequence Area (HCA) means an area established by one of the methods described in paragraphs (1) or (2) as follows:

- (1) An area defined as:
  - (i) A Class 3 location under §192.5; or
  - (ii) A Class 4 location under §192.5; or
  - (iii) Any area in a Class 1 or Class 2 location where the potential impact radius is greater than 660 feet and the area within a potential impact circle contains 20 or more buildings intended for human occupancy; or
  - (iv) Any area in a Class 1 or Class 2 location where the potential impact circle contains an identified site.
- (2) The area within a potential impact circle containing:
  - (i) 20 or more buildings intended for human occupancy,
  - (ii) An identified site.

**Liquid:** Any substance that exists in liquid phase in the pipeline under current operating conditions.

**M-A-O-P:** Maximum Allowable Operating Pressure for Gas pipelines per 49 CFR §192.3.

**M-O-P:** Maximum Operating Pressure for Hazardous Liquid pipelines per 49 CFR §195.2.

**Non-Rural:** Inside the limits of any incorporated or unincorporated city, town, village, or any other designated residential or commercial area such as a subdivision, a business or shopping center, or community development.

**O. D.:** Outside Diameter.

**Offshore:** Beyond the line of ordinary low water along that portion of the coast of the United States that is in direct contact with the open seas and beyond the line marking the seaward limit of inland waters. (However in the TAC Texas Waters is defined as three marine leagues and all bay areas)

**Permit number:** Leave this blank if the permit has not yet been issued.

**Rural Area:** From 49 CFR §195.2, means outside the limits of any incorporated or unincorporated city, town, village, or any other designated residential or commercial area such as a subdivision, a business or shopping center, or community development. *Use for liquid pipelines only.*

**Unusually Sensitive Area:** Unusually Sensitive Area (USA) means a drinking water or ecological resource area that is unusually sensitive to environmental damage from a *hazardous liquid* pipeline release, as identified under 49 CFR §195.6.

### Instructions for ORGANIZATION INFORMATION (Page 1)

1) The OPERATOR is the physical operator of the pipeline or pipeline system, responsible for the maintenance and safety of the system. The permit is issued to this entity.

2) The OWNER is the entity that owns the pipeline. An "owner only" is not required to have a Form P-5 or report to the RRC. A pipeline system can have more than one owner but only the primary entity needs to be listed. This is for general information only.

3) The ECONOMIC OPERATOR is the responsible entity for the economic operations of the pipeline system. A permit can only have one economic operator, and this entity must have an active Form P-5.

### Instructions for PIPELINE INFORMATION (Page 1)

1 a) Check "YES" for a new permit request only. When applicable enter New Construction Report # (NCR) if known. (cannot check another box within Section 1 if answer is "YES")

1 b) Check "YES" if renewing with no changes and the permit has not been amended in the previous 12 months. *Note: It is optional to check "YES" when also amending a permit, as permits will automatically be renewed for one year whenever an amendment occurs.*

1 c) Check "YES" if any changes have been made since the last amendment or annual renewal.

1 d) Check "YES" if any of the entities in 'Organization Information' section has changed, either partially or in full.

### Instructions for ATTACHED DOCUMENTATION (Page 2)

**New Construction Report, Form PS-48:** If known, enter the NCR # for a new permit or adding new pipe to an existing system and have submitted a Form PS-48 to the RRC 30 days prior to construction.

*Note: Form PS-48 serves two sets of rules, but an NCR number is only assigned when filed for rule 16 TAC §8.115.*

To verify if new pipe requires a Form PS-48 for this rule, visit the Secretary of State website at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=16&pt=1&ch=8&rl=115](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=16&pt=1&ch=8&rl=115).

**Pipeline Transfer Certification, Form T-4B:** Form T-4B, completed on behalf of the affected entities by the physical operator, must accompany the Form T-4 if 1d) is "YES". Partial transfers between operators require a Form T-4B, *Pipeline Transfer Certificate*, signed by both operators with details of the line names and mileage being transferred. Each operator must submit the T-4B form with their Form T-4, required by the divesting operator to remove the lines from their permit and acquiring operator to either request a new permit or to add to an existing permit.

**Non-Utility Certificate (Gas Permits only):** Check only if the pipeline is to be operated as a private line and will carry natural gas other than the operator's own production, pursuant to Texas Utility Code §121.005. [Relates to question 2. f) under Pipeline Information]

**Overview Map:** An overview map is required to illustrate the changes when lines are added, removed or transferred. They are required when 1a) or 1c) are “YES” and when 1d) is not a total transfer. Overview maps are not required for renewals or for total transfers of an entire permit.

## Instructions for PIPELINE CONTACT INFORMATION (Page 2)

Information related to the questions at the bottom of this section:

Annual Renewal with no changes: Check only if a renewal and no amendments are to be made at this time. Do not continue past this page.

System and Segment information to follow: Check if you are making changes to systems/segments and continue filling out the information on page 3 that is required.

## Instructions for PIPELINE SYSTEMS AND SEGMENTS (Page 3)

**NOTE: Segment information must be shown by county if more than one county in system**

**PHMSA Operator ID:** Your PHMSA ID is needed for your specific system. If you are a new operator, follow the link and instruction on how to obtain an ID. If you are an existing operator, but do not remember your ID, follow the link to look up ID information.

New Operators:

[https://portal.phmsa.dot.gov/opidmgmt/faces/jsp/opidmgmt.jsp?\\_afLoop=2798901285639245&\\_afWindowMode=0&\\_adf.ctrl-state=lu8j017xq\\_4](https://portal.phmsa.dot.gov/opidmgmt/faces/jsp/opidmgmt.jsp?_afLoop=2798901285639245&_afWindowMode=0&_adf.ctrl-state=lu8j017xq_4)

Existing Operators:

<http://primis.phmsa.dot.gov/comm/reports/operator/OperatorList.html?nocache=8437>

**PES System ID and Segment Name Information:**

System and segment information can be found on the RRC website at the following link:

<http://www.rrc.state.tx.us/pipeline-safety/reports/>.

**Pipeline Segment Specifications (Page 3):**

Pipe Grade Choices:

24000  
30000  
33000  
35000  
40000  
42000  
45000  
46000  
50000  
52000  
56000  
60000  
65000  
70000

Pipe Standard Choices:

ANS/API Specification 5L,  
APR Specification 5L,  
ASME/ANSI B31.4-2006  
ASME/ANSI B31.8-2007  
ASTM A106/A106M  
ASTM A106/A106M-10  
ASTM A333/A333M  
ASTM A333/A333M-11  
ASTM A381  
ASTM A53/A53M  
ASTM A53/A53M-10  
ASTM A671/A671M  
ASTM A671/A671M-10  
ASTM A672/A672M  
ASTM A672/A672M-09  
ASTM A691/A691M  
ASTM A691/A691M-09  
ASTM D2513-09a  
ASTM D2513-99  
ASTM D2517

