CORE RESPONSIBILITIES

General Law Section
Legal Advice
• Provides general legal advice and counsel to the Commissioners, Executive Office and Divisions.
• Advises staff on Natural Resources Act and other jurisdictional, procedural, and substantive laws and rules, and represents staff in Hearings.
• Subject matter expert advice on Public Information Act, Open Meetings Act and Administrative Procedure Act.
• Prepares and finalizes RRC conference agendas.

Rulemaking
• Reviews proposals for new rules or amendments to existing rules, and drafts language for new or amended rules.
• Publishes proposed rules in the Texas Register, posts rule proposals for public comment and presents final proposed rule or amendment for approval.

Open Records
• Processes requests for RRC documents by mail, fax or email, and works to provide documents within 10 business days.
• Notifies requester in writing of a reasonable date and time if the request cannot be processed within 10 business days.

Legal Enforcement Section
• Handles referrals from RRC Divisions and District Offices for legal enforcement of alleged rule violations by operators.
• Commences enforcement actions against operators who fail to comply with applicable statutes and rules.
• Presents contested enforcement cases to Hearings Division ALJs.
• Administers and collects administrative penalties from operators for rule violations.
• Issues master default orders when operators fail to respond to legal complaints and agreed enforcement orders when operators and the RRC agree to settle rule violations.
• Works with industry and law enforcement to assist in investigation and prosecution of environmental and related violations.

PUBLIC DATA & RECORDS
• Legal Enforcement orders; Proposed Rules; Rules for Informal Comment; Emergency Rules; Procedures for requesting open records info; the Public Information Act; RRC Commission Open Meeting Archives.

Contact Information
General Law: 512-463-7149
Legal Enforcement: 512-463-6762
Open Records:
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