

Sample Cover Letter

T-4 Submission: New Permit

Today's date

Railroad Commission of Texas
Oversight and Safety Division
Permitting & Mapping Section
P.O. Box 12967
Austin, TX 78711-2967

Dear Permitting & Mapping Staff:

Re: requesting a new permit
Operator Name: BBC Pipeline Company
P5 Number: #555555

Please note the following:

BBC Pipeline Company requests that a new permit be issued for a new system.
Details of the new system are as follows:

	Code	Line Number and Line Name	Counties	Miles	Diameter	Product/ Regulatory Status
1	NP	P1, Here to There System	Harris	4.5	12"	Crude Transmission (Regulated)
2	NP	P2, There and Back System	Brazoria	5.0	10"	Crude Transmission (Regulated)
3	NP	P3, Origin Gathering	Brazoria	12.0	4"	Crude Gathering/non regulated (rural)

Miles of Pipeline: 21.00

Please contact me at 654-001-0000 if you have questions or need additional information.

Sincerely,

John Doe
Operations Specialist

Attachments

List Digital File Names of Geography data submitted via (POPS)

Example: Files sent on October 1, 2018: 55555.shp, 55555.shx, 55555.dbf, 55555.prj

Notes:

Upload Cover Letter and mapping to the Pipeline Online Permitting System (POPS).

*When required, a form PS-48 must also be submitted separately by emailing it to pops@rrc.texas.gov 30 days in advance of construction for jurisdictional pipelines.