

Sample Cover Letter

T-4 Submission: Amendments or Partial Transfer

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: T-4 Permit Number: #55555 'AMENDMENT'
Operator Name: ABC Pipeline Company
P5 Number: #555555

Attached please find a Form T4B and Overview Map. Please note the following:

- PT- Partial Transfer from CBA Pipeline Company permit #00000, Longview Gathering System in A and B County, 10.0 miles. (*See form T-4B and Overview Map Attached*)
- BP- Abandon in place Line No. L43, 2", 1.5 miles in A County.
- PA- Pipeline Addition in B and C County, the Riverside Gathering System, 5.0 miles. (*file a form PS-48, New Construction Report if needed*) (*see note below)
- OM- the existing mileage has been recalculated due to better mapping techniques for a net gain of 4.5 miles.
- NC-No Change.

Add Counties: __ (list) __

miles of pipeline:

Remove Counties: __ (list) __

Existing before changes	225.00
PT	+ 10.00
PA	+ 5.00
OM	+ 4.50
	<hr/>
	244.50
BP	- 1.50
	<hr/>
New Total Miles	243.00

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:

For list of T-4 Amendment Codes, see T-4_AMD Field under Attribute Definitions.

Overview Map must show all changes using the T-4 Amend Codes, must have system name, and total mileage after changes.

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

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