

How to Register Your Schedule A Authorized Pit

August 2026





Schedule A Authorized Pit Registration

- **This presentation will help you understand the process of successfully registering Schedule A Authorized Pits in LoneSTAR.**
- **All authorized pits within the jurisdiction of the Railroad Commission of Texas are required to be registered under 16 TAC §§ 4.113, 4.114 & 4.115.**

Requirements to Register Online

Before accessing the Railroad Commission of Texas (RRC) State Tracking and Reporting System (LoneSTAR**), make sure your organization:**

- has an active P-5.
- Registers for an RRC Access Management Process (**RAMP**) account.
- Assigns a **LoneSTAR Security Administrator**.

If your organization already has a RAMP account, contact your organization's LoneSTAR Security Administrator to have your security roles issued.



RAMP Resources

The RRC RAMP Information web page provides an overview of RAMP-supported applications, including links to user guides, Frequently Asked Questions, the RAMP Dashboard, and the RAMP assistance email address.

<https://www.rrc.texas.gov/forms/ramp-information/>

Accessing LoneSTAR





To access LoneSTAR, click RRC APPLICATIONS



Content Search



RRC APPLICATIONS

- ABOUT US ▾
- RESOURCES ▾
- FORMS
- EVENTS ▾
- COMPLAINTS
- ACCIDENTS ▾
- CONTACT US
- ESPAÑOL

RRC Petroleum Theft Task Force Holds Second Quarterly Meeting

Read the News



Jim Wright
Chairman



Christi Craddick
Commissioner



Wayne Christian
Commissioner

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PUBLIC ENGAGEMENT



LoneSTAR

RRC Applications

AFOS
Alternative Fuels Online System

[More Information on AFOS](#)

CASES
Case Administration Service Electronic System, search and view the agency's case information online, including processed case documents.

[More Information on CASES](#)

CERTS
Certification Exam Registration & Training System

[Instructions for CERTS](#)

GIS Viewer (map)
View oil, gas and pipeline data in a map view! See what's near you.

[More information on GIS Viewer](#)

LoneSTAR
Railroad Commission State Tracking and Reporting

[More information on LoneStar](#)

OIL
Online Inspection Lookup, search for inspection and violation data recorded by RRC of oil and gas leases, wells, facilities, and other sites.

[More information on RRC OIL](#)

ONLINE
RRC Online
The RRC Online System allows authorized entities to electronically file certain forms with the Railroad Commission online or through EDI

[More information on RRC Online](#)

PIPES
Pipeline Inspection, Permitting, & Evaluation System

[More Information on PIPES](#)

RAMP
RRC Access Management Process
Manage accounts and access to new RRC applications

[More information on RAMP](#)



RAMP Login



RRC SIGN IN

[Forgot Password](#)

For further assistance, or if you have any questions, contact the RRC at RROnline-Security@rrc.texas.gov.

For the best experience accessing RAMP, please bookmark: <https://ramp.rrc.texas.gov/enduser/?realm=/RAMP#/>

RRC SIGN IN

The RRC Sign In allows authorized users to electronically file permit applications, forms and documents with and submit fees, penalties and other payments to the Railroad Commission of Texas (RRC).

ACCEPTABLE USE POLICY

Unauthorized access to this computer system is prohibited. Evidence of criminal liability will be provided to law enforcement agencies. This system is subject to monitoring and recorded. Anyone using this system does so with the expectation of privacy except as otherwise stated. Use of this system indicates your acknowledgement of and consent to comply with the agency's [security policies](#).



ACCESSIBILITY

The RRC is committed to making its website and applications accessible to all users. For more information on accessibility, reference the agency's [Accessibility Policy](#).

Multifactor Authentication Options

1 Text/SMS me the code.

2 Call me.

3 Email me the code.

RRC SIGN IN

A 6 digit code was sent to *****on@mailinator.com

SUBMIT

RESEND CODE

CHANGE MFA OPTION

RRC SIGN IN

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Multifactor Authentication Sign In

RRC SIGN IN

Would you like to save this device to your profile?

☐ Yes

☒ No

SIGN IN

RRC SIGN IN

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Assigning Security Roles in LoneSTAR





Organization Registration Gateway (ORG)



AD COMMISSION OF TEXAS • STATE TRACKING AND REPORTING



**Organization
Registration Gateway**

Manage P5 Organizational
Information and Financial Assurance





- LoneSTAR | [Privacy Policy](#)

026 10:11:04 AM



Assigning Security Roles

[Home](#)[Explore Data](#)[Forms](#)[Tools](#)

Organization Registration Gateway

click here if you cannot view or access Online Form(s).

Help

Alerts

Online Forms

Forms In Progress

Forms Submitted

My Organization

Advanced Filtering

Actions

Search

Form Name	Form Number	Form Rules	Form Category	Purpose
P-5 Organization Report	P-5, P-5O, P-5A	Rule 3.1	P-5	Apply to be a new P-5 organization, renew an existing P-5 organization, or update an existing P-5 organization record.



Daffy Duck

1

Explore Data

Forms

Tools

Home

Hello |

Organization Registration Gateway

click here if you cannot view or access Online Form(s).

Help

Alerts

Online Forms

Forms In Progress

Forms Submitted

My Organization

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Explore Data

Forms

Tools

Home

Entities

Hello

Organization Detail

Help

Summary

Actions

RRC Operator Number	Organization Name	Organization Short Name
Officers		
Non-Employee Agents		
Other People		

Open each of these rows to locate the user's name.



Person Detail

Person Detail

Help

Summary

Summary Actions

Summary
Events
Preferences
Security

First Name	Middle Name	Last Name	Suffix
Daisy		Duck	
Person ID	Status	LoneSTAR User	
	Active	Yes	
TNR 91.114 Officer Flag		Foreign ID Verified?	



Associated Addresses

Associated Phone Numbers

Associated Organizations

Comments

Actions



LoneSTAR User Information

Person Detail

Summary

LoneSTAR User Information

UserName

Email address

Organization

- MIDLAND, Texas

Security Assignments

☐ Non-Employee Agent (P-5A)

☐ P-5 Officer

☒ Organization Administrator

☐ Financial Assurance Release User

☒ External Read-Only

☐ New P-5 Only Submitter

☐ W-3C User

☐ W-3X User

☒ P-5 User

☒ Waste Hauler Application Submitter

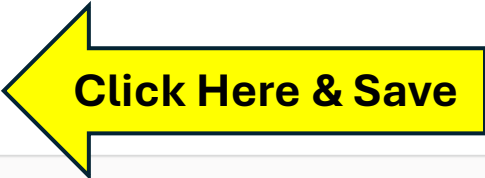
☐ P-18 Submitter

☐ H-8 Submitter

☒ EP-1 Submitter

Cancel

Save





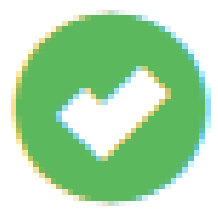
Go Back Home



ata

Forms

Tools



The record has been saved successfully.

Opening the Registration Form





Facility Electronic Information System



 Hello Daffy Duck





Schedule A Pit Registration Form

Home

Hello

Facility Electronic Information System [click here if you cannot view or access Online Form\(s\).](#)

Help

- Alerts
- Online Forms
- Forms In Progress
- Forms Submitted
- My Facilities

Advanced Filtering

Actions

Search

Form Name	Form Number	Form Rules	Form Category	Purpose
Schedule A Pit Registration Form	EP-1	Rules 4.113, 4.114, and 4.115	Schedule A Pit Registration	Submit an application to Register, Change, or Close Authorized Pits.



EP-1 Form Detail

Form Information – Purpose for Filing

Organization Information – Pre-populates organization details

Authorized Pit Registration – Pit Details

Document Upload – Upload any applicable documents

Submission

Purpose for Filing

- Select **New Registration** under **Purpose for Filing** for new registrations.
- Select **Short-Term 30-Day Registration** for pits that will be operated for no more than 30 days.
- Select **Change Pit Type** for pits that are registered, but the type has changed.
- Select **Close Pit** for pits that have been registered and have completed the closure requirements.

Form Information

Please enter the information below. * Indicates required field

Form Name
Schedule A Pit Registration Form

Organization *

Pit Schedule
Schedule A

Purpose for Filing: * i

☐ New Registration ☐ Short-Term 30-Day Registration ☐ Change Pit Type ☐ Close Pit

Description * i

All comments are discoverable records, open to public review.

Cancel

Save & Continue

Authorized Pit Registration – Pit Details

Pit Details can be entered in two ways:

1. **Individual Entry** – Add pit data one at a time in the pit detail grid.
2. **Bulk Upload** – Add multiple pits at once using the export Excel option. *Formatting is preset to “Text” and must be submitted in that format for validation.*



New Registration - Pit Details Grid

Browse...

Click to Upload Completed Excel

One file only.
Allowed file type: .xlsx

Authorized Pit Details

Advanced Filtering

Actions

Search

☐	Effective Date ↑	Pit Type(s)	Pit RRC District	Pit Count	on	Actions
						Select One Add Pit Remove Pit(s) Export - Excel Export - PDF

Select the **Actions** dropdown to:

- **Add a pit.**
- **Remove a pit that has not been registered yet.**
- **Export the Excel template for a bulk upload. *Do not change the format from Text.***

For bulk uploads, save the completed Excel and select the Browse button to upload the data.

Bulk Upload Formatting Details (1 of 2)

The *formatting type must remain as “Text”* in each column of the Excel document.

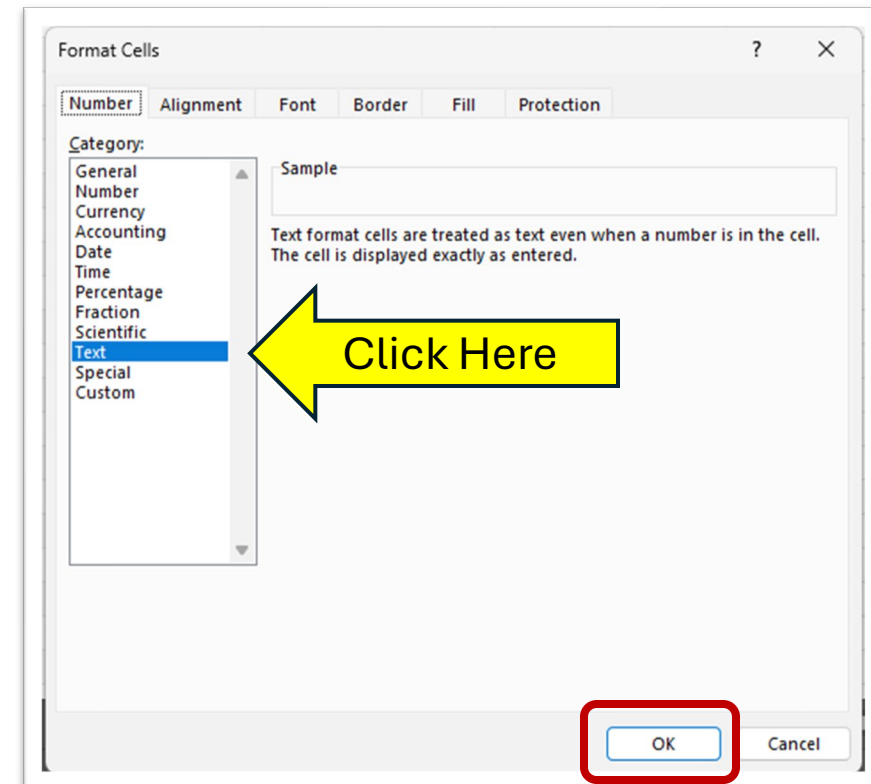
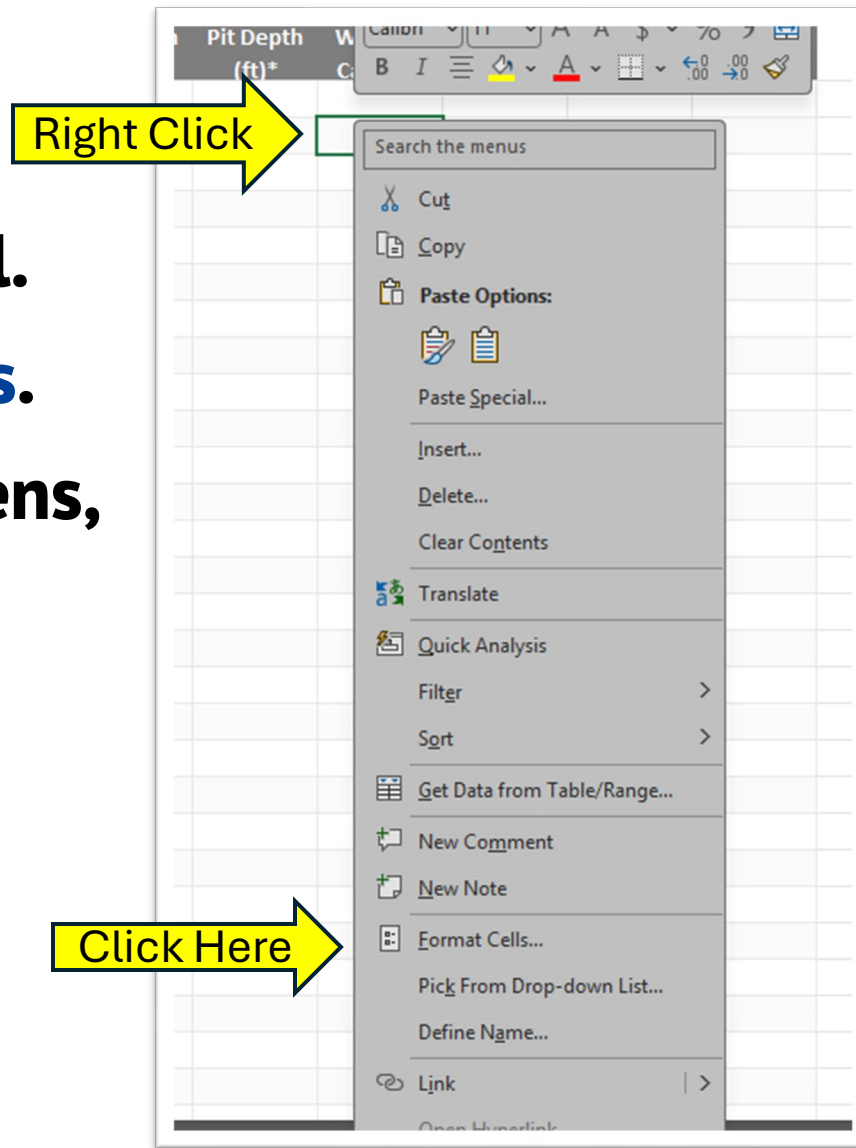
- **Pit Details** – enter pit details for one pit per row in the Excel template.
- **Gas Plant Serial No.** can be entered in two formats.
 - R3 Facilities – DD-#### [DD is 2-digit district (01-1234)]
 - R5 & R6 Facilities – GP##### (GP followed by 10 digits)
- **Drilling Permit No.** – 6 numerical digits.
- **API No.** – 8 numerical digits, no dashes or hyphens.
(3-digit county and 5-digit number)

Bulk Upload Formatting Details (2 of 2)

- **Lease Type** – Oil or Gas
- **Lease RRC District** – 2-digit (01, 02, 7C, etc.)
Do not enter 1, the system does not know if this is 01, or 10
- **Latitude & Longitude** – must be in the State of Texas and within the county provided in the “Pit County” field, also enforcing 6-digit decimal precision.
- **Pit Detail Fields** – (Length, Width, Depth, Working Capacity & Expected Depth to Groundwater) must be entered in numeric whole numbers up to 9-digits.

Checking the Format in Excel

- **Right-click in a cell.**
- **Select **Format Cells**.**
- **In the box that opens, select **Text**.**
- **Select **OK**.**





Validating Pit Details

Data that is entered and validated will have a green check in the status column.

Data that is entered and not validated will have a red x in the status column, and an explanation of the error will be in the validation column.

Authorized Pit Details							
				Advanced Filtering	Actions	Search	
☐	Effective Date ↑	Pit Type(s)	Pit RRC District	Pit County	Status ↓	Validation	Actions
☐	07/06/2026	Reserve	09	ARCHER	✓		Actions



Document Upload

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering

Actions ▾

Search

⚙

Upload Date ▾	Uploaded By	Type	Description	Actions

The document upload page is used internally by RRC staff when processing a submitted hard-copy registration.

Submission (1 of 2)

Acknowledgement

Submitter *

Submitter Title *

07/08/2026



☐ I declare under penalties prescribed in Sec.91.143, Texas Natural Resources Code, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that data and facts stated therein are true, correct, and complete, to the best of my knowledge. *

Form Submit Preview

Click the button below to preview your submission summary.

[Preview Submission Summary](#)

[Back](#)

[Submit](#)

Click Here

- The Submitter name is auto-populated using your login information.
- Acknowledgment – enter your title and check the acknowledgment summary.
- Select Submit.

Submission (2 of 2)

- Under the Form Detail Navigation box, each bar must have a green check to receive a submission confirmation message.
- If there is an error in any of the boxes, a red banner with an error message will be displayed at the top of the page.

Form Detail Navigation

Form Information	✓
Organization Information	✓
Authorized Pit Registration	✗
Document Upload	✓
Submission	
- Form Submit	
- Confirmation	

Errors Found In This Step: ⓘ
At least one Pit should be entered to proceed.



Confirmation

Confirmation



Your Schedule A Pit Registration Form form 181086 has been submitted successfully. You will be notified when a determination has been made.

After you submit the completed registration form, a confirmation message will populate at the top of the page.

Once approved, LoneSTAR will email confirmation with the assigned registration numbers.

Forms Submitted





Forms Submitted

All submissions will be available to view in LoneSTAR under the Forms Submitted tab.

Facility Electronic Information System [click here if you cannot view or access Online Form\(s\).](#)

[? Help](#)

[Alerts](#) [Online Forms](#) [Forms In Progress](#) **[Forms Submitted](#)** [My Facilities](#)

Advanced Filtering

Actions

Search

Tracking ID		Form Name		Status		Description		Organization		Last Modified...		Form Category		Facility ID
181086														
181086		Schedule A Pit Registration Form		Auto-Approved		Authorized Pit Registration - Schedule A Pit - New Registration		SUMMIT PETROLEUM LLC		Misti Kinnison		Schedule A Pit Registration		AP01 00241

My Facilities





My Facilities

Facility Electronic Information System [click here if you cannot view or access Online Form\(s\).](#)

[? Help](#)

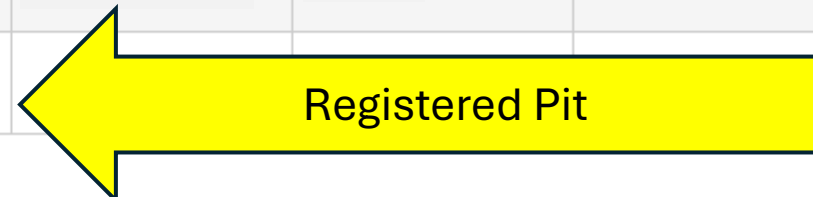
[Alerts](#) [Online Forms](#) [Forms In Progress](#) [Forms Submitted](#) **[My Facilities](#)**

[Advanced Filtering](#)

[Actions](#)



Facility ID ↑	Facility Name ↑	Facility Type	Facility Sub Type	Facility Status	Organization	RRC Operator Nu...	Permit Number	Permit Expiration
		P18		Active				
		P18		Active				
AP01 00241		Pit	Authorized	Active				



Registered Pit

The registered pit(s) can be viewed under the My Facilities tab.



LoneSTAR Resources

For assistance with an authorized pit registration, contact EPS:

- **By phone: 512-463-3840**
- **By Email: authpits@rrc.texas.gov**

LoneSTAR User Guides are available on the RRC website:

<https://www.rrc.texas.gov/oil-and-gas/rrc-lonestar/lonestar-user-guides/>

