How to Fill Out Monthly Form R2 for Reclamation Facilities

How to fill out a Form R2 for Reclamation Facilities

Form R2s are due by the 15th of the following month per Statewide Rule 57(f)(4)

Useful Links:

RRC Website- Reclamation Plants Information

Texas Administrative Code- Statewide Rule 57

Start with the basics

1. Operator name as stated on your P5 Organization Report
2. Serial Number is the same as Permit Number
   Correct format should read
   R9 01-1234
3. Month/Year
4. Indicate if it's a corrected report
5. Original signature- **NO** digital signatures will be accepted
6. Format for page 1 should always be landscape

MONTHLY REPORT FOR
RECLAIMING AND TREATING PLANTS

RAILROAD COMMISSION OF TEXAS
OIL AND GAS DIVISION

FORM R-2
Rev. 12/77
Page 1

SERIAL NUMBER 2

OPERATOR 1
ADDRESS
STREET CITY STATE ZIP

FOR THE MONTH OF 3

4 ☐ CORRECTED REPORT

STOCK ON HAND BEGINNING OF MONTH			RECEIPTS	TREATED MATERIALS			DELIVERIES		STOCK ON HAND END OF MONTH		
Net Oil and/or Other Material	Unprocessed Material	Total Stock	Actual Gross	Gross	Oil and/or Other Material Recovered	Loss or Waste	Net Oil	Other Material	Net Oil and/or Other Material	Unprocessed Material	Total Stock

RECEIPTS

COMPANY RECEIVED FROM	LETTER OF AUTHORITY DATE	(G-ESA) FORM T-5 NUMBER	CALCULATED BS & W	ACTUAL RECEIPTS CALCULATED NET OIL	GROSS TOTAL

TOTALS

DELIVERIES

COMPANY DELIVERED TO	REG./SERIAL NUMBER	PLACE OF DELIVERY	TYPE MATERIAL DELIVERED	ACTUAL DELIVERY

TOTAL

-FORMULAS-
Columns 1 + 2 = 3 (Stock on Hand Beginning of Month)
10 + 11 = 12 (Stock on Hand End of Month)
6 + 7 = 5 (Gross Treated Material)
2 + 4 – 5 = 11 (Unprocessed Material)
1 + 6 – 8 – 9 = 10 (Net Oil and/or Other Material)
3 + 4 – 5 + 6 – 8 – 9 = 12 (Basic Formula)

METHOD OF DISPOSAL: Salt Water _____
Solids _____

CERTIFICATE
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.

5
Signature
Date Title
Name of Person (Type or Print)
Telephone No. Area Code Number

How to fill in data tables (Boxes 1-7)

STOCK ON HAND BEGINNING OF MONTH			RECEIPTS	TREATED MATERIALS			DELIVERIES		STOCK ON HAND END OF MONTH		
Net Oil and/or Other Material 1	Unprocessed Material 2	Total Stock 3	Actual Gross 4	Gross 5	Oil and/or Other Material Recovered 6	Loss or Waste 7	Net Oil 8	Other Material 9	Net Oil and/or Other Material 10	Unprocessed Material 11	Total Stock 12

Boxes 1-3 include the Stock on Hand at the Beginning of the Month

- Box 1 is all Net Oil
- Box 2 is all Other/Unprocessed Material
- Box 3 is the Total Stock (Sum of Boxes 1 and 2)
- **Boxes 1-3 should match Boxes 10-12 of the previous month (Ex: Beginning of Month for February should match End of Month for January)**

Box 4 is the Gross Total of all material *received* during the month reported

Boxes 5-7 are the total amount of Treated Materials

- Box 5 is the Total Gross (Sum of Boxes 6 and 7)
- Box 6 is all treated oil that was recovered
- Box 7 is all treated loss or waste/other material

How to fill in data tables (Boxes 8-12)

STOCK ON HAND BEGINNING OF MONTH			RECEIPTS	TREATED MATERIALS			DELIVERIES		STOCK ON HAND END OF MONTH		
Net Oil and/or Other Material 1	Unprocessed Material 2	Total Stock 3	Actual Gross 4	Gross 5	Oil and/or Other Material Recovered 6	Loss or Waste 7	Net Oil 8	Other Material 9	Net Oil and/or Other Material 10	Unprocessed Material 11	Total Stock 12

Boxes 8-9 include Oil and Other material that were delivered/sent out after being treated

- Box 8 is the Net Oil amount delivered from treated material and/or stock
- Box 9 is all Other Material that is marketable

Boxes 10-12 include the Stock on Hand at the End of the Month

- Box 10 is Net Oil that remains in the tanks
- Box 11 is the Unprocessed/Other Material that remains in the tanks
- Box 12 is the Total Stock that remains in the tanks (Sum of Boxes 10 and 11)
- **Boxes 10-12 should match Boxes 1-3 of the following month (ex: End of Month for January should match Beginning of Month for February)**

Receipts and Deliveries

RECEIPTS					
COMPANY RECEIVED FROM	LETTER OF AUTHORITY DATE	(G-ESA) FORM T-5 NUMBER		ACTUAL RECEIPTS	
			CALCULATED BS & W	CALCULATED NET OIL	GROSS TOTAL
TOTALS					

Please include all companies you received waste from

DELIVERIES				
COMPANY DELIVERED TO	REG./SERIAL NUMBER	PLACE OF DELIVERY	TYPE MATERIAL DELIVERED	ACTUAL DELIVERY

Please include all companies you delivered waste to

If you submit additional pages, please add “See Attachments” and number each additional page starting with **Page 3**

Always include Page 2 of Form R2

Page 2 of Form R2 records Stock on Hand at the End of the Month must always be submitted

If you do not have stock in your tanks at the end of the month, please put "0" (zero) and submit it with Page 1

The format for Page 2 should always be portrait mode

MONTHLY REPORT FOR RECLAIMING AND TREATING PLANTS

RAILROAD COMMISSION OF TEXAS
OIL AND GAS DIVISION

FORM R-2
PAGE 2

DETAIL STATEMENT OF STOCK ON HAND AT END OF PERIOD

TANK NUMBER	LOCATION	KIND OF STOCK	CAPACITY	BARRELS
TOTAL STOCK ON HAND				

- INSTRUCTIONS -

A. TIME AND PLACE OF FILING:

This report shall be filed with the Railroad Commission at Austin, Texas, on or before the 15th day of the calendar month following the month covered by the report. One copy of this report shall be filed in each District Office in which the reclaimer has authority to operate.

B. VOLUMES:

All volumes of material shall be reported in whole barrels and computed by Commission approved methods of measurement. Do not use fractions of barrels in this report.

C. STOCK AND OPERATIONS SPECIFIC COLUMNS:

1. The net oil and/or other recovered material that was on hand at the beginning of the month.
2. The unprocessed material that was on hand at the beginning of the month.
3. Combined total of net oil, other recovered material and unprocessed material at the beginning of the month.
4. Gross total of all material received during the month reported.
5. Gross total of material processed.
6. Oil and/or other material recovered from the gross amount treated.
7. The loss or waste of the gross amount treated.
8. Net oil amount delivered from treated amount and/or stock.
9. Material other than net oil which is marketable.
10. The net oil and/or other recovered material that was on hand at the end of the month.
11. The unprocessed material that was on hand at the end of the month.
12. Combined total of net oil, other recovered material and unprocessed material on hand at the end of the month.

D. CORRECTED REPORTS:

Any corrections made to Form R-2 must be made to the report covering the month in which the error was made. Prior month adjustments may not be made on current reports.

E. GENERAL INSTRUCTIONS:

(a) Show receipts and/or deliveries in the reporting period that the transfer was initiated.
(b) If additional reporting space is required for receipts, deliveries or stock, use attachment sheet with identical format as shown on the report.

Some important information to remember

- Please use RRC approved Form R2 as provided on the website https://www.rrc.state.tx.us/media/2656/formr2p.pdf
- Each separated page (any additional pages other than page 1 or 2) needs to be given a page number (start with **pg.3)**. RRC will be able to verify the whole report
- There should **never** be any negative numbers
- Use the formulas at the bottom of Page 1 to make sure all totals add up

— FORMULAS —

Columns 1 + 2 = 3 (Stock on Hand Beginning of Month)
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- Instructions also included on the bottom of Page 2 of the Form R2

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D. RECEIPT AUTHORITY

Receipts made by reclaimer must be made under Form T—5 Gauger Tank Cleaning Request or special letter of authority granted prior to receipt. Any material received without prior authority will be subject to confiscation by the Commission.

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Questions?

If you have any further questions, please reach out to Environmental Permits and Support at 512-463-3840 or enviro.permits@rrc.Texas.gov