RAILROAD COMMISSION OF TEXAS
OVERSIGHT AND SAFETY DIVISION
PIPELINE SAFETY DEPARTMENT

FORM C-LTR
April 2024

POPS COVER LETTER

INSTRUCTIONS: The Form C-LTR POPS Cover Letter is used to provide updates or context on a permit application. It is used to notify the Commission of an application for Renewal, New Permit, Inactivate, Amendment or Transfer. Only fill out the corresponding section of the form based on the **APPLICATION TYPE**. The form will show and hide fields based on the **APPLICATION TYPE** to facilitate ease of use. For more detailed instructions, refer to Form C-LTR Submittal Guidelines.

OPERATOR INFORMATION

Operator Name

Operator Agent Name

P-5 Number   T-4 Permit Number   Date

APPLICATION TYPE

Was eminent domain ever declared for this permit? Yes   No

Renewal   New Permit   Inactivate   Amendment / Transfer

RENEWAL

Only fill out this section of the form if the application being filed is for a Renewal. Renewal applications are used to complete an annual pipeline permit renewal. They cannot be used to report changes.

Total Active Renewal Permit Mileage

NEW PERMIT

Only fill out this section of the form if the application being filed is for a New Permit. New Permit applications are used to create a new gas or liquid permit.

Total Active New Permit Mileage

Is this New Permit application associated with a transfer?   Yes (fill out Form T-4B and attach in POPS)   No

INACTIVATE

Only fill out this section of the form if the application being filed is for an Inactivate. Inactivate applications are used to cancel permits for pipelines that have been abandoned in place according to TAC §8 and 49 CFR §192-195, merged into another permit, or any other circumstance.

Total Active Mileage Being Inactivated

Are the pipelines being abandoned in place, merged into another permit, or something else?

Abandoned in Place   Merged into Permit Number   Other *(specify in Additional Comments section)*

AMENDMENT

Only fill out this section of the form if the application being filed is for an Amendment or Transfer. Amendment and Transfer applications are used to report changes to an existing permit. Indicate all changes that are being made along with the mileage being changed for this permit application. If you are reporting a Transfer, make sure to also fill out Form T-4B. The two-letter codes correspond with the T4_AMD field in the shapefile; more information on the T4_AMD codes can be found in A Guide to Shapefile Submissions.

Make selections on the next page…

PA: Pipeline Addition (assigned to pipeline segments that need to be added to the permit)

Mileage being added

BP: Abandoned in Place (assigned to pipeline segments that have been completely abandoned)

Mileage being abandoned

FC: Fluid Change (assigned to pipeline segments that have had a change in product)

Mileage being changed

OM: Other Modification (assigned to pipeline segments that have attribute and/or geometry updates)
Must explain all modifications and specify which pipelines are being updated to TX_REG = N and why in the Additional Information section below.
* Mileage box is to indicate the +/- change in total active mileage

Change in total active mileage (+/-)

DP: Delete Pipeline (assigned to pipeline segments to be deleted from permitting and mapping)
*Must specify which pipelines are being deleted and why in the Additional Information section below

Mileage being deleted

FT: Full Transfer (indicates a full permit transfer to/from a different P-5; shapefile not required)
Divesting   Acquiring

Mileage being transferred

PT: Partial Transfer (assigned to pipeline segments being partially transferred to/from a different P-5)
Divesting   Acquiring

Mileage being transferred

PM: Partial Merge (assigned to pipeline segments being partially merged within the same P-5)
Divesting   Acquiring

Mileage being merged

MP: Merge Permits (assigned to pipeline segments being consolidated within the same P-5)

Mileage being merged

TM: Transfer Merge (assigned to pipeline segments being acquired and merged from a full transfer)

Mileage being merged

Total Active Mileage Before Amendment Changes   **Total Active Mileage After Amendment Changes**

ADDITIONAL INFORMATION

Provide any other information that relates to the permit application…