



Pipeline Online Permitting System (POPS)

User Guide

Railroad Commission of Texas
Information Technology Services Division
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Pipeline Online Permitting System (POPS) Basics

This user guide describes how to use the Railroad Commission of Texas (RRC) Pipeline Online Permitting System (POPS) application.



TIP: For the best viewing results, see the [Browser Recommendations](#).

This web browser-based application allows the regulated community to electronically submit initial Pipeline T-4 Permit Applications (Form T-4), Pipeline T-4 Permit Amendments (including changes in mileage, characteristics changes, etc.), Pipeline System Additions, Pipeline T-4 Permit Inactivations, and Pipeline T-4 Permit Renewals.

POPS also provides for generation of Pipeline T-4 Permit Approval Letters when a Pipeline T-4 Permit is approved for an operator in the system. The application also allows the public and other state agency personnel to access documents that have been submitted electronically, as well as reports based on Pipeline T-4 Permit data.

Browser Recommendations

- Internet Explorer 11.0+ and Google Chrome 39.0+ are recommended for the best viewing results.



IMPORTANT: POPS does **not** display correctly in *Compatibility View* in Internet Explorer. To turn off *Compatibility View*, click the **Compatibility View**  button in the Internet Explorer address bar.

- Internet Explorer 10.0 and below are not recommended.
- JavaScript must be enabled.
- Pop-up blocking in your browser must be disabled.



TIP: To verify that pop-up blocking is disabled on your computer, use our [Pop-up Blocker Test](#).

POPS Screens Overview

Log In

To access the Pipeline Online Permitting website, navigate to the following web address and log in: <https://webapps.rrc.state.tx.us/security/login.do>.

On the *RRC Online System* screen, click the **Pipeline Online Permitting** link.

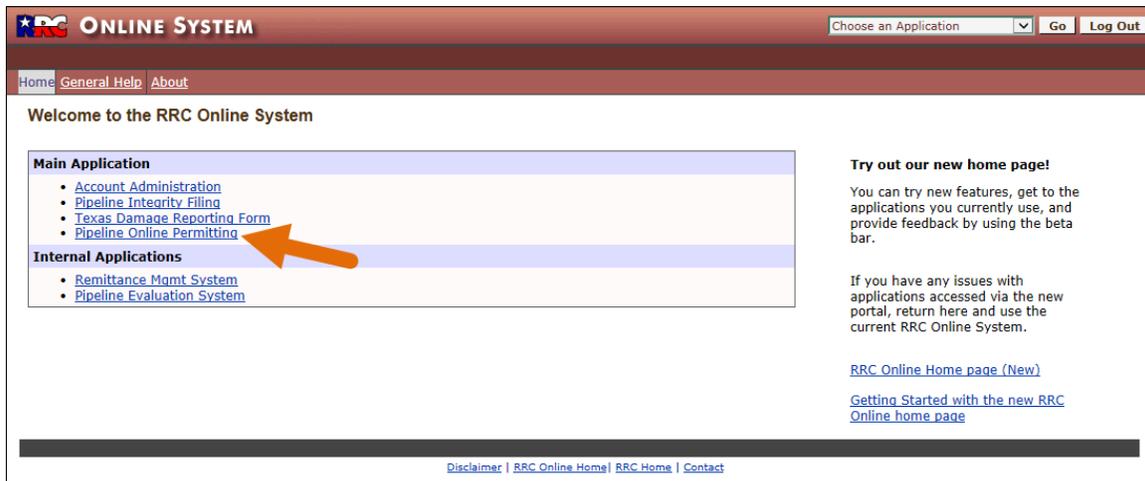


Figure 1: RRC Online System Screen



IMPORTANT: For you to access the Pipeline Online Permitting website, your company's security administrator must assign you the appropriate security rights in the RRC Online System. If your company does not have a security administrator, it can designate one by filing the required [Security Administrator Designation \(SAD\) paperwork](#) with the RRC.

Navigating the Pipeline Online Permitting Website

The Pipeline Online Permitting website contains many features that help you navigate in the system.

Left Navigation Menu

The left navigation menu allows you to go to different pages in the RRC Online System and the Pipeline Online Permitting website.

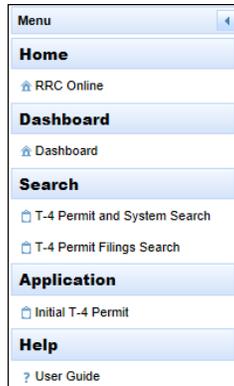


Figure 2: Left Navigation Pane

You can navigate to these pages by clicking on one of the following links:

- **Home:** Click the **Home** 🏠 link to go to the *RRC Online System* page.
- **Dashboard** (Pipeline Online Permitting Home): Click the **Dashboard** 🏠 link to go to the Pipeline Online Permitting home page and view all of your permit applications and existing permits.
- **Search:** Click the **T-4 Permit and System Search** 🔍 link to go to the search page and look up T-4 Permits and systems. Click the **T-4 Permit Filings Search** 🔍 link to go to the search page and look up T-4 filings.
- **Application:** Click the **Initial T-4 Permit** 📄 link to begin a new T-4 Permit application.
- **Help:** Click the **User Guide** ? link to access a PDF copy of the user guide.

List Navigation

You can navigate through lists of information in POPS using the techniques described below. The labels in the following image correspond to the numbered techniques.

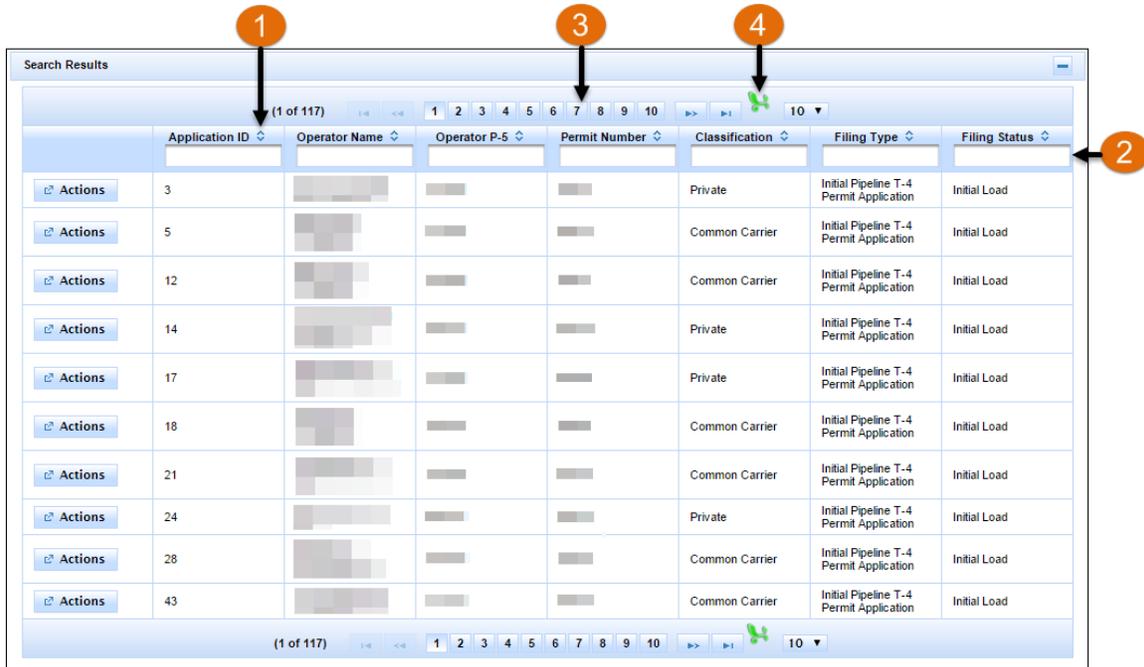


Figure 3: Navigating a List

1. Click the sort order button  of any column to sort the application list by the column you select. Clicking it again reverses the order of the search results.
2. Click the text boxes under the column names and enter a full or partial word to filter the application list by those characters.

For example, if you enter “John,” only results that contain the characters “John” are displayed. Remove the filter text in the text box to return the results to their initial state.
3. The navigation bars at the top and the bottom of the list allow you to show more results on the page or quickly move from page to page.
 - a. The numbers (1 of 4) next to the navigation bar show you what page you are currently on and how many pages total are in the list of applications.
 - b. Click the drop-down list  in the navigation bar to select how many results per page you want to see in the list of applications.
 - c. Click the next  button in the navigation bar to go to the next page of the list of applications. If you are on the last page, this button cannot be used.
 - d. Click the previous  button in the navigation bar to go to the previous page of the list of applications. If you are on the first page, this button cannot be used.

- e. Click the last  button in the navigation bar to go to the last page of the list of applications. If you are on the last page, this button cannot be used.
 - f. Click the first  button in the navigation bar to go to the first page of the list of applications. If you are on the first page, this button cannot be used.
 - g. Click the numbered buttons  to go directly to the page that corresponds to the number you clicked on.
4. Click the Excel  button to download the list in XSLX (Microsoft Excel) format.



NOTE: The Excel button is not available in the *Dashboard*.

About the Dashboard

When you enter the Pipeline Online Permitting System, you first see your *Dashboard*. The Dashboard lists all of your T-4 Permit applications and existing T-4 Permits.

The *Dashboard* allows you to check the *Filing Status* of a permit application or existing permit. The following table defines the filing statuses that are assigned at different points in the pipeline permitting process.

Filing Status	Description
Initial Load	This permit was loaded into POPS from the previous pipeline permitting system. The permit was <u>not</u> initially submitted and issued online through POPS. This filing status only applies to active permits.
In Progress	The operator has begun the permit application but has <u>not</u> submitted it. This filing status only applies to new permits.
Submitted	The operator completed the permit application and submitted it to the RRC for review.
Under Review	RRC reviewers are reviewing the application.
Pending	RRC reviewers completed the first review of the application. The permit application now moves to the second review.
On Hold	The proposed gas pipeline contains H ₂ S and must go through a Commissioner's hearing before it continues through the review process.
Incomplete	RRC reviewers marked the permit application as incomplete after the first review. The permit application is sent back to the operator.
Issued	RRC reviewers issued the permit to the operator after completing the review process. This filing status only applies to active and inactive permits.
Denied	RRC reviewers denied the permit application after the second review. The permit application is sent back to the operator.

Filing Statuses

An overview of the *Dashboard* is summarized in the image below.

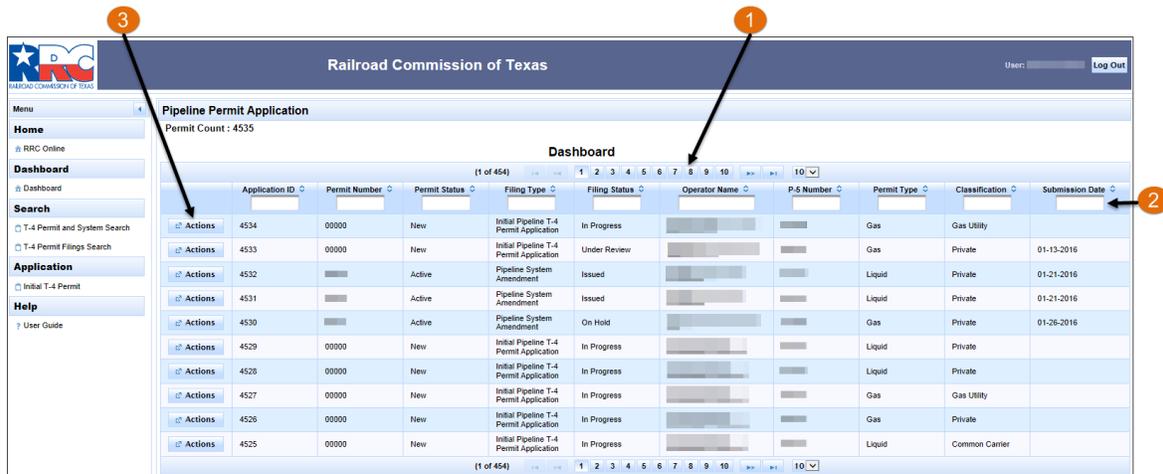


Figure 4: Pipeline Permit Application Dashboard Functions

1. The navigation bar allows you to navigate between pages of records in your *Dashboard*.
2. The header row allows you to filter items in your *Dashboard* by typing information into the text boxes at the top of each column. You can filter items by any column heading. Figure 5 depicts a user entering an *Application ID* number to filter the results.

You can also sort results by clicking the sort order button  near a column heading. Click the sort order button once to display the results in ascending order, and click the sort order button again to reorder the results in descending order.

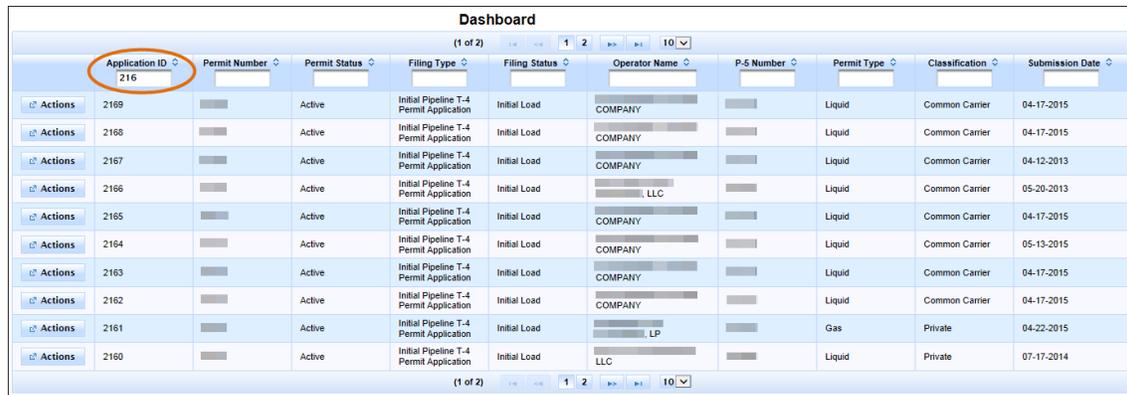


Figure 5: Filtering Dashboard Items

- The *Actions* button drops down a list of the available actions for the permit. The list of actions is dynamic and reflects the *Permit Status* and *Filing Status* of the permit. For example, if the application's status is *In Progress* (begun but not yet submitted), the available options are *View*, *View PDF*, and *Edit*.

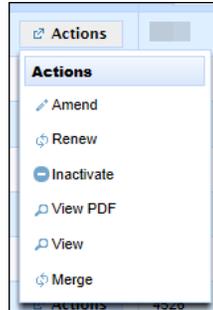


Figure 6: Actions Drop-down

The following table lists available actions in the *Dashboard* for listed T-4 Permit applications and Permits, based on *Permit Status* and *Filing Status*.

Permit Status	Filing Status	Available Actions
New	In Progress Incomplete Denied	View PDF View Edit
New	Submitted On Hold Pending Under Review	View PDF View
Active	Initial Load Issued Incomplete Denied	Amend Renew Inactive View PDF View Merge
Active	Submitted On Hold Pending Under Review	View PDF View
Inactive	Issued Incomplete Denied	View PDF View Reactivate
Inactive	Submitted On Hold Pending Under Review	View PDF View

Available Actions on the Dashboard

Search for Permits and Filings

The Search interface provides a wide range of search operations to help you find the permit, system, and/or filing you are looking for.

T-4 Permit and System Search

On the *T-4 Permit and System Search* screen, you can perform searches on permits and systems, including *Permit Type*, *Permit Creation Date*, and *System Status*.

Figure 7: The T-4 Permit and System Search Tab

You can search for permits and systems by entering search terms into any of the onscreen fields. You can enter search terms into more than one field. The fields are described below.

Operator Information Section

Name of Operator

The name of the operator.

Operator P-5

The operator P-5 number.

T-4 Permit Information Section

T-4 Permit Number

The T-4 Permit Number.

T-4 Permit Type

The T-4 Permit Type (*Gas* or *Liquid*).

T-4 Permit Creation Date From

The starting date of the creation date range for the T-4 Permit you are searching for.

T-4 Permit Creation Date To

The ending date of the creation date range for the T-4 Permit you are searching for.



TIP: To use the *Creation Date From* and *Creation Date To* fields, you must select a date range of 30 days or less. For example, if you are searching for a T-4 Permit you believe was created sometime during June of 2015, you might select June 1, 2015, as the *T-4 Permit Creation Date From* date, and June 30, 2015, as the *T-4 Permit Creation Date To* date. The search results include any T-4 Permits created between June 1, 2015, and June 30, 2015.

T-4 Permit Status

The status of the T-4 Permit. Options include *Active, Inactive, Invalid for Failure to Timely Review,* and *New.*

Classification

The T-4 Permit classification. Options include *Common Carrier, Gas Utility,* and *Private.*

System Information Section

PES System ID

The PES System ID associated with the T-4 Permit.

System Status

The System status. Options include *Abandoned, Active,* and *In Progress.*

Intra-Interstate

Select between *Intrastate* and *Interstate* to narrow your search results.

Commodity Transported

Select one or more options such as *Crude, Natural Gas, Products,* and *Condensate.*

H2S Pipeline

Select *Yes* or *No* to narrow your search results.

To perform a permit or system search, perform these steps:

1. In the *Operator Information* area, click the **Search Operator** button to find your *Operator Name*.



IMPORTANT: You must always enter information into the *Name of Operator* field when searching.

Figure 8: Search for Operator

2. Click the *Operator Name* you want to select. The *T-4 Permit and System Search* screen displays, and the *Operator Name* is now filled in on the Search screen.

Figure 9: Search T-4 Permit Information and System Information

3. Enter search terms into the *T-4 Permit Information* section and/or the *System Information* section.

- Click the **Search** button to display the search results. An example of search results is shown in the orange box in the image below.

Pipeline Permit Application

T-4 Permit and System Search

Operator Information

Search Operator

Name of Operator: Operator P-5:

T-4 Permit Information

T-4 Permit Number: T-4 Permit Type: T-4 Permit Creation Date From: T-4 Permit Creation Date To:

T-4 Permit Status: Classification:

System Information

PES System ID: System Status: Intra-Interstate:

Commodity Transported: H2S Pipeline:

Search Results

(1 of 1) 1 10

Application ID	Operator Name	Operator P-5	Permit Number	Classification	Filing Type	Filing Status
4329	CORPORATION			Private	Initial Pipeline T-4 Permit Application	Initial Load

(1 of 1) 1 10

Figure 10: View Search Results on the T-4 Permit and System Search Screen

T-4 Permit Filings Search

The *T-4 Permit Filings Search* page gives you fewer search options to help streamline your search results. The *T-4 Permit Filings Search* page works in exactly the same way as the [T-4 Permit and System Search](#).

Figure 11: The T-4 Permit Filings Search Screen

You can search for filings by entering search terms into any of the onscreen fields. You can enter search terms into more than one field. The fields are described below.

Operator Information Section

Name of Operator

The name of the operator.

Operator P-5

The operator P-5 number.

T-4 Permit Information Section

T-4 Permit Number

The T-4 Permit Number.

T-4 Permit Type

The T-4 Permit Type (*Gas* or *Liquid*).

T-4 Filing Type

The T-4 Filing Type. Use the drop-down menu to select one or more options that describe the T-4 Filing Type you are searching for.

T-4 Filing Status

The status of the T-4 Permit. Use the drop-down menu to select one or more options that describe the T-4 Filing Status you are searching for.

Classification

The T-4 Permit Classification. Options include *Common Carrier*, *Gas Utility*, and *Private*. Use the drop-down menu to select one or more options that describe the T-4 Permit Classification you are searching for.

PES System ID

The PES System ID associated with the T-4 Permit.

Submission Date From

The starting date of the submission date range of the T-4 Permit you are searching for.

Submission Date To

The ending date of the submission date range of the T-4 Permit you are searching for.



TIP: To use the *Submission Date From* and *Submission Date To* fields, you must select a date range of 30 days or less. For example, if you are searching for a T-4 Permit you believe was submitted sometime during June of 2015, you might select June 1, 2015, as the *Submission Date From* date, and June 30, 2015, as the *Submission Date To* date. The search results include any T-4 Permits submitted between June 1, 2015, and June 30, 2015.

To perform a filings search, perform these steps:

1. Click the **Search Operator** button to find your *Operator Name*.



IMPORTANT: You must always enter information into the *Name of Operator* field when searching.

The screenshot shows a window titled "Operator Search". It contains a search form with two input fields: "Operator Name:" with a placeholder "Name" and "Operator Number:" with a placeholder "Number". A "Search" button is to the right. Below the form is a table with columns: "Operator Name:", "Operator Number:", "Address1:", "Address2:", "City:", "State:", and "Zip Code:". The table shows "No results found for search." and a pagination bar at the bottom indicating "(1 of 1)" results and a page size of "10".

Figure 12: Search for Operator

2. Click the *Operator Name* you want to select. The *T-4 Permit Filings Search* screen displays, and the *Operator Name* is now filled in on the Search screen.

The screenshot shows a window titled "Operator Information". It has a "Search Operator" button. Below it, the "Name of Operator:" field is populated with "RAILROAD COMMISSION DI" and the "Operator P-5:" field is populated with "000001".

Figure 13: Search T-4 Permit Information and System Information

3. Enter search terms into the *T-4 Permit Information* section.

- Click the **Search** button to display the search results. An example of search results is shown in the image below.

Pipeline Permit Application

T-4 Permit Filings Search

Operator Information

Search Operator

Name of Operator: Operator P-5:

T-4 Permit Information

T-4 Permit Number: T-4 Permit Type: T-4 Filing Type: T-4 Filing Status:

Classification: PES System ID: Submission Date From: Submission Date To:

Search Results

(1 of 1) 1 10

Application ID	Operator Name	Operator P-5	Permit Number	Classification	Filing Type	Filing Status
4329	CORPORATION			Private	Initial Pipeline T-4 Permit Application	Initial Load

(1 of 1) 1 10

Figure 14: Filings Search Results

Filtering Search Results

You can filter the search results to show the information that you think is important.

Click the text boxes under the column names and enter a full or partial word to filter the application list by characters.

For example, if you enter “Issued” in the *Filing Status* text box, only results that have a filing status of *Issued* are displayed, as depicted in the image below. Remove the filter text in the text box to return the results to their initial state.

Search Results

(1 of 1) 1 10

Application ID	Operator Name	Operator P-5	Permit Number	Classification	Filing Type	Filing Status
488				Private	Pipeline System Amendment	Issued
1748	PIPELINE LLC			Common Carrier	Pipeline Permit/System Merge	Issued
4042	CO			Private	Pipeline System Amendment	Issued

Figure 15: Filtering Search Results

Initial T-4 Permit Screens

This section of the guide describes the screens in a T-4 Permit application in the Pipeline Online Permitting System (POPS). This section only provides detailed information on each screen. Steps for performing a variety of actions in POPS are provided in the [Apply for a New T-4 Permit](#) section of this user guide.

About the Permit Header Tab

The *Permit Header* tab collects header information for the T-4 Permit, which includes contact information for individuals and companies associated with the permit.

The *Permit Header* tab is the first tab displayed during the T-4 Permit application process. Each field, by section, is described below.

The screenshot shows the 'Permit Header' tab in the Pipeline Online Permitting System (POPS). The interface includes a navigation bar with tabs: Permit Header, System/Segment, Attachments, Mapping, Certify/Submit, and Comments. The main content area is divided into several sections:

- Application Info:** Fields for Application ID, Permit Number, Permit Type, Permit Status, Filing Status, and Initial Data Source.
- Operator Information:** Includes a 'Search Operator' button and fields for Operator Name, Operator Number, Address1, Address2, City, State, and Zip Code.
- Pipeline Owner:** Starts with a dropdown 'Does the operator own the pipeline? If No, provide name and address'. Fields include Owner Name, Address1, Address2, City, State, and Zip Code.
- Economic Operator:** Starts with a dropdown 'Does the Operator control the economic operations of the pipeline? If No, provide the Economic Operator P-5 number'. Includes a 'Get Operator' button and fields for Operator Name, Operator Number, Address1, Address2, City, State, and Zip Code.
- Compliance Representative Contact Information:** Includes a note: 'The person named below is responsible for responding to all questions concerning the pipeline's construction, operation and maintenance.' Fields for Full Name, Title, Phone, Address1, Address2, Email, City, State, and Zip Code.
- Filing Contact Information:** Includes a note: 'The person named below is responsible for responding to all questions concerning this application.' Fields for Full Name, Phone, Address1, Address2, Email, City, State, and Zip Code.
- Pipeline Permit Information:** Fields for Permit Type, Pipeline Classification, Total Permit Miles, and Permit Number. Below these are checkboxes for Original Issue, Approval Letter Sent, Reinstated, Expiration, Renewal Notice Sent, and Inactive. 'Save' and 'Cancel' buttons are at the bottom.

Figure 16: The Permit Header Tab

Operator Information Section

Operator Name	The name of the operator.
Operator Number	The operator number.
Address1	First line of address information.
Address2	Second line of address information.
City	City of operator address.
State	State of operator address.
ZIP Code	ZIP code of operator address.

Pipeline Owner Section

If you select **No** on the drop-down next to the question *“Does the operator own the pipeline? If No, provide name and address”* in the *Pipeline Owner* section, you must complete the *Pipeline Owner* information.

Owner Name	The name of the pipeline owner.
Address1	First line of address information for the pipeline owner.
Address2	Second line of address information for the pipeline owner.
City	City of pipeline owner address.
State	State of pipeline owner address.
ZIP Code	ZIP code of pipeline owner address.

Economic Operator Section

If you select **No** on the drop-down next to the question *“Does the Operator control the economic operations of the pipeline? If No, provide the Economic Operator P-5 number”* in the *Economic Operator* section, you must enter a P-5 number.

Operator Name	The P-5 name of the economic operator for the pipeline.
Operator Number	The P-5 number of the economic operator for the pipeline.
Address1	First line of address information for the economic operator.
Address2	Second line of address information for the economic operator.
City	City of economic operator address.
State	State of economic operator address.

ZIP Code

ZIP code of economic operator address.

Compliance Representative Contact Information Section



IMPORTANT: The compliance representative is the contact person who receives notifications from the Railroad Commission about the status of your T-4 Permit. It is important to complete all the fields for the compliance representative on your T-4 Permit.

Full Name

The name of the compliance representative.

Title

Compliance representative title.

Phone

Compliance representative phone number.

Address1

First line of address information for the compliance representative.

Address2

Second line of address information for the compliance representative.

Email

Compliance representative email address.

City

City of compliance representative address.

State

State of compliance representative address.

ZIP Code

ZIP code of compliance representative address.

Filing Contact Information Section

Full Name

The name of the filing contact.

Phone

Filing contact phone number.

Address1

First line of address information for the filing contact.

Address2

Second line of address information for the filing contact.

Email

Filing contact email address.

City

City of filing contact address.

State

State of filing contact address.

ZIP Code

ZIP code of filing contact address.

Pipeline Permit Information Section

Permit Type

Select *Gas* or *Liquid*.

Pipeline Classification

For Gas: *Gas Utility* or *Private*.

For Liquid: *Common Carrier* or *Private*.

Total Permit Miles

This field is calculated based on information you enter in the *System/Segment* tab.

Permit Number

This field is populated after the permit has been approved.



IMPORTANT: POPS requires that each tab is fully completed and any error messages are cleared before you can proceed to the next tab.

About the System/Segment Tab

The *System/Segment* tab is where you enter details about the systems and segments associated with your permit application. Each field, by section, is described below.

Permit Header System/Segment Attachments Mapping Certify/Submit Comments

Application Info

Application ID: 4533 Permit Number: Permit Type: Liquid Permit Status: New Filing Status: In Progress Initial Data Source: Open Systems

PipelineSystem

System Name: System Status: Active

PHMSA Operator ID: Intra-Interstate: Intrastate

Commodity Transported: Select One Commodity Transported Subtype: Select One (for Gas, products, or others)

Pipeline Function : Select One Description: A description upto 20 chars (Detail Other)

H2S Concentration in ppm:

Does pipeline use any public highway or road, railroad, public utility easement, or other common carrier right-of-way?

No Yes

Does the pipeline carry only gas/liquids produced by the operator? : Select One

If No, indicate the type:

Both purchased from and transported for others

Owned By Others But Transported For Fee

Purchased From Others

Was a New Construction Report filed? Select One NCR (if yes):

PES System ID:

Total miles of pipeline in system:

Docket Information:

Docket Number Assigned: Docket Number Assigned Date:

Final Order Date:

Save Back To Permit Header

Figure 17: The System/Segment Tab

Pipeline System Section

System Name	The system name.
System Status	The system's current status.
PHMSA Operator ID	The PHMSA Operator ID.
Intra-Interstate	Indicates intrastate or interstate pipeline.
Commodity Transported	Indicates the commodity transported by the pipeline.

Commodity Transported Subtype	Indicates the commodity subtype transported by the pipeline when <i>Products</i> , <i>Other Liquid</i> , or <i>Other Gas</i> is selected as the <i>Commodity Transported</i> .
Pipeline Function	Indicates the pipeline function.
Description	Captures a description of the pipeline function.
H2S Concentration in PPM	Captures the H2S Concentration in PPM.
Does pipeline use any public highway or road, railroad, public utility easement, or other common carrier right-of-way?	Select <i>Yes</i> or <i>No</i> from the drop-down.
Does pipeline carry only gas/liquids produced by the operators?	Select <i>Yes</i> or <i>No</i> from the drop-down. If <i>No</i> , select one of the available options: <i>Both purchased from and transported for others</i> , <i>Owned by Others But Transported For Fee</i> , or <i>Purchased from Others</i> .
Was a New Construction Report Filed?	Select <i>Yes</i> or <i>No</i> from the drop-down. If <i>Yes</i> , input the New Construction Report (NCR) number into the text field.
PES System ID	The PES System ID number.
Total miles of pipeline in system	Captures the total number of miles of pipeline in the system.
Docket Number Assigned	Captures the docket number, if available.
Docket Number Assigned Date	Captures the date the docket number was assigned, if available.
Final Order Date	Captures the date the Final Order was released, if available.

About the Attachments Tab

The *Attachments* tab is where you attach any files that are relevant to your T-4 Permit application. Each field, by section, is described below.



IMPORTANT: The items on the *Attachments* tab are dynamic; they will change dependent on a number of factors about your pipeline type and status. The following image is a representation only and may not exactly match what you see on your screen.



TIP: The most common attachment for a new T-4 Permit is a PS-48, or New Construction, form.

For gas permits, you must select the basis supporting the classification and the purpose for the pipeline.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Permit Header, System/Segment, Attachments (selected), Mapping, Certify/Submit, and Comments. Below the navigation bar is an 'Application Info' section with the following details: Application ID: 4533, Permit Number: [blank], Permit Type: Gas, Permit Status: New, Filing Status: In Progress, and Initial Data Source: Open Systems.

The main content area is divided into two sections. The first section is titled 'Select the basis supporting the classification being sought for the pipeline. If 'Other', you must upload a sworn statement providing factual basis supporting the classification being sought for the pipeline.' It contains five radio button options:

- This pipeline ONLY handles natural gas produced by the Operator (and the Operator is not already a GAS UTILITY due to other operations).
- The purpose of this pipeline is solely for the Operators own consumption.
- This pipeline is interstate (gathering).
- While this pipeline handles natural gas other than the Operator's own production, it meets the standards set forth in TUC Â§121.005 (in-or-within the vicinity of the field where produced, and no Town Border/City Gate deliveries).
- Other. Upload a sworn statement to support classification.

The second section is titled 'Select the purpose being sought for the pipeline. If 'Other', you must upload a sworn statement providing factual basis supporting the purpose being sought for the pipeline.' It contains seven radio button options:

- Transmission. A pipeline, other than a gathering line, that transports gas from a gathering line or storage facility to a distribution center, storage facility, or large volume customer that is not downstream from a distribution center; operates at a hoop stress of 20 percent or more of SMYS; or transports gas within a storage field.
- Gathering. Pipelines used to bring gas from production areas to a central point, a processing plant or to a transmission line or main.
- Gas Injection. A pipeline used when gas is injected under high pressure into a producing reservoir through an input or injection well for pressure-maintenance, secondary -recovery, or recycling operation.
- Gas Lift. A pipeline used when gas is used in a gas-lift program of oil production.
- Gas Plant. The pipeline system associated with a gas processing facility.
- Own Consumption. A pipeline used solely by the operator for their own consumption/end use.
- Other. Upload a description of the purpose.

Below these sections is a note: 'Attach documentation for the following' followed by a bullet point: 'Attach PS-48 if required by 16 TAC 3.36 and TAC 3.106(b)(1)(C)'. This is followed by an 'Upload Files' section with instructions: 1. Select 'Attachment Type'. 2. Click 'Choose' to select a file for the selected attachment type. 3. After selecting a file, click 'Upload' to attach it or 'Cancel' to choose a different file. There is a dropdown menu for 'Attachment Type' set to 'Select One' and buttons for '+ Choose', 'Upload', and 'Cancel'.

At the bottom of the 'Upload Files' section is a 'List of attachments:' table with columns: File Name, File Size, Type, Upload status, and Actions. The table currently shows 'No results found for search.'

At the very bottom of the form are 'Save' and 'Cancel' buttons.

Figure 18: The Attachments Tab for Gas Permits

The following fields only display when applying for a gas permit.

Select the basis supporting the classification being sought for the pipeline.

Select one or more options that best match your pipeline's classification.

Select the purpose being sought for the pipeline.

Select one or more options that best match the purpose of your pipeline.

For liquid permits, you must upload sworn statements providing the factual basis supporting the classification of the pipeline and the purpose of the pipeline.

Permit Header System/Segment Attachments Mapping Certify/Submit Comments

Application Info

Application ID: 4533 Permit Number: Permit Type: Liquid Permit Status: New Filing Status: In Progress Initial Data Source: Open Systems

Upload a sworn statement providing the factual basis supporting the classification being sought for the pipeline.

Upload a sworn statement providing factual basis supporting the purpose being sought for the pipeline.

Attach documentation for the following

- Attach PS-48 if required by 16 TAC 3.36 and TAC 3.106(b)(1)(C)

Upload Files

- Select 'Attachment Type'.
- Click 'Choose' to select a file for the selected attachment type.
- After selecting a file, click 'Upload' to attach it or 'Cancel' to choose a different file.

Attachment Type: Select One

+ Choose Upload Cancel

List of attachments:

File Name	File Size	Type	Upload status	Actions
No results found for search.				

Save Cancel

Figure 19: The Attachments Tab for Liquid Permits

The following fields display for all permits.

Attach documentation for the following Upload Files

Lists any required documents.

Select the *Attachment Type* and upload the document you need to attach. If you are required to attach a PS-48 form, you will upload it here.

List of attachments

Displays the list of attachments you have already uploaded.

About the Mapping Tab

The *Mapping* tab is where you attach map files that are relevant to your T-4 Permit application. Each field, by section, is described below.

The screenshot shows the 'Mapping' tab of a software application. At the top, there are navigation tabs: 'Permit Header', 'System/Segment', 'Attachments', 'Mapping' (selected), 'Certify/Submit', and 'Comments'. Below the tabs is the 'Application Info' section, which displays: 'Application ID: 4533', 'Permit Number: [blank]', 'Permit Type: Gas', 'Permit Status: New', 'Filing Status: In Progress', and 'Initial Data Source: Open Systems'. The main area is titled 'Upload Files' and contains a 'Mapping Information' box with three numbered instructions: 1. Select from 'Map/Shape file'. 2. Click 'Choose' to select a file for the selected Map/Shape file type. 3. After selecting a file, click 'Upload' to attach it or 'Cancel' to choose a different file. Below these instructions is a 'Map/Shape file' dropdown menu set to 'Select One', and three buttons: '+ Choose', '+ Upload', and 'Cancel'. Underneath is a 'List of attachments:' section with a table header: 'File Name', 'File Size', 'Type', 'Upload status', and 'Actions'. The table body contains the text 'No results found for search.' At the bottom of the 'Upload Files' section is a 'Mapping/GIS Contact:' section with three input fields: 'Full Name:', 'Email:', and 'Phone:'. At the very bottom of the application window are 'Save' and 'Cancel' buttons.

Figure 20: The Mapping Tab



TIP: The most common map for a new T-4 Permit is an overview map. You can also attach shapefiles on this screen.

Mapping Information

In this area, use the drop-down to select the type of map you are uploading, and then upload it.

List of attachments

Displays the list of attachments you have already uploaded.

Mapping/GIS Contact:

Full Name

Captures the full name of the operator's mapping contact person.

Email

Captures the email of the operator's mapping contact person.

Phone

Captures the phone number of the operator's mapping contact person.

About the Certify/Submit Tab

The *Certify/Submit* tab is where you agree to the operator certification before submitting the T-4 Permit application. Each field, by section, is described below.

The screenshot displays the 'Certify/Submit' tab of a web application. At the top, there is a navigation bar with tabs for 'Permit Header', 'System/Segment', 'Attachments', 'Mapping', 'Certify/Submit' (which is the active tab), and 'Comments'. Below this, the 'Application Info' section shows details: Application ID: 4533, Permit Number, Permit Type: Gas, Permit Status: New, Filing Status: In Progress, and Initial Data Source: Open Systems. The main content area is titled 'Submit T-4' and contains an 'Operator Certification' checkbox, a text area with a declaration, a 'Captcha' section with a code 'b7b3' and a text input field, and a 'Submit' button.

Figure 21: The Certify/Submit Tab



IMPORTANT: You cannot submit a new T-4 Permit application without agreeing to the certification.

Operator Certification

Place a check in the box if you agree to the certification.

Captcha

Enter the displayed code in the text box below to serve as your electronic signature.

About the Amendment Info Tab

The *Amendment Information* tab provides a history of amendments made to the permit.

Click a column header to sort the amendments by that column. For example, click the *Changed On* column header to sort by chronological order.



IMPORTANT: The *Amendment Information* tab is not available when you are applying for a new T-4 Permit, so this tab is not always visible. You see this tab only when viewing an existing permit. This tab is blank if the permit has never been amended.



IMPORTANT: You can only edit and delete amendments with an *Amendment Status* of *Pending*.

Item Number	Amendment Type	Identifier	Field Name	Old Value	New Value	Changed On	Changed By	Amendment Status	Actions
1	Add Segment	329799	Elizabeth #1111		New Segment	01/11/2016		Accept	
2	Field Change	1014405	System Status	Active	Abandoned	01/11/2016		Accept	

Figure 22: The Amendment Info Tab

For instructions on making amendments, refer to the [Amend an Existing T-4 Permit](#) section of this guide.

About the Event Log Tab

The *Event Log* tab provides a history of any changes and updates that are made to the permit. The entries are displayed in reverse chronological order (i.e., the most recent update is displayed first).



IMPORTANT: There are no actions to take on this screen; it is designed for informational purposes only.

Action Date	User Name	User Type	Filing Status	Filing Type
01-07-2016	[Redacted]	Permit	Issue	Initial Pipeline T-4 Permit Application
01-07-2016	[Redacted]	Mapping	Issue	Initial Pipeline T-4 Permit Application
01-07-2016	[Redacted]	Permit	Accept	Initial Pipeline T-4 Permit Application
01-07-2016	[Redacted]	Mapping	Accept	Initial Pipeline T-4 Permit Application
01-07-2016	[Redacted]	Operator	Submitted	Initial Pipeline T-4 Permit Application

Figure 23: The Event Log Tab

About the Merge Tab

The *Merge* tab provides functionality for merging permits, systems, and segments.



IMPORTANT: The *Merge* tab is not available when you are applying for a new T-4 Permit, so this tab is not always visible. You see this tab only when performing a merge on an existing permit. The *Merge Information* tab is also only visible in existing permits. It only displays information if the permit has been merged.

Permit Header System/Segment Merge Attachments Mapping Certify/Submit Event Log Comments Merge Information

Application Info

Application ID: 4506 Permit Number: Permit Type: Gas Permit Status: Active Filing Status: Issued Initial Data Source: Mainframe

Do you want to merge Permits or Systems?

Permits

Systems

Selected Permits will be merged with Permit Number :

Available Permits Selected Permits

Cancel Next

Figure 24: The Merge Tab

For instructions on merging permits, systems, and/or segments, refer to the [Merge an Existing T-4 Permit](#) section of this guide.

Apply for a New T-4 Permit

The T-4 Permit application collects a variety of information from applicants through a tabbed screen process. The Pipeline Online Permitting System (POPS) is designed to collect the same information that the paper-based PDF T-4 forms have always collected. Although the online screens look different than the paper forms, you provide the same information that the Railroad Commission has always required when applying for a T-4 Permit.

This section describes how to apply for a new T-4 Permit.

Complete the Permit Header Tab

To begin the process of applying for a new T-4 Permit, follow the steps below.

1. Click the **Initial T-4 Permit** link in the left navigation area of the screen.

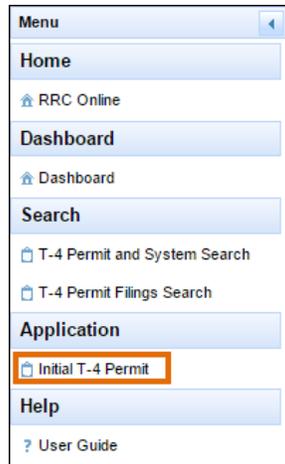


Figure 25: Applying for a New T-4 Permit

The *Permit Header* screen displays.

The screenshot shows the 'Permit Header' tab with the following sections and fields:

- Application Info:** Application ID, Permit Number, Permit Type, Permit Status, Filing Status, Initial Data Source.
- Operator Information:** Search Operator button; Operator Name, Operator Number, Address1, Address2, City, State, Zip Code.
- Pipeline Owner:** Does the operator own the pipeline? (Select One); Owner Name, Address1, Address2, City, State (Select One), Zip Code.
- Economic Operator:** Does the Operator control the economic operations of the pipeline? (Select One); Get Operator button; Operator Name, Operator Number, Address1, Address2, City, State, Zip Code.
- Compliance Representative Contact Information:** The person named below is responsible for responding to all questions concerning the pipeline's construction, operation and maintenance. Fields: Full Name, Title, Phone, Address1, Address2, Email, City, State (Select One), Zip Code.
- Filing Contact Information:** The person named below is responsible for responding to all questions concerning this application. Fields: Full Name, Phone, Address1, Address2, Email, City, State (Select One), Zip Code.
- Pipeline Permit Information:** Permit Type (Select One), Pipeline Classification (Select One), Total Permit Miles, Permit Number. Below these are checkboxes for Original Issue, Approval Letter Sent, Reinstated, Expiration, Renewal Notice Sent, Inactive. Save and Cancel buttons.

Figure 26: Permit Header Tab

2. Enter the appropriate information into the fields on the *Permit Header* tab.

The *Operator Information* automatically populates based on your RRC Online System user ID and password.



IMPORTANT: The compliance representative is the contact person who receives notifications from the Railroad Commission about the status of your T-4 Permit. It is important to complete all the fields for the compliance representative on your T-4 Permit.

Figure 27: Saving Your Progress

3. When you finish entering information on the *Permit Header* tab, click the **Save** button.



TIP: Clicking the **Save** button saves the information you have entered so far. It does not submit your permit application. You can click the **Save** button at any time to save all the information you have entered; this function allows you to come back to your application at any time and continue where you left off.

4. To continue entering information for your application, click the **Add New System** button. Clicking the **Add New System** button takes you to the [System/Segment tab](#).



IMPORTANT: POPS requires that each tab is fully completed and any error messages are cleared before you can proceed to the next tab.

Complete the System/Segment Tab

To enter system and segment information for your pipeline, follow the steps below.

1. Enter system information in the *System/Segment* tab. Complete each field to the best of your ability.

The screenshot displays the 'System/Segment' tab of a web application. At the top, there are navigation tabs: 'Permit Header', 'System/Segment' (selected), 'Attachments', 'Mapping', 'Certify/Submit', and 'Comments'. Below these, the 'Application Info' section shows: Application ID: 4533, Permit Number: [empty], Permit Type: Liquid, Permit Status: New, Filing Status: In Progress, and Initial Data Source: Open Systems. The main 'PipelineSystem' section contains several fields: System Name, PHMSA Operator ID, Commodity Transported (dropdown), Pipeline Function (dropdown), H2S Concentration in ppm, System Status (dropdown), Intra-Interstate (dropdown), Commodity Transported Subtype (dropdown), and Description (text area). Below these are three sections of questions with radio button options: 1. 'Does pipeline use any public highway or road, railroad, public utility easement, or other common carrier right-of-way?' with 'No' and 'Yes' options. 2. 'Does the pipeline carry only gas/liquids produced by the operator?' with a dropdown, followed by 'If No, indicate the type:' with three radio options: 'Both purchased from and transported for others', 'Owned By Others But Transported For Fee', and 'Purchased From Others'. 3. 'Was a New Construction Report filed?' with a dropdown and 'NCR (if yes):' with a text field. Further down are 'PES System ID' and 'Total miles of pipeline in system' text fields. The 'Docket Information' section includes 'Docket Number Assigned', 'Docket Number Assigned Date', and 'Final Order Date' text fields. At the bottom, there are 'Save' and 'Back To Permit Header' buttons.

Figure 28: Entering System Information

2. When you finish entering information about the system, click the **Save** button.



TIP: Some fields on this screen are required; you must enter information or select a choice from a drop-down field in order to proceed. If you do not fully complete the required fields, when you click the **Save** button, you see error messages near each field you missed, as depicted in the image below.

Required fields that are incomplete display error messages on all POPS tabs.

Figure 29: Required Fields

3. Click the **Add Segment** button to begin adding information about each segment in your pipeline system. The *Add Segment* button displays after clicking **Save** as indicated in step 2; you only see the button after you have entered a system.

Figure 30: The Add Segment Button

4. Enter segment information. Complete each field to the best of your ability. Some of the fields on this screen are required.



TIP: You receive error messages next to required fields that are not complete when you click the **Save** button.

PipelineSegment

Length of Pipeline should match the length of pipeline on Shape files.

County:	Select One	Segment Name:		Segment Status:	Active
Length of Pipeline:		Unit of Measure:	Select One	Outside Diameter(in inches):	
Pipe Grade:	Select One	Pipe Standard:	Select One	Description(Pipe Standard):	
High Consequence Area:	Select One	Location Designation:	Select One	Wall Thickness(in inches):	
MAOP:		Population Designation:	Select One		

Save Close

Figure 31: Adding Segment Information

5. Click the **Save** button when you finish entering information. The *System/Segment* tab displays, containing the information you entered for the system and segment in steps 1 to 4. The following image shows an example of the *System/Segment* tab after you add one system and one segment.

Permit Header System/Segment Attachments Mapping Certify/Submit Event Log Comments

Application Info
 Application ID: 4533 Permit Number: 00000 Permit Type: Gas Permit Status: New Filing Status: In Progress Initial Data Source: Open Systems

Pipeline System

System Name: System Status:

PHMSA Operator ID: Intra-Interstate:

Commodity Transported: Commodity Transported Subtype: (for Gas, products, or others)

Pipeline Function: Description: (Detail Other)

H2S Concentration in ppm:

Does pipeline use any public highway or road, railroad, public utility easement, or other common carrier right-of-way?
 No Yes

Does the pipeline carry only gas/liquids produced by the operator?:

If No, indicate the type:
 Both purchased from and transported for others
 Owned By Others But Transported For Fee
 Purchased From Others

Was a New Construction Report filed? NCR (if yes):

PES System ID:

Total miles of pipeline in system:

Docket Information:
 Docket Number Assigned: Docket Number Assigned Date:

Final Order Date:

Segments

Segment ID	Segment Name	Segment County	Segment Status	Location Sensitivity	Pipe Standard	Pipe Grade	
329805	Test Segment	Anderson	Active				<input type="button" value="Actions"/>

Figure 32: A Completed System/Segment Tab

- Add more segments to your system by clicking the **Add Segment** button. Repeat steps 4 and 5 until you finish entering all segments.
- Click the **Done** button when you finish entering all segments for this system.
- Click the **Add New System** button to add more systems. Repeat steps 1 and 2 to enter system information.

9. Click the **Add Segment** button to add new segments to new systems. Repeat steps 3 to 7 to enter segment information.
10. When you finish entering all the systems and segments for your T-4 Permit, click the **Done** button to proceed to the [Attachments](#) tab.

Complete the Attachments Tab

On the *Attachments* tab, you can attach files that support your T-4 Permit application.

For gas permits, you must select statements that are appropriate to your pipeline.

Permit Header System/Segment **Attachments** Mapping Certify/Submit Comments

Application Info
Application ID: 4533 Permit Number: Permit Type: Gas Permit Status: New Filing Status: In Progress Initial Data Source: Open Systems

Select the basis supporting the classification being sought for the pipeline. If 'Other', you must upload a sworn statement providing factual basis supporting the classification being sought for the pipeline

- This pipeline ONLY handles natural gas produced by the Operator (and the Operator is not already a GAS UTILITY due to other operations).
- The purpose of this pipeline is solely for the Operators own consumption.
- This pipeline is interstate (gathering).
- While this pipeline handles natural gas other than the Operator's own production, it meets the standards set forth in TUC Â§121.005 (in-or-within the vicinity of the field where produced, and no condemnation and no Town Border/City Gate deliveries).
- Other. Upload a sworn statement to support classification.

Select the purpose being sought for the pipeline. If 'Other' , you must upload a sworn statement providing factual basis supporting the purpose being sought for the pipeline.

- Transmission. A pipeline, other than a gathering line, that transports gas from a gathering line or storage facility to a distribution center, storage facility, or large volume customer that is not downstream from a distribution center; operates at a hoop stress of 20 percent or more of SMYS; or transports gas within a storage field.
- Gathering. Pipelines used to bring gas from production areas to a central point, a processing plant or to a transmission line or main.
- Gas Injection. A pipeline used when gas is injected under high pressure into a producing reservoir through an input or injection well for pressure-maintenance, secondary -recovery, or recycling operation.
- Gas Lift. A pipeline used when gas is used in a gas-lift program of oil production.
- Gas Plant. The pipeline system associated with a gas processing facility.
- Own Consumption. A pipeline used solely by the operator for their own consumption/end use.
- Other. Upload a description of the purpose.

Attach documentation for the following

- Attach PS-48 if required by 16 TAC 3.36 and TAC 3.106(b)(1)(C)

Upload Files

1. Select 'Attachment Type'.
2. Click 'Choose' to select a file for the selected attachment type.
3. After selecting a file, click 'Upload' to attach it or 'Cancel' to choose a different file.

Attachment Type:

List of attachments:

File Name	File Size	Type	Upload status	Actions
No results found for search.				

Figure 33: Completing the Attachments Tab for a Gas Permit

For liquid permits, you must upload sworn statements providing the factual basis supporting the pipeline classification and purpose for the pipeline.

The screenshot displays the 'Attachments' tab of a software interface. At the top, there are navigation tabs: 'Permit Header', 'System/Segment', 'Attachments', 'Mapping', 'Certify/Submit', and 'Comments'. Below these is an 'Application Info' section with fields for 'Application ID: 4533', 'Permit Number:', 'Permit Type: Liquid', 'Permit Status: New', 'Filing Status: In Progress', and 'Initial Data Source: Open Systems'. The main area contains instructions: 'Upload a sworn statement providing the factual basis supporting the classification being sought for the pipeline.' and 'Upload a sworn statement providing factual basis supporting the purpose being sought for the pipeline.' Below this is a section titled 'Attach documentation for the following' with a bullet point: 'Attach PS-48 if required by 16 TAC 3.36 and TAC 3.106(b)(1)(C)'. An 'Upload Files' window is open, showing instructions: '1. Select 'Attachment Type'.', '2. Click 'Choose' to select a file for the selected attachment type.', and '3. After selecting a file, click 'Upload' to attach it or 'Cancel' to choose a different file.' It features an 'Attachment Type' dropdown menu set to 'Select One' and buttons for '+ Choose', 'Upload', and 'Cancel'. Below the instructions is a 'List of attachments:' section with a table header: 'File Name', 'File Size', 'Type', 'Upload status', and 'Actions'. The table currently shows 'No results found for search.' At the bottom right of the form are 'Save' and 'Cancel' buttons.

Figure 34: Completing the Attachments Tab for a Liquid Permit

Like many screens in the Pipeline Online Permitting System, items in the *Attachments* tab are dynamic; different options display based on responses you made (gas vs. liquid, etc.) during your T-4 Permit application.

To enter attachments for your pipeline, follow these steps:

1. For gas permits, select statements that are appropriate to the pipeline.
 - a. Select one or more options that best describe your situation in the first section, *“Select the basis supporting the classification being sought for the pipeline.”*



TIP: If you select *Other* in this section, you must upload a sworn statement providing factual basis supporting the classification being sought for the pipeline.

- b. Select one or more options that best describe your situation in the second section, *“Select the purpose being sought for the pipeline.”*
2. For liquid permits, upload the appropriate sworn statements.
 - a. Upload a sworn statement providing the factual basis supporting the classification being sought for the pipeline.
 - b. Upload a sworn statement providing the factual basis supporting the purpose being sought for the pipeline.
3. To upload an attachment, click the **Attachment Type** drop-down to select the type of attachment.

4. Click the **Choose** button to select the file to attach to your T-4 Permit application.
5. Click the **Upload** button to upload the file.



TIP: If you need to cancel the upload, click the **Cancel** button.

6. Repeat steps 3 to 5 for each additional file you need to attach to your T-4 Permit application.
7. Click the **Save** button when you finish uploading attachments to your T-4 Permit application.

When you finish uploading attachments, click the [Mapping](#) tab to proceed with your T-4 Permit application.

Complete the Mapping Tab

The *Mapping* tab provides you with the ability to upload maps that are relevant to your pipeline. To submit a complete T-4 Permit application, you must upload both an overview map and a set of shapefiles (a set of four files that the mapping specialists use to determine the exact size and shape of the pipeline).



IMPORTANT: Shapefiles must always be uploaded in a set of four; they consist of a projection file, an excel-like file that contains the coordinates, and two other files that assist in drawing the map. File extensions for the four shapefile types are: .SHX, .SHP, .DBF, and .PRJ. The file names on all four shapefiles must be the same (e.g., 12345.SHP, 12345.DBF, etc.).

To upload mapping files, follow the steps below.

File Name	File Size	Type	Upload status	Actions
OverviewMapTest.pdf	62703 Kb	Overview Map	Uploaded successfully	

Figure 35: Completing the Mapping Tab

1. Use the **Map/Shape file** drop-down to select the type of map file you are uploading.
2. Click the **Choose** button to select the file you are uploading.
3. Click the **Upload** button to upload the file.



TIP: If you need to cancel the upload, click the **Cancel** button.

4. Repeat steps 1 to 3 for all the map files you are uploading; you can upload only one file at a time.
5. Check the *List of attachments* area to ensure your file upload was received.
6. Enter the first and last name of the mapping/GIS contact in the *Full Name* field.
7. Enter the email address of the mapping/GIS contact in the *Email* field.
8. Enter the phone number of the mapping/GIS contact in the *Phone* field.
9. Click the **Save** button when you finish uploading mapping files and entering the mapping/GIS contact information.

When you finish uploading mapping files and entering the mapping/GIS contact information, click the [Certify/Submit](#) tab to continue with your T-4 Permit application.

Complete the Certify/Submit Tab

On the *Certify/Submit* tab, you select check boxes next to the statement(s) you need to agree to in order to finalize your T-4 Permit online. In the past, you may have been required to print and mail signed, sworn statements; the *Certify/Submit* tab is designed to replace that process.



TIP: You may see one or more statements on this screen. You must agree to the statements by selecting the check boxes.

To complete the *Certify/Submit* tab, follow the steps beneath the image.

Figure 36: Completing the Certify/Submit Tab

1. Select the **Operator Certification** check box and any other check boxes on this screen.
2. Enter the *Captcha* code. The *Captcha* code displays in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.
3. Click the **Refresh** button  if you need the system to display a different code.
4. Click the **Submit** button when you finish.



IMPORTANT: Clicking the **Submit** button on this screen sends your application for a T-4 Permit to the Railroad Commission. Once you click the **Submit** button, you cannot immediately make edits. See [Amend an Existing T-4 Permit](#) for more information.

Verify Your Application Submission

After you click the **Submit** button on the [Certify/Submit tab](#), the system returns you to your [Dashboard](#).

On the *Dashboard*, you see the T-4 Permit application you just submitted along with any other T-4 Permits you have submitted. The image below depicts a sample *Dashboard*; a submitted permit is highlighted in green.



TIP: A T-4 Permit is issued an *Application ID* number when the permit is submitted to the Railroad Commission for review. Since the permit application is not approved, the application does not have a *Permit Number* and is assigned an *Application ID* number for reference. You can use the *Application ID* number to refer to your permit application, even after the *Permit Number* is issued. The image below shows the *Application ID* surrounded by an orange box.

Pipeline Permit Application										
Permit Count : 4534										
Dashboard										
(1 of 907)										
Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-5 Number	Permit Type	Classification	Submission Date	
Actions 4533	00000	New	Initial Pipeline T-4 Permit Application	Submitted		000001	Gas	Private	01-13-2016	
Actions 4532		Active	Initial Pipeline T-4 Permit Application	Issued			Liquid	Private	01-07-2016	
Actions 4531		Active	Initial Pipeline T-4 Permit Application	Issued			Liquid	Private	01-07-2016	
Actions 4530	00000	New	Initial Pipeline T-4 Permit Application	Under Review			Gas	Private	01-06-2016	
Actions 4529	00000	New	Initial Pipeline T-4 Permit Application	In Progress			Liquid	Private		

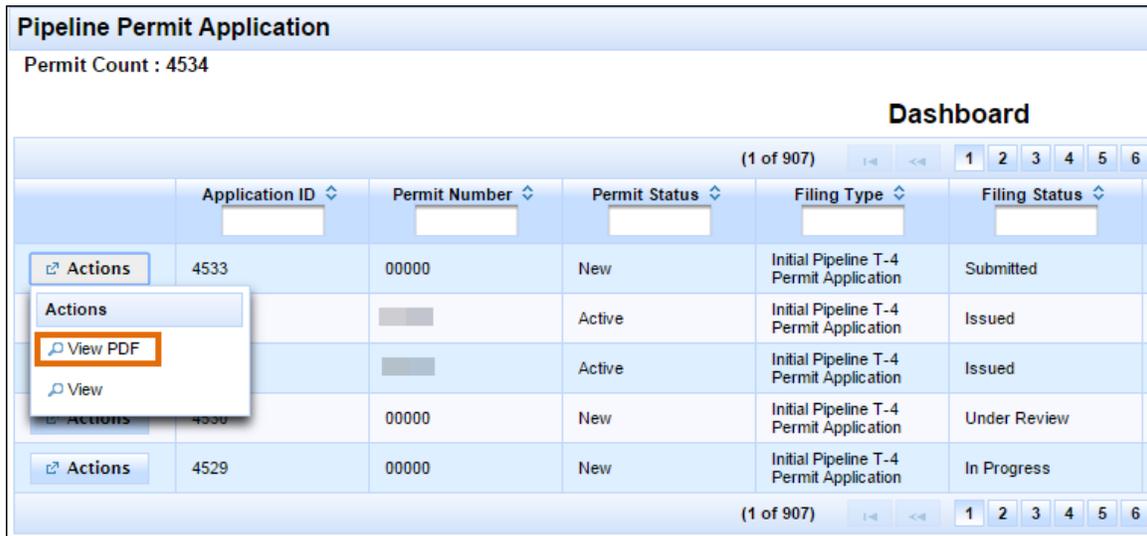
Figure 37: Verifying the Application Submission

To learn more about navigating your *Dashboard*, see the [About the Dashboard](#) section of this guide.

View PDF

You can view a PDF of your T-4 Permit or Permit application regardless of its *Permit Status* or *Filing Status*. This feature allows you (for example) to print a record of your application, check it for mistakes, or save the PDF file for your records.

To view a PDF of your T-4 Permit application, follow the steps below.



Pipeline Permit Application
Permit Count : 4534

Dashboard

(1 of 907) 1 2 3 4 5 6

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4533	00000	New	Initial Pipeline T-4 Permit Application	Submitted
Actions			Active	Initial Pipeline T-4 Permit Application	Issued
Actions			Active	Initial Pipeline T-4 Permit Application	Issued
Actions	4538	00000	New	Initial Pipeline T-4 Permit Application	Under Review
Actions	4529	00000	New	Initial Pipeline T-4 Permit Application	In Progress

(1 of 907) 1 2 3 4 5 6

Figure 38: Viewing a PDF

1. On the *Dashboard*, click the **Actions** button on the row that contains the T-4 Permit application you want to edit.

- Click **View PDF** on the drop-down menu. The PDF version of the T-4 Permit displays in a new browser tab.

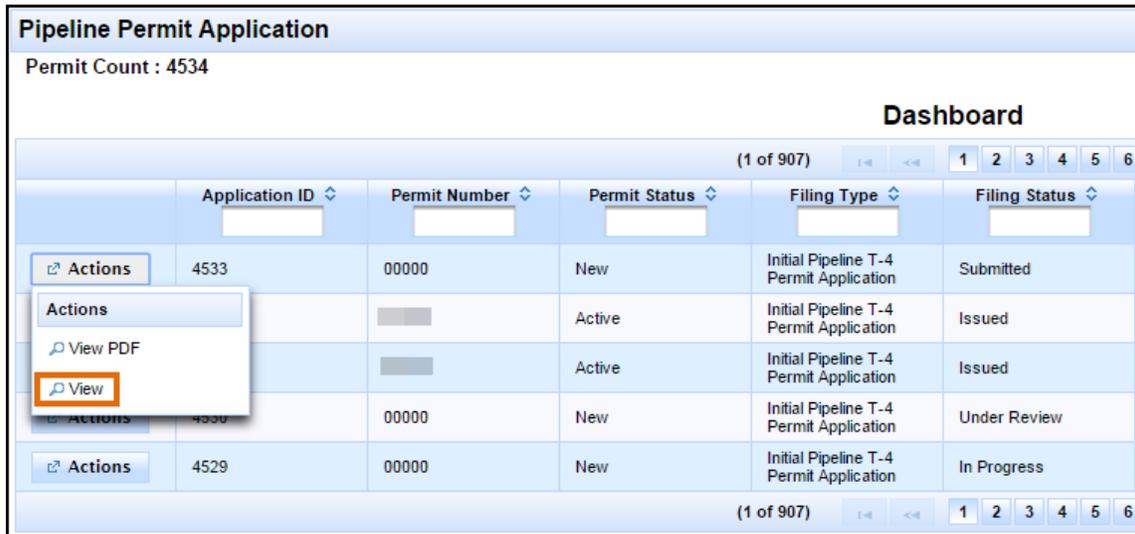
APPLICATION FOR PERMIT TO OPERATE A PIPELINE IN TEXAS		FORM T-4 3/2015
(See 16 Tex. Admin. Code §3.70)		
Railroad Commission of Texas Oversight and Safety Division-Pipeline Safety Permitting and Mapping Section		Permit Number: 00000
OPERATOR INFORMATION		
Operator: [REDACTED]	Operator Number: [REDACTED]	
Address: [REDACTED]	State: Texas	
City: HOUSTON	Zip Code: 77042	
PIPELINE OWNER		
Does the operator own the pipeline? <input checked="" type="checkbox"/>		
Pipeline Owner: [REDACTED]	Address: [REDACTED]	
City: HOUSTON	State: Texas	Zip Code: 77042
ECONOMIC OPERATOR		
Does the operator Control the economic Operator's of the pipeline? <input checked="" type="checkbox"/>		
Economic Operator P-5: [REDACTED]	Economic Operator P-5: [REDACTED]	
COMPLIANCE REPRESENTATIVE CONTACT INFORMATION		
Is The Compliance Representative the same as the operator contact? <input type="checkbox"/>		
Full Name: Jane Doe	Address: 1234 Main St	
Phone: 1234567890	Email: jane.doe@liame.com	
City: Hometown	Zip Code: 12345	
State: Texas	Title: President	
FILING CONTACT INFORMATION		
Full Name: Jane Doe	Address: 1234 Main St	
Phone: 1234567890	Email: jane.doe@liame.com	
State: Texas	City: Hometown	
Zip Code: 12345		
PIPELINE PERMIT INFORMATION		
Permit Type: Liquid	Pipeline Classification: Private	
Total Permit Miles: 0.004		

Figure 39: Example of a T-4 Application PDF

View a T-4 Permit Application or an Existing T-4 Permit

You can view a T-4 Permit application or an existing T-4 Permit at any time using the Pipeline Online Permitting System regardless of its *Permit Status* or *Filing Status*.

To view a T-4 Permit application or an existing T-4 Permit, follow the steps below.



Pipeline Permit Application
Permit Count : 4534

Dashboard

(1 of 907) 1 2 3 4 5 6

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4533	00000	New	Initial Pipeline T-4 Permit Application	Submitted
Actions			Active	Initial Pipeline T-4 Permit Application	Issued
View PDF			Active	Initial Pipeline T-4 Permit Application	Issued
View			New	Initial Pipeline T-4 Permit Application	Under Review
Actions	4529	00000	New	Initial Pipeline T-4 Permit Application	In Progress

(1 of 907) 1 2 3 4 5 6

Figure 40: Viewing a T-4 Permit

1. On the *Dashboard*, click the **Actions** button in the row of the existing T-4 Permit or permit application you want to view. A drop-down menu displays.
2. Click **View** in the drop-down menu. The selected permit displays. The default view is the *Permit Header* tab, but you can click any of the tabs to view additional information about the permit.
3. Navigate through the tabs at the top of the screen (e.g., *Permit Header*, *Attachments*, and *System/Segment*) to view more information.



IMPORTANT: You cannot make any changes when you view a permit; as the action suggests, this is a view-only option.

Edit an Application

If you realize you made a mistake during the process of applying for a new T-4 Permit, or perhaps left off some information, you may be able to edit the application before it goes to the review process.

When an application has a *Permit Status* of *New* and a *Filing Status* of *In Progress*, *Incomplete*, or *Denied*, the *Edit* option is available in the *Actions* button drop-down. An example *Dashboard* is shown in the image below with the *Filing Status* outlined in orange.

Pipeline Permit Application
Permit Count : 4534

Dashboard

(1 of 907) | 1 2 3 4 5 6

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4533	00000	New	Initial Pipeline T-4 Permit Application	Submitted
Actions	4532		Active	Initial Pipeline T-4 Permit Application	Issued
Actions	4531		Active	Initial Pipeline T-4 Permit Application	Issued
Actions	4530	00000	New	Initial Pipeline T-4 Permit Application	Under Review
Actions	4529	00000	New	Initial Pipeline T-4 Permit Application	In Progress

(1 of 907) | 1 2 3 4 5 6

Actions

- View PDF
- View
- Edit

Figure 41: Editing an Application

Therefore, if a new application's *Filing Status* is *In Progress*, *Incomplete*, or *Denied*, you can edit the application. To edit the application, follow the steps below.

1. On the *Dashboard*, click the **Actions** button on the row that contains the T-4 Permit application you want to edit.
2. Click **Edit** in the drop-down menu. The T-4 Permit displays, open to the *Permit Header* tab.
3. Make any edits you need to your T-4 Permit application.
 - If you need to edit an existing system, follow the steps below.
 - a. On the *Permit Header* tab, find the system in the *Systems* area at the bottom of the screen.

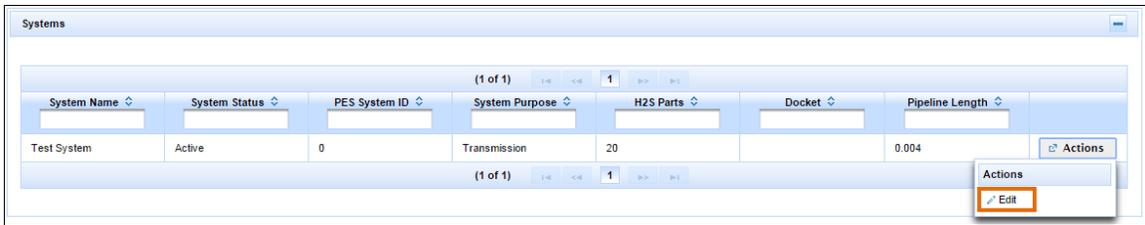


Figure 42: Editing a System

- b. Click the **Actions** button for the system you want to edit.
 - c. Select **Edit**. The *System/Segment* tab displays.
 - d. Edit the system information as needed.
 - e. Click the **Save** button.
- If you need to edit an existing segment, follow the steps below.
 - a. On the *Permit Header* tab, find the system that contains the segment in the *Systems* area at the bottom of the screen.
 - b. Click the **Actions** button for the system that contains the segment you want to edit.
 - c. Select **Edit**. The *System/Segment* tab displays.
 - d. Find the segment you want to edit in the *Segments* area at the bottom of the screen.

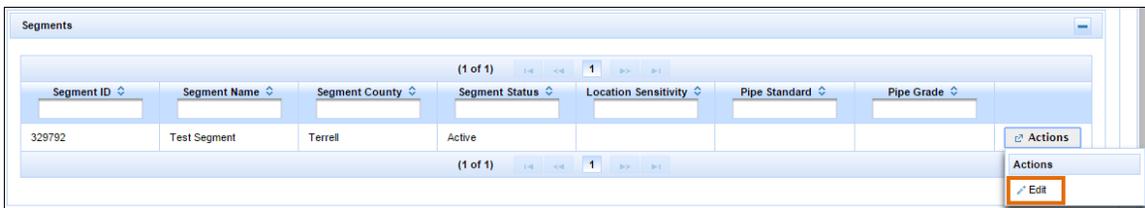


Figure 43: Editing a Segment

- e. Click the **Actions** button for the segment you want to edit.
 - f. Select **Edit**. The *Pipeline Segment* information displays.
 - g. Edit the segment information as needed.
 - h. Click the **Save** button.
4. Click the **Submit** button on the *Certify/Submit* tab (just like when you initially submitted the application).

When you return to the *Dashboard*, your T-4 Permit application has the same status as it did before you edited it. The edit function allows you to correct mistakes like typographical or spelling errors; it is not for making amendments or other significant changes to your application.

Renew, Inactivate, or Reactivate an Existing T-4 Permit

You can perform various actions on an existing T-4 Permit using the Pipeline Online Permitting System, including *Renew*, *Inactivate*, and *Reactivate*.



TIP: You can check the *Original Issue*, *Expiration*, and *Renewal Notice Sent* dates, and more, by looking at the bottom of the *Permit Header* tab on any T-4 Permit. An example of the dates and their location is shown in the image below.

The screenshot shows a 'Pipeline Permit Information' window. At the top, it lists 'Permit Type: Liquid', 'Pipeline Classification: Private', 'Total Permit Miles: 6', and 'Permit Number:'. Below this, a row of dates is highlighted with an orange border: 'Original Issue: 01-07-2016', 'Approval Letter Sent: 01-07-2016', 'Reinstated: Expiration: 01-07-2017', and 'Renewal Notice Sent: Inactive:'. A 'Cancel' button is located at the bottom right of the window.

Figure 44: T-4 Permit's Dates

Renew a T-4 Permit

When your permit nears its expiration date, you can renew it using the Pipeline Online Permitting System (POPS).

POPS allows you to renew a permit when the *Permit Status* is *Active* and the *Filing Status* is *Initial Load*, *Issued*, *Incomplete*, or *Denied*.

To renew your T-4 Permit, follow the steps below.

The screenshot shows the 'Pipeline Permit Application' dashboard with a permit count of 4534. A table lists several permit applications. The second row is highlighted, showing an 'Active' permit status and an 'Issued' filing status. A drop-down menu is open over the 'Active' status, with the 'Renew' option selected and highlighted.

Pipeline Permit Application					
Permit Count : 4534					
Dashboard					
(1 of 907)					
	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4533	00000	New	Initial Pipeline T-4 Permit Application	Under Review
Actions	4532	---	Active	Initial Pipeline T-4 Permit Application	Issued
Actions		---	Active	Initial Pipeline T-4 Permit Application	Issued
		00000	New	Initial Pipeline T-4 Permit Application	Under Review
		00000	New	Initial Pipeline T-4 Permit Application	In Progress

Figure 45: Renewing a T-4 Permit

1. On the *Dashboard*, click the **Actions** button in the row of the existing T-4 Permit or permit application you want to renew. A drop-down menu displays.
2. Click **Renew** on the drop-down menu.
3. Review the information on the *Permit Header* and *System/Segment* tabs.

- On the *Attachments* tab, use the *Attachment Type* drop-down to select **Confirm current classification and purpose**.

The screenshot shows the 'Attachments' tab of a 'Pipeline Permit Application'. The application ID is 4042, permit number is blank, permit type is 'Liquid', permit status is 'Active', filing status is 'Issued', and initial data source is 'Mainframe'. Instructions prompt the user to upload sworn statements for classification and purpose. The 'Upload Files' section includes a list of instructions, an 'Attachment Type' dropdown menu (currently showing 'Select One'), and buttons for 'Choose', 'Upload', and 'Cancel'. A list of attachments is displayed below, showing two files: 'PS8000A_signed.pdf' (634941 Kb) and 'T4application cvr fr .pdf' (352088 Kb), both with the type 'Confirm current classification and purpose' and 'Uploaded successfully'. Each file has 'view' and 'Delete' actions. A 'Cancel' button is at the bottom.

File Name	File Size	Type	Upload status	Actions
PS8000A_signed.pdf	634941 Kb	Confirm current classification and purpose	Uploaded successfully	view Delete
T4application cvr fr .pdf	352088 Kb	Confirm current classification and purpose	Uploaded successfully	view Delete

Figure 46: Attaching a File for a T-4 Permit Renewal

- Click the **Choose** button to select the file you need to attach to your T-4 Permit renewal.
- Click the **Upload** button to upload the file.



TIP: If you need to cancel the upload, click the **Cancel** button.

- Repeat steps 4 to 6 for each additional file you need to attach to your T-4 Permit renewal.
- Click the **Certify/Submit** tab.

9. Select the **Operator Certification** check box and any other check boxes on this screen.

The screenshot shows the 'Pipeline Permit Application' interface. At the top, there are tabs for 'Permit Header', 'System/Segment', 'Attachments', 'Certify/Submit', and 'Event Log'. Below the tabs is the 'Application Info' section with fields for 'Application ID: 4042', 'Permit Number', 'Permit Type: Liquid', 'Permit Status: Active', 'Filing Status: Issued', and 'Initial Data Source: Mainframe'. The main section is titled 'Submit T-4' and contains a declaration: 'I declare, under penalties prescribed in Tex. Nat. Res. Code, Sec. 91.143, 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.' Below the declaration is an 'Operator Certification' checkbox. A 'Captcha' section displays the code '7fa7' in large text. Below the captcha is a text box with the prompt 'Please Enter the Code Below' and a 'Refresh' button. At the bottom left is a 'Submit' button.

Figure 47: Certifying and Submitting a T-4 Permit Renewal

10. Enter the *Captcha* code. The *Captcha* code displays in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.

11. Click the **Refresh** button  if you need the system to display a different code.

12. Click the **Submit** button when you finish.

13. Return to the *Dashboard*. The *Filing Type* of the permit has changed to *Pipeline T-4 Permit Renewal*.

The screenshot shows the 'Pipeline Permit Application' dashboard. At the top, it says 'Permit Count : 4524'. Below that is a 'Dashboard' section with a table. The table has columns for 'Application ID', 'Permit Number', 'Permit Status', 'Filing Type', and 'Filing Status'. The 'Filing Type' column for the first row is highlighted with a red box and contains the text 'Pipeline T-4 Permit Renewal'. The 'Filing Status' column for the first row contains the text 'Submitted'. There are also 'Actions' buttons for each row. The table is paginated with '(1 of 1)' and page number '1'.

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
	4465		Active	Pipeline T-4 Permit Renewal	Submitted

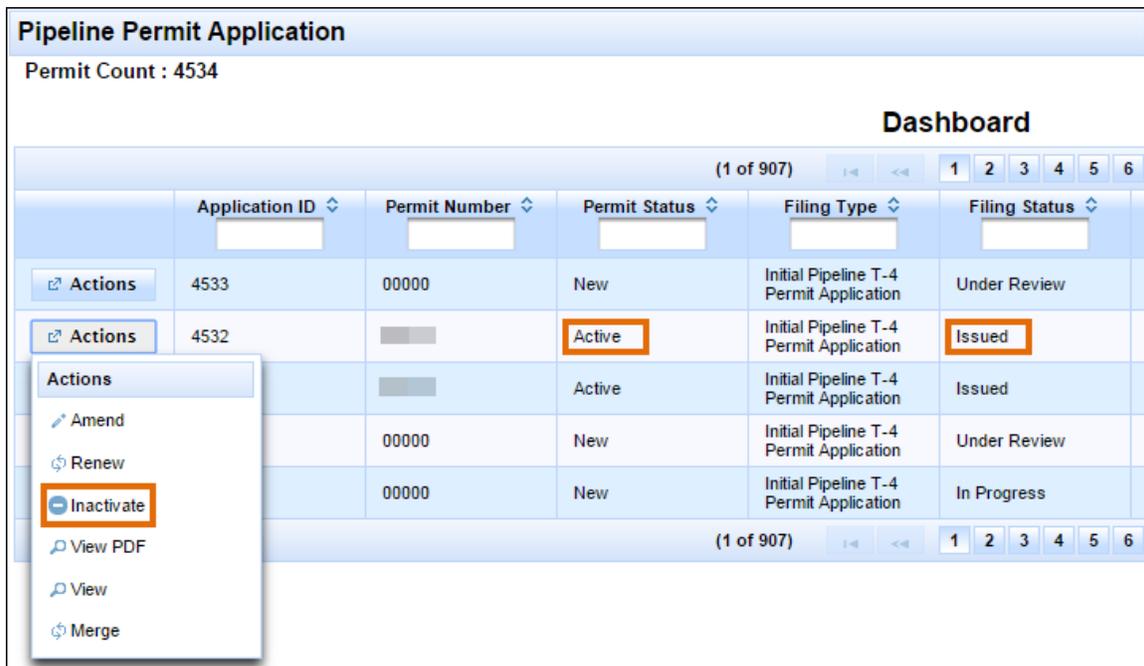
Figure 48: Renew a T-4 Permit Filing Type Updated

Inactivate a T-4 Permit

If your permit needs to be inactivated, you can do so using the Pipeline Online Permitting System (POPS).

POPS allows you to inactivate a permit when the *Permit Status* is *Active* and the *Filing Status* is *Initial Load, Issued, Incomplete, or Denied*.

To inactivate your T-4 Permit, follow the steps below.



Pipeline Permit Application
Permit Count : 4534

Dashboard

(1 of 907)

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4533	00000	New	Initial Pipeline T-4 Permit Application	Under Review
Actions	4532		Active	Initial Pipeline T-4 Permit Application	Issued
Actions			Active	Initial Pipeline T-4 Permit Application	Issued
		00000	New	Initial Pipeline T-4 Permit Application	Under Review
		00000	New	Initial Pipeline T-4 Permit Application	In Progress

(1 of 907)

Actions

- Amend
- Renew
- Inactivate
- View PDF
- View
- Merge

Figure 49: Inactivating a T-4 Permit

1. On the *Dashboard*, click the **Actions** button in the row of the existing T-4 Permit or permit application you want to view. A drop-down menu displays.

2. Click **Inactivate** on the drop-down menu. The selected permit displays. The default view is the *Permit Header* tab, but you can click any of the tabs to view additional information about the permit.
3. Click the **Certify/Submit** tab.
4. Select the **Operator Certification** check box and any other check boxes on this screen.

Pipeline Permit Application

Permit Header System/Segment Attachments **Certify/Submit** Event Log

Application Info

Application ID: 4042 Permit Number: Permit Type: Liquid Permit Status: Active Filing Status: Issued Initial Data Source: Mainframe

Submit T-4

Operator Certification: I declare, under penalties prescribed in Tex. Nat. Res. Code, Sec. 91.143, 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.

Captcha : **7fa7**

Please Enter the Code Below

Figure 50: Certifying and Submitting a T-4 Permit Inactivation

5. Enter the *Captcha* code. The *Captcha* code displays in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.
6. Click the **Refresh** button if you need the system to display a different code.
7. Click the **Submit** button when you finish.
8. Return to the *Dashboard*. The *Filing Type* has changed to *Pipeline T-4 Permit Inactive*.

Pipeline Permit Application

Permit Count : 4524

Dashboard

(1 of 1) |< << 1

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
<input type="button" value="Actions"/>	4524		Active	Pipeline T-4 Permit Inactive	Submitted

(1 of 1) |< << 1

Figure 51: Inactivate a T-4 Permit Filing Type Updated

Reactivate a T-4 Permit

If your permit needs to be reactivated, you can do so using the Pipeline Online Permitting System (POPS).

POPS allows you to reactivate a permit when the *Permit Status* is *Inactive* and the *Filing Status* is *Issued*, *Incomplete*, or *Denied*.

To reactivate your T-4 Permit, follow the steps below.

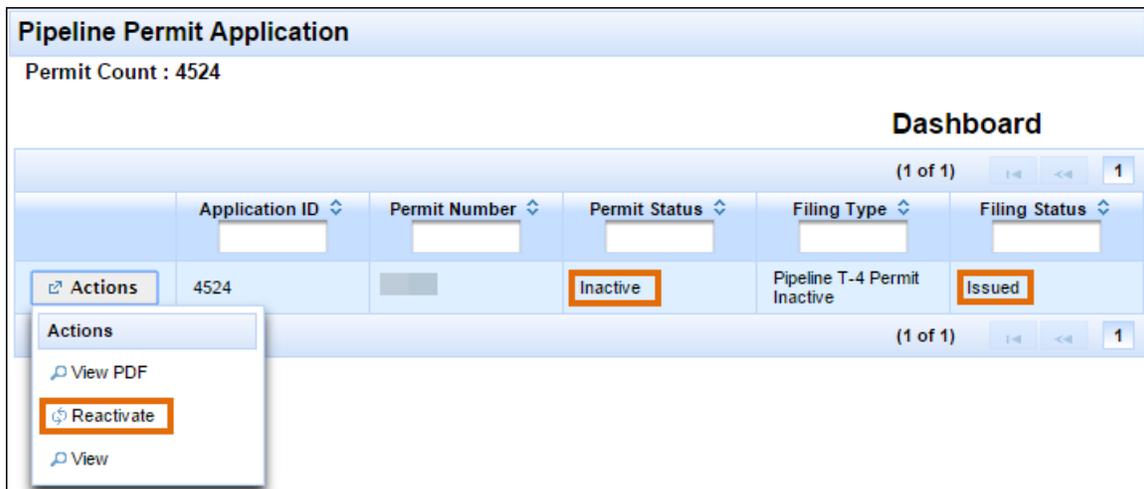


Figure 52: Reactivating a Permit

1. On the *Dashboard*, click the **Actions** button in the row of the existing T-4 Permit or permit application you want to view. A drop-down menu displays.
2. Click **Reactivate** on the drop-down menu. The selected permit displays. The default view is the *Permit Header* tab, but you can click any of the tabs to view additional information about the permit.

3. On the *Attachments* tab, use the *Attachment Type* drop-down to select **Confirm current classification and purpose**.

Pipeline Permit Application

Permit Header System/Segment **Attachments** Mapping Certify/Submit Event Log

Application Info

Application ID: 4524 Permit Number: Permit Type: Liquid Permit Status: Inactive Filing Status: Issued Initial Data Source: Open Systems

Attach a statement that confirms the current classification and purpose of the pipeline or pipeline system as a common carrier, a gas utility or a private line

Upload Files

1. Select 'Attachment Type'.
2. Click 'Choose' to select a file for the selected attachment type.
3. After selecting a file, click 'Upload' to attach it or 'Cancel' to choose a different file.

Attachment Type: Select One

+ Choose Upload Cancel

List of attachments:

File Name	File Size	Type	Upload status	Actions
No results found for search.				

Cancel Next

Figure 53: Attaching a File for a T-4 Permit Reactivation

4. Click the **Choose** button to select the file you need to attach to your T-4 Permit reactivation.
5. Click the **Upload** button to upload the file.



TIP: If you need to cancel the upload, click the **Cancel** button.

6. Repeat steps 3 to 5 for each additional file you need to attach to your T-4 Permit reactivation.
7. Click the **Certify/Submit** tab.

8. Select the **Operator Certification** check box and any other check boxes on this screen.

Figure 54: Certifying and Submitting a T-4 Permit Reactivation

9. Enter the *Captcha* code. The *Captcha* code displays in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.
10. Click the **Refresh** button  if you need the system to display a different code.
11. Click the **Submit** button when you finish.
12. Return to the *Dashboard*. The *Filing Type* of the permit has changed to *Pipeline T-4 Permit Reactivate*.

Pipeline Permit Application					
Permit Count : 4524					
Dashboard					
(1 of 1) < << 1					
	Application ID ▾	Permit Number ▾	Permit Status ▾	Filing Type ▾	Filing Status ▾
	[input]	[input]	[input]	[input]	[input]
 Actions	4524	[input]	Inactive	Pipeline T-4 Permit Reactivate	Submitted
(1 of 1) < << 1					

Figure 55: Reactivate a T-4 Permit Filing Type Update

Amend an Existing T-4 Permit

The Pipeline Online Permitting System (POPS) can also be used to amend your existing T-4 Permit. You amend a permit when there is a significant change to the permit's information (for example, adding a system or segment).

POPS allows you to amend a permit when the *Permit Status* is *Active* and the *Filing Status* is *Initial Load, Issued, Incomplete, or Denied*.



IMPORTANT: In order to preserve the changes, complete the following steps and click **Submit** before navigating away from the permit. If you leave the amend process (i.e., navigate to any other web page, including the *Dashboard*) without submitting the permit, your updates will be lost even if you have saved the changes.

To amend a T-4 Permit, follow these steps below.

Pipeline Permit Application
Permit Count : 4524

Dashboard
(1 of 1) 1

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4025		Active	Pipeline System Amendment	Issued
Actions	2013		Active	Pipeline System Amendment	Issued
Actions			Active	Pipeline System Amendment	Issued
Actions			Inactive	Pipeline T-4 Permit Inactive	Issued

(1 of 1) 1

Figure 56: Amending a T-4 Permit

1. On the *Dashboard*, click the **Actions** drop-down next to the T-4 Permit you want to amend.



TIP: Only a T-4 Permit in *Initial Load, Incomplete, Issued* or *Denied* status can be amended. In the image above, the *Filing Status* of a permit is highlighted with an orange box.

2. Click **Amend**. The permit opens to the [Permit Header tab](#).

3. Make the necessary changes for your amendment.



TIP: Review the [Initial T-4 Permit Screens](#) section of this guide to learn more about the information on each screen.



NOTE: When you click the *Save* button after changing information, the new information is removed from the screen and does not display in the permit because the amendment has not been approved. The original, unchanged information continues to display in the permit.

After the amendment is approved, the changes will display in the permit.

- If you need to amend an existing system for the amendment, follow the steps below.
 - a. On the *Permit Header* tab, find the system in the *Systems* area at the bottom of the screen.



Figure 57: Amending a System

- b. Click the **Actions** button for the system you want to amend.
 - c. Select **Edit**. The *System/Segment* tab displays.
-  **NOTE:** If the *System Status* is *In Progress*, you can also *Delete* the system.
- d. Edit the system information as needed.
 - e. Click the **Save** button.
- If you need to amend an existing segment for the amendment, follow the steps below.
 - a. On the *Permit Header* tab, find the system that contains the segment in the *Systems* area at the bottom of the screen.
 - b. Click the **Actions** button for the system that contains the segment you want to amend.
 - c. Select **Edit**. The *System/Segment* tab displays.

- d. Find the segment you want to amend in the *Segments* area at the bottom of the screen.

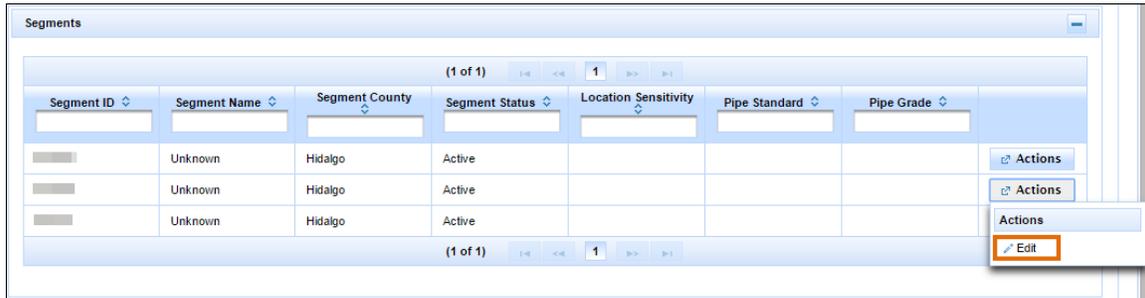


Figure 58: Amending a Segment

- e. Click the **Actions** button for the segment you want to amend.
- f. Select **Edit**. The *Pipeline Segment* information displays.



NOTE: If the *Segment Status* is *In Progress*, you can also *Delete* the segment.

- g. Edit the segment information as needed.
- h. Click the **Save** button.

Figure 59: Certifying and Submitting a T-4 Permit Amendment

4. Select the **Certify/Submit** tab.
5. Select the **Operator Certification** check box and any other check boxes on this screen.

6. Enter the *Captcha* code. The *Captcha* code displays in large text toward the center of the screen. Enter the same sequence of letters and numbers into the text box.
7. Click the **Refresh** button  if you need the system to display a different code.
8. Click the **Submit** button when you have made all the changes for your amendment. The amendment is entered into the Review queue, and Railroad Commission reviewers assess it to ensure it is complete.



TIP: You are notified when your amendment is accepted. You can review the [About the Dashboard](#) and the [Verify Your Application Submission](#) sections of this guide to learn more about filing status indicators on your *Dashboard*.

Merge an Existing T-4 Permit or System

At some point you may need to merge two or more permits or systems into one.

POPS allows you to merge permits or systems when the *Permit Status* is *Active* and the *Filing Status* is *Initial Load*, *Issued*, *Incomplete*, or *Denied*.

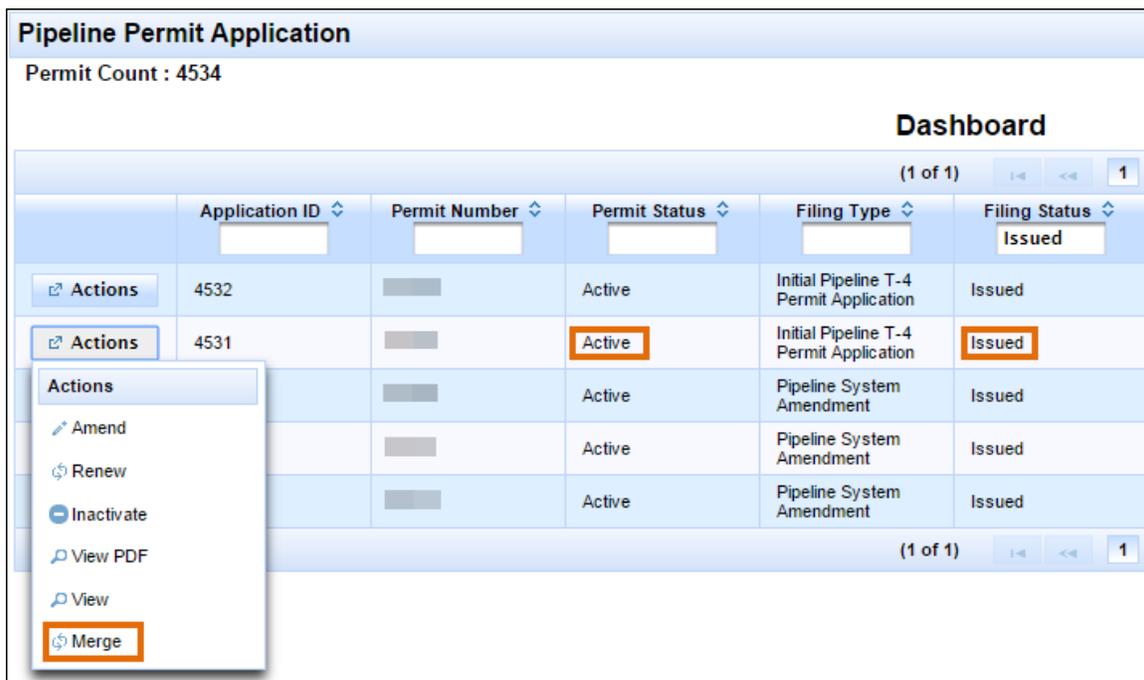
In order to merge, the permits or systems must already exist in POPS.

Merge One or More T-4 Permits

You can merge one or more T-4 Permits using POPS, but the permits to be merged must have matching attributes. For example:

- If the selected permit has a permit type of *Liquid*, the only permits listed in the *Available Permits* box must be *Active*, have a permit type of *Liquid*, and be the same classification type (i.e., classification is either private or common carrier) as the selected permit.
- If the selected permit has a permit type of *Gas*, the only permits listed in the *Available Permits* box must be *Active*, have a permit type of *Gas*, and be the same classification type (i.e., classification is either private or gas utility) as the selected permit.

To merge one or more T-4 Permits, follow the steps below.



The screenshot shows a web interface titled "Pipeline Permit Application" with a "Permit Count : 4534". Below this is a "Dashboard" section with a table of permits. The table has columns for "Application ID", "Permit Number", "Permit Status", "Filing Type", and "Filing Status". The first row shows Application ID 4532, Permit Number [redacted], Permit Status "Active", Filing Type "Initial Pipeline T-4 Permit Application", and Filing Status "Issued". The second row shows Application ID 4531, Permit Number [redacted], Permit Status "Active", Filing Type "Initial Pipeline T-4 Permit Application", and Filing Status "Issued". The "Active" and "Issued" cells in the second row are highlighted with orange boxes. An "Actions" button is visible on the left of the second row, and a dropdown menu is open below it, listing "Amend", "Renew", "Inactivate", "View PDF", "View", and "Merge". The "Merge" option is highlighted with an orange box. The table is paginated to show "(1 of 1)" records.

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4532	[redacted]	Active	Initial Pipeline T-4 Permit Application	Issued
Actions	4531	[redacted]	Active	Initial Pipeline T-4 Permit Application	Issued
Actions		[redacted]	Active	Pipeline System Amendment	Issued
Actions		[redacted]	Active	Pipeline System Amendment	Issued
Actions		[redacted]	Active	Pipeline System Amendment	Issued

Figure 60: Merge One or More T-4 Permits

1. On the *Dashboard*, click the **Actions** button on the row of the T-4 Permit you want to merge other permits into.
2. Click **Merge**. The permit opens to the [Merge tab](#).

3. Select the **Permits** option in the *Do you want to merge Permits or Systems?* area.

The screenshot shows the 'Pipeline Permit Application' interface with the 'Merge' tab selected. The 'Application Info' section displays: Application ID: 4531, Permit Number: [redacted], Permit Type: Liquid, Permit Status: Active, Filing Status: Issued, and Initial Data Source: Open Systems. Below this, the question 'Do you want to merge Permits or Systems?' is answered with 'Permits' selected. A field indicates 'Selected Permits will be merged with Permit Number : [redacted]'. The main area contains two lists: 'Available Permits' and 'Selected Permits', with a set of navigation buttons (right arrow, right double arrow, left arrow, left double arrow) between them. 'Cancel' and 'Next' buttons are at the bottom right.

Figure 61: Selecting Permits to Merge

4. Click a permit in the *Available Permits* area to select it.
5. Click the right arrow button  to move the permit number into the *Selected Permits* area.



NOTE: To remove a permit from the *Selected Permits* area, select the permit and click the left arrow button .

6. Repeat steps 4 and 5 until you finish selecting all the permits you want to merge.
7. Click the **Next** button when you finish.



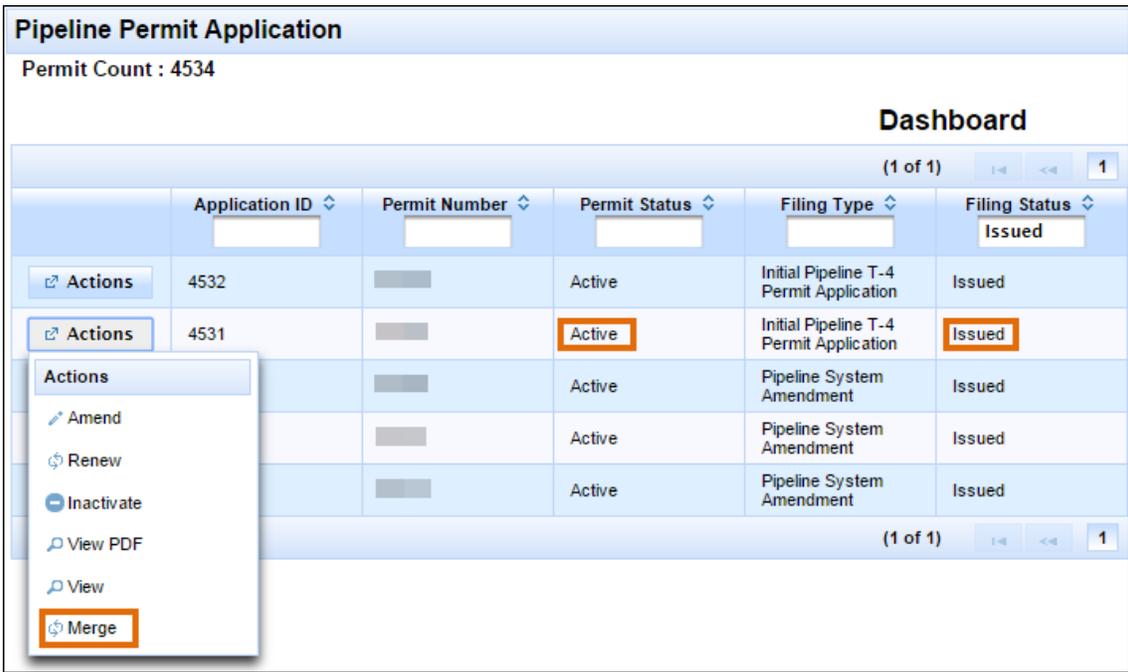
NOTE: If you need to cancel the merge, click the **Cancel** button.

Merge One or More Systems

You can merge one or more systems using POPS, but the permits to be merged must have matching attributes. For example:

- If the selected system has a permit type of *Liquid*, the only systems listed in the *Available Systems* area must have the same *Fluid Transported* type as the selected system (i.e., *Crude* and *Oil Full Well Stream* are considered a match).
- If the selected system has a permit type of *Gas*, the only systems listed in the *Available Systems* area must have the same *Fluid Transported* type as the selected system (i.e., *Gas* and *Gas Full Well Stream* are considered a match).

To merge one or more systems, follow the steps below.



Pipeline Permit Application
Permit Count : 4534

Dashboard

(1 of 1) | 1

	Application ID	Permit Number	Permit Status	Filing Type	Filing Status
Actions	4532		Active	Initial Pipeline T-4 Permit Application	Issued
Actions	4531		Active	Initial Pipeline T-4 Permit Application	Issued
Actions			Active	Pipeline System Amendment	Issued
Actions			Active	Pipeline System Amendment	Issued
Actions			Active	Pipeline System Amendment	Issued

(1 of 1) | 1

Actions

- Amend
- Renew
- Inactivate
- View PDF
- View
- Merge

Figure 62: Merge a System

1. On the *Dashboard*, click the **Actions** button on the row of the T-4 Permit you want to merge other systems into.
2. Click **Merge**. The permit opens to the [Merge tab](#).

3. Select the **Systems** option in the *Do you want to merge Permits or Systems?* area.

The screenshot shows the 'Merge Information' tab of a 'Pipeline Permit Application'. The 'Application Info' section displays: Application ID: 4531, Permit Number: [redacted], Permit Type: Liquid, Permit Status: Active, Filing Status: Issued, and Initial Data Source: Open Systems. Below this, the question 'Do you want to merge Permits or Systems?' is followed by two radio buttons: 'Permits' (unselected) and 'Systems' (selected). A 'Permit Number:' text box is present. The instruction 'Select the System you want to merge other Systems with.' is followed by a 'Select One' dropdown menu and a 'Select' button. At the bottom right are 'Cancel' and 'Next' buttons.

Figure 63: Merge a System

4. Use the drop-down list to select the system you want to merge with other systems.

5. Click the **Select** button. The *Available Systems* area displays, listing the systems available for merging.

This screenshot shows the same 'Merge Information' tab as Figure 63, but with the 'Available Systems' area expanded. The 'Do you want to merge Permits or Systems?' section still has 'Systems' selected. The 'Permit Number:' text box is now populated with a value. The 'Select the System you want to merge other Systems with.' instruction is followed by a dropdown menu showing a selected system and a 'Select' button. Below this, a section titled 'Selected Systems will be merged with System:' contains a text box with a system ID. The main area is divided into two columns: 'Available Systems' and 'Selected Systems', both containing a list of system IDs. Between these columns are four directional arrows: a right arrow, a right arrow with a plus sign, a left arrow with a minus sign, and a left arrow. At the bottom right are 'Cancel' and 'Next' buttons.

Figure 64: Selecting the Systems to Merge

6. Click a system in the *Available Systems* area to select it.

7. Click the right arrow button  to move the system into the *Selected Systems* area.



NOTE: To remove a system from the *Selected Systems* area, select the system and click the left arrow button .

8. Repeat steps 6 and 7 until you finish selecting all the systems you want to merge.
9. Click the **Next** button when you finish.



NOTE: If you need to cancel the merge, click the **Cancel** button.

Transfer an Existing T-4 Permit, System, or Segment

As an operator, in order to transfer ownership of a pipeline to another operator, both parties—the divesting operator and acquiring operator—must submit an [amendment](#), as well as [upload shapefiles](#) using POPS.

Both parties also need to submit a T-4B form using the current method. The T-4B form is located on the Railroad Commission’s website on the [Pipeline Safety Forms](#) page.



IMPORTANT: Both parties should file the amendment and the T-4B form as close to the same time as possible (not necessarily in the same minute, but the same business day).