

Application for T-4 Pipeline Permit Renewal and Amendments

Please Note: All permit activity including a renewal or an amendment to a permit, renews the permit for one full year from the date the permit was *last* renewed or amended.

OPTION 1:

Renewing or amending pipeline permits using Pipeline Online Permitting System “POPS”

To file T-4 pipeline permit information online with the RRC, an operator must first complete a Security Administrator Designation (SAD) form. Although an operator may have completed this form for Oil & Gas Division activities, an additional SAD form must be submitted for T-4 pipeline permitting activities.

Security Administrator Designation (SAD) form: <http://www.rrc.state.tx.us/media/2657/formsadp.pdf>

For assistance in completing this form, email: rrconline-security@rrc.texas.gov. Once completed, the SAD form may be emailed to rrconline-security@rrc.texas.gov or sent via USPS mail to the address included on the form.

After you have submitted the SAD form, you will receive instructions from the RRC on how to designate yourself or other staff as ‘POPS’ users.

This is the link to get in to POPS: <https://webapps.rrc.state.tx.us/security/login.do>

Once logged on, there are instructions and guidance to help you through the process.

Note: We have noticed that POPS system performs much better with the Google “Chrome” internet browser. “Internet Explorer” works ok if it is version 11. Previous version of I.E. are not as functional. If you use I.E. and experience problems, try Chrome.

OPTION 2:

Renewing or amending pipeline permits using the PAPER form T-4

The T-4 forms: <http://www.rrc.texas.gov/pipeline-safety/forms/#PipelinePermitting>

There is a separate Form T-4 for *gas* and for *liquids* permits. Select the appropriate form and fill out the first two pages completely. Complete page 3 only if you are adding new pipelines (not for ‘renewals only’). **These are the only forms we have accepted since March 1, 2016. The old T4C and any old T-4 forms dated prior to February 2016 will not be accepted.**

Submit the form by email to pipelinepermits@rrc.texas.gov. When the Pipeline Permit (Form T-4A) is complete, you will receive an email notification. Previously, replies were not sent for renewals. *Now you will receive a reply notice for any activity involving a T-4 pipeline permit.*

If you would like to read more about the on-line process, information is available at:

<http://www.rrc.state.tx.us/about-us/resource-center/forms/online-filing-at-rrc>