How to Fill Out Monthly Form R2 for Reclamation Facilities
How to fill out a Form R2 for Reclamation Facilities

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

Useful Links:

- RRC Website- Reclamation Plants Information
- Texas Administrative Code- Statewide Rule 57
1. Operator name as stated on your P5 Organization Report
2. Serial Number is the same as Permit Number
   Correct format should read R9 01-1234
3. Month/Year
4. Indicate if it’s a corrected report
5. Original signature- **NO** digital signatures will be accepted
6. Format for page 1 should always be landscape
**How to fill in data tables (Boxes 1-7)**

<table>
<thead>
<tr>
<th>Stock on Hand Beginning of Month</th>
<th>Receipts</th>
<th>Treated Materials</th>
<th>Deliveries</th>
<th>Stock on Hand End of Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Oil and/or Other Material 1</td>
<td>Unprocessed Material 2</td>
<td>Total Stock 3</td>
<td>Actual Gross 4</td>
<td>Gross 5</td>
</tr>
</tbody>
</table>

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

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

Boxes 5-7 are the total amount of Treated Materials
- Box 5 is the Total Gross (Sum of Boxes 6 and 7)
- Box 6 is all treated oil that was recovered
- Box 7 is all treated loss or waste/other material
How to fill in data tables (Boxes 8-12)

Boxes 8-9 include Oil and Other material that were delivered/sent out after being treated
- Box 8 is the Net Oil amount delivered from treated material and/or stock
- Box 9 is all Other Material that is marketable

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

<table>
<thead>
<tr>
<th>COMPANY RECEIVED FROM</th>
<th>LETTER OF AUTHORITY DATE</th>
<th>(G-ESA) FORM T-5 NUMBER</th>
<th>ACTUAL RECEIPTS</th>
<th>CALCULATED BS &amp; W</th>
<th>CALCULATED NET OIL</th>
<th>GROSS TOTAL</th>
</tr>
</thead>
</table>

Please include all companies you received waste from

<table>
<thead>
<tr>
<th>COMPANY DELIVERED TO</th>
<th>REG/SERIAL NUMBER</th>
<th>PLACE OF DELIVERY</th>
<th>TYPE MATERIAL DELIVERED</th>
<th>ACTUAL DELIVERY</th>
</tr>
</thead>
</table>

Please include all companies you delivered waste to

If you submit additional pages, please add “See Attachments” and number each additional page starting with Page 3
Always include Page 2 of Form R2

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

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

The format for Page 2 should always be portrait mode.
Some important information to remember

• Please use RRC approved Form R2 as provided on the website https://www.rrc.state.tx.us/media/2656/formr2p.pdf

• Each separated page (any additional pages other than page 1 or 2) needs to be given a page number (start with pg.3). RRC will be able to verify the whole report.

• There should never be any negative numbers.

• Use the formulas at the bottom of Page 1 to make sure all totals add up.

- FORMULAS -

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

- INSTRUCTIONS -

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

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

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

D. RECEIPT AUTHORITY:
Receipts made by claimant must be made under Form T-8 Gauger Tank Claiming Request or special letter of authority granted prior to receipt. Any material received without prior authority will be subject to confiscation by the Commission.

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

F. GENERAL INSTRUCTIONS:
(a) Show receipts and/or deliveries in the reporting period that the transfer was initiated.
(b) If additional reporting space is required for receipts delivered or stock, use attached sheet with identical format as shown on the report.
If you have any further questions, please reach out to Environmental Permits and Support at 512-463-3840 or enviro.permits@rrc.Texas.gov