

# **RAILROAD COMMISSION OF TEXAS**



## **Oil & Gas Division**

### **Form T-1 Instructions and Guidelines**

### **Monthly Transportation and Storage Report**

June 2022

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REVIEW AND UNDERSTAND STATEWIDE RULE 59 BEFORE FILING FORM T-1.

GENERAL

**PURPOSE OF FILING:**

The *Form T-1 (Monthly Transportation and Storage Report)* is to be filed for the recording of the transportation and storage of stock for the month in which it took place. This form is associated with the reporting of the *Form P-18 (Skim Oil/Condensate Report)*, *R-1 (Monthly Report and Operations)*, *R-3 (Monthly Report for Gas Processing)*, *H-8 (Crude Oil, Gas Well Liquids, or Associated Products Loss Report)* and *PR (Monthly Production Report)*.

**WHO FILES:**

Each Gatherer, Transporter, Storer, and/or Handler of crude oil or products, condensate, or both shall file with the Railroad Commission of Texas a report showing the required information concerning the transportation operations, per SWR-59.

**WHEN AND WHERE TO FILE:**

The *Form T-1* shall be filed with the Commission's Austin office on or before the last day of the calendar month following the month covered by the report. The *Form T-1* can be e-mailed to [T1@rrc.texas.gov](mailto:T1@rrc.texas.gov) or mailed to: P.O. Box 12967, Austin, Texas 78711-2967.

If an Oil Movement Authority number is used in conjunction with the *Form T-1*, the letter shall be attached to the *T-1* filing.

Additional information can be found in the *Oil & Gas Procedure Manual (Section J – Forms Required for the Movement and/or Storage of Liquid Hydrocarbons)* at [https://www.rrc.texas.gov/media/rouciyfm/section\\_j.pdf](https://www.rrc.texas.gov/media/rouciyfm/section_j.pdf)

Underlined terms throughout this document indicate column headers or item numbers as they appear on the *Form T-1*, and italicized words indicate RRC form names. Refer to the end of these instructions for definitions of important terms.

HEADER

The information in the Header is required when completing any of the pages associated with the *Form T-1*.

1. Operator should reflect the organization filing the *Form T-1*.
2. The address associated with the Operator listed in this section should be listed as the Address and should match the address on record with the Commission.
3. The Month/Year indicates the month and year the report is being completed for.
4. Registration No. is assigned to the Operator for filing *Form T-1* reports. This number will be blank on the initial filing of any *Form T-1* but should be listed once assigned.
5. The P-5 No. must match the P-5 number associated with the Operator listed in this section.
6. The RRC District(s) should reflect the district associated with the information provided on the page being completed with the exception of the *Form T-1 Page 1* where the filer should reflect each district associated with that filing. Using the word "All" is acceptable if needed.
7. Corrected Report should be checked if the purpose of filing the *Form T-1* was to make an adjustment to a previously filed report. A corrected *Form T-1 Page 1* showing current certification date and signature must be filed with any correction to any portion of the report. Any corrections made to the *Form T-1* must be made to the report covering the month in which the error was made. Prior month adjustments may not be made on current reports.

PAGE 1.

The *Form T-1 Page 1 (Monthly Transportation & Storage Report)* consists of the beginning available balance, showing all receipts and/or deliveries in the reporting period in which the transfer was initiated and ends with the balance available for end of the month in which the reporting is taking place. ([see Appendix, Example Form T-1 Page 1](#))

- Item 1. Balance Available for Movement (Beginning of Month) reflects the Balance Available for Movement (End of Month) from the previous submitted month's *Form T-1*.
- Item 2. Frozen Stock is the stock being held by Commission action due to violation of Railroad Commission rules.
- Item 3. Liquid Hydrocarbons in Line is the crude and or condensate stock that is in the pipeline.
- Item 4. Total Stock (Beginning of Month) includes the Balance Available for Movement (Beginning of Month) plus the Liquid Hydrocarbons in Line.  
(Item 4 equals Item 1 plus Item 3)

**RECEIPTS FROM LEASES:**

- Item 5. The oil liquids from leases reported on the *Form PR* are listed as the Receipts from Leases (Crude).
- Item 6. The gas liquids from leases reported on the *Form PR* are listed as the Receipts from Leases (Condensate).
- Item 7. The Total represents the Receipts from Leases (Crude) plus the Receipts from Leases (Condensate).  
(Item 7 equals Item 5 plus Item 6)

**RECEIPTS FROM OTHER SOURCES:**

The items in the Receipts from Other Sources section should be filled out as stated below. If the data exceeds the number of rows provided, continue the list on the *Form T-1 Page 1A*.

- Item 8. The source that the product is Received From shall reflect the company name from whom the liquid is received.
- Item 9. The place in which the receipt took place is the Facility Name.
- Item 10. The registration or serial number of the report associated with the Facility Name that acknowledges this receipt. All numbers will include Form Designation, District Number, and Registration, Serial Number for the RRC Identifier.  
Example: R-3 04-1626, T-1 06-0021, R-1 06-0201, P-18 04-3600, OM 03-0473 ([see Terms](#))
- Item 11. The amount of stock that was received per entry shall be noted as Actual Receipts.
- Item 12. Total represents the sum of the Actual Receipts (Item 11) from *Page 1* plus the Total (Item 12) from *Page 1A* as needed.
- Item 13. The Total All Receipts amount represents the sum of the Total Receipts from Leases (Item 7) plus the Total Receipts from Other Sources (Item 12). If the total listed as Item 7 was not needed, then the total from Item 12 will be duplicated as the total in Item 13.
- Item 14. Stock First of Period Plus Receipts is the Total Stock (Beginning of Month) plus Total All Receipts.  
(Item 14 equals Item 4 plus Item 13)

**DELIVERIES:**

The items in the Deliveries section should be filled out as stated below. If the data exceeds the number of rows provided, continue the list on the *Form T-1 Page 1B*.

- Item 15. The name of the company to whom the delivery is made shall be noted under Delivered To.
- Item 16. The Facility Name is the location in which the delivery took place.
- Item 17. The registration or serial number of the report associated with the Facility Name that acknowledges this receipt. All numbers will include Form Designation, District Number, and Registration, Serial Number for the RRC Identifier.  
Example: R-3 04-1626, T-1 06-0021, R-1 06-0201, P-18 04-3600, OM 03-0473 ([see Terms](#))

**FORM T-1 INSTRUCTIONS**  
**MONTHLY TRANSPORTATION AND STORAGE REPORT**

**REFERENCE: STATEWIDE RULE 59**  
**REV 06/2022**

- Item 18. The amount of stock that was delivered per that entry shall be noted as Actual Deliveries.
- Item 19. Total represents the sum of the Actual Deliveries (Item 18) from *Page 1* plus the Total (Item 19) from *Page 1B* as needed.
- Item 20. The Overage signifies the fluctuation of stock in a negative amount, if applicable. This number should be the Stock First of Period Plus Receipts subtracted by the Total of the Actual Deliveries and the Total Stock End of Month. (Item 20 equals Item 14 minus Item 19 and minus Item 23), if result is negative, filer must input manually as a negative number.
- Item 21. The Shortage signifies the fluctuation of stock in a positive amount, if applicable. This number should be the Stock First of Period Plus Receipts subtracted by the Total of the Actual Deliveries and the Total Stock End of Month. (Item 21 equals Item 14 minus Item 19 and minus Item 23)
- Item 22. The Total Deliveries is the total stock amount being delivered to each company listed per monthly activity. This number should represent the Total of the Actual Deliveries minus the Overage if it exists or plus the Shortage if it exists. (Item 22 equals Item 19 minus Item 20 or plus Item 21)
- Item 23. The Total Stock End of Month (Detail on Page 3) should reflect the amount of stock calculated per the *Form T-1 Page 3*.
- Item 24. Frozen Stock is the stock being held by Commission action due to violation of Railroad Commission rules.
- Item 25. The Liquid Hydrocarbons in Line is the stock being held in the pipeline.
- Item 26. The Balance Available for Movement (End of Month) is the stock amount that is left stored for the month in which the *Form T-1* is being filed.

**CERTIFICATION:**

Certification represents the acknowledgment that all data provided is true, correct, and complete, to the best of the filer's knowledge and is subject to penalties outlined in Sec.91.143, Texas Natural Resource Code. This section is to be noted with the signature of filer, the filer's title, the date in which the *Form T-1* was completed, the area code and direct phone number of the filer, and their email address. Providing an email address is optional. If provided, the filer's email address will become part of the public record.

**PAGE 1A. RECEIPTS FROM OTHER SOURCES**

The purpose of the *Form T-1 Page 1A (Receipts from Other Sources)* is to report all the receipts gathered from other sources.

Preparation of *Page 1A* shall be in district order, listed by categories of receipts. Within each category, list the receipts alphabetically by company. Separate *Page 1A* sheets are required for each reporting district. ([see Appendix, Example Form T-1 Page 1A](#))

When a receipt other than an import or frac oil is made from a facility that does not have an assigned RRC Identifier (Item 10), an explanation must be given on *Page 1A* as to the source of the liquid and Commission authority covering this receipt. The *Form P-3 (Authority to Transport Recovered Load or Frac Oil)* must be filed once the frac oil is ready for pick up. The lease number will be recorded on the *Form P-3*.

**Imports:** Receipts designated as Imports should specify Imports as the RRC Identifier (Item 10). The point or origin (either state or foreign country) of the crude or products being imported should be listed as the Facility Name (Item 9). A registration number is not required for this type of entry. The operator's complete address and phone number are required for Imports under the operator listed in the Received From (Item 8) column.

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- Item 8. The Received From column shall reflect the company name from whom the liquid is received. Further, this shall be the company that will acknowledge the delivery on the appropriate Commission report.
- Item 9. Facility Name represents the name of the facility where receipt is made.
- Item 10. The registration or serial number of the report associated with the Facility Name that acknowledges this receipt. All numbers will include Form Designation, District Number, and Registration, Serial Number for the RRC Identifier.  
Example: R-3 04-1626, T-1 06-0021, R-1 06-0201, P-18 04-3600, OM 03-0473 ([see Terms](#))
- Item 11. The stock amount that was received per that entry shall be noted as Actual Receipts in net barrels (bbl).
- Item 12. The Total represents the sum of the Actual Receipts in Item 11.

**PAGE 1B. DELIVERIES**

The purpose of the *Form T-1 Page 1B (Deliveries)* is to report all stock that is delivered to various facilities.

Preparation of *Page 1B* shall be in district order, listed by categories of deliveries. Within each category, list the deliveries alphabetically by company. Separate *Page 1B* sheets are required for each district. ([see Appendix, Example Form T-1 Page 1B](#))

When a receipt other than an export or frac oil is made from a facility that does not have an assigned RRC Identifier (Item 17), an explanation must be given on *Page 1B* as to the source of the liquid and Commission authority covering this receipt. The *Form H-8 (Crude Oil, Gas Well Liquids, or Associated Products Loss Report)* must be filed to report losses resulting from fire, leak, spill, or break in facilities. The reported losses should be shown on *Page 1B* as a delivery with a short explanation and reference to the date of the loss.

**Exports:** Receipts designated as Exports should specify Exports as the RRC Identifier (Item 17). The point or origin (state or foreign country) of the crude or products being exported should be listed as the Facility Name (Item 16). A registration number is not required for this type of entry. The operator's complete address and phone number are required for Exports under the operator listed in the Delivered To column (Item 15).

- Item 15. The name of the company to whom the delivery is made shall be noted in the Delivered To column. Item 15 shall reflect the name of the company to whom the delivery is made. Further, this shall be the company that acknowledges receipt of the delivery on the appropriate Commission report.
- Item 16. The location in which the delivery took place is the Facility Name.
- Item 17. The registration or serial number of the report associated with the Facility Name that acknowledges this receipt. All numbers will include Form Designation, District Number, and Registration, Serial Number for the RRC Identifier.  
Example: R-3 04-1626, T-1 06-0021, R-1 06-0201, P-18 04-3600, OM 03-0473 ([see Terms](#))
- Item 18. The stock amount that was delivered per that entry shall be noted as Actual Deliveries.
- Item 19. The Total represents the sum of the Actual Deliveries in Item 18.

**PAGE 2. DETAIL OF RECEIPTS FROM LEASES**

The Purpose of the *Form T-1 Page 2 (Detail of Receipts from Leases)* is to report all of the amounts received from specific leases, commingled leases, or drilling permits which is reported on the *Form PR*. The *Form T-1 Page 2* is used to track the amount of oil and condensate that was picked up from oil leases or gas wells.

No receipt from any lease shall be shown by any gatherer unless they are authorized as the gatherer on the lease per the *Form P-4*.

Preparation of *Page 2*, shall be in district order, alphabetically by field, alphabetically by operator within the field, and numerically by oil lease number, gas well identification number, commingle permit number, or drilling permit number for each operator. Only one receipt shall be shown from each oil lease, gas well, or commingle permit. Separate *Page 2* sheets are required for each district. ([see Appendix, Example Form T-1 Page 2](#))

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**REFERENCE: STATEWIDE RULE 59**  
**REV 06/2022**

**Important:** All receipts of crude oil and condensate shall be reported in net barrels and computed by Commission approved methods of measurement. Do not use fractions or decimals of barrels in this report.

- Item 1. Field, Operator & Lease shall reflect the correct field name, operator name, and lease name as shown on Commission records. Include one entry per row.
- Item 2. The Oil Lease No. (5 digits) as carried on Commission records is to be used for crude oil receipts.
- Item 3. The RRC Gas ID No. (6 digits) as carried on Commission records is to be used for gas well liquid receipts.
- Item 4. The Commingle Permit No. (4 digits) should be used if applicable. Do not show lease numbers or identification numbers if a commingling number is used for a receipt amount per *Form P-17 (Application for Permit Exception to Statewide Rules 26 and/or 27 (Commingling))* or *P-17A (Application for Commingle Permit Pursuant to Statewide Rules 26 and/or 27 (Commingling))*.
- Item 5. A Drilling Permit No. (6 digits) should be used for wells not yet assigned an RRC Lease or ID Number. Please refer to the Wellbore Query for researching existing RRC leases or ID numbers at:  
<http://webapps2.rrc.texas.gov/EWA/wellboreQueryAction.do>
- Item 6. Receipts are the volumes gathered. The number reported shall reflect all net receipts.
- Item 7. Adjustments pertain to all cumulative transporter-runs from leases in excess of allowable plus lease storage.
- Item 8. The Total is the combined amount of all receipts gathered per individual district. When filing receipts on oil leases, all receipts are required to be submitted by lease total, not by individual wells.

**PAGE 3. DETAIL STATEMENT OF STOCK ON HAND**

The Purpose of the *Form T-1 Page 3 (Detail Statement of Stock on Hand)* is an overview of the inventory type and volume that is stored. Stock shall be grouped into the following categories with a total given for each category:

1. Crude
2. Gasoline
3. Kerosene, Plant Distillate
4. Gas Oil/Fuel Oil
5. Miscellaneous Products

*Page 3* shall be completed in district order and include all liquid hydrocarbons in line. All volumes shall be reported in net barrels; do not use fractions or decimals. ([see Appendix, Example Form T-1 Page 3](#))

- Item 1. Type of Stock shall reflect the description of the material and classified into one of the six (6) divisions listed above.
- Item 2. Net Barrels represents the number of barrels in storage.
- Item 3. The Tank No. is the number assigned by the operator to identify a specific tank.
- Item 4. The Location should reflect the physical location of the storage tanks.
- Item 5. The Total equals the sum of the Net Barrels in Item 5.

## TERMS

**BBL:** Abbreviation for barrel. In the energy industry, a barrel is 42 U.S. gallons measured at 60° Fahrenheit.

**Condensate:** Any liquid hydrocarbon recovered by surface separators from natural gas.

**Corrected Report:** A subsequent filing to the original *Form T-1* for the purposes of a correction.

**Crude:** Liquid petroleum as it comes out of the ground as distinguished from refined oils manufactured out of it.

**Deliveries:** Stock that is taken to another location for an Operator.

**District:** The geographical area in which the property or act subject to regulations is located.

**Exports:** Liquid delivered to another state or foreign country.

**Facility:** For the purposes of this document, a facility means all buildings, equipment, structures, and other stationary items that are located on a single site used for receiving, processing, or storing stock.

**Frac Oil:** Any oil or liquid hydrocarbon used in fracturing a formation to stimulate a well, as distinguished from the oil that is normally produced by the well.

**Imports:** Liquid received from another state or foreign country.

**Liquid Hydrocarbons:** Chemical combinations of varying hydrogen and carbon ratio such as are mixed in and compose crude oil.

**Oil Movement Authority:** A letter issued by the Railroad Commission Field Operations Department authorizing transport of hydrocarbons. The number issued by the Commission should be used as an RRC Identifier. (Example: OM 03-0473)

**Operator:** A person, acting for himself or as an agent for others and designated to the Commission as the one who has the primary responsibility for complying with its rules and regulations in any and all acts subject to the jurisdiction of the Commission.

**Overage:** The fluctuation of stock in a negative number.

**Receipts:** Stock that is received from another Operator's location.

**RRC Identifier:** For the purposes of this document, the RRC Identifier is the registration or serial number of the report associated with the facility that acknowledges this receipt. This is a unique code consisting of letters and numbers that is considered as the System Serial or Registration number per the entity. All numbers will include Form Designation, District Number, and Registration or Serial Number, for the RRC Identifier. (Example: R-3 04-1626, T-1 06-0021, R-1 06-0201, P-18 04-3600, OM 03-0473)

**Shortage:** The fluctuation of stock in a positive number.

**Stock:** Can consist of crude, condensate, gasoline, kerosene, plant distillate, gas oil, fuel oil, natural gasoline, or miscellaneous products.

**Volume:** All volumes of crude oil, condensate, and/or products shall be reported in net barrels and computed by Commission approved methods of measurement. Do not use decimals or fractions of barrels in this report

APPENDIX

Example Form T-1 Page 1



**RAILROAD COMMISSION OF TEXAS**  
Oil and Gas Division  
**Monthly Transportation and Storage Report**

Form T-1  
Page 1

(Rev. 06/06/22)

Operator TCB Midstream, LTD.  
Address 1234 Main Street, Suite 100  
Street or Box  
Anytown TX 12345  
City State Zip Code

Month/Year 11/2020  
Registration No. 01-1111  
P-5 No. 454545  
RRC District ALL  
 Corrected Report

		Barrels	
1. Balance Available for Movement (Beginning of Month)		5085	
2. Frozen Stock			
3. Liquid Hydrocarbons in Line		300	
4. Total Stock (Beginning of Month)		5385	
<b>RECEIPTS FROM LEASES</b>			
		Barrels	
5. Receipts from Leases (Crude)		6209	
6. Receipts from Leases (Condensate on Form PR)		676	
7. Total		6885	
<b>RECEIPTS FROM OTHER SOURCES</b>			
8. Received From	9. Facility Name	10. RRC Identifier	11. Actual Receipts
Marshall Operating Co.	Yellow Plaza	P-18 06-2222	500
Sunshine Operating Company	Great Knight	T-1 08-2666	500
Hampton Operating LLC	Flamingo Ridge	P-18 8A-1546	500
Titan Midstream	Fisher Plant	T-1 7B-1636	500
Sonic Boom Midstream Please see attached Page 1-A	Comet SWD	P-18 7C-1234	500
12. Total			15575
13. Total All Receipts			22460
14. Stock First of Period Plus Receipts			27845
<b>DELIVERIES</b>			
15. Delivered To	16. Facility Name	17. RRC Identifier	18. Actual Deliveries
Log Cabin LTD	Bear Creek Plant	R-3 09-0202	244
North Texas SWD	Highland Lake	P-18 10-1177	1167
Tom Green LLC	Great Plains	T-1 6E-3434	225
White Water Midstream Co.	Clear Water Regional	T-1 04-1414	132
Tidy Energy Group Please see attached Page 1-B	Moore Ridge Plant	R-1 05-7777	132
19. Total			3750
20. Overage			
21. Shortage			300
22. Total Deliveries			4050
23. Total Stock End of Month (Detail on Page 3)			23795
24. Frozen Stock			
25. Liquid Hydrocarbons in Line			300
26. Balance Available for Movement (End of Month)			23495

**CERTIFICATE:**

I declare under penalties prescribed in sec. 91.143, Texas Natural Resources Code, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction, and that the data and facts stated therein are true, correct, and complete, to the best of my knowledge.

Signature Firstname Lastname  
Date 12/09/2020 Title Accounting Clerk  
Telephone No. (512) 463-6726  
Area Code Number  
Email Transportation&StorageReporting@rrc.texas.gov  
(Include email address only if you affirmatively consent to its public release)







