



Users Guide to the Plant/Refinery records on Microfilm

Background information about the microfilm

About the film:

The Plant/Refinery series of film is a film run composed of a number of different forms, each related in some way to gas processing or plant refineries. The Form Identifiers, as well as the Form Names included in this series are as follows:

Form Identifier	Form Name
C-1	Carbon Black Plant Report
C-2	Application for Permit to Operate a Carbon Black Plant.
C-3	Carbon Black Plant Permit
G-3	Gas Storage Data Sheet
G-9	Gas Cycling Report
R-1	Monthly Report for Refineries
R-2	Monthly Report for Reclamation and Treatment Plants
R-3	Monthly Report for Gas Processing Plants
R-4	Gas Processing Plant Report of Gas Injected
R-5	Certification of Compliance for Gasoline Plants and Refineries
R-6	Application for Certification of Compliance
R-7	Pressure Maintenance and Repressing Plant Reports
T-6	Pipeline Company Report of Gas Exported
T-7	Monthly Gas Gatherer Reports for Panhandle field

The Plant Refinery series of film starts in 2002 and goes through 2023. There are some forms that were discontinued during this time span and may not be found throughout the film run. In addition to form discontinuation, some forms may have been rarely, or sporadically used, and included in each year's filming.

Form Order:

The Plant Refinery reports are filmed by year.

Beginning in 2002, all forms for that year were filmed onto a number of rolls of film. The order of the form as they appear on the film, are in the exact order as the form Identifier / Form Name list above. C-1's, C-2's, and C-3's first (if there were any) and ending with T-7's (if there were any).

Of note is the frequency of form occurrence. In any given year, there were likely few or no C-1's, C-2's, or C-3, and very few G forms or T forms.

By far and away the greatest number of forms from any given year will be the R-3's.

If a given year of plant refinery reports contained a dozen rolls of film, it is very likely that the R-3 forms would take up eleven of those rolls.

Order of Individual Forms as they are found on the film:

Within each year, each group of forms will have their own organization.

C-1's, C-2's, and C-3's.

There are so few C-1's, C-2's, and C-3's on film, that each can be viewed very easily. The C-1 and C-2 were discontinued on 1-1-17.

G-3's.

These are filed by filing date, then operator name.

G-9's.

Very few. If any are found, they can be viewed in their entirety.

R-1's.

Initially R-1's are organized by month. After month, there are two suborganizations that may be encountered:

- 1) The R-1's are preceded by a listing of All refineries in Texas by name and registration number. A plant that changes operators mid year – will not deviate from this organization.

or

- 2) Alphabetically by operator name.

R-2's

The R-2's are found immediately before the R-3's. They are arranged on the film by Year, Month, and Operator.

R-3's

The R-3's are arranged by Year then Month. Within each Month span, the R-3's are further divided by District and Alphabetically by Operator.

The R-3's are by far the most numerous form found in the Plant Refinery Reports series of film. The R-3's for any particular year usually spans a number of rolls.

R-4's

The R-4 is a form used if any additional space is needed on a form R-3. If an R-4 form exist, it will be found immediately after the R-3 it is supplementing. The R-4 was discontinued 1-1-2017.

R-5's

The R-5's are found immediately after the R-3's. The R-5's are arranged by Year, District, then Operator Name.

R-6's

There are very few R-6's. If an R-6 is found, it will be located after the run of R-5's. The R-6's are arranged by Year, District, then Alphabetized by Operator Name.

R-7's

The R-7's are arranged by Year, Month, then Operator Name. The R-7 was discontinued 1-1-2017.

T-6's

The T-6 forms are organized by Year, Month, then Operator Name.

T-7's

The T-7 is the last form found on the Plant Refinery Report Series of film, before any Late forms that were included from previous years. The T-7 is organized by Year, Month, and alphabetically by Operator Name.

Locating the correct Plant Refinery Reports roll of film

The Plant Refinery Reports were filmed yearly. For any given year, a group film rolls will contain the form for that year. At the end of any given rolls for a year, you will find 'LATES'. Lates refer to documents that did not arrive at the RRC for the year they were required; but were submitted the year, or years after.

If you cannot find the document you are looking for within the correct year, you may need to search for any LATES on later rolls.

Using the directory Here: [PLANT REFINERY DIRECTORY](#)

Scroll to the year of the documents you are searching for. For any given year, the month, beginning document, and if possible, additional information is provided. The information in this directory was transcribed from the labels of the rolls of film. All Plant Refinery Rolls begin with PLRF, followed by a hyphen and a number.

Enter the PLRF number into the Neubus microfilm profile: [PLANT REFINERY PROFILE](#) in order to access the images on each roll of film. Using the information of the ordering of each document type, scroll through the images in order to find the document needed.

Please e-mail records@rrc.texas.gov with any questions.