

When to file:

Each operator of a pipeline or gathering system, other than a production or flow line that does not leave a lease or an operator excluded under §8.1(b)(4) of this title, relating to General Applicability and Standards, subject to the jurisdiction of the Commission, shall obtain a pipeline permit, to be renewed annually, from the Commission as provided in this rule. See [16 TAC 3.70](#) for the specific wording of this requirement.

Who files:

To **renew** an existing permit, to **amend** an existing permit or to **cancel (inactivate)** an existing permit, the **physical operator** shall file using the Commission's **Pipeline Online Permit System (POPS)**. A pipeline operator who has been issued a permit and is **transferring** the pipeline or a portion of the pipeline system included on the permit to another operator shall file a notification of transfer with the Commission within 30 days following the transfer. The operator to which the pipeline has been transferred shall amend its permit to include the pipeline or portion of the pipeline within 30 days following the transfer or the operator may be subject to a penalty for operating without a permit.

Compliance:

Each organization performing activities subject to the jurisdiction of the Commission shall maintain a current and active P-5 (Organization Report) with the Commission. See [16 TAC 3.1](#) for the specific wording of this requirement.

How to file:

All permit work must be submitted using the RRC Online system. To utilize POPS, an operator designates a Security Administrator by completing the Security Administrator Designation (SAD) form. When the SAD form is processed, the **Security Administrator will receive a User ID** and a temporary password. The **Security Administrator** logs into the RRC Online System using their assigned User ID and **creates User IDs for users within their company**. They assign certain filing rights for those accounts and perform account maintenance activities (such as resetting passwords) when needed.

SAD form: <https://www.rrc.texas.gov/media/z4ddu0te/formsadp.pdf>

Email the form to: rrconline-security@rrc.texas.gov

User login page: <https://webapps.rrc.state.tx.us/security/login.do>

Purpose of filing:

New permits and renewals:

Beginning October 1, 2018, each pipeline operator shall pay a permit processing fee for each new permit application and permit renewal. The permit **renewal date** for a pipeline operator who has an existing, valid permit will be the date shown in POPS. Currently, the Month and Day do not change upon renewal, only the Year. Permit amendments DO NOT renew a permit or change their expiration date. **Permit fees and late fees are documented on this link:** <https://www.rrc.texas.gov/pipeline-safety/pipeline-fees/>

New Extensions or Modifications, Inactivation and Transfers:

Any time a pipeline system changes because of added or removed lines, abandonments or transfers, the permit needs to be amended using POPS. There are no fees for the amendment process, unless it involves the creation of a new permit (see above). For a pipeline system that has been abandoned in its entirety, or if the miles under a permit are fully transferred to another permit, the permit with no active miles is inactivated.

Required attachments:

All permit activity requires a [cover letter](#).

Renewals and total transfers require a simple [overview map](#), but no digital shape files.

(The cover letter and overview map samples are on the same link, scroll to bottom of the web page) New permits, partial transfers and other amendments all require an overview map and [digital shape files](#).

All Total and Partial transfers require a form [T4B](#).

Some gas permits may require a [Non-Utility certificate](#).