

## INSTRUCTIONS - Form T-4

### ORGANIZATION INFORMATION:

1. The OPERATOR is the individual or organization responsible for the daily physical operation, maintenance, safety and emergency response functions on the pipeline. The Operator must have a Form P-5 Organization Report on file with the Commission's Oil and Gas Division prior to the issuance of the T-4 Permit.
2. The ECONOMIC OPERATOR (line 3, if different from either the OPERATOR [Line 1] or the OWNER [Line 2]) is the individual or organization responsible for filing required reports, tariffs or other forms with the Commission regarding the transmission or sale of gas or liquids through the pipeline(s). The ECONOMIC OPERATOR must have a Form P-5 Organization Report on file with the Commission's Oil and Gas Division prior to the issuance of the T-4 Permit.
3. The OPERATOR must file a Form T-4 to classify each pipeline(s) system(s) and/or gathering system(s), i.e. interstate or intrastate; gas or hazardous liquids; common carrier/gas utility or private line. If the pipeline is to be operated as a private line and will carry natural gas other than the operator's own production, attach a Non-Utility Certificate pursuant to Tex. Util. Code, §121. 005, in support of the factual basis of the requested classification.
4. The OPERATOR (applicant) must file a revised Form T-4 to show any modification in the physical installation, whether such modification relates to extension, abandonment, or transfer of lines. If no changes are made, annual certification that the pipeline or gathering system subject to permit was not modified during the previous 12 months must be filed by the 15th of the re-filing month, showing the status of each pipeline or gathering system as of the 1st of that month.

### PIPELINE INFORMATION:

#### Filing purpose:

- a.) New installation. This implies that an operator is requesting a new permit for a new line, or is transferring a part of an existing permit from one operator to a new permit, where there is no existing permit already in place.
- b.) Renewal for same operator. **The previous form T-4C has been eliminated.** Form T-4 will be used for renewals with no changes, which are required when the permit has not been amended in the previous 12 months. (Permits will automatically be renewed for one year whenever an amendment occurs.)  
**Enter the total current active miles under the permit.**
- c.) Extension or modification. This is for any changes since the last amendment or annual renewal that result in any change to the questions listed in the rest of section 2.  
**Enter the total current active miles remaining under the permit after any changes.**

### DEFINITIONS:

1. Abandoned Pipeline. A pipeline is considered to be abandoned when it is not in current use; the operator or owner does not plan to use it in future operations; and the line has been cleared of all hydrocarbons. A pipeline does not have to be removed from the ground or stripped of pumping or compressor equipment to be abandoned. The operator must notify the Commission by letter immediately when the operator has abandoned a pipeline.
2. Liquid. Any substance that exists in liquid phase in the pipeline under current operating conditions.

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For questions, please call 512-463-7058

**Pipeline permitting forms can be submitted in PDF format to the Railroad Commission of Texas via email to [pipelinepermits@rrc.texas.gov](mailto:pipelinepermits@rrc.texas.gov)**

**Or mail completed form to:**

**RAILROAD COMMISSION OF TEXAS  
Oversight And Safety Division  
Pipeline Permitting And Mapping Section  
P. O. Box 12967  
Austin, TX 78711-2967**