

## **INFORMATION FOR OPERATORS OF REFINERIES & GAS PROCESSING PLANTS**

References: Statewide Rules 3.54, 3.60, 3.61, and 3.62

### **General Information**

#### **What is required of Refinery or Gas Processing Plant operators?**

##### **1. Organization Report (Form P-5).**

- ***Prior to initial operation of a gas processing plant***, as per ***Statewide Rule 3.1***, an operator of a gas plant/facility must file an original copy of an ***Organization Report (Form P-5)*** with the Commission's Austin Office. The Form P-5 is required to be renewed annually. ***A change in plant ownership, operator company name, operator's company address, or operator's company representative responsible for operations on site at the plant/facility must be reported immediately to the Commission in Austin.***

##### **2. Certificate of Compliance (Form R-5/R-6).**

- A ***natural gasoline plant operator***, that is, an operator of a plant/facility extracting liquid hydrocarbons other than those reported on the Form R-3, Section V, line 2 (scrubber oil), and 3 (plant condensate) while treating/processing natural gas, must file a ***Certificate of Compliance for Natural Gasoline Plants (Form R-5)*** with the Commission which is to be renewed annually, per ***Statewide Rule 3.61***. A completed Form R-5 is to be ***mailed to the Commission's District Office having jurisdiction over the gasoline plant*** and must be ***renewed one year from the date of the prior renewal.***
- An ***operator of a refinery or a gas processing plant*** must also file a ***Certificate of Compliance for Natural Gasoline Plants (Form R-5)***, if the plant/facility is extracting liquid hydrocarbons other than those reported on the Form R-3, Section V, line 2, and line 3, then the plant/facility qualifies as a natural gasoline plant.
- A ***cycling plant operator***, that is, an operator of a plant/facility that separates liquids from casinghead gas and returns dry gas back into the oil reservoir for pressure maintenance must file and annually renew with the Commission an application for a ***Certificate of Compliance (Form R-6)***, per ***Statewide 3.62***. The Form R-6 is to be ***mailed to the Commission District Office having jurisdiction over the cycling plant***, and must be ***renewed annually by filing a Form R-6 by August 1<sup>st</sup> of each year.***
- ***Other types of plants/facilities such as drip stations, scrubbers, separators, dehydrators, etc.***, which produce ***only*** liquid hydrocarbons specified on the R-3 Form in Section V, line 1 (condensate from gas well gas), line 2 (scrubber oil from casinghead gas), and line 3 (plant condensate), ***do not need a Certificate of Compliance.***

### 3. Monthly Reports (Form R-1/R-3).

***A Monthly Report and Operations Statement for Refineries (Form R-1)***, must be filed by all operators of refineries in accordance with ***Statewide Rule 3.60***. The original form is to be filed with the Commission's Austin Office ***no later than the 15<sup>th</sup> of the month following the month for which operations are being reported***.

***A Monthly Report for Gas Processing Plants (Form R-3)*** must be filed by all operators of gas processing plants in accordance with ***Statewide Rule 3.54***. The original form is to be filed with the Commission's Austin Office ***no later than the 25<sup>th</sup> of the month following the month for which operations are being reported***. *The failure to timely file the Form R-3 may result in the liquid hydrocarbon stock-on-hand being frozen for the delinquent plant/facility by Commission action.*

Several facilities (drip stations, scrubbers, and compressors) may be reported on one Form R-3 if they serve a main system where gas is delivered for final processing and disposition. ***The Form R-3 must be filed beginning with the initial month of operation through to the time when the plant is no longer in operation and all stock in inventory has been properly dispensed, disposed, and completely removed from the plant/facility site.*** When operations have ceased and all stock in inventory has been removed from plant/facility site, mark the Form R-3 as "Final Report" in Section XI, 3. If the Form R-3 is the first report for a new plant, note "New Plant" at the top of the form. For new plant serial numbers, fax a completed R-3 with all appropriate lines filled in, except the serial number, and a serial number will be issued.

***\*Changes in gas processing plant operator, plant name or plant type are to be brought to the attention of Gas Plant Audit Section of Permitting/ Production Services by noting the changes and effective dates on the Form R-5/R-6 and in Section XI, line 3 of the Form R-3 (Monthly Report of Gas Processing Plants).***

**RAILROAD COMMISSION OF TEXAS  
OIL AND GAS DIVISION**

Monthly Report and Operations Statement for Refineries  
(Report in Barrels)

Corrected Report

Form R-1  
Page 1  
(Rev. 1974)

Operator Breaker Oil Company Month January 2013

Address 302 Main Registration No. 00-0000

Street or P.O. Box No.

Dallas Texas 79701  
City State Zip Code

Decatur Refinery (Instructions on Reverse Side)  
Refinery Name

Name of Material	Code	Storage Beginning of Month	Receipts	INPUT Runs to Stills and/or Blends	Products Manufactured	Fuel Used	Deliveries	Storage End of Month
Propane	1							
Butane	2	462,528	174,293	207,843				428,978
Butane-Propane	3				37,602		37,602	
Motor Gasoline	4	1,147,659			6,010,181	444	6,155,903	1,001,493
Kerosene	5	337,216	59,731		808,601	618	997,484	247,446
Home Heating Oil	6				27,019		27,019	
Diesel Fuel	7				748,157		748,157	
Other Middle Distillates	8	3,327,229	216,266		34,985	3,031	319,092	3,256,357
Aviation Gasoline	9							
Kerosene - Type Jet Fuel	10							
Naptha - Type Jet Fuel	11							
Fuel Oil #4 For Utility Use	12				618,103		618,103	
Fuel Oil #5, #6 For Utility Use	13							
Fuel Oil #4 For Non-Utility Use	14							
Fuel Oils #5, #6 For Non-Utility Use	15				888,894		888,894	
Bunker C	16							
Navy Special	17							
Other Residual Fuels	18							
Petrochemical Feedstocks	19	77,420	868,110	853,283			6,779	85,468
Lubricants	20							
Special Napthas	21							
Solvent Products	22							
Miscellaneous	23	3,779,126	349,484	119,035	1,994,242	459,032	1,603,439	3,941,346
Crude Oil	24	1,273,352	10,120,535	10,119,002		1,428		1,273,457
TOTAL: (Barrels)		10,404,530	11,788,419	11,299,163	11,167,784	464,553	11,402,472	10,234,545

**CERTIFICATE:**

I declare under penalties prescribed in Sec. 91.143 of the 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 data and facts stated therein are true, correct, and complete, to the best of my knowledge.

Signature Joe Terry

Date 01-24-XX Title District Engineer

Telephone No. (214) 555-1212  
Area Code Number





Detail Statement of Stocks at End  
of Period (Group Each Kind of  
Stock Together and Total)

**RAILROAD COMMISSION OF TEXAS  
OIL AND GAS DIVISION**  
Monthly Report and Operations Statement for Refineries

Corrected Report

Form R-1  
Page 4  
(Rev. 1974)

Operator Breaker Oil Company

Month January 2013

Quantities Shown On This  
Page Must Equal Amount  
Shown On Page 1.

(Instructions on Reverse Side)

Registration No. 00-0000

1	2	3	1	2	3	1	2	3	1	2	3
Capacity	Code	Barrels	Capacity	Code	Barrels	Capacity	Code	Barrels	Capacity	Code	Barrels
1,000,000	2	428,978									
2,999,830	4	1,001,493									
981,792	5	247,446									
5,552,693	8	3,256,357									
150,000	19	85,468									
6,247,301	23	3,941,346									
1,962,838	24	1,273,457									
18,894,454	X	10,234,545		X			X			X	

\* TOTAL ALL COLUMNS

RAILROAD COMMISSION OF TEXAS  
Oil and Gas Division  
PO Box 12967  
Austin, Texas 78711-2967

**MONTHLY REPORT FOR  
GAS PROCESSING PLANTS**

REPORT  
FOR (mm/yy) 09/12

XYZ Operating Company  
OPERATOR NAME  
123 Penny Lane, Pleasant Town, TX 75555  
OPERATOR ADDRESS  
Bexar County Regular  
FIELD

Bexar  
COUNTY  
Bexar Gas Plant  
PLANT/SYSTEM NAME  
555555  
OPERATOR P-5 NO.

01-5555  
SERIAL NO.  
200,000  
R-5 PLANT AVG. INTAKE CAPACITY  
TYPE PLANT:  GAS PLT.  COMP STA.  DEHY STA.  
 DRIP STA.  CYCLING PLT.  OTHER

PHYSICAL LOCATION (For initial R-3 or changes (street address or distance & direction from nearest named major intersection) NE ¼ Sec 20 Blk M JB Texan survey, Bexar County

**REPORT ALL GAS VOLUMES IN MCF AT 14.65 PSIA PRESSURE AND 60° FAHRENHEIT IN ACCORDANCE WITH GAS MEASUREMENT LAW.**

SECTION I: Intake Volumes (MCF Monthly)	GAS WELL GAS	CASINGHEAD	TOTAL
1. NO. OF WELLS PRODUCED		34	34
2. GAS INTO GATHERING SYSTEM		86,736	86,736
3. DELIVERIES FROM GATHERING SYSTEM		802	802
4. GATHERING SYSTEM TO PLANT FOR PROCESSING		85,934	85,934
5. PLANT INTAKE – FROM PLANT METERS		85,934	85,934
6. LOSS OR GAIN – DIFF. BETWEEN LINES 4 & 5			
7. REFINERY AND STORAGE VAPORS			
8. GAS FROM OTHER PROCESSING PLANTS			
9. GAS FROM MAIN TRANSMISSION LINES			
10. GAS WITHDRAWN FROM STORAGE			
11. GAS IMPORTED FROM OTHER STATES <span style="float:right">OK</span>			54,742
12. NET GAS TO PLANT PROCESSING			140,676

SECTION II: Disposition of Unprocessed Gas from Gathering System (MCF Monthly)	GAS WELL GAS	CASINGHEAD	TOTAL
1. FUEL SYSTEM AND LEASE USE			
2. GAS LIFT		802	802
3. REPRESSURING & PRESSURE MAINTENANCE			
4. CYCLED			
5. UNDERGROUND STORAGE			
6. OTHER PROCESSING PLANTS			
7. CARBON BLACK PLANTS			
8. TRANSMISSION LINE			
9. VENTED			
10. TOTAL		802	802

SECTION III: Disposition of Residue Gas (MCF Monthly)		
1. EXTRACTION LOSS <u>6,515</u>	7. REPRESS & PRESS MAINT <u>484</u>	13. VENTED <u>12</u>
2. H <sub>2</sub> S LOSS _____	8. CYCLED _____	14. METER DIFFERENCE _____
3. CO <sub>2</sub> LOSS _____	9. UNDERGROUND STORAGE _____	15. WATER _____
4. PLANT FUEL <u>8,742</u>	10. CARBON BLACK _____	16. NITROGEN GAS _____
5. LEASE FUEL & USE _____	11. OTHER PROCESS. PLANTS _____	
6. GAS LIFT _____	12. TRANSMISSION LINE <u>124,923</u>	
		<b>TOTAL (LINES 1-16) <u>140,676</u></b>

**SECTION IV: Sulfur and CO<sub>2</sub> Recovery**  
PRODUCTION OF SULFUR FROM PROCESSING NATURAL GAS \_\_\_\_\_ TONS. CO<sub>2</sub> \_\_\_\_\_ MCF

SECTION V: Plant Liquid Hydrocarbon Production (barrels monthly)		
1. CONDENSATE FROM GAS WELL GAS _____	2. SCRUBBER OIL FROM CASINGHEAD GAS _____	
3. PLANT CONDENSATE <u>1,874</u>	6. PROPANE <u>1,059</u>	9. ETHANE <u>553</u>
4. GASOLINE <u>1,212</u>	7. BUTANE-PROPANE MIX _____	10. Inert gas <u>4</u>
5. BUTANE <u>980</u>	8. ISO-BUTANE <u>241</u>	11. <b>TOTAL</b> <u>5,923</u>

SECTION VI: Detail Scrubber Recovery. Only for identifiable slugs NOT returned.			
SOURCE OF SCRUBBER/CONDENSATE SLUGS NOT RETURNED	NO. OF GAS WELLS	NO. OF OIL WELLS	BARRELS

(Use Attachment if Necessary) TOTAL

SECTION VII: Barrels								
	Condensate	Scrubber Oil	Gasoline	Butane	Propane	Ethane	Other	Total
1. OPENING BALANCE	267		77	105	138	80		667
2. FROZEN STOCK								
3. TOTAL OPENING STOCK	267		77	105	138	80		667
4. RECEIVED (Sec. VIII)								
5. PRODUCED (Sec. V)	1874		1,212	980	1,059	553	245	5,923
6. DELIVERED (Sec. VIII)	1565		1,150	750	958	445	4	4,872
7. LOSS (Explain in Sec. XI.3)								
8. TOTAL CLOSING STOCK	576		139	335	239	188		1,718
9. FROZEN STOCK								
10. CLOSING BALANCE	576		139	335	239	188	241	1,718

SECTION VIII: Liquids Operations Statement				
Company	RRC Registration Serial No.	Commodity	Received Bbls	Delivered Bbls
ABC Crude Oil, LLC	T-1 01-74	Condensate		1,565
LMN Energy Corporation	T-1 01-85	Gasoline		1,150
		Butane		750
		Propane		958
		Ethane		445
		Inert		4
TOTALS				4,872

SECTION IX: Report of Gas Injected – Direct Repressuring, Pressure Maintenance, Cycling, or Underground Storage – If Additional Space Needed, Use Form R-4											
Field and Reservoir	1	Well Owner	2	Lease	3	Well No.	4	Inj. Pres.	5	MCF Monthly	6
Bexar County Regular		LMN Energy		16349		1		500		484	
Total								xxxxxxxxxx		484	

SECTION X: Detail of Delivery of Gas – Except Lease Fuel System (MCF monthly)			
Delivered to Whom	Use or Disposition	Unprocessed Gas (Sec. II)	Residue Gas (Sec. III)
QRS Marketing, Ltd. XYZ Operating Company	Wholesale Lease Use	Transmission Line 802	124,923

SECTION XI: Remarks	
1. REASON FOR VENTING UNPROCESSED GAS	_____
2. REASON FOR VENTING RESIDUE GAS	Plant Maintenance _____
3.	Evaporation _____

**CERTIFICATION**

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 data and facts stated therein are true, correct, and complete, to the best of my knowledge.

*John Doe*

John Doe

Signature

Name of Person (type or print)

10/25/2012

CFO

(555) 555-1212

Date

Title

Phone No. w/AC

**INSTRUCTIONS:** Reference Statewide Rule 56, *Scrubber Oil and Skim Hydrocarbons*

- This report shall be filed (original only) with the Austin Office of the Railroad Commission no later than the 25<sup>th</sup> of the month following the month being reported.
- Operators of gas processing facilities that report hydrocarbons other than or in addition to those listed in Section V, lines 1, 2, 3, are required to annually file a Form R-5, *Certificate of Compliance*.
- Change of Operator, New R-5 facility operators must file a Form R-5 prior to the effective date of the change. Both the new and old operators of non-R-5 facilities, when filing an R-3 report are to note the operator name change and the effective date in Section XI, items 3. A final report is NOT to be filed unless No. 4, below, applies.
- Final Report, File a final Report when there is no remaining stock on hand AND the facility will be inactive at least six months.
- Signature, The individual preparing the R-3 report is authorized to sign it.
- Totals, The Total in all sections is to be filled out if there have been any volumes given in the section.
- Detailed Instructions, Available from the Permitting & Production Section, Oil and Gas Division, Railroad Commission, Austin, Texas.

## **Monthly Gas Plant Report (Form R-3) Balancing Requirements**

### **Section I:**

- Section I, line 3 should be equal to Section II, line 10.
- Section I, lines 2, 4, and 5 should all be identical values if there is not a volume reported on line 3 and/or line 6.
- The sum of Section I, line 5 and line 6 should be equal to line 4 and equal to line 2 if there is not a volume reported in line 3.
- Section I, line 12 (total) should be equal to the total sum of lines 1 through 16 in Section III.

### **Section II:**

- Section II, line 10 (total) should be equal to Section I, line 3 (deliveries from gathering system).
- Any volumes reported in Section II, lines 3, 4, and/or 5 should be reported in Section IX.
- Any volumes reported in Section II, lines 6, 7 and/or 8 should be reported in Section X.

### **Section III:**

- Section III, the total of lines 1 through 16 should be equal to Section I, line 12 (total)
- Any volume reported in Section III, lines 7, 8, and/or 9 should be reported in Section IX.

### **Section IV:**

- There are no balancing requirements involving Section IV.

### **Section V:**

- The reported volumes in Section V should be the same as the volumes reported in Section VII, line 5.

### **Section VI:**

- This section is obsolete and should be left blank.

### **Section VII:**

- Section VII, line 4 should be equal to the total of the "Received" column of Section VIII.
- Section VII, line 5 should be equal to the total volume of produced liquids reported on line 11 of Section V.
- Section VII, line 6 should be equal to the total of the "Delivered" column in Section VIII.
- Any volume reported in Section VII, on line 7 should be explained in Section XI (examples-BS&W, evaporation, or measurement loss). Please circle response before submitting.

### **Section VIII:**

- The "Received" column of Section VIII should list the same volumes as reported on line 4 of Section VII.
- The "Delivered" column of Section VIII should list the same volumes as reported on line 6 of Section VII

- Any volume reported in the total line under the “Received” column should be equal to the total of Section VII, line 4.
- Any volume reported in the total line under the “Delivered” column should be equal to the total of Section VII, line 6.

**Section IX:**

- Volumes reported in this section should be the same as the volumes reported in Section II, lines 3, 4 and/or 5 and/or Section III, lines 7, 8, and/or 9.

**Section X:**

- Any volume reported in Section II, line 6 (other processing plants) should be listed in Section X in the “Use or Disposition” column as “A”.
- Any volume reported in Section II, line 8 (transmission line), should be listed in the “Use or Disposition” column as “B”.
- Any volume reported in Section III, line 11 should be listed in the “Unprocessed Gas” column of Section X.
- Any volume reported in Section III, Line 12 should be listed in the “Residue Gas” column of Section X.

**Section XI:**

- Section XI is the “Remarks” section.
- Any “loss” reported on line 7 of Section VII should be explained on line 3 of Section XI.
- If the R-3 is the last monthly report to be filed for a plant/facility that is closing down operations, then final report information should be noted on line 3 of Section XI.
- Remarks regarding the transference of the plant/facility to another operator should be noted on line 3 of Section XI.