

## Common Carrier Liquid Pipeline Tariff Filing Requirements

Each common carrier pipeline in Texas is required to file a copy of each of its active tariffs with the Railroad Commission of Texas (“Commission”) pursuant to 16 TEX. ADMIN. § 3.71 (21).

Common carrier pipeline tariff filings are processed by the Gas Services Department (“GSD”) of the Oversight and Safety Division. To assist Commission staff in tracking these tariff filings, the GSD requires the following information and formatting for these tariff filings:

- a) all requirements of 16 TEX. ADMIN. CODE § 3.71;
- b) the P-5 identification number, operator name (if different than the operator filing the tariff), the name of the contact person, address, telephone number and, if available, the electronic mail address of the person who will respond to inquiries regarding tariff provisions;
- c) the operator T-4 permit number;
- d) tariff effective date;
- e) tariff number (this is an internal number assigned by the operator and should NOT include “R.R.C.” or “Railroad Commission of Texas”);
- f) if the filing is made in compliance with a Commission order, the filing shall include the Commission docket number;
- g) a statement that the filing amends, cancels and/or supplements a current tariff with reference to the applicable tariff number accordingly;
- h) tariff should only be one-sided and on 8 ½ by 11 paper; and
- i) tariff should not be stapled, if provided in hard copy.

The tariffs may be filed electronically or in hard copy. If the filing is in “hard” copy, please follow all the above-referenced formatting requirements. Please mail hard copy tariffs to:

Railroad Commission of Texas  
Oversight and Safety Division  
Gas Services Department  
P.O. Box 12967  
Austin, Texas 78711-2967

If the tariff is filed electronically, please follow the above-referenced formatting requirements. In addition, please follow the additional guidelines below:

- a) electronically filed tariffs shall be scanned in PDF format;
- b) if the electronic filing consists of more than one tariff, each tariff shall be scanned as a separate PDF file;
- c) multiple tariff files can be attached to one email; and
- d) if a cover letter is necessary, please attach the cover letter as a separate PDF file and attach it to the same email with the tariff filing.

The general mailbox for electronic common carrier pipeline tariff filings is: [CCPLtariffs@rrc.texas.gov](mailto:CCPLtariffs@rrc.texas.gov). Please note that the receipt date of the email will be the filing date for the tariff.

Please contact Janet Sims at [janet.sims@rrc.texas.gov](mailto:janet.sims@rrc.texas.gov) or (512) 463-6779, should you have any questions regarding tariff filings.