

RAILROAD COMMISSION OF TEXAS

Oil and Gas Division Technical Permitting



Environmental Permits and Support

Facility Electronic Information System

Waste Hauler Program

STANDARD OPERATING GUIDELINES

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1 Introduction

1.1 Purpose

The purpose of this document is to provide instructional material to better understand the facility module within the LoneSTAR application. This document will highlight the navigation and functional paths relevant to an external user.

1.2 Scope

This document covers the new features associated with the RRC Online Forms Filing System for new permits, renewing an existing permit and amending a permit as well as canceling a permit. The external user will be able to use this document to understand these new features and their functionality.

1.3 Audience

The intended audience is the external users that will use the application for performing various activities related to Waste Hauler Permit applications.

2 Security Roles

Security Roles define how a user may interact with FEIS. A user may have multiple security roles, allowing them to perform multiple role specific actions in the system. Security roles are subdivided into two categories, Internal and External. Internal security roles are for RRC employees and contractors, while external security roles are for individuals in an organization that wish to submit forms and receive correspondence online. A summary of the actions allowed by each security role can be found below.

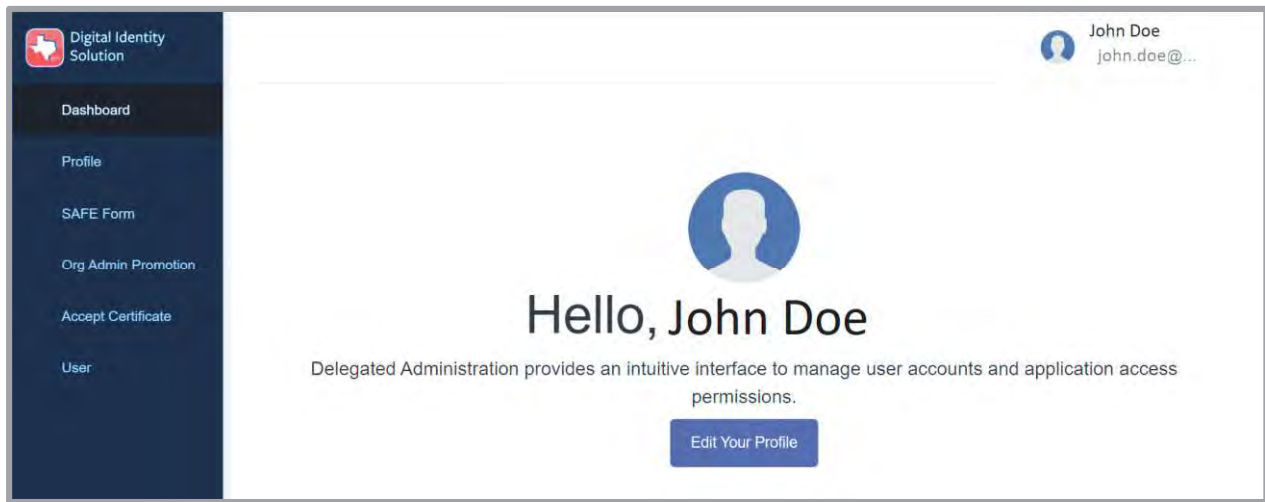
2.1 External Roles

- **External Read Only** – Allows an external user to browse the system.
- **Waste Hauler Application Submitter** – Allows an external user to submit the Waste Hauler Application Form.
- **Organization Administrator** – Allows an external user to add other users in their organization and set their security roles.

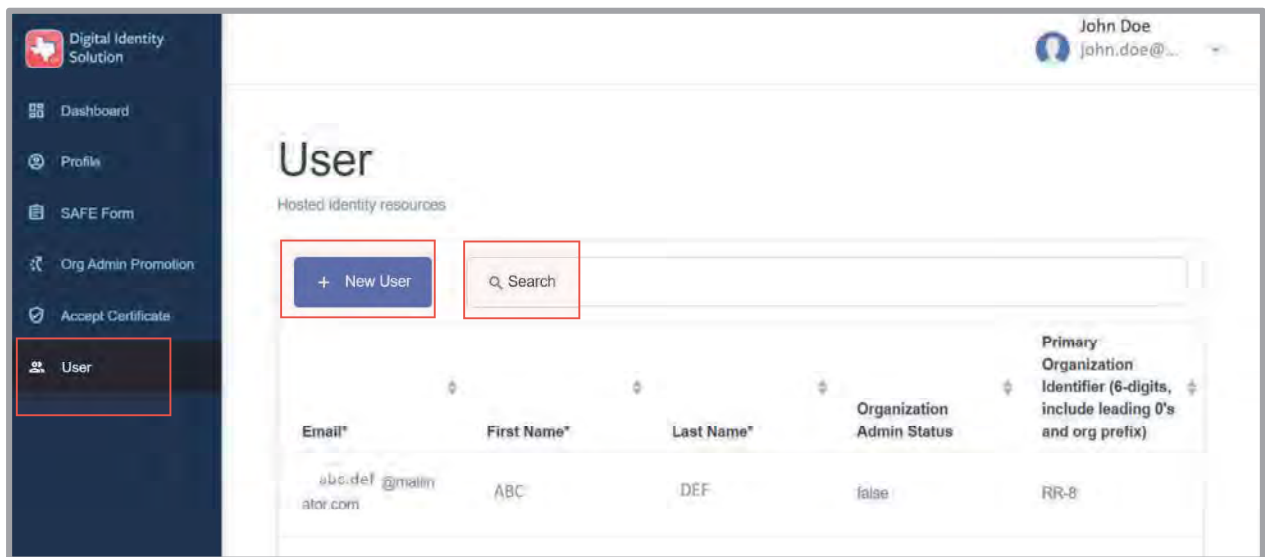
2.1.1 Organization Administrator

To add a new user:

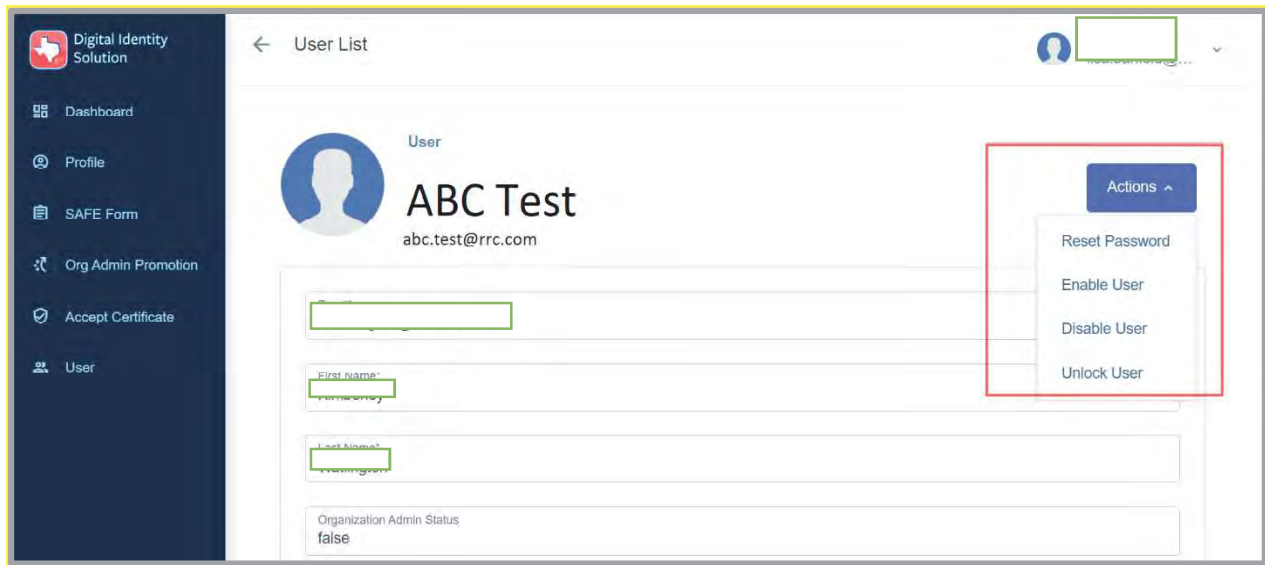
1. Log in to LoneSTAR application as an **Organization Administrator**.
2. While you are logged into LoneSTAR, launch the following URL:
<https://ramp.rrc.texas.gov/enduser/?realm=RAMP#/dashboard>



3. Navigate to the **User** screen. The screen displays all the users of organizations that the **Organization Administrator** has access to.

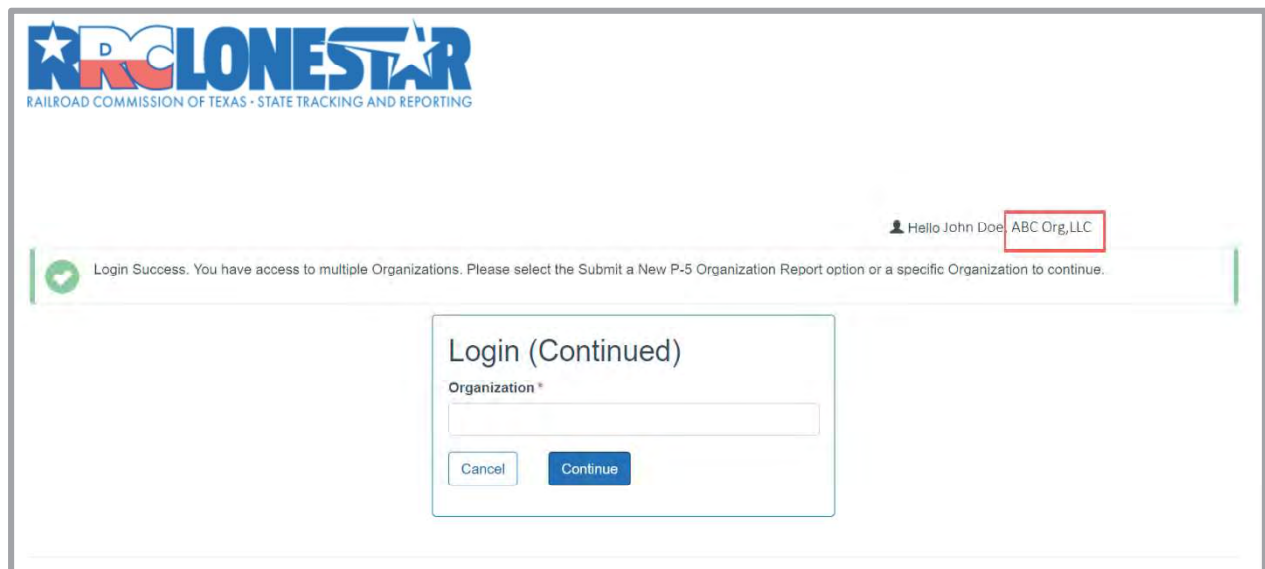


4. Click on the **+ New User** button and populate all the required fields.
5. Click on **Save** to save the details.
6. To edit an existing user, search for the user using the **Search** bar.
7. Click on the user to open user details.
8. The **Actions** drop-down enables you to perform the following functions:
 - a. **Reset password**
 - b. **Enable User**
 - c. **Disable User**
 - d. **Unlock User**
9. Make the required changes and click on **Save**.



To assign a role or to change the security role for an external user:

1. Log in to LoneSTAR application as **Organization Administrator**.
2. Select the preferred organization from the **Organization** drop-down and click on **Continue**.



3. Click on the **Organization** hyperlink located on the right corner of the page beside the username to open the **Organization Detail** page.
4. Scroll down to the **Other People** section and click on the username that has a valid email address to open the **Person Detail** page.

The screenshot shows a table titled 'Non-Employee Agents' with a sub-header 'Other People'. The table has columns for Name, Address, Phone Number, Email Address, and Relationship Status. The first row shows 'ABC Test' with email 'abc.test@rrc.com' and status 'Active'. There are two more rows with 'Active' status, but their details are blurred.

Name	Address	Phone Number	Email Address	Relationship Status
ABC Test			abc.test@rrc.com	Active
				Active
				Active

The screenshot shows the 'Person Detail' page for 'John Doe, ABC' under 'ENERGY SERVICES, LLC'. The 'Summary' tab is selected. A dropdown menu is open, showing options: Summary, Events, and Security. The 'Security' option is highlighted with a red box. The main content area shows fields for First Name (ABC), Middle Name, Last Name (Test), Suffix, Status (Active), LoneSTAR User (Yes), Foreign ID Verified?, and Email Address (Email on file).

5. From the section level drop-down, select **Security**.
6. The LoneSTAR user information is displayed with all the available **Security Assignments**. Select the desired security roles and click on **Save**.

The screenshot shows the 'Person Detail' page for 'John Doe, ABC' under 'ENERGY SERVICES, LLC'. The 'Security' tab is selected. The 'LoneSTAR User Information' section shows 'UserName' as 'john.doe@rrc.com' and 'Organization' as 'ABC ENERGY SERVICES, LLC (00000) - CRANE, Texas'. Below this is a list of 'Security Assignments' with checkboxes. The 'Waste Hauler Application Submitter' checkbox is checked. At the bottom are 'Cancel' and 'Save' buttons.

LoneSTAR User Information

UserName: john.doe@rrc.com

Organization: ABC ENERGY SERVICES, LLC (00000) - CRANE, Texas

Security Assignments

- ☐ Non-Employee Agent (P-5A)
- ☐ P-5 Officer
- ☐ Organization Administrator
- ☐ Financial Assurance Release User
- ☒ External Read-Only
- ☐ New P-5 Only Submitter
- ☐ W-3C User
- ☐ W-3X User
- ☐ P-5 User
- ☒ Waste Hauler Application Submitter

Cancel Save

3 LoneSTAR Landing Page

3.1 Overview

When the user launches the LoneSTAR application using the URL, the system displays the **LoneSTAR** landing page. The landing page displays the following tiles based on the external role assigned to the user:

- For external users with **Read Only** role, the landing page displays the following tile:
 - **Organization Registration Gateway Tile (ORG)**
- For external users with the **Waste Hauler Application Submitter** role, the landing page displays the following tiles:
 - **Organization Registration Gateway Tile (ORG)**
 - **Facility Electronic Information System Tile (FEIS)**

Note: The landing page for external users with Organization Administrator role depends on the Organization selected and the access level of that organization user.





3.2 Organization Registration Gateway Tile (ORG)

The **ORG** tile enables the user to manage P5 organizational information and financial assurance.

3.3 Facility Electronic Information System Tile (FEIS)

The **FEIS** tile enables a user with applicable security roles to access facility details, initiate online applications, and review facility documents.

4 FEIS Landing Page

4.1 Overview

Note: The **FEIS Landing** page is only displayed to a user with an appropriate role. Please refer to [section 3.1](#) for more information.

The **FEIS Landing** page allows a user to navigate through the system and access the Waste Hauler Application form.

4.2 Accessing the FEIS Landing Page

The **FEIS Landing** page can be accessed by clicking on the **FEIS** tile on the **LoneSTAR Landing** page.

4.2.1 Global Search

The **Global Search** option enables a user to search the entire LoneSTAR system based on a desired category and search criteria. The **Global Search** is located at the top right of any LoneSTAR page. To use the **Global Search**:

1. From any page in the system, select the desired **Search Category** from the dropdown list.

2. Enter the desired search criteria in the **Search** textbox and select **Go**. A page will open with a grid of search results.

4.3 Grids

Grids are used throughout LoneSTAR to display lists of information related to the subject.

4.3.1 General Grid Functions

Any grid in LoneSTAR will have one or more of the following functions:

1. **Tab Selector** – Allows the user to select a grid to view if there are multiple grids on the page.
2. **Header Sort** – Allows the user to sort columns in a grid by selecting the column header. The arrow on the column indicates which column is being sorted and if the column is sorted in ascending or descending order. By default, the column will sort in ascending order. Select the column again to sort in descending order.
3. **Advanced Filtering** – Toggles the display of the Advanced Filtering Row. The user can sort and filter each column based on independent criteria.
4. **Grid-Level Actions Dropdown** – Allows the user to perform actions on an entire grid or selected rows within the grid. Each grid may have distinct actions available.
5. **Quick Search** – Allows the user to search data in the select columns listed in the grid.
6. **Gear Cog** – Allows the user to select the visible columns for the grid. Some columns may be initially hidden and can be made visible.
7. **Row-Level Actions dropdown** – Allows the user to perform actions on a specific record in the grid. Each row may have distinct actions available.
8. **Page Selector** – Allows the user to select and view different grid pages.
9. **Refresh Button** – Refreshes the data in the grid.

4.3.2 FEIS Landing Page Tabs

The **FEIS Landing** page displays the following tabs:

- **Alerts**
- **Online Forms**
- **Forms In Progress**
- **Forms Submitted**
- **My Facilities**

4.3.2.1 Alerts

The **Alerts** tab displays a grid with the system alerts for the user.

Alerts Online Forms Forms In Progress Forms Submitted My Facilities						
▼ Advanced Filtering Actions ▾ Search						
<input type="checkbox"/>	Date ↓	Severity	Message	Status	Actions	
<input type="checkbox"/>	10/23/2024	3	Your Waste Hauler Form submission has been administratively corrected by RRC. The Tracking ID is 12345.	New	Actions▾	
<input type="checkbox"/>	10/21/2024	3	A "Review Waste Hauler Permit Application Renewal - Initial Review" task has been assigned to you.	New	Actions▾	
<input type="checkbox"/>	10/18/2024	3	A "Review Waste Hauler Permit Application Amendment - Initial Review" task has been assigned to you.	New	Actions▾	
<input type="checkbox"/>	10/07/2024	3	Your Waste Hauler Form submission has been administratively corrected by RRC. The Tracking ID is 89400.	New	Actions▾	
<input type="checkbox"/>	10/07/2024	3	Your Waste Hauler form submission has been initially reviewed as complete. Refer to your tracking ID for additional details. Your Tracking ID is 12345.	New	Actions▾	

4.3.2.2 Online Forms

The **Online Forms** tab displays a grid with all the online forms available to the user.

Alerts Online Forms Forms In Progress Forms Submitted My Facilities				
▼ Advanced Filtering Actions ▾ Search				
Form Name ↓	Form Number	Form Rules	Form Category	Purpose
Waste Hauler Permit Application	WH-2	Rule 3.8 (f)	EPS	Submit an Initial, Renewal, Amendment Application, or Cancel an existing Waste Hauler permit

4.3.2.3 Forms in Progress

The **Forms in Progress** tab displays a grid of every form in the **Draft**, **Returned**, or **Deleted** status.

Alerts Online Forms Forms In Progress Forms Submitted My Facilities							
▼ Advanced Filtering Actions ▾ Search							
Tracking ID	Form Name ↑	Status	Subject ID	Description	Organization	Last Modified By	Form Category Actions
89640	Waste Hauler Permit Application	Draft		Waste Hauler Permit Application Amendment Filing	ABC Org	last cgl2	EPS Actions▾

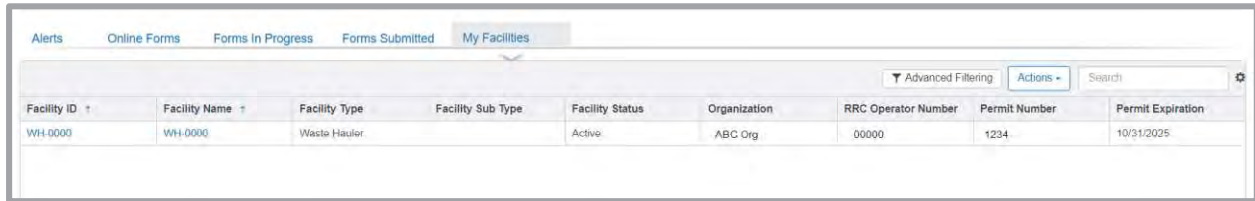
4.3.2.4 Forms Submitted

The **Forms Submitted** tab displays a grid of all the forms in **Submitted**, **Approved**, **Withdrawn**, or **Denied** status.

Alerts Online Forms Forms In Progress Forms Submitted My Facilities						
▼ Advanced Filtering Actions ▾ Search						
Tracking ID ↑	Form Name	Status	Subject ID	Description	Organization	Last Modified By Form Category
89396	Waste Hauler Permit Application	Auto-Approved		Waste Hauler Permit Initial Filing		EPS
89634	Waste Hauler Permit Application	Auto-Approved		Waste Hauler Permit Application Amendment Filing		EPS

4.3.2.5 My Facilities

The **My Facilities** tab displays a grid that contains a summary of the facility.



Facility ID	Facility Name	Facility Type	Facility Sub Type	Facility Status	Organization	RRC Operator Number	Permit Number	Permit Expiration
WH-0000	WH-0000	Waste Hauler		Active	ABC Org	00000	1234	10/31/2025

5 Forms

5.1 Forms in Progress

The status of a Waste Hauler Application form under the **Forms in Progress** tab are:

- Deleted
- Draft
- Returned

5.1.1 Deleted

A **Deleted** status indicates that the Waste Hauler Application was created in error, or there was a glitch during the processing of the application.

5.1.2 Draft

A Waste Hauler Application in the **Draft** status reflects that the application has not been submitted.

5.1.3 Returned

A **Returned** status of a Waste Hauler Application indicates additional information is needed to process the application.

5.2 Forms Submitted

The status of a submitted Waste Hauler Application form can be:

- Denied
- Approved
- Auto Approved
- Submitted
- Withdrawn

5.2.1 Denied

A **Denied** status indicates that the Waste Hauler Application was not accepted, and a permit was not issued due to missing information.

5.2.2 Approved

An **Approved** status indicates that the initial and final review of the Waste Hauler Application is complete.

5.2.3 Auto Approved

An **Auto Approved** status means that the submitted Waste Hauler Application did not require any review and is complete.

5.2.4 Submitted

A **Submitted** status means the Waste Hauler Application has been submitted but requires a manual review before getting an approved status.

5.2.5 Withdrawn

A **Withdrawn** status means a request was received by the submitting Organization to discontinue any processing on the application and remove the form from a **Submitted** status.

5.3 Submitting a Form

A Waste Hauler Permit Application may be submitted when there are no validation errors, and the processing fee is paid for initial and renewal applications. Refer to [Section 7.4](#) for more details on how to submit an application.

5.4 Deleting a Form

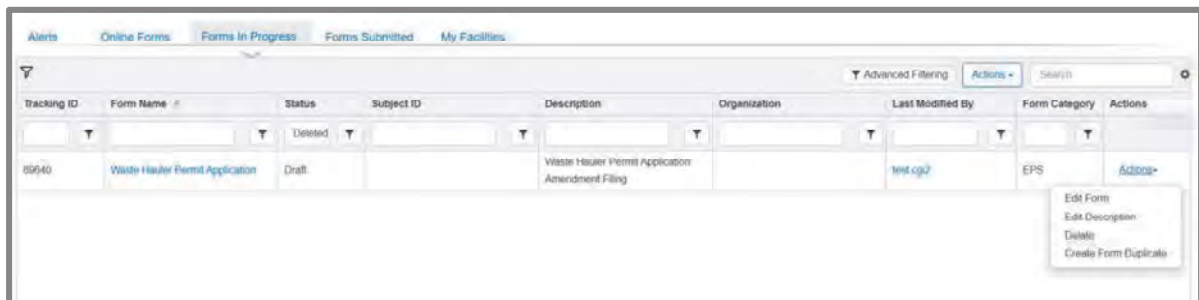
A Waste Hauler Permit Application may be deleted if the form was created incorrectly and is in **Draft** status.

5.4.1 Applicable Security Roles

A form can be deleted by an external user with the **Waste Hauler Application Submitter** role.

5.4.2 Instructions

1. From the **Forms in Progress** tab, select the row-level **Actions** dropdown and select **Delete** from the list. The **Confirm Form Delete** modal will open.



2. Click **Yes** to change the form status to **Deleted**.



Note: This action cannot be undone.

5.5 Withdrawing a Form

A Waste Hauler Permit Application may only be withdrawn upon receipt of written request from the operator, submitted via their preferred mode of communication

6 Facility Detail Page

6.1 Overview

The **Facility Detail** page displays information about a particular Waste Hauler Facility and allows a user to view forms and documents related to the facility. The **Facility Detail** page has the following three sections:

- **Summary**
- **Documents**
- **Events**

6.2 Applicable Security Roles

- The **Facility Detail** page can be navigated by an external user with the **Waste Hauler Application Submitter** role and **Organization Administrator** role
- A **Waste Hauler Permit Application** can be initiated from the **Summary** section **Actions** menu by an external user with the **Waste Hauler Application Submitter** role.

6.3 Accessing the Facility Detail Page

The **Facility Detail** page can be accessed from the **My Facilities** tab on the **FEIS Landing** page. Select the **Facility ID** or **Facility Name** hyperlink to access the **Facility Detail** page.

6.4 Section Level Controls

The **Facility Detail** page is subdivided into three sections **Summary**, **Documents**, **Events**, and the section-level controls are used to navigate between these sections and perform actions.

6.4.1 Section Selection Dropdown

The **Section Selection** dropdown allows a user to navigate between various sections of the **Facility Detail** page.

The screenshot shows the 'Facility Detail' page for facility WH-00000000 (0000). The page includes a 'Summary' button and an 'Actions' dropdown menu. The dropdown menu is open, showing options: 'Summary', 'Documents', and 'Events'. The facility details are as follows:

Facility Name	Facility Type	Facility Sub Type
WH-00000000	Waste Hauler	

Facility ID	Facility Status	Permit Numbers
WH-00000000	Active	

Organization Name	RRC Operator Number	Permit Expiration
ABC Org	123456	12/31/2024

6.4.2 Actions Dropdown

The **Actions** dropdown allows a user to perform specific actions within the selected section.

The screenshot shows the 'Facility Detail' page for facility WH-00000000 (0000). The page includes a 'Summary' button and an 'Actions' dropdown menu. The dropdown menu is open, showing options: 'Submit Application' and 'Export - PDF'. The facility details are as follows:

Facility Name	Facility Type	Facility Sub Type
WH-00000000	Waste Hauler	

Facility ID	Facility Status	Permit Numbers
WH-00000000	Active	

Organization Name	RRC Operator Number	Permit Expiration
ABC Org	123456	12/31/2024

The various actions available for the sections are:

- **Summary** section
 - **Submit Application** (Waste Hauler Application Submitter role only)
 - **Export – PDF**
- **Documents** section
 - **Export – PDF**
- **Events** section
 - **Export – PDF**
 - **Export – Excel**

6.5 Summary Section

The **Summary** section displays a layout of the waste hauler facility attributes and status information.

The screenshot shows the 'Facility Detail' page for facility WH-00000000 (0000). The page includes a 'Summary' button and an 'Actions' dropdown menu. The dropdown menu is open, showing options: 'Submit Application' and 'Export - PDF'. The facility details are as follows:

Facility Name	Facility Type	Facility Sub Type
WH-00000000	Waste Hauler	

Facility ID	Facility Status	Permit Numbers
WH-00000000	Active	

Organization Name	RRC Operator Number	Permit Expiration
ABC Org	123456	12/31/2024

Navigation tabs: Vehicles, UIC Wells, Surface Disposal Facilities, Comments, Forms In Progress, Forms Submitted

The **Summary** sections contains the following fields:

- **Facility Name** – The name of the waste hauler facility. For waste hauler facilities only, this field is auto generated upon approval of an initial application and is identical to the **Facility ID** and **Permit Number**.
- **Facility Type** – The business purpose of the facility.
- **Facility Sub Type** – This field further defines the business purpose of the facility. This field is blank for waste hauler facilities.
- **Facility ID** – The unique alphanumeric ID for the facility. This field is auto generated upon approval of an initial application. For waste hauler facilities only, this field is identical to the **Facility Name** and **Permit Number**.
- **Facility Status** – The current operational status of the facility. For waste hauler facilities, there are four possible statuses:
 - **Active** – The operator has a valid permit and is authorized to haul waste.
 - **Cancelled** – The operator has cancelled their permit authority.
 - **Expired** – The permit expiration date passed without submission of a renewal application.
 - **Revoked** – The RRC revokes the permit authority and no applications from the operator will be accepted while the facility is in **Revoked** status.
- **Permit Numbers** – The field contains the auto-generated permit numbers for each permitted unit associated with the facility. For waste haulers, only one permit number is identical to the **Facility ID** and **Facility Name**.
- **Organization Name** – The Operator name for the facility, as it appears on the P-5 Organization Report. The **Organization Name** is a hyperlink that takes the user to the Organization Detail Page.
- **RRC Operator Number** – The unique number assigned to the operator of the facility in which it appears on the P-5 Organization Report. The **Organization Number** is a hyperlink that takes the user to the **Organization Detail Page**.
- **Permit Expiration** – The date on which the most recently issued permit expires.

6.5.1 Summary Grid

6.5.1.1 Vehicles Tab

The **Vehicles** tab displays a grid of active vehicles for the waste hauler facility.

<div> Vehicles UIC Wells Surface Disposal Facilities Comments Forms In Progress Forms Submitted </div>						
<div>Vehicles</div>						
<div> <div>Advanced Filtering</div> <div>Actions</div> <div>Search</div> </div>						
Vehicle VIN	License Plate # ↑	Make	Model	Year	Approval Status	Out Of State
		PIONEER	TRLR	2001	Approved	No
		MONSTER	TRLR	2012	Approved	No

6.5.1.2 UIC Wells Tab

The **UIC Wells** tab displays a grid of the wells associated with the waste hauler facility, details of the well, and the well status.



Operator	UIC Number	Well Number	District	Lease	Commercial Status	Well Status
		1	02		Yes	ACTIVE
		1	02		Yes	ACTIVE
		1	06		No	ACTIVE
		1	01		Yes	TEMPORARILY ABANDONED

6.5.1.3 Surface Disposal Facilities

The **Surface Disposal Facilities** tab displays a grid of disposal facilities, associated permit numbers, county, and district information, and facility status.



Operator	Facility	Permit Numbers	County	RRC District	Commercial Status	Facility Status
			Reagan	7C		Active

6.5.1.4 Comments Tab

The **Comments** tab displays a grid of notes created by internal users about the waste hauler facility. The **Actions** dropdown allows the comments to be exported to an Excel document.

Comments

10/28/2024 01:30:03 PM: [Redacted], Railroad Commission of Texas
This is a second comment.

10/28/2024 01:29:55 PM: [Redacted], Railroad Commission of Texas (Internal Only)
This is a comment.

Viewing 1 - 2 from 2 results

Internal Only? ☐

Unless indicated Internal Only, comments are viewable by operators and other external users.

Add

6.5.1.5 Forms in Progress Tab

The **Forms in Progress** tab displays a grid of all forms in **Draft**, **Returned**, or **Deleted** status for the waste hauler facility. There should be no more than one form in progress at a time.

Form ID	Form Name	Description	Organization	Subject ID	Status	Last Modified By	Form C...	Actions
89473	Waste Hauler Permit Application	Waste Hauler Permit Application Renewal Filing			Draft		EPS	Actions

6.5.1.6 Forms Submitted Tab

The **Forms Submitted** tab displays a grid of all forms in **Submitted**, **Approved**, **Withdrawn**, or **Denied** status. There should be no more than one form in **Submitted** status at a time, but there may be a history of forms in **Approved**, **Withdrawn**, or **Denied** status.

Form ID	Form Name	Description	Organization	Subject ID	Status	Last Modified By	Form C...	Actions
89211	Waste Hauler Permit Application	Waste Hauler Permit Application Amendment Filing			Auto-Approved		EPS	

6.5.2 Summary Action Drop Down

6.5.2.1 Submit Application

The **Submit Application** option enables the external user to start a Waste Hauler Permit Application.

6.5.2.2 Export – PDF

The **Export – PDF** option enables the user to download the **Facility Detail** page **Summary** section as a PDF file.

6.6 Documents Section

6.6.1 Documents Grid

The **Documents** grid displays a list of all documents that have been uploaded to a form by an external user when it was created or submitted and the documents that were uploaded or created directly through the **Facility Detail** Page by internal users.

Facility Detail

WH-00000000 (0000)

Documents

Actions

Export - PDF

Advanced Filtering

Actions

Search

Uploaded By	Category	Type	SubType	Description	Filename	Document ID	Certified Letter...	Actions
John Doe	WasteHauler	WH Permit Issued Letter		WH Permit Issued Letter	whPermitIssued_20241107.pdf	296068		Actions
John Doe	WasteHauler	WH Snapshot - Approved		Renewal WH Permit Application for 12345	20241107_8_Snapshot_Approved_89787.pdf	296067		Actions

6.6.2 Associated Snapshots Grid

The **Associated Snapshots** grid displays a list of Waste Hauler Permit Application snapshots for the waste hauler facility. Snapshots are captured at form submission and approval, including at re-submission after corrections were made on a Returned application.

Associated Snapshots

<div> <div>Advanced Filtering</div> <div>Actions</div> <div>Search</div> </div>					
Tracking ID	Form Name	Form Description	Snapshot Status	Date	Actions
89387	Waste Hauler Permit Application	Waste Hauler Permit Application Amendment Filing	Submitted	10/03/2024 12:28:42	View
89387	Waste Hauler Permit Application	Waste Hauler Permit Application Amendment Filing	Submitted	10/03/2024 12:33:45	View
89387	Waste Hauler Permit Application	Waste Hauler Permit Application Amendment Filing	Auto-Approved	10/03/2024 12:34:02	View

6.6.3 Documents Section-level Action Dropdown

6.6.3.1 Export – PDF

The **Export – PDF** option enables the user to download the **Documents** grid and the **Associated Snapshots** grid as a PDF file.

6.7 Events Section

6.7.1 Events Grid

The **Events** grid displays a list of notable occurrences that have been logged by the system or by an internal user over the life of the waste hauler facility. Any facility status change will be logged automatically.



6.7.2 Events Action Drop Down

6.7.2.1 Export – Excel

The **Export – Excel** option enables the user to download the **Events** grid into an Excel file.

6.7.2.2 Export – PDF

The **Export – PDF** option enables the user to download the **Events** grid as a PDF file.

7 Waste Hauler Permit Application

7.1 Overview

The following sections are a step-by-step walkthrough to create, submit, and cancel a Waste Hauler Permit Application.

There are four possible purposes for filing a Waste Hauler Permit Application for an external user:

- **Initial** – The operator is seeking a new permit for authority to haul oil and gas waste.
- **Renewal** – The operator is renewing or reinstating their permit.
- **Amendment** – The operator is adding, removing, or editing vehicles, wells, or disposal sites listed on their permit.
- **Cancellation** – The operator is cancelling their permit authority.

7.2 Applicable Security Roles

A form can be created and submitted by an external user with the **Waste Hauler Application Submitter** role.

7.3 Accessing the Waste Hauler Permit Application

External users with the **Waste Hauler Application Submitter** role can access the Waste Hauler Permit Application from the **FEIS Landing** page and from the **Facility Detail** page using the steps in the following subsections.

Only one instance of a Waste Hauler Permit Application form that is not in **Approved**, **Denied**, **Withdrawn** or **Deleted** status can exist for an operator at any one time.

7.3.1 Accessing from the FEIS Landing Page

Accessing the Waste Hauler Permit Application from the **FEIS Landing** page will allow the user to create a new instance of the form for any purpose of filing.

1. To open a new application of the Waste Hauler Permit Application form from the **FEIS Landing** page:
 - a. Select the **Online Forms** tab.
 - b. Select the **Waste Hauler Permit Application** hyperlink from the displayed options to open a new instance of the form.
2. To continue editing an existing draft of the Waste Hauler Permit Application form:
 - a. Navigate to the **FEIS Landing** page, select the **Forms in Progress** tab.
 - b. Click on the **Form Name** of the desired instance of the Waste Hauler Permit Application.

7.3.2 Accessing from the Facility Detail Page

An external user can access the Waste hauler Permit Application from the **Facility Detail** page to create a new instance of the form for any purpose of filing other than Initial. The form will be pre-populated with the operator's information.

1. To open a new application of the Waste Hauler Permit Application form from the **Facility Detail** page:
 - a. Select **Summary** in the section selector and click on the section-level **Actions** dropdown.
 - b. Select **Submit Application** to open a new instance of the form with pre-populated hauler information.
2. To continue editing an existing draft of the Waste Hauler Permit Application form:
 - a. From the **Facility Detail** page, select the **Forms in Progress** tab.
 - b. Select the desired instance of the Waste Hauler Permit Application

The screenshot shows the 'Facility Detail' page for a facility with ID 'WH-00000000 (0000)'. The page displays a table with the following information:

Facility Name	Facility Type	Facility Sub Type
WH-00000000	Waste Hauler	
Facility ID	Facility Status	Permit Numbers
WH-00000000	Active	4464
Organization Name	RRC Operator Number	Permit Expiration
ABC Org		12/31/2024

On the right side of the page, there is a 'Summary' dropdown menu and an 'Actions' dropdown menu. The 'Actions' dropdown menu is open, showing two options: 'Submit Application' (highlighted with a red box) and 'Export - PDF'.

Facility Detail

WH-00000000(0000)

SummaryActions

Facility Name
WH-0000

Facility Type
Waste Hauler

Facility Sub Type

Facility ID
WH-0000

Facility Status
Active

Permit Numbers
0000

Organization Name
ABC Org

RRC Operator Number
12345

Permit Expiration
11/30/2024

VehiclesUIC WellsSurface Disposal FacilitiesCommentsForms In ProgressForms Submitted

Advanced FilteringActionsSearch

Form ID	Form Name	Description	Organization	Subject ID	Status	Last Modified By	Form Cat...	Actions
89473	Waste Hauler Permit Application	Waste Hauler Permit Application Renewal Filing	ABC Org		Draft		EPS	Actions

7.4 Creating and Submitting a Waste Hauler Permit Application

7.4.1 Form Information Step

The **Form Information** step collects basic permit application data that drives the way the rest of the form steps are displayed.

Form Information

Please enter the information below. * Indicates required field

Form Name

Waste Hauler Permit Application

Organization *

ABC Org

Existing Permit Number

Purpose for Filing:

Initial Application

Are you hauling exclusively to disposal sites managed outside the State of Texas or to disposal sites authorized by a minor permit from the commission? *

☐ Yes ☒ No

Description * ⓘ

Waste Hauler Permit Initial Filing

All comments are discoverable records, open to public review.

Cancel

Save & Continue

Form Information

Please enter the information below. * Indicates required field

Form Name

Waste Hauler Permit Application

Organization *

ABC Organization

Existing Permit Number

WH-0000 0000

Purpose for Filing:

☒ Renewal ☐ Amendment ☐ Cancellation ☐ Administrative Correction

Are you hauling exclusively to disposal sites managed outside the State of Texas or to disposal sites authorized by a minor permit from the commission? *

☐ Yes ☒ No

Description * ⓘ

Waste Hauler Permit Application Renewal Filing

All comments are discoverable records, open to public review.

Cancel

Save & Continue

7.4.1.1 Instructions

1. Open a new application of the Waste Hauler Permit Application using the instructions provided in the [Accessing the Waste Hauler Permit Application](#) section.
2. The **Organization Name** will be pre-populated and cannot be changed.
3. The **Existing Permit Number** textbox will be inactive and blank since the operator does not have an existing permit (when the **Purpose for Filing** is **Initial**). This field can be disregarded.
Note: The **Existing Permit Number** field is pre-populated when the PFF is not **Initial**.
4. The **Purpose for Filing** will display “Initial”, and this value cannot be changed.
5. The other **Purpose for Filing** options include **Renewal**, **Amendment**, and **Cancellation**.

Note: The **Administrative Correction** radio button is only for internal use and is greyed out for external users.

6. The **Hard Copy Submission** checkbox will automatically be selected. This indicates that the permit application was received by mail and will be uploaded to the system during the Document Upload Step.
7. Use the **Date Received** date picker to select the date that is stamped on the received application.
8. Select the **Save and Continue** button to save all data continue to the **Organization Information** step. Once **Save and Continue** has been selected, the fields on the **Form Information** step cannot be edited.

7.4.2 Organization Information Step

The **Organization Information** step displays the addresses and P-5 status data for the operator. Additional contact information may be added for a person that may have submitted the hard copy forms to the RRC.

Organization Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the form submitter is selected as a contact. * Indicates required field

Organization Long Name ABC Org	Type of Organization Limited Partnership (LTD or LP)
Organization Short Name ABC Org	RRC Operator Number 12345
Organization Primary Address PO BOX 123 Austin, Texas 78026	
Organization Primary Phone Number (123)-456-7890	Ext.

Contacts

Advanced Filtering Actions +

Name	Phone Number	Email	Role	Actions
John Doe	(123)-456-7891	John.doe@rrc.com	Submitter	

Back Next Save

7.4.2.1 Instructions

1. Review all the information displayed on the **Organization Information** page.
2. In the **Contacts** grid the name of the user that initiated the form will appear with the **Submitter** role, and additional form contacts may be added.
3. From the **Contacts** grid, select the **Actions** drop-down and select **Add Contact** from the list. The **Add Contact** modal opens.
4. Select **Form Contact** from the **Contact Role** drop-down list. **Form Contact** should be the only option available.
5. Form contact information can be added in two ways:
 - a. If the form contact has already been registered in LoneSTAR by the P-5 Business Group, type all or a portion of the person's name in the **Find Person** search-select box, then choose the correct name from the dropdown list. The **Contact Name**, **Phone Number**, and **Email** fields are populated with available information.
 - b. If the form contact has **NOT** already been registered in LoneSTAR by the P-5 Business Group, deselect the checkbox, indicating that the form contact is not in LoneSTAR, and manually enter the **Contact Name**, **Phone Number**, and **Email**.
6. Select **Save** to add the form contact to the **Contacts** grid.

The screenshot shows a modal window titled "Add Contact" with a close button (X) in the top right corner. Inside the modal, there is a checkbox labeled "Is this contact already in LoneSTAR?". Below this is a "Contact Role *" dropdown menu with "Form Contact" selected. Underneath is a "Find Person" search box. Below the search box are four text input fields: "Contact Name *", "Phone Number *", and "Email *". At the bottom of the modal are two buttons: "Cancel" and "Save". A small asterisk with the text "* Indicates required field" is located near the top right of the form area.

7.4.3 Waste Hauler Application Step

7.4.3.1 Waste Hauler Vehicles Instructions

The **Waste Hauler Vehicles** grid displays all vehicles that have been previously approved for the hauler and allows a user to add or remove vehicles from the list. Vehicles may be added one at a time through the **Vehicle** modal, or multiple vehicles can be added at once by following the instructions on the screen.

Waste Hauler Vehicles

To add a single vehicle, select Add New from the Actions menu. Click the Save button at the bottom of the page after performing any action that modifies your list of vehicles. This will update vehicle statuses and validations. To add multiple vehicles at one time, follow the steps provided.

Step 1: Select Export-Excel from the Actions menu. Vehicles currently in the Vehicle Table below will auto populate into the template.

Step 2: Fill in the required fields with the vehicle information you are adding. See the template for instructions.

Step 3: Remove any vehicles from the template that you no longer own or use. Make any corrections to current vehicle information (Ex. Correct License Plate # or Vehicle VIN). Upon uploading the template, vehicles currently listed in the Vehicle Table will be replaced with data from the uploaded file. THIS ACTION CANNOT BE UNDONE

Step 4: Select Browse to upload the completed template. This may take a few minutes to populate into the Vehicle Table.

Step 5: Click the Save button at the bottom of the page.

A status of ✖ represents an error with the entry. A status of ⚠ represents an entry with a warning message. Entries with errors must be corrected to issue a permit with the updated information. Entries with warnings can be submitted and permitted after application review. Please correct individually or re-upload the Excel file, if necessary.

Browse...

One file only.
Allowed types: xlsx

Vehicles

Advanced Filtering

Actions

Search

<input type="checkbox"/>	Vehicle VIN	License Plate #	Make	Model	Status	Validation	Out Of State	Actions
<input type="checkbox"/>	1234HH345673h	abc1234	TROXELL	VAC	⚠	Warning: Vehicle is registered outside the State of Texas. The application will require manual review by RRC staff.	Yes	<div> <div>Actions</div> <div> Edit Vehicle Details Remove Vehicle </div> </div>

1

5 items per page

Viewing 1 - 1 from 1 results

7.4.3.2 Instructions

1. To add a new Texas registered vehicle through the **Vehicle** modal:
 - a. From the vehicles grid, select the grid-level **Actions** drop-down and select **Add New Vehicle** from the list. The **Add New Vehicle** modal is displayed.
 - b. By default, the modal will indicate that the vehicle is not registered outside the state of Texas.
 - c. Manually enter the **Vehicle VIN** and **License Plate #** and select the **Validate** button. The vehicle will be validated against a database containing all registered Texas vehicles suitable for hauling oil and gas waste.
 - d. Once the vehicle passes validation, select **Add** to add the vehicle to the **Vehicles** grid.

Add New Vehicle

Enter the VIN and license plate, then click "Validate DMV" to validate the information entered. You can save the information once the vehicle has been validated. You will need to revalidate if any information is changed.

Please enter the information below. * Indicates required field

Is this an Out Of State Vehicle? *

☐ Yes ☒ No

Vehicle VIN *

License Plate # *

Make

Model

Year

2. To add a new vehicle registered outside the state of Texas through the **Vehicle** modal:
 - a. From the **Vehicles** grid, select the grid-level **Actions** drop-down and select **Add New Vehicle** from the list. The **Add New Vehicle** modal is displayed.
 - b. Indicate that the vehicle is registered outside the state of Texas.
 - c. Manually enter the **Vehicle VIN**, **License Plate #**, **Make**, **Model**, and **Year**, as provided by the hauler.
 - d. Select **Add**, to add the vehicle to the **Vehicles** grid.

Add New Vehicle

Please enter the information below. * Indicates required field

Vehicle is registered outside the State of Texas. The current vehicle registration must be uploaded in the Document Upload step. The application will require manual review by RRC staff.

Is this an Out Of State Vehicle? *

☒ Yes ☐ No

Vehicle VIN *

License Plate # *

Make *

Model *

Year *

3. To add multiple vehicles at once:
 - a. From the **Vehicles** grid, select the grid-level **Actions** drop-down and select **Export-Excel**. Vehicles currently in the **Vehicles** grid will auto-populate into the exported Excel template.
 - b. Fill in the required fields with the vehicle information from the operator. For Texas registered vehicles, only the VIN and License Plate # are required.
 - c. Remove any vehicles from the template that will no longer appear on the permit and make any corrections to current vehicle information.
 - d. Select **Browse** (located above the **Vehicles** grid) to upload the template. Upon uploading the template, vehicles currently listed in the **Vehicle** grid will be replaced with data from the uploaded file. **THIS ACTION CANNOT BE UNDONE.**
 - e. Select **Save** button to save the new list of vehicles.
4. To edit an existing vehicle:
 - a. From the **Vehicles** grid, select the row-level **Actions** drop-down for the desired vehicle and select **Edit Vehicle Details** from the list. The **Edit Vehicle** modal will open.
 - b. Manually enter any changes to vehicle information. If the vehicle is registered in Texas, select the **Validate DMV** button.
 - c. Select **Save** to apply the edited information to the vehicle record.
5. To remove a newly added vehicle or an approved vehicle:
 - a. From the **Vehicles** grid, select **Remove Vehicle** from the row-level **Actions** drop-down.
 - b. Select **Yes** from the following **Remove Vehicles** confirmation message: “**Are you sure you want to remove this vehicle from the list? This action cannot be undone.**”. The vehicle will be removed from the **Vehicles** Grid.



6. Select **Next** to proceed.

7.4.3.3 Waste Hauler Disposal Wells

The **Waste Hauler UIC Wells** grid displays all the UIC Wells that have been previously approved for the hauler and allows a user to add or remove wells from the list. Wells may be added one at a time through the **Add New UIC Well** modal, or they can be added all at once by following the instructions on the screen.

Waste Hauler Disposal Wells

To add a single well, select Add New from the Actions menu. Click the Save button at the bottom of the page after performing any action that modifies your list of wells. This will update well statuses and validations. To add multiple wells at one time, follow the steps provided.

Step 1: Select Export-Excel from the Actions menu. Wells currently in the Well Table below will auto populate into the Excel file.

Step 2: Fill in the required fields with the well information you are adding.

Step 3: Remove any wells from the Excel file that you do not want on your application. Make any corrections to current well information. Upon uploading the Excel file, wells currently listed in the Well Table will be replaced with data from the uploaded file. THIS ACTION CANNOT BE UNDONE

Step 4: Save the Excel and select Browse to upload the completed Excel file. This may take a few minutes to populate into the Well Table.

Step 5: Click the Save button at the bottom of the page.

A status of ✖ represents an error with the entry. A status of ⚠ represents an entry with a warning message. Entries with errors must be corrected to issue a permit with the updated information. Entries with warnings can be submitted and permitted after application review. Please correct individually or re-upload the Excel file, if necessary.

Browse...
Drop files here to upload

One file only:
Allowed types: .xlsx

UIC Wells

Advanced Filtering

Actions

Search

<input type="checkbox"/>	UIC Number	Operator	Commercial Status	Well Status	Status	Validation	Actions
<input type="checkbox"/>	000000000	ABC Org	Yes	TEMPORARILY ABANDONED	✔		<div> Add New Remove Wells Export - Excel Export - PDF </div> <div> Edit Well Details Remove Well </div>
<input type="checkbox"/>	000123456	CDE Facility	Yes	ACTIVE	✔		<div> Add New Remove Wells Export - Excel Export - PDF </div> <div> Edit Well Details Remove Well </div>
<input type="checkbox"/>	000654321	RRC Solutions	Yes	ACTIVE	✔		<div> Add New Remove Wells Export - Excel Export - PDF </div> <div> Edit Well Details Remove Well </div>
<input type="checkbox"/>			Yes	ACTIVE	✔		<div> Add New Remove Wells Export - Excel Export - PDF </div> <div> Edit Well Details Remove Well </div>
<input type="checkbox"/>			Yes	ACTIVE	✔		<div> Add New Remove Wells Export - Excel Export - PDF </div> <div> Edit Well Details Remove Well </div>

1 2 3 4 5 6 7 8 9 10 ...

5 items per page

Viewing 1 - 5 from 59 results

Back Next Save

7.4.3.4 Instructions

1. To add a new UIC Well through the **Add New UIC Well** modal:
 - a. From the **UIC Wells** grid, select the grid-level **Actions** dropdown and select **Add New** from the list. The **Add New UIC Well** modal opens.
 - b. Manually enter the **UIC Number** and select the **Validate** button. The UIC Well will be validated against the database containing all the wells data.
 - c. If the Well passes validation, the following details are auto filled in the modal:
 - i. **RRC Operator**
 - ii. **API Number**
 - iii. **P5 Organization Status**
 - iv. **Lease**
 - v. **Well Status**
 - d. Click on the **Add** button to add the well.

Add New UIC Well

Enter the UIC Number, then click "Validate" to validate the information entered. You can save the information once the well has been validated. You will need to revalidate if any information is changed.

Please enter the information below: * Indicates required field

UIC Number*

RRC Operator

API Number

P5 Organization Status

Lease

Well Status

Cancel Add

2. To add multiple wells:
 - a. From the **UIC Wells** grid, select the grid-level **Actions** dropdown and select **Export-Excel**. The UIC Wells, currently displayed in the **UIC Wells** grid, will be auto populated into the Excel template.
 - b. Fill in the required fields with the UIC Well information from the operator.
 - c. Remove any UIC Wells from the template that will no longer appear on the permit and make corrections to the existing well information if needed.
 - d. Select **Browse** (located above the **UIC Wells** grid) to upload the template. Upon uploading the template, wells currently listed in the UIC Wells grid will be replaced with data from the uploaded file. **THIS ACTION CANNOT BE UNDONE.**
 - e. Select **Save** to save the new list of wells.
3. To edit a well from the UIC Wells grid:
 - a. From the **UIC Wells** grid, select the row-level **Actions** dropdown for the desired well and select **Edit Well Details** from the list. The **Edit UIC Details** modal is displayed.
 - b. Manually make the required changes to the well information and select the **Validate** button. **Note:** The user needs to re-validate every time changes are made to the well information.
 - c. Select **Save** to apply the edited information to the well record.
4. To remove a well from the UIC Wells grid:
 - a. Select **Remove Well** from the from the row-level **Actions** dropdown.
 - b. Click on the **Yes** option when the system displays the following confirmation message: **"Are you sure you want to remove this well from the list? This action cannot be undone"**.
5. Select **Save** to save the changes or click **Next** to proceed.

7.4.3.5 Waste Hauler Surface Disposal Facilities

The **Waste Hauler Surface Disposal Facilities** grid displays all the surface disposal facilities that have been previously approved for the hauler and allows a user to add or remove surface disposal facilities from the list. Disposal Facilities may be added one at a time through the **Add New Surface Disposal Facility** modal, or multiple disposal sites can be added at once by following the instructions on the screen.

Waste Hauler Surface Disposal Facilities

To add a single facility, select Add New from the Actions menu. Click the Save button at the bottom of the page after performing any action that modifies your list of facilities. This will update facility statuses and validations. To add multiple facilities at one time, follow the steps provided.

Step 1: Select Export-Excel from the Actions menu. Facilities currently in the Facility Table below will auto populate into the Excel file.

Step 2: Fill in the required fields with the facility information you are adding.

Step 3: Remove any facilities from the Excel file that you do not want on your application. Make any corrections to current facility information. Upon uploading the Excel file, facilities currently listed in the Facility Table will be replaced with data from the uploaded file. THIS ACTION CANNOT BE UNDONE.

Step 4: Save the Excel file and select Browse to upload the completed Excel file. This may take a few minutes to populate into the Facility Table.

Step 5: Click the Save button at the bottom of the page.

A status of ❌ represents an error with the entry. A status of ⚠️ represents an entry with a warning message. Entries with errors must be corrected to issue a permit with the updated information. Entries with warnings can be submitted and permitted after application review. Please correct individually or re-upload the Excel file, if necessary.

Browse...

One file only.
Allowed types: xlsx

Surface Disposal Facilities

Advanced Filtering

Actions

Search

<input type="checkbox"/>	Permit Number	Operator	Facility	Commercial Status	Facility Status	Status	Validation	Actions
<input type="checkbox"/>	P000000	ABC Environmental Services (0000000)	Midland Commercial Fac	No	Active	✅		Actions+
<input type="checkbox"/>	STF-0000	ABC Waste Solutions, LLC (123456)		No	Active	✅		Actions+
<input type="checkbox"/>	STF-0089		Recovery Disposal STF Facility	No	Active	✅		Actions+
<input type="checkbox"/>				No	Active	✅		Actions+
<input type="checkbox"/>				No	Active	✅		Actions+

1

2

3

4

5

Items per page

Viewing 1 - 5 from 21 results

Back

Next

Save

7.4.3.6 Instructions

1. To add a new **Surface Disposal Facility** through the **Add New Surface Disposal Facility** modal:
 - a. From the **Surface Disposal Facilities** grid, select the grid-level **Actions** drop-down and select **Add New** from the list. The **Add New Surface Disposal Facility** modal opens.
 - b. Manually enter the **Permit Number** and select the **Validate** button. The surface disposal facility will be validated against the database containing all the surface disposal facilities.
 - c. If the Permit Number passes the validation, the following details are auto filled in the modal:
 - i. **RRC Operator**
 - ii. **Facility**
 - iii. **Permit Numbers (Existing permit numbers for the Surface disposal facility)**
 - iv. **P5 Organization Status**
 - v. **Facility Status**
 - d. Click on the **Add** button to add the disposal facility.

The screenshot shows a web-based modal window titled "Add New Surface Disposal Facility". At the top, there is instructional text: "Enter the Permit Number, then click 'Validate' to validate the information entered. You can save the information once the facility has been validated. You will need to revalidate if any information is changed." Below this, a prompt says "Please enter the information below." followed by a small note "**** Indicates required field". The form contains several input fields: "Permit Number*" (with a red asterisk), "RRC Operator", "Facility", "Permit Numbers" (a larger text area), "P-5 Organization Status", and "Facility Status". A blue "Validate" button is positioned to the right of the "Permit Number" field. At the bottom of the modal, there are "Cancel" and "Add" buttons.

2. To add multiple Surface Disposal Facilities:
 - a. From the **Surface Disposal Facilities** grid, select the grid-level **Actions** drop-down and select **Export-Excel**. The surface disposal facilities that are currently displayed in the **Surface Disposal Facilities** grid, will be auto populated into the Excel template.
 - b. Fill in the required fields with the Surface Disposal Facilities information from the operator.
 - c. Remove any Surface Disposal Facilities from the template that will no longer appear on the permit and make corrections to existing surface disposal facilities information if needed.

- d. Select **Browse** (located above the Surface Disposal Facilities grid) to upload the template. Upon uploading the template, the disposal facilities currently listed in the Surface Disposal Facilities grid will be replaced with data from the uploaded file. **THIS ACTION CANNOT BE UNDONE.**
 - e. Select **Save** to save the new list of disposal facilities.
3. To edit a Surface Disposal Facility:
 - a. From the **Surface Disposal Facilities** grid, select the row-level **Actions** drop-down for the desired facility and select **Edit Facility Details** from the list. The **Edit Surface Disposal Facility** modal is displayed.
 - b. Manually make the required changes to the facility information and select the **Validate** button. The user needs to re-validate every time changes are made to the facility information.
 - c. Select **Save** to apply the edited information to the facility record.

Edit Surface Disposal Facility

Enter the Permit Number, then click "Validate" to validate the information entered. You can save the information once the facility has been validated. You will need to revalidate if any information is changed.

Please enter the information below.

Permit Number*

STF-0000

Validate

RRC Operator

Facility

Permit Numbers

P-5 Organization Status

Active

Facility Status

Active

* indicates required field

Cancel

Save

4. To remove a facility from the **Surface Disposal Facilities** grid:
 - a. Select **Remove Facility** from the from the row-level **Actions** drop-down.
 - b. Click on the Yes option when the system displays the following confirmation message: **“Are you sure you want to remove this facility from the list? This action cannot be undone.”**
5. Select **Save** to save the changes or click **Next** to proceed.

7.4.4 Document Upload Step

The **Document Upload** grid displays all documents that have been uploaded as part of the **Waste Hauler Permit Application** and allows a user to upload new documents.

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering Actions Search

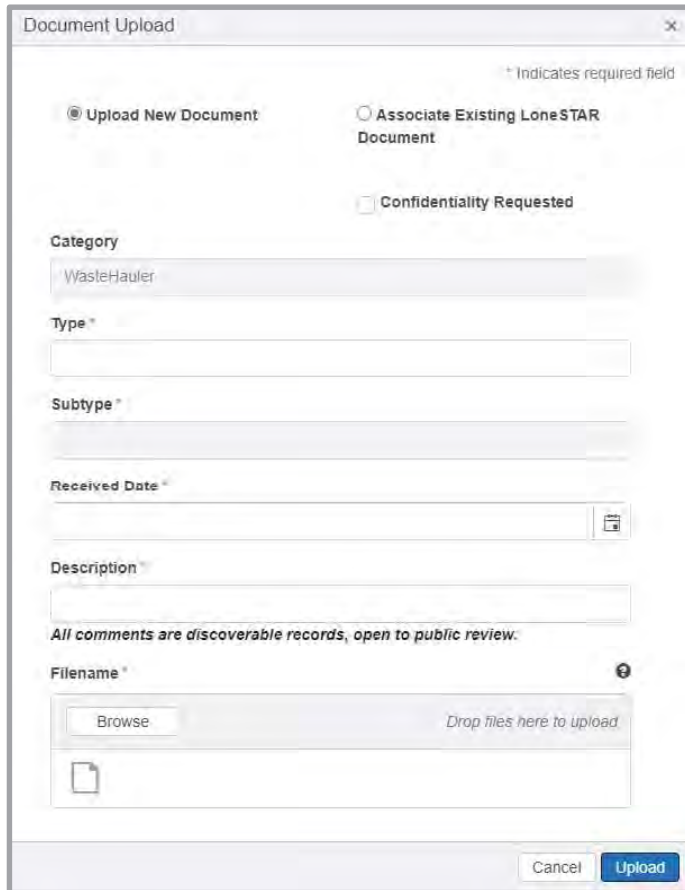
Upload Date +	Uploaded By	Type	Description	Actions
---------------	-------------	------	-------------	---------

0 20 items per page No results to display

Back Next Save

7.4.4.1 Instructions

1. To add a new document,
 - a. Select the grid level **Actions** drop-down from the **Upload Documents** grid to display the **Document Upload** modal.
 - b. Populate all the mandatory fields.
 - c. Click on the **Browse** button to locate the document and select the **Upload** button to upload the document to the **Upload Documents** grid.



Document Upload

* Indicates required field

☒ Upload New Document ☐ Associate Existing LoneSTAR Document

☐ Confidentiality Requested

Category
WasteHauler

Type *

Subtype *

Received Date *

Description *

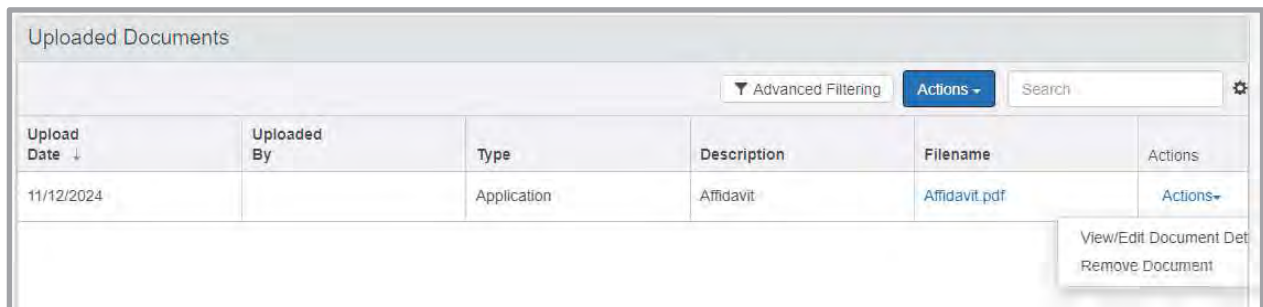
All comments are discoverable records, open to public review.

Filename *

Browse Drop files here to upload

Cancel Upload

2. To view or edit the document details,
 - a. Click on the row-level **Actions** drop-down.
 - b. Select **View/Edit Document Details** option from the list.
 - c. The **Document Upload** modal is displayed. Make the desired changes and select **Upload** to save the changes.



Uploaded Documents					
Advanced Filtering				Actions	Search
Upload Date ↓	Uploaded By	Type	Description	Filename	Actions
11/12/2024		Application	Affidavit	Affidavit.pdf	Actions <ul style="list-style-type: none"> View/Edit Document Details Remove Document

3. To remove a document from the **Uploaded Documents** grid,
 - a. Click on the row-level **Action** drop-down.
 - b. Select the **Remove Document** option from the list.
 - c. Select **Yes** in the confirmation message displayed to remove the document.

Note: THIS ACTION CANNOT BE UNDONE.

Remove Document

Are you sure you want to remove this document from the list? This action cannot be undone.

User has selected 'remove document' and must notify the authorized Document Management System users to delete the file to ensure it has been removed from RRC records.

No

Yes

Note: The Waste Hauler Permit application containing wells and surface disposal sites requires an Affidavit (**Type: Application** and **Subtype: Affidavit**) to be uploaded for proceeding further with the application.

Note: The Waste Hauler Permit application containing out of state vehicles requires an Out of State current Vehicle Registration to be uploaded for proceeding further with the application.

Note: If the Form Information step indicates that a hard copy application was received, there must be at least one relevant document uploaded to proceed further.

7.4.5 Fees and Payments Step

The **Fees and Payments** grid displays any applicable fees that are associated with the Waste Hauler Permit Application and allows a user to make an electronic payment. Currently, only **Initial** and **Renewal** applications have an associated fee.

Waste Hauler Permit Applications submitted online by an external user will require electronic payment of any fees before the application can be submitted.

Fees & Payments

Displayed below are current fees and payments for this Organization. Select one or more fees by selecting the checkbox next to the applicable fees. Then select Actions button to pay electronically.

Advanced Filtering

Actions

Type	Name	Status	Date Paid	Amount	RMS Register Num...	Actions
<input type="checkbox"/> Fee	Waste Hauler Filling Fee & Surcharges 2024	Pending	N/A	\$250.00		<div>Actions</div> <div>Pay Fee Electronically</div>

1

20 items per page

Viewing 1 - 1 from 1 results

Back

Next

Save

7.4.5.1 Instructions

1. To make a new payment:
 - a. From the **Fees and Payments** grid, select the row-level **Actions** drop-down for the desired fee and select **Pay Fee Electronically**. The **Payment Portal** screen is displayed.

Railroad Commission of Texas

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Fee Description	Amount	Quantity	Total
Waste Haulers WH-1	\$ 250.00	1	\$ 250.00
RRC Fee	\$ 250.00		\$ 250.00

Payment Type: ☐ Electronic Check ☐ Credit Card

[Continue](#) [Exit](#)

- b. Select the **Payment Type** and click on **Continue** to proceed.
 - c. Manually enter the contact information displayed in the **Contact Information** step and click on **Continue** to proceed.

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Company Name *	<input type="text"/>
Phone Number *	<input type="text"/>
Email Address *	<input type="text"/>
Confirm Email *	<input type="text"/>

- d. Select **Save** to add the payment to the **Fees and Payments** grid.
2. Review the contact details and payment details on the Verify Information step.

Please verify the information below. Click the **Continue** button to proceed with your payment. Click the **Exit** button to exit.

Name	JOHN DOE
Company Name	ABC ORG
Phone Number	(123) 456-7890
Email	abcorg@texas.rrc.gov

Fee Description	Amount	Quantity	Total
Waste Haulers WH-1	\$ 250.00	1	\$ 250.00
RRC Fee			\$ 250.00
Texas.gov Price			\$ 255.88

This payment is for a non-refundable fee pursuant to 10 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Previous Continue Exit

3. Select **Continue** to proceed.
4. On the **Pay Fee** step, click on **Make Payment** to display the **Payment** screen.
5. Populate the details in the following sections:
 - a. **Customer Information**
 - b. **Payment Information**
 - c. **Verification**
6. Click on **Submit Payment** button to process the payment.

Note: If the **Payment Type** is **Credit Card**, the system will ask to populate a valid credit card information on the **Payment Information** section. If the **Payment Type** is **Electronic Check**, then the system will ask to populate the check details in the **Payment Information** section.

1 Select Quantity 2 Customer Information 3 Verify Information 4 Pay Fee 5 Confirmation

Name	JOHN DOE
Company Name	ABC ORG
Phone Number	(123) 456-7890
Email	abcorg@texas.rrc.gov

Fee Description	Amount	Quantity	Total
Waste Haulers WH-1	\$ 250.00	1	\$ 250.00
RRC Fee			\$ 250.00
Texas.gov Price			\$ 255.88

Payment Information	
Payment Amount	\$255.88
Date and Time	1/13/2024 12:00:00 PM
Trace Number	4400001400000000
Authorization Code	7037123
Register Number	417300

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

Print Confirmation Return

7. The payment **Confirmation** screen is displayed. The **Print Confirmation** button enables the user to save the payment confirmation. Click on **Return** to the Waste Hauler Permit application.
8. Click on **Next** to continue.

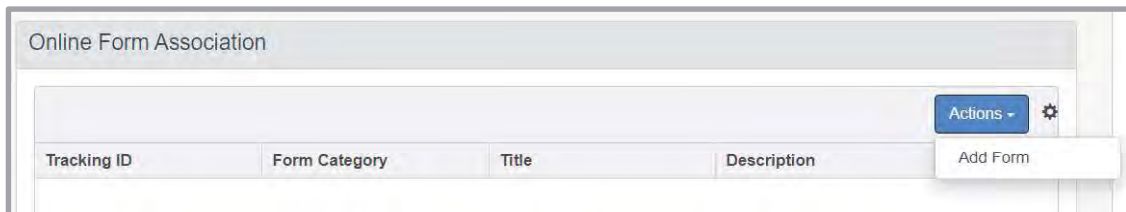
7.4.6 Submission Step

7.4.6.1 Form Submit

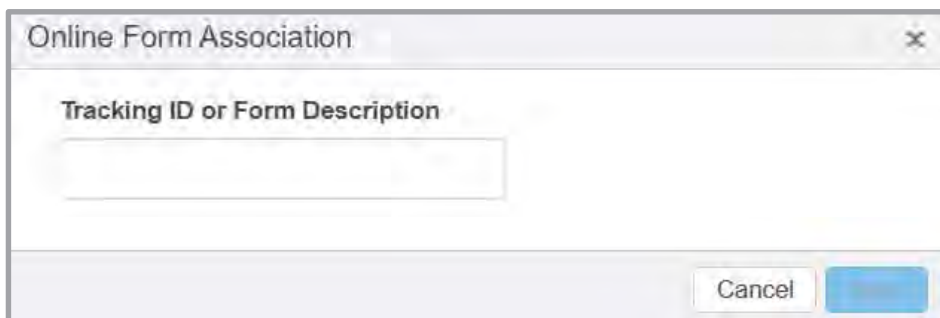
The **Form Submit** page allows a user to electronically sign the application and acknowledge the validity of the application information. A user may also associate a previous form submission to the current application and may add comments to the application.

7.4.6.1.1 Instructions

1. To associate a previously submitted form to the current application:
 - a. From the **Online Form Association** grid, select the grid-level **Actions** drop-down and select **Add Form** from the list. The **Online Form Association** modal will open.



- b. Enter the **Tracking ID** of the form to be associated with the current application.
 - c. Select **Save** to add the form to the **Online Form Association** grid.



2. To add a comment to the application:
 - a. From the **Comments** grid, enter the comment in the textbox provided at the bottom of the grid.
 - b. Select **Add** to add the comment to the **Comments** grid.
 - c. To delete or edit a comment, select the row-level **Actions** drop-down and select,
 - i. **Delete** to delete the comment by selecting **Yes** from the following confirmation message: **"Are you sure you want to delete this comment? This action cannot be undone."**
 - ii. **Edit** to make changes to the comment using the **Edit Comment** modal and save the changes.

Comments

11/12/2024 12:31:11 PM: PIETER BERGSTEIN, STANDARD ENERGY SERVICES
Test 2

11/12/2024 12:28:03 PM: PIETER BERGSTEIN, STANDARD ENERGY SERVICES
Test

20 items per page

Viewing 1 - 2 from 2 results

All comments are discoverable records, open to public review.

Add

3. To electronically sign the application and acknowledge the validity of the application information:
 - a. From the **Acknowledgement** section, select the **Checkbox** indicating that the application information meets the displayed certification standards.
 - b. The **Submitter** and **Date Submitted** fields are pre-populated with the current user's information and cannot be changed.
 - c. Populate the **Submitter Title** field and select **Submit** button at the bottom of the page to submit the application for review.

Acknowledgement

Submitter

Submitter Title *

Test Role

11/13/2024

☒ 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.

I certify that the vehicles listed on this form are designed so that they will not leak during transportation and are operated and maintained to prevent the escape of oil and gas waste. Any vehicle used to haul non-solid oil and gas waste is designed to transport such waste.

I certify that I understand disposal systems with a Commercial Status of 'No' are only authorized for non-commercial disposal, and only waste originating from each system operator's wells may be hauled and disposed of at these disposal systems.

I certify that I have uploaded an affidavit (previously WH-3) from the operator of each UIC well or surface disposal facility included on this application. *

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

Back Submit Save

4. The **Form Submit Preview** section enables the user to preview the summary of the entire form by clicking the **Preview Submission Summary** button before submitting the form.

7.4.6.2 Confirmation

The **Confirmation** page displays a confirmation message acknowledging that the application was submitted successfully. The user can now close the page using the **Close** button at the bottom and track the application status under the **Forms Submitted** tab on **FEIS Landing** page. Refer to section [Forms Submitted](#) tab for more information.



The Operator will be notified when a decision has been made about the submitted application.