





Waste Hauler Permit Applications in LoneSTAR

Misti Kinnison & Christine Peters July 2025













Welcome



Presentation Topics:

- RRC Access Management Process (RAMP)
- Accessing LoneSTAR & assigning security roles
- Facility Electronic Information System (FEIS)
- Overview of the Waste Hauler Facility Detail Summary page
- How to submit a Waste Hauler Permit
 Application in LoneSTAR

RRC Access Management Process



The Railroad Commission (RRC) of Texas has implemented the RRC Access Management Process (RAMP) for authenticated users to have a single sign-on.

Authenticated User



- Create a RAMP account
 - <u>https://www.rrc.texas.gov/apps/rrc-ramp/</u>
 - Complete the Security Administrator Form External (SAFE)
- Each organization must designate a Delegated Administrator
- For assistance with your RAMP account, contact: <u>Help.Desk@rrc.texas.gov</u>





RRC's State Tracking & Reporting System (LoneSTAR) is the largest information technology project in agency history.

Waste Hauler's external functions were made available in April 2025.

If you have questions regarding RRC LoneSTAR, contact the RRC via email at Publicassist@rrc.texas.gov

LoneSTAR Login (1 of 4)



Select the RRC Applications flag on the Railroad Commission (RRC) home page.



LoneSTAR Login (2 of 4)



RRC Applications



Select the LONESTAR tile.

LoneSTAR Login (3 of 4)



Enter your email and password.

RRC SIGN IN

Work Email

Password

SIGN IN

Forgot Password

For further assistance, or if you have any questions, contact the RRC at RRCOnline-Security@rrc.texas.gov.

For the best experience accessing RAMP, please bookmark: https://ramp.rrc.texas.gov/enduser/? realm=/RAMP#/

RRC SIGN IN

The RRC Sign In allows authorized users to electronically file permit applications, forms and documents with and submit fees, penalties and other payments to the Railroad Commission of Texas (RRC).

ACCEPTABLE USE POLICY

Unauthorized access to this computer system is prohibited. Evidence of criminal liability will be provided to law enforcement agencies. This system is subject to monitoring and stored data may be accessed and recorded. Anyone using this system consents to monitoring and should have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this system indicates your acknowledgement of and consent to comply with the agency's security policies.

ACCESSIBILITY

The RRC is committed to making its website and applications accessible to all users. For more information on accessibility, reference the agency's <u>Accessibility Policy</u>

LoneSTAR Login (4 of 4)



Login Success

- 1. Your name and organization will display on the screen.
- If you are affiliated with more than one organization, a dropdown menu will be available in the box at the center of this page.

RAILROAD COMMISSION OF TEXAS - STATE TRACKING AND REPORTING	1 I Hell
2 Login (Co	e Submit a New P-5 Organization Report option or a specific Organization to continue. Ontinued) Continue



The Delegated Administrator/Organization Administrator *assigns security roles under the Organization Registration Gateway (ORG) tile*.



1. Select the My Organization tab.



Security Roles (3 of 5)

- 2. Select the **Other People** section in the middle of the page.
- Select the user's name to open the person's detail page.

Non-Employee Ager	nts					•
Other People						*
7			▼ Advanced Filtering	Actions -	Search	\$
Name ↓	Address	Phone Number	Email Address		Relationship Sta	itus
ABC Test			abc.test@rrc.co	n	Active	
-						

Security Roles (4 of 5)

Home Entities			L Hello	Help
Summary			Summa	Actions -
First Name	Middle Name	Last Name	Suffix Events	s
Person ID	Status Active	Lone STAR User Yes	Email Addres	ity
		Foreign ID Verified?		

Person Detail Page

4. Select Security from the Summary dropdown.

Security Roles (5 of 5)



Save

Security Assignments define how a user may interact with the Facility Electronic Information System (FEIS).

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

Back To The	Landi	ng Page		
RAILROAD COMMISSION OF TEXAS - STATE TRACKING AND REPORTING	Search Category	RRC Operator No.	Search	Go
Explore Data Forms Tools				
Home : Entities V		👤 He	ello Username & Organiza	tion •
Person Detail				Help
Summary				Security -
LoneSTAR User Information				

Select the house icon to access the LoneSTAR landing page (ORG, FEIS, & WEIS tiles).

RAILROAD COMMISSION OF TEXAS

Oil and Gas Division Technical Permitting



Environmental Permits and Support Facility Electronic Information System Waste Hauler Program STANDARD OPERATING GUIDELINES The FEIS Waste Hauler Program Standard Operating Guidelines (SOG) was designed to provide detailed information about LoneSTAR functionalities under the FEIS tile.

LoneSTAR User Guide



Managing Waste Hauler data is done in the **FEIS** tile.

FEIS Landing Page (1 of 2)

RAILROAD CO							
				Search Category	RRC Operator No.	Search	Go
â	Explore Data	Forms					
Home		1	2	3	1 H	lello	; 🕶
Facilit	y Electronic	Informatio	on Syste	em			Help
		Alerts Onli	ne Forms	Forms In Progre	ss Forms Submitted	Facilities	

- 1. Alerts: Notifications about form submissions (approved, returned, or denied)
- Online Forms: Displays the types of forms that are available to the user who is logged in. (Waste Hauler Permit Application)
- **3. Forms In Progress**: Reflects the status of forms being worked on or submitted (**draft**, **returned**, or **deleted**)

	FEIS Landing Page (2 of 2)							
RAILROAD CO		S · STATE TRAC						
				Search Category	RRC Operator No.	Search	Go	
235	Explore Data	Form	s					
Home Facility	/ Electron	ic Infor	mation Sys	tem	4	ello 5	Help	
		Alerts	Online Forms	Forms In Progre	ss Forms Submitted	♦ Facilities		

- **4. Forms Submitted**: Displays all forms that have been submitted.
- **5. Facilities**: Information page about your organization and waste hauler permit.

Facility Detail Summary Page (1 of 2)



Facility Detail		• Help
1 WH-00000000 (0000)		5 Summary - Actions-
Facility Name WH-00000000	Facility Type Waste Hauler	Facility Sub Type
Facility ID 6	Facility Status 7 Active	Permit Numbers 8 3333
Organization Name 9 ABC Org	RRC Operator Number 10	Permit Expiration 11 12/31/2024 11

Facility Detail Summary Page (2 of 2)



To access the Waste Hauler Permit Application from the *Facility Detail* page, *select Submit Application* from the Actions drop-down.

Facility [Detail					G Help
WH-00000	000 (0000)					Summary - Actions-
Facility Name WH-00000000		Facility Waste H			Facility Sub Type	Submit Application Export - PDF
Facility ID WH-00000000		Facility Active	Status		Permit Numbers 4464	
Organization ABC Org	Name	RRC Op 123456	erator Number		Permit Expiration 12/31/2024	
Vehicles	UIC Wells	Surface Disposal Facilities	Comments	Forms In Progress	Forms Submitted	



Grids are used throughout LoneSTAR to display lists of information about similar objects.

Grids (2 of 9)



Six information tabs (*Vehicles, UIC Wells, Surface Disposal Facilities, Comments, Forms In Progress, and Forms Submitted*) are in the middle of the Facility Detail page. Each tab has a grid with details of the specific information.



Vehicle Grid (3 of 9)



Facility Details Summary Page – Vehicle Tab

UIC Wells Grid (4 of 9)



UIC Wells summary grid displays all the UIC Wells previously approved for the hauler.

Surface Disposal Facilities Grid (5 of 9)



The **Surface Disposal Facilities** grid displays all the surface disposal facilities previously approved for the hauler.

Vehicles UIC Wells Surface Disp	Surface Disposal Fa	clities Comments	Forms in Progress	Forms Submitted			
Operator 1	Facility † 2	Permit Numbers 3	County	▼ Advanced	d Filtering Action Commercial Statue	Scarch 6 Facility Statue	7
ABC Org.	Name of the facility and the FAC ID	RRC permit numbers associated with the facility	Reagan	7C	No	∧ctive	

Forms In Progress Grid (6 of 9)

Vehicles	UIC Wells	Surface Disposal Facilities	Comments	Forms In Progres	s Forms Submitt	ed			
					Y Advanced Filtering	Actions •	Searc	h	4
Form ID	Form Name 🕇	Description	Organization	Subject ID	Status	Last Mod	ified By	Form C	Actions
123456	Waste Hauler Permit Application	Waste Hauler Permit Application Renewal Filing			Draft			EPS	Actions

The **Forms in Progress** tab is located on the FEIS landing page and the Facility Detail page.

There should be no more than one form in progress at a time.

Forms Submitted Grid (7 of 9)



Vehicles	UIC Wells Surfa	ce Disposal Facilities	Comments Form	s In Progress Form	ns Submitted		-	
				▼ Advanced	Filtering Action	s • Searc	ch	
Form ID	Form Name	Description	Organization	Subject ID	Status	Last Mo	Form C	Actions
121212	Waste Hauler Permit Application	Waste Hauler Permit Application Amendment Filing	ABC Co.		Auto- Approved	John Doe	EPS	

The **Forms Submitted** tab is on the FEIS landing page and the Facility Detail page.

There should be no more than one form in submitted status at a time, but there may be a history of forms in the grid.



Operator documents are also displayed in a grid. To view and download documents, select the **Summary** dropdown and select **Documents**.

Facility Detail				8 Help
WH-000				Summary - Actions-
Facility Name		Facility Type Waste Hauler	Facility Sub Type	Summarv Documents
Facility ID		Facility Status Active	Permit Numbers	Events
Organization Name		RRC Operator Number	Permit Expiration 03/31/2026	
Vehicles UIC Wells	Surface Disposal Facilities Comments	Forms In Progress Forms Submitted		

Documents Grid (9 of 9)



The grid displays the name of the person who uploaded the document, the document *type*, *description*, and *document ID*. Select the hyperlink of a document under the Filename column to download, view, and print the document.

acility D	etail							Help
VH-0000							Docu	Iments - Actions-
					▼ Adv	vanced Filtering	Actions - Searc	Create Corresponden
Jploaded By	Category	Туре	SubType	Description	Filename	Document ID	Certified Letter	Export - PDF
Jane Doe	WasteHauler	WH Permit Issued Letter		WH Permit Issued Letter	whPermitIssued_7 I_20250416. Pur	45678		Actions-
Jane Doe	WasteHauler	WH Snapshot - Approved		Amendment WH Promit Application 1234	20250416 _Snapshol ved9.pdf	234567		Actions-





Who Needs a Waste Hauler Permit?

§4.193 Any person who transports oil and gas waste for hire by any method other than by pipeline off a lease, unit, or other oil or gas property where it is generated is required to have an oil and gas waste hauler permit.

You should know...

- You must have an active Form P-5 Organization Report.
- RRC
 Communication is sent via email.
 - To update an email address, contact the P-5 department.



Accessing a WHP Application

The Waste Hauler Permit (WHP) Application can be accessed from the Facility Detail or FEIS landing pages.

- Select the Online Forms tab
- Select Waste Hauler Permit Application

Alerts Online Forms in Pr	ogress Forms Submit	ted My Facilities		
			T Advanced Filtering Action	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

orm Information			
ease enter the information below.			* Indicates required field
	to-populates		
Organization*		this connet he che	a a a a
Organization n	ame auto-populates	- this cannot be cha	inged
Existing Permit Number			
Blank for initial f	filings		
Purpose for Filing	Amendment	□Cancel	
Are you hauling exclusively to disposal sites mana or to disposal sites authorized by a minor permit fr	aged outside the State of Texas		
	ts to No		
Description * 🕲			
Waste Hauler Permit Initial Filing			
	cannot add text to this h	хох	
Auto populates - c			
Auto populates - C			h

WHP Application (2 of 15) **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 Type of Organization ABC Org Limited Partnership (LTD or LP) **Organization Short Name RRC Operator Number** 12345 ABC Org Organization Primary Address PO BOX 123 Austin Texas 78026 Organization Primary Phone Number Ext (123)-456-7890 Contacts The user details who initiated the application will appear in the contact information Y Advanced Filtering Actions -Phone Number Email Role Actions Name † (123)-456-7891 John.doe@rrc.com Submitter John Doe The Organization Information step displays the addresses and P-5 status data for the operator. Next Save Back

Validation Errors & Warnings

A status of 😢 represents an error with the entry. A status of \mathrm 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.	A status of 🙁 represents an error with the	entry.
Allowed types: xls	x	A status of () represents an entry with a warning message.

A **red circle with an X** in the center represents **Errors** for an entry.

A **yellow circle with an!** in the center represents Warnings for an entry.

Entries with **errors** must be corrected to issue a permit. Entries with **warnings** require a manual review by RRC staff.

These symbols are used for entries in the **Vehicle** grid, the **UIC Well** grid, and the **Surface Disposal Facilities** grid.
WHP Application (3 of 15)

Waste Hauler Vehicle Grid Page

To add a single vehicle, select Add New from the Actions menu. Cick 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 40 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.



WHP Application (4 of 15)

×



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.



Steps for adding vehicles one at a time:

Note: By default, the modal will indicate that the vehicle is not registered outside Texas.

- 1. Enter the Vehicle VIN, License Plate #, and select the Validate DMV button.
- 2. The vehicle will be validated in a database linked to the Texas DMV containing all registered Texas vehicles suitable for hauling oil and gas waste.
- 3. When the vehicle passes validation, select **Add** to add the vehicle to the **Vehicles** grid.

		W	HP App	olication	(5 0	f 15)		
	e file only. wed types: xisx							***
U	IC Wells							
						Y Advanced Filterin	Actions	\$
	UIC Number	Operator	Commercial Status	Well Status	Status	Validation	Add New	ctions
	000000000	ABC Org	Yes	TEMPORARILY ABANDONED	0		Remove Wells	Actions-
	000123456	CDE Facility	Yes	ACTIVE	0		Export - Excel	
	000654321	RRC Solutions	Yes	ACTIVE	0			Actions-
0					1			Actions-
			10-10					Actions+

UIC Wells can be added or removed by selecting **Add New** or **Remove Wells** from the grid **Actions** drop-down.

Enter the **UIC Number** to **Add a New UIC Well**.

Select the Validate button.

The UIC Well will be validated against the RRC database, containing all the wells' data.

If the Well passes validation, the following details are auto-filled in:

- RRC Operator
- API Number
- P5 Organization Status
- Lease
- Well Status

Click on the **Add** button to add the well.

Add 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 #	Validate
RRC Operator	
API Number	
P5 Organization Status	
Lease	
Well Status	
	Can Add



×



WHP Application (8 of 15)

Document Upload

Anglighting

Errors Found In This Step: 🕄

A document with the subtype of "Vehicle Registration" must be uploaded. The current vehicle registration must be uploaded for all vehicles registered outside the state of Texas.

х

Application	
Subtype *	
WH-2	
Received Date *	
05/04/2025	
Description *	
Initial Application Form WH-2	
All comments are discoverable records, open to public review.	
Filename *	Θ
Browse	✓ Done
20240201_R9 8A-1853_Initial App 5.pdf	
File(s) uploaded successfully.	
File(s) uploaded successfully.	

When vehicles, wells, and surface disposals are added, an error message will populate on the **documents upload** page indicating what type of document must be uploaded.

		WH	HP Ap	plicatior	n (9 of 15)
Docum	nent Uplo	ad			
Select documents to be	e uploaded, if applicable. Click Ac	dd New and complete all requi	ired fields to upload a document.		
Uploaded Docu	ments				Document Upload
Upload Date ↓	Uploaded By	Туре	T Advanced F	Actions Add New	Indicates required field Indicates required field OAssociate Existing LoneSTAR Document
			- Teeroveron	Export - Excel	Confidentiality Requested Category WasteHauler
					Type* Application
					Subtype* WH-2
					Received Date* 05/04/2025
		ename*			Description* Initial App WH-2
		ect Browse	e to upload th		Filename*
Bac		3		No results to disp	Browse Done Done 20240201_R9 8A-1853_Initial App 5.pdf File(s) uploaded successfully. Upload

WHP Application (10 of 15)

Fees & Payments

Errors Found In This Step: 🕄

We have not received the filing fee for your Waste Hauler Permit Application. Your application is still incomplete and will not be reviewed until you submit your filing fee. Please contact whp@rrc.texas.gov or call 512-463-7371 if you have questions.



WHP Application (11 of 15)



First Name *	ABC	
Middle Name		
Last Name *	XYZ	
Company Name *	EXAMPLE	
Phone Number *	(512) 123-4567	
Email Address *	test@rrc.texas.gov	
Confirm Email *	test@rrc.texas.gov	

Enter user details and select continue.

Previous Continue

Exit

Verify the information and select continue.

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

Name	ABC XYZ	
Company Name	EXAMPLE	
Phone Number	(512) 123-4567	
Email	test@rrc.texas.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 16 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

WHP Application (12 of 15)



Summary of Created Fees (Register Number): 511626

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

Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

This payment is for a non-refundable fee pursuant to 16 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.



Select **Make Payment**, which opens the payment portal box.

WHP Application (13 of 15)



Railroad Commission of Texas	
Payment Type Customer Info Payment Information Submit Payment Payment	Transaction Summary Texas.Gov Fee \$255.88 Texas.gov Price \$\$255.88
Payment Type	Need Help? Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable neeipit at the end of your successful payment transaction.
Address Phone Number ABC XYZ (512) 123-4567 1701 N Congress Ave Austin, TX 78701 Country Email Address United States Payment Information	
Edit Credit Card American Express ****0005 Exp. 03/2029	
Verification Image: State Cancel Submit Payment	Please wait Your payment is being processed. Please do not close your tab or window, and please do not use your browser's Back button.

WHP Application (14 of 15)



Name	ABC XYZ	
Company Name	EXAMPLE	
Phone Number	5121234567	
Email	test@rrc.texas.gov	
Fee Description	Amount	Quan
Waste Haulers WH-1	\$ 250.00	1
RRC Fee		
Texas.gov Price		
Payn	nent Information	
Payment Amount	\$255.88	
Date and Time	05/04/2025 12:55:50 PM	
Trace Number	455RM00AYRU4B87	
Authorization Code	TEST123	
Register Number	511626	
Use the Print Confirma	ation button below to create a printable	e receipt and con

Select Print Confirmation to allow the payment portal to link with LoneSTAR to reflect the payment was received.

• You will not be able to submit the application if the payment does not reflect as paid.

WH	P Application (15	of 15)	
Acknowledgement			
Submitter			
Submitter na	me auto-populates	10	
Submitter Title *			
Enter your Title			
05/04/2025		1	
complete, to the best of my knowledge. I certify that the vehicles listed on this form a maintained to prevent the escape of oil and g such waste. I certify that I understand disposal systems w waste originating from each system operator	ervision and direction, and that data and facts stated therein are true, co re designed so that they will not leak during transportation and are oper- las waste. Any vehicle used to haul non - solid oil and gas waste is design with a Commercial Status of 'No' are only authorized for non-commercial 's wells may be hauled and disposed of at these disposal systems. viously WH-3) from the operator of each UIC well or surface disposal factors wind the operator of each UIC well or surface disposal factors.	ated and gned to transport disposal, and only	
Preview Submission Summary	Confirmation		
Back Submit Save	Your Waste Hauler Permit Application form 89789 has be	een submitted successfully. You will	be notified when a determine

Printing the Permit (1 of 2)



To print the permit, go back to the **Facility Detail Page**, select the **Summary** dropdown and select **Documents**.



Printing the Permit (2 of 2)



WH Permit Issued Letter – select the hyperlink under the Filename column. The document will download and can be printed.

Facility Detai	I							O Help
WH-000(1234)							Documents - Actions-
						▼ Advanc	ed Filtering Actions + Se	arch 🗘
Uploaded By	Category	Туре	SubType	Description	Filename	Document ID	Certified Letter Number	Actions
system.workflow	WasteHauler	WH Permit Issued Letter		WH Permit Issued Letter	whPermitIssued_ _ _ 20250504.pdf	5 (5 (145)		Actions+
system.workflow	WasteHauler	WH Snapshot - Approved		Initial WH Permit Application for 430590	20250504_0/ _Snaps hot_Approved_113694.pdf			Actions+
Jennifer Lindemann	WasteHauler	Application	WH-2	Initial Application Form WH-2	202402(1853_Initial App 5 pdf			Actions+
-				THE STREET	see Tunner of the store			



Thank you for joining the Waste Hauler & LoneSTAR presentation. Questions?

Environmental Permits Waste Hauler Contact Information (512) 463-7371 whp@rrc.texas.gov