



POPS COVER LETTER

INSTRUCTIONS: The Form C-LTR POPS Cover Letter is used to provide updates or context for a T-4 pipeline permit application. It is used to notify the Commission of an application for Renewal, New Permit, Inactivate, Amendment or Transfer. Complete the Operator Information section, then select the appropriate **APPLICATION TYPE** and complete the corresponding section. The form will show and hide fields to facilitate ease of use. For more detailed instructions, refer to [Form C-LTR Submittal Guidelines](#).

OPERATOR INFORMATION

Operator Name

Operator Agent Name

P-5 Number

T-4 Permit Number

Date

Has eminent domain been exercised, either by the current or any previous operator, for any pipeline covered under this permit?

Yes

No

APPLICATION TYPE

Renewal

New Permit

Inactivate

Amendment / Transfer

RENEWAL

Only fill out this section of the form if the application being filed is for a Renewal. Renewal applications are used to complete an annual pipeline permit renewal. They cannot be used to report changes.

Total Active Renewal Mileage

NEW PERMIT

Only fill out this section of the form if the application being filed is for a New Permit. New Permit applications are used to create a new gas or liquid permit. If the application is completing an acquiring partial transfer, [Form T-4B Pipeline Transfer Certification](#) must be completed and attached.

Total Active New Permit Mileage

INACTIVATE

Only fill out this section of the form if the application being filed is for an Inactivate. Inactivate applications are used to cancel permits for pipelines that have been abandoned in place, merged into another permit, or any other circumstance with valid justification. Select all that apply.

Abandoned in Place

By selecting this option, the operator acknowledges that the pipelines that were regulated (TX_REG=Y) prior to abandonment must be disconnected from all sources of gas/product, purged of all gas/product, sealed, and filled with water or inert materials in accordance with [49 CFR 192.727](#) or [49 195.402\(c\)\(10\)](#). Failure to properly abandon in accordance with the rules could result in penalties being assessed.

Total Active Mileage Being Inactivated

Merged into T-4 permit number

Other (provide explanation in Additional Information section on page 3)

AMENDMENT

Only fill out this section of the form if the application being filed is for an Amendment or Transfer. Amendment and Transfer applications are used to report changes to an existing permit. Indicate all changes that are being made along with the mileage being changed for this permit application. If the application is reporting a transfer (FT, PT, or TM), [Form T-4B Pipeline Transfer Certification](#) must be completed and attached. The two-letter codes correspond with the T4_AMD field in the shapefile; more information on the T4_AMD codes can be found in [A Guide to Shapefile Submissions](#).

Make selections on the next page...



FT: Full Transfer -- Indicates a full T-4 permit transfer to/from a different P-5; mapping not required.

Divesting Acquiring Active mileage being transferred

PT: Partial Transfer -- Assigned to pipeline segments as a portion of a T-4 permit transferring to/ from a different P-5.

Divesting Acquiring Active mileage being transferred

TM: Transfer Merge -- Assigned to pipeline segments being acquired and merged from a full permit transfer.
Indicate the permit numbers and mileage for each being acquired and merged in the Additional Information section on page 3.

Active mileage being acquired/merged

MP: Merge Permits -- Assigned to pipeline segments being consolidated between permits within the same P-5.
Indicate the permit numbers and mileage for each being merged in the Additional Information section on page 3.

Active mileage being merged

PA: Pipeline Addition -- Assigned to pipeline segments being added to the permit.

Active mileage being added

BP: Abandoned in Place -- Assigned to pipeline segments that have been abandoned in place. By selecting this option, the operator acknowledges that the pipelines that were regulated (TX_REG=Y) prior to abandonment must be disconnected from all sources of gas/product, purged of all gas/product, sealed, and filled with water or inert materials in accordance with [49 CFR 192.727](#) or [49 CFR 195.402\(c\)\(10\)](#). Failure to properly abandon in accordance with the rules could result in penalties being assessed.

Active mileage being abandoned

DP: Delete Pipeline -- Assigned to pipeline segments being deleted from the permit.
Select all that apply, and use the Additional Information section on page 3 or a separate attachment to indicate the pipelines that apply to each selected reason.

Active mileage being deleted

Production flow line not regulated by [16 TAC 3.70](#)

Distribution line not regulated by [16 TAC 3.70](#)

Physically removed from the ground

Split within the same permit or added to another permit within the same P-5
(provide explanation in Additional Information section on page 3)

Other *(provide explanation in Additional Information section on page 3)*

OM: Other Modification -- Assigned to pipeline segments with attribute and/or geometry updates. Mileage box to indicate the +/- change in total active mileage; minus required for negative values.
Select all that apply, and use the Additional Information section on page 3 or a separate attachment to indicate the pipelines that apply to each selected reason.

Change in total active mileage (+/-)

Pipelines being reclassified from regulated (TX_REG=Y) to un-regulated (TX_REG=N)

Name change (SYS_NM, SUBSYS_NM, PLINE_ID, PLS_SYSNM)

Other attribute changes (DIAMETER, COMMODITY1, QUALITY_CD, LOC_DES, USA, SMYS, PL_MAT_MTL, MAOP_PSIG, AREA_2A, AREA_2B, AREA_2C, PL_TYPE)

Geometry updates/improved geographic accuracy

Other *(provide explanation in Additional Information section on page 3)*

Total Active Mileage Before Amendment Changes

Total Active Mileage After Amendment Changes



ADDITIONAL INFORMATION

Provide any other information that relates to the permit application. If the Additional Information section does not provide enough space, please attach additional pages or a separate document, such as a spreadsheet, that includes the necessary information, and reference those attachments below.