

INSTRUCTIONS
FORM R-9: APPLICATION FOR PERMIT TO
OPERATE A RECLAMATION PLANT

REFERENCE: STATEWIDE RULES 57 and 85

1. **FORM P-5, ORGANIZATION REPORT.** Before this application can be processed, you must have an active Form P-5, Organization Report, on file with the Commission in Austin. In addition, if your organization is a corporation, a certification that your franchise tax payment is current is also required.
2. **R-9 FILING.** File the original of your application and attachments with:

Railroad Commission of Texas
Oil and Gas Division - Production Allocation
P. O. Drawer 12967 - Capitol Station
Austin, Tx 78711-2967

At the same time, file a copy of the R-9 and the schematic diagram with the Commission district office of the facility location.

3. **ATTACHMENTS.** Your application must include the following attachments:
 - **schematic diagram** showing the proposed or existing facility, including the location and identification of all treating equipment and tanks with tank capacity noted. Also, show the location of all oil and/or gas-related facilities located within 100 yards of the facility as identified in No. 11 on front.
 - **a bond or letter of credit** in commission-approved format* for the amount of \$100,000 with attached power of attorney. See No. 4 below.
 - **proof of publication** of the notice of application, if this application is for a new permit rather than one-time renewal of an existing permit. See No. 5 below.
4. **FINANCIAL ASSURANCE.** As a condition of the permit to operate a reclamation plant, you are required to submit, renew, and continue in effect a bond or letter of credit in commission-approved format in the amount of \$100,000. Prior to the expiration of your financial assurance, you will be sent a renewal notice. In a limited set of circumstances a lesser amount may be accepted. However, you must be able to clearly show that amount will be sufficient to operate and close the facility site in accordance with state law, commission rules, and the conditions of the permit. File your bond or letter of credit in the lesser amount and attach a letter including a complete justification to your application. Include a copy of that letter with your district office filing.
5. **NOTICE.** When applying for a new permit, you are to give the following notices of the application prior to or at the same time as filing the application with the Commission:
 - mail or deliver a copy of the permit application to the county clerk of the county of facility location and, if the facility is located within the corporate limits of the city, the city clerk.
 - publish notice of the application in commission-approved form* once in a newspaper of general circulation for the county of the facility.
6. **TRANSPORTATION OF MATERIAL.** Trucks transporting material to the reclamation facility on a "for hire" basis must be permitted by the Railroad Commission's Transportation/Gas Utilities Division.
7. **MONTHLY REPORTING.** Each month, file a Form R-2, Monthly Report for Reclaiming and Treating Plants, according to the instructions on the reverse of that form.

* Available from the Commission's Supply Department at the above address.