

RAILROAD COMMISSION OF TEXAS
Oil and Gas Division

NOTICE TO OPERATORS

**New Online Filing System:
Gatherer and Purchaser Change P-4s**

The Railroad Commission of Texas (Commission) is now accepting electronic submissions of Form P-4, *Producer's Transportation Authority and Certificate of Compliance*, through the Commission's Online System available on our website at <http://www.rrc.texas.gov>. **This system currently only allows updates to Gatherers and Purchasers for existing leases.**

Benefits of using the RRC Online System for Form P-4 Gatherer and Purchaser changes include:

- Immediate submission of the Form P-4;
- Processing within the hour;
- Query to review Form P-4's status and print or save the form (currently available only to users who have logged into the RRC Online System); and
- Electronic audit of the Form P-4 data to ensure correct information is submitted.

Processed Form P-4s will be available in a PDF image within the hour after submittal to the Commission using the RRC Online System. The evening after submission, an email will also be sent to the person submitting the form online advising of the outcome. Operators are responsible for providing the Gatherers and Purchasers with the approved documents. Operators may also refer Gatherers and Purchasers to use the *P-4 Gatherer/Purchaser Query* for updates, which is available on the Commission's website at <https://www.rrc.texas.gov/resource-center/research/research-queries/>. (Note: data in the P-4 Gatherer/Purchaser Query is updated nightly).

Prior to filing forms electronically using the RRC Online System, an operator must first assign a security administrator for their organization by submitting an original hardcopy Security Administrator Designation (SAD) form to the Commission. The designated security administrator may then create accounts with appropriate rights for the staff within their organization enabling them to file forms electronically through the RRC Online System. For additional information on RRC Online Security requirements and to download the SAD form, visit the Commission's website at <https://www.rrc.texas.gov/forms/online-filing-at-rrc/rrc-online-security-requirements/>.

Existing users with accounts in the RRC Online System do not need to designate a new administrator. The organization's security administrator needs only to assign rights for filing Form P-4s online through their administration accounts to grant their users access.

If you have questions regarding submission of the Form P-4 through the RRC Online System, contact the Commission's Well Compliance Unit at 512-463-6975 or prorationunit@rrc.texas.gov. For additional information regarding security administration and general access to the RRC Online System, visit the Commission's website at <https://www.rrc.texas.gov/forms/online-filing-at-rrc/>.

PLEASE FORWARD TO THE APPROPRIATE SECTION OF YOUR COMPANY