



# RAILROAD COMMISSION OF TEXAS

Oversight and Safety Division  
Alternative Fuels Safety Department

## LNG FORM 2501

### COMPLETION REPORT FOR LNG INSTALLATIONS OF LESS THAN 15,540 GALLONS AGGREGATE WATER CAPACITY

RRC USE ONLY	
Site ID:	_____
Plan ID:	_____

Please Type or Print

Section 14.2040(b) of the *Regulations for Liquefied Natural Gas* requires this report to be filed with the Commission, along with the applicable fees. The report must be postmarked or physically delivered to Alternative Fuels Safety (AFS), **within 30 calendar days** from the date of installation completion. An LNG stationary container installed at any commercial LNG installation of less than 15,540 aggregate water gallon capacities shall be reported.

Name of Facility Where Container(s) or System is Installed \_\_\_\_\_

_____	_____	_____	_____
(Facility's Mailing Address)	(City)	(State)	(Zip Code)

Physical/geographical location same as mailing address. (You must still provide the county of installation.)

_____	_____	_____	_____
(Physical /Geographical Location or 911 Address)	(City)	(State)	(Zip Code)

_____	Lat: _____
County of installation (required)	GPS Coordinates: _____
	Long: _____

#### TYPE OF INSTALLATION

#### CHECK APPLICABLE BOX(ES)

<input type="checkbox"/> Retail Service Station-LGLS	
<b>A license is required for the above facility types. Please provide the installation's license number: _____</b>	
<input type="checkbox"/> Commercial – LGCI	<input type="checkbox"/> Emergency Stand-by Generator – LGCS
<input type="checkbox"/> Private Service Station - LGPS	
<input type="checkbox"/> Other (describe): _____	

Date LNG installation was completed and placed in service: \_\_\_\_\_  
(MM/DD/YYYY)

#### APPLICATION TYPE:

New Installation       Relocation       Addition       Replacement Only

#### LNG CONTAINER INFORMATION:

	Container 1	Container 2	Container 3
Manufacturer Name	_____	_____	_____
Serial Number	_____	_____	_____
Working Pressure	_____	_____	_____
ASME/DOT	_____	_____	_____
Year Built	_____	_____	_____
Water Capacity (gallons)	_____	_____	_____

(If additional tanks, use separate page)

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Fee submitted: \$ \_\_\_\_\_

For **original report submissions**, a **\$10** non-refundable filing fee is required for **each** ASME container or DOT cylinder that is installed for use as a stationary LNG container installation.

If the report is returned, due to missing or incorrect information, the non-refundable resubmission fee is **\$20 per report**.

DO NOT SEND CASH. Make Checks or Money Orders Payable To: **The Railroad Commission of Texas**. To pay by credit card please visit our website [www.rrc.texas.gov/alternative-fuels/](http://www.rrc.texas.gov/alternative-fuels/) and submit a copy of the online payment receipt with the report.

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CERTIFICATION: I hereby notify the Commission that the LPG installation described above has been completed, complies with the Texas Natural Resources Code and the *Regulations for Liquefied Natural Gas* of the Railroad Commission of Texas; and is now ready for Commission inspection. I understand that failure to provide the Commission with timely written notification of this installation as required by §14.2040 of the *Regulations for Liquefied Natural Gas* and/or placing a container or installation in LNG service that is not in full compliance with the requirements of the Texas Natural Resources Code and the *Regulations for Liquefied Natural Gas*, may subject me or my company to enforcement proceedings as provided in the Texas Natural Resources Code. I declare under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make the representations set out above on the behalf of the licensee named above, that this report was prepared by me or under my supervision and direction, and that the statements made are true, correct, and complete to the best of my knowledge.

By filing this report via facsimile transmission, submitter voluntarily stipulates and agrees that the filed facsimile copy shall be treated as an original document for all purposes in any court or administrative proceeding.

Additionally, submitter agrees that this report may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

_____ Name of Authorized Company Representative	_____ Signature of Authorized Company Representative	_____ Date
_____ Company Name	_____ LNG License No.	
_____ Telephone No.	_____ Email address.	

Return to:  
Railroad Commission of Texas  
Alternative Fuels Safety  
PO Box 12967  
Austin, TX 78711-2967  
[SafetyNoticeReply@rrc.texas.gov](mailto:SafetyNoticeReply@rrc.texas.gov)

Fax (512) 682-9066

# RAILROAD COMMISSION OF TEXAS

## ALTERNATIVE FUELS SAFETY

### INSTRUCTIONS FOR COMPLETING LNG FORM 2501

Legible Document: To avoid delays in processing the Completion Report, all information must be legible. Reports which are not legible will not be processed and will be returned and a non-refundable resubmission fee will be assessed.

1. Name of Facility – Name of the facility where the container/rack/cylinders are installed.
2. Facility Mailing Address – Address where mail can be received regarding this installation.
3. Physical/geographical location same as mailing address – If the mailing address and physical location are the same check the box and leave the Physical/Geographical Location/911 Address fields blank.
4. Physical/Geographical Location/911 Address – Physical location of the installation. If the location has a 911 address (usually the same as mailing address), then that address is preferred. If the location does not have a 911 address, then provide a description of the installation's location using the nearest major intersection as the point of reference. (I.e. 1 mile north of the intersection of IH-35 and 290 on the left.)
5. County of installation – Name of the county where the installation is located.
6. GPS Coordinates – Latitude and Longitude in Decimal Degrees. The coordinates from Google Earth are preferred.
7. Type of Installation – Choose the correct installation type.
  - Retail Service Station (LGLS) – Dispensing of LNG into motor/mobile fuel containers. LNG is sold to the public.
  - Commercial (LGCI) – Businesses or industries not frequented by the public using LNG for heating, to make a finished product, as an ingredient of a product, or to power equipment for industrial/commercial purposes.
  - Emergency Stand-by Generator (LGCS) – Storage with vaporizer and/or gas/air mixer installation (usually at a commercial or industrial location) to be used in the event of a natural gas curtailment.
  - Other - Any installation that does not fit into a listed installation type. If selected a description of the installation is required. A full list of installation types is available on the Commission website.
8. Installation License Number – The Retail Service Station (LGLS) installation type requires a license to operate. Verify the facility operator's license number prior to placing into service. Place the facility's license number here to avoid the report being returned for resubmission, which requires a resubmission fee.
9. Installation Completion Date – Date the installation was completed, verified as safe and meeting all rule requirements, and placed in service.
10. Application Type – Select if the application is submitted for:
  - New Installation: this is the first LNG container installation at this location.
  - Relocation: an existing container at this location/property was moved within the same location/property.
  - Addition: a container has been added to a location with an existing container, where the original container will remain in service.
  - Replacement: a container has been installed at a location to replace an existing container. (The original container has been removed.)
11. LNG Container Information:
  - Manufacturer Name: The name of the container manufacturer
  - Serial number: The manufacturer's serial number listed on the container's manufacturer data plate
  - Working Pressure: The working pressure listed on the container's manufacturer data plate
  - ASME/DOT – The specification to which the container was built. American Society of Mechanical Engineers (ASME) or US Department of Transportation (DOT).
  - Water Capacity – The water capacity in gallons listed on the container's manufacturer data plate.
  - Year Built – The year the container was manufactured as listed on the container's manufacturer data plate.
12. Fee submitted – The fee amount being submitted for the containers listed on the report. EACH container requires a \$10 filing fee for original filings. If the report is returned for resubmission, due to missing or incorrect information, then a \$20 resubmission fee is required for the report.
13. Email address: Providing an email address is optional. If provided, the filer's address will become part of the public record.