



# Form CI-D/Form CI-X Online Filing System Updates

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# Overview



The Railroad Commission of Texas (RRC) requires oil and gas operators to complete either the Critical Infrastructure Designation (CID), or Critical Designation Exception (CIX) online filing process.

Updates have been made to the RRC Online System to make the filing process more efficient.



# What's New?



- No need to upload a .CSV file.
- Two new left-hand menu options – “File CID” and “File CIX.”
- Facilities will auto-populate in a list, and you will select which facilities you are filing for.

# Reminders



- Deadline to file CID and/or CIX is March 1<sup>st</sup> and September 1<sup>st</sup> of each year.
- When filing CIX for the first time, there is a one-time fee of \$150.
- You must complete the CID or CIX filing process through the RRC Online System.  
<https://webapps.rrc.texas.gov/security/login.do>



# Getting Started



- Log in to RRC Online and click on “Critical Infrastructure Designation (CID/CIX).”

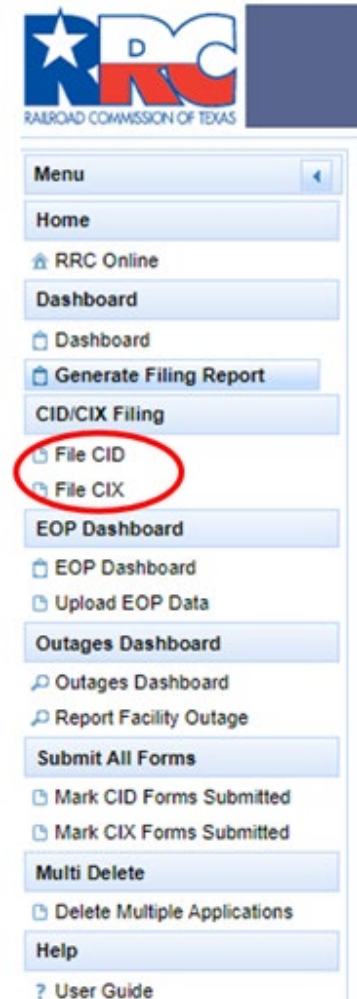


Welcome to the RRC Online System

## Main Application

- [Account Administration](#)
- [Production Reports](#)
- [Drilling Permits \(W-1\)](#)
- [Pipeline Integrity Filing](#)
- [H10 Filing System](#)
- [Completions](#)
- [P-4 Change of Gatherer/Purchaser](#)
- [Well Status Report \(G10/W10\)](#)
- [Groundwater \(GW-1\)](#)
- [SWR-13 Exception](#)
- [Digital Well Log Submission](#)
- [Well Plugging](#)
- [Pipeline Online Permitting System](#)
- [Texas Severance Tax Incentive Certification \(ST-1\)](#)
- [Disposal/Injection Well Pressure Test \(H-5\)](#)
- [H-9 Certificate of Compliance Statewide Rule 36](#)
- [W15 Cementing Report](#)
- [H-15 Older Inactive Well Test Report](#)
- [Flare/Vent Exception \(SWR32\)](#)
- [Critical Infrastructure Designation \(CID/CIX\)](#)

- Click “File CID” or “File CIX.”



# CID/CIX Filing Process

A screenshot of a web form titled "Critical Infrastructure Designation". At the top, there are three buttons: "Acknowledge" (highlighted in yellow), "Select", and "Submit". Below these buttons is a section labeled "Filing Session -- Required". Under this label is a dropdown menu with the text "Select Filing Session" and a downward-pointing arrow.

- Acknowledge
  - Select the filing session.
  - Select the Acknowledged Critical Facility type you're filing for.
- Select
  - Confirm operator info and enter emergency and onsite contact info.
  - Select the facilities from the auto-populated list.
- Submit
  - Certify and submit

# File CID – Acknowledge Tab (1 of 2)



1. Select the filing session.
2. Select the appropriate option from the “Acknowledged Critical Facilities” list.

**Critical Infrastructure Designation**

**Acknowledge** **Select** **Submit**

Filing Session -- Required

Select Filing Session 1

You must select the filing session for this upload. Verify you are selecting the correct filing session or you will be flagged as noncompliant for the current filing session.

**Acknowledged Critical Facilities** 2

- ☐ Gas Wells Producing > 250 Mcf/day [§3.65(b)(1)(A)]
- ☐ Oil Leases Producing > 500 Mcf/day in casinghead gas [§3.65(b)(1)(B)]
- ☐ Gas Processing Plants [§3.65(b)(1)(C)]
- ☐ Natural Gas Pipeline and Pipeline Facilities [§3.65(b)(1)(D)]
- ☐ Local Distribution Pipelines and Pipeline Facilities [§3.65(b)(1)(E)]
- ☐ Underground Natural Gas Storage Facilities [§3.65(b)(1)(F)]
- ☐ Natural Gas Liquids Transportation and Storage Facilities [§3.65(b)(1)(G)]
- ☐ Saltwater Disposal Facilities and Pipelines > 15 Mcf/day [§3.65(b)(1)(H)]
- ☐ Other

# File CID – Acknowledge Tab (2 of 2)



3. Check box if attaching documentation – optional.
4. Click on “Choose PDF Document file (Optional)” to attach a file.
5. Click, “Next” to proceed to the “Select” tab.

☐ Check box if confidential information is included on the CI-D attachment. **3**

Upload Attachments

**+** Choose PDF Document File (Optional) **4**

Attachment List

Attachment Name	Attachment Size	Upload Date
No Attachments found.		

**5** [→ Next](#)

# File CID – Select Tab (1 of 9)



## Operator Information

- The system will auto-populate Operator information.
- Confirm the info is still correct.
- Use the P5 Address Change button to update the address.

**Critical Infrastructure Designation**

**Acknowledge** **Select** **Submit**

**Operator Information**

Alternate Company Addresses  Alternate Addresses

Operator Name  Operator Number

**P5 Address Change** All correspondence related to this CID/CIX will be sent to this address. If your P5 address has changed, you need to click the button and update your P5 information for all future official correspondence from the Railroad Commission. Once it has been corrected in the P5 system of record, the information will be updated in the CID/CIX Online system as well.

Address 1  Address 2

City  State  Zip Code

Operator Phone  Email

# File CID – Select Tab (2 of 9)



## Filing Representative, Emergency Contact and Onsite Contact

- The system will auto-populate information for your Filing Representative.
- You must enter the info for your Emergency Contact and Onsite Contact – required fields.

Filing Representative			
Name	<input type="text"/>	Contact Phone	<input type="text"/>
Email	<input type="text"/>		

Emergency Contact			
Name	<input type="text"/>	Contact Phone	<input type="text"/>
Email	<input type="text"/>		

Onsite Contact			
Name	<input type="text"/>	Phone Number	<input type="text"/>
Email	<input type="text"/>		

# File CID – Select Tab (3 of 9)



## Facility Information

- Select the facility type from the drop-down menu.
- The system will auto-populate the facility name, latitude, longitude, facility ID (e.g. Gas Well, Oil Lease ID, T4 Pipeline Permit Number, etc.), and average daily production volume.
- Select the facilities you want to include in the filing.

### Critical Infrastructure Designation

Facility Information

[Add New Facility](#) [Edit Facility \(Select from List below\)](#)

Facility Type

GAS WELL >250 MCF/DAY

Facility List

Select the facility type from the drop down, then complete the applicable fields.

You must select each facility in the second column from the left and click 'Click to include in filing' to include the facility in your filing.

If one column on the form is completed, then all columns of the same color must also be completed.

[Toggle All Facilities Listed Selected/Unselected](#) [Copy Utility Information Comp areas from line 1 to all selected](#) [Copy Utility Information Non-Comp areas from line 1 to all selected](#) [Copy Backup Information from line 1 to all selected](#)

	Click to add Facility to your filing. The Facility MUST be selected to be included.	Facility Name	Are You Reliant on Electricity to Operate? (If Yes, then the Salmon or Aqua sections must be completed.)	Latitude	Longitude	Gas Well ID	Gas Well Average Daily Production (mcf/day)
<a href="#">Click to include in filing</a>	<a href="#">Click to include in filing</a>		No				
<a href="#">Click to include in filing</a>	<a href="#">Click to include in filing</a>		No				
<a href="#">Click to include in filing</a>	<a href="#">Click to include in filing</a>		No				
<a href="#">Click to include in filing</a>	<a href="#">Click to include in filing</a>		No				

# File CID – Select Tab (4 of 9)



## Adding/Editing a Facility

- When adding or editing a facility, be sure to fill out all applicable fields and click, “Save Facility.”

Facility Information

**Add New Facility** **Edit Facility (Select from List below)**

Facility Information

Facility Name

Facility Type  250 characters remaining.

If Facility Type selection is Facility not Listed, enter Required Remarks

Gas Well ID  Oil Lease ID  Gas Plant Serial Number  T4 Pipeline Permit Number  Saltwater Disposal Storage Well UIC Number  GL Storage UIC Number

Underground Natural Gas Storage UIC Number(s)

Latitude  Longitude

Address 1  Address 2  City

State  Zip Code

**Save Facility** **Cancel**

# File CID – Select Tab (5 of 9)



## Are you reliant on electricity to operate?

- System defaults to “No” – update if necessary.
- If you select “Yes,” complete the fields in the salmon or aqua sections – we will go over these sections in detail.

**Facility List**

Select the facility type from the drop down, then complete the applicable fields.

If one column on the form is completed, then all columns of the same color must also be completed.

[Toggle All Facilities Listed Selected/Unselected](#) [Copy Utility Information Comp areas from line 1 to all selected](#) [Copy Utility Information Non-Comp areas from line 1 to all selected](#) [Copy Backup Information from lin selected](#)

	Click to add Facility to your filing. The Facility MUST be selected to be included.	Facility Name	Are You Reliant on Electricity to Operate? (If Yes, then the Salmon or Aqua sections must be completed.)	Latitude	Longitude	Gas Well ID
<a href="#">Actions</a>	<a href="#">Click to include in filing</a> ✓	<b>Facilities you have selected will display a check mark.</b>	Yes			
<a href="#">Actions</a>	<a href="#">Click to include in filing</a> ✓		Yes			
<a href="#">Actions</a>	<a href="#">Click to include in filing</a> ✓		Yes			
<a href="#">Actions</a>	<a href="#">Click to include in filing</a>		No			
<a href="#">Actions</a>	<a href="#">Click to include in filing</a>		No			
<a href="#">Actions</a>	<a href="#">Click to include in filing</a>		No			

# File CID – Select Tab (6 of 9)



## Salmon and Aqua Sections

- More than one facility with the same info?
  - You only need to fill out the fields on first line, then click the “Copy Utility Information Comp areas from line 1 to all selected” button.

then complete the applicable fields.

n all columns of the same color must also be completed.

Unselected Copy Utility Information Comp areas from line 1 to all selected Copy Utility Information line 1 to all

Click to add Facility to your filing. The Facility MUST be selected to be included.

Click to include in filing ✓	Facility Name	Are You Reliant on Electricity to Operate? (If Yes, then the Salmon or Aqua sections must be completed.)	Latitude	Longitude	Gas Well ID	Gas Well Average Daily Production (mcf/day)	Salmon Section Electric Utility Name (if no selection, all fields in Salmon are disabled)	Salmon Section ESI-ID - Must be 17 or 22 digits. Use a comma to separate multiple ESI-IDs	Salmon Section Retail Electric Provider (that bills for service)	Salmon Section Utility Customer Name (associated with ESI-ID)	Salmon Section Dispatch Asset Code
Click to include in filing ✓		Yes				39	AEP	12345678901234567	Test	Test	12345
Click to include in filing ✓		Yes				445					
Click to include in filing ✓		Yes				125					
Click to include in filing		No				291					
Click to include in filing		No				375					
Click to include in filing		No				669					
Click to include in filing		No				912					

Click this button to copy the info on line 1 and apply it to all the facilities you have selected.

Enter info in the fields of the first line.

Note: Depending on your electric provider, you may need to fill out the aqua section instead.

# File CID – Select Tab (8 of 9)



**Green Section** - Complete this section regarding back-up power.

- Use the drop-down menu to indicate if the facility has back-up power.
- If no, all fields in this section will be disabled.
- If yes, fill out each field in the green section.
- If the facilities have the same info, fill out the fields on first line, then click the “Copy Backup Information from line 1 to all selected” button.

Columns of the same color must also be completed.

Copy Utility Information Comp areas  
from line 1 to all selected

Copy Utility Information Non-Comp  
areas from line 1 to all selected

Copy Backup Information from line 1  
to all selected

Facility Name		Are You Reliant on Electricity to Operate? If			
Green Section Facility has backup power (If No, then all fields in Green are disabled)	Green Section Hours of backup power	Green Section Backup Generation KW	Green Section Battery KW Hours	Green Section Utility Dual Feed Capability	Green Section Time to startup operations after a power failure
Yes	6	160	2	No	1
No					
No					
No					
No					
No					

# File CID – Select Tab (9 of 9)



## Green Section

- Info from line 1 will be copied and applied to all other selected facilities.
- Click “Next” at the bottom right-hand corner of the screen to go to the final tab.

Green Section Facility has backup power (If No, then all fields in Green are disabled)	Green Section Hours of backup power	Green Section Backup Generation KW	Green Section Battery KW Hours	Green Section Utility Dual Feed Capability	Green Section Time to startup operations after a power failure
Yes ▾	6	160	2	No ▾	1
Yes ▾	6	160	2	No ▾	1
Yes ▾	6	160	2	No ▾	1
No ▾					

# File CID – Submit Tab



## Certify and Submit

- Read the certification statement, click “Certify” and then click “Submit.”
- The “Submit” button will be disabled until you click the “Certify” box.

Critical Infrastructure Designation

Acknowledge Select **Submit**

Certify and Submit

By digitally signing this Form, I certify that all statements on this form and the associated attachment are true and correct and I acknowledge responsibility for the regulatory compliance of all listed facilities on this form and associated attachment. I declare, under penalties prescribed in Tex. Nat. Res. Code § 91.143, that I am authorized to sign this form; that this form was prepared by me, or under my supervision and direction; and that the statements made are true and correct, and complete to the best of my knowledge.

I declare under penalties prescribed in Texas Administrative Code §3.65, relating to Critical Designation of Natural Gas Infrastructure, and amendments to §3.107, relating to Penalty Guidelines for Oil and Gas Violations, that I am authorized to make this application, that this application was prepared by me or under my supervision and direction, and that data and facts stated herein are true, correct and complete, to the best of my knowledge.

☒ Certify

← Back

# File CID – Complete



## CID Filing Complete

- After you have successfully filed your CID submissions, you will be redirected to the Critical Infrastructure Dashboard.
- The facilities you most recently filed will display at the top of the list.

The screenshot shows the "Critical Infrastructure Designation" dashboard of the Railroad Commission of Texas. The dashboard includes a sidebar menu with options like "Home", "RRC Online", "Dashboard", "Generate Filing Report", "CID/CIX Filing", "File CID", "File CIX", "EOP Dashboard", "Upload EOP Data", "Outages Dashboard", "Report Facility Outage", and "Submit All Forms". The main content area displays a table of submitted CID applications. The table has columns for Application Id, Facility Name, Facility Type, Upload Type, Application Status, Filing Status, Filing Session, Operator Name, Operator Number, and Submission Date. The first three rows of the table show "Submitted" status for "CID" applications, with the "Filing Status" column highlighted in red. The "Submission Date" column shows dates like "12/29/2022" and "12/28/2022".

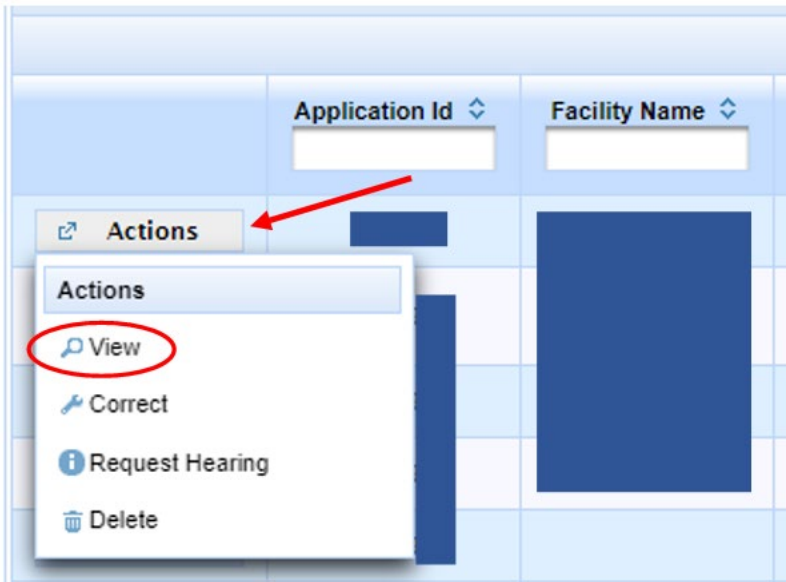
Application Id	Facility Name	Facility Type	Upload Type	Application Status	Filing Status	Filing Session	Operator Name	Operator Number	Submission Date
			CID	Payment Not Required	Submitted	March 2023 Submission			12/29/2022
			CID	Payment Not Required	Submitted	March 2023 Submission			12/29/2022
			CID	Payment Not Required	Submitted	March 2023 Submission			12/28/2022
			CID	Payment Not Required	Submitted	March 2023 Submission			12/28/2022
			CID	Payment Not Required	Submitted	March 2023 Submission			12/28/2022

# File CID – Print Report



To print a report of your submission:

- Click the “Actions” button
- Then click “View”
- And on the next page, click the “Print Report” button



# File CIX – Acknowledge Tab (1 of 2)



1. Select the filing session.
2. Indicate if you were previously approved for a CIX.
3. Indicate if circumstances have changed.
4. Select the facility type you are filing CIX.

**Critical Infrastructure Designation**

**Acknowledge** **Select** **Submit**

**Filing Session -- Required**

Select Filing Session 1

You must select the filing session for this upload. Verify you are selecting the correct filing session or you will be flagged as noncompliant for the current filing session.

Were you previously approved for a CIX? No 2 Have the circumstances changed? 3 No

**Facilities for Which Operator is Requesting an Exception (Section 4, S.B.3, 87th Regular Session)** 4

Check box for the CIX filing you are doing.

- ☐ Gas Wells Producing > 250 Mcf/day(1)
- ☐ Oil Leases Producing > 500 Mcf/day(2) and < 250 Mcf/day in Casinghead Gas
- ☐ Natural Gas Pipelines and Pipeline Facilities that do not directly serve local distribution companies or electrical generation.
- ☐ Saltwater Disposal Wells and Pipelines that do not support a facility listed under [§3.65(e)(1)-(7)]

1. Gas wells producing gas ≤250 Mcf/day are not designated critical in §3.65(b).

2. Oil leases producing casinghead gas ≤500 Mcf/day are not designated critical in §3.65(b).

# File CIX – Acknowledge Tab (2 of 2)



5. Answer “yes” or “no” to each question in the “Certification that none of the Facilities on the CI-X Attachment are listed in 3.65(e) section.
6. Read and check the certification box.
7. Check the box if you are attaching confidential information.
8. Click “Choose PDF Document File (Optional)” if you are attaching a file.
9. Click “Next.”

Certification that none of the Facilities on the CI-X Attachment are listed in §3.65(e).

No	Is any facility included on the CI-X Attachment a facility included on the Electricity Supply Chain Map (see §3.65(e)(1))?	No	Is any facility included on the CI-X Attachment a gas well or oil lease producing gas or casinghead gas in excess of 250 Mcf/day averaged from the six most recently filed monthly production reports (see §3.65(e)(2))?
No	Is any facility included on the CI-X Attachment a natural gas processing plant (see §3.65(e)(3))?	No	Is any facility included on the CI-X Attachment a natural gas pipeline or pipeline facility that directly serves LCDs or electric generation (see §3.65(e)(4))?
No	Is any facility included on the CI-X Attachment an LDC pipeline or pipeline facility (see §3.65(e)(5))?	No	Is any facility included on the CI-X Attachment an underground natural gas storage facility (see §3.65(e)(6))?
No	Is any facility included on the CI-X Attachment a natural gas liquids storage and transportation facility (see §3.65(e)(7))?	No	Is any facility included on the CI-X Attachment a saltwater disposal facility, including a saltwater disposal pipeline, which supports a facility in §3.65(e)(1)-(7) (see §3.65(e)(8))?

☐ Check box to certify that a reasonable basis and justification, including objective evidence, has been provided in accordance with §3.65(f) in support of this Form CI-X exception application for each facility for which the operator is requesting an exception.

Please include any CIX written justification attachments in this section.

4000 characters remaining.

☐ Check box if confidential information is included on the CI-X attachment.

Upload Attachments

Please include any CIX written justification attachments in this section.

Attachment List

Attachment Name	Attachment Size	Upload Date
No Attachments found.		



## **Operator Information**

- Auto-populated info includes: Operator name and number, address, phone and email.
- You can use the P5 Address Change button to update the address if needed.

## **Filing Representative, Emergency Contact and Onsite Contact**

- Your Filing Representative's name, phone number and email address will auto-populate.
- You must provide the name, phone number, and email address of your Emergency Contact and Onsite Contact. These are required fields.

# File CIX – Select Tab (2 of 3)



## Facility Information

- Auto-populated info includes: Facility name, latitude and longitude (both editable), Facility ID (specific to facility type).
- You must enter the Exception Date Previously Approved if applicable.
- The Actions button allows you to delete a facility if needed.

Facility Information

[Add New Facility](#) [Edit Facility \(Select from List below\)](#)

Facility Type

GAS WELL >250 MCF/DAY

Facility List

Select the facility type from the drop down, then complete the applicable fields.

You must select each facility in the second column from the left and click "Click to include in filing" to include the facility in your filing.

If one column on the form is completed, then all columns of the same color must also be completed.

[Toggle All Facilities Listed Selected/Unselected](#)

(Displaying 1 - 50 of 67)

	Click to add Facility to your filing. The Facility MUST be selected to be included.	Facility Name	Exception Date Previously Approved:	Latitude	Longitude	Gas Well ID
<a href="#">Actions</a>	<a href="#">Click to include in filing</a>					
<a href="#">Actions</a>	<a href="#">Click to include in filing</a>					
<a href="#">Actions</a>	<a href="#">Click to include in filing</a>					
<a href="#">Actions</a>	<a href="#">Click to include in filing</a>					

# File CIx – Select Tab (3 of 3)



- Click the “Click to include in filing” link to the left of the facility name to include in your CIx filing.
- Click “Next” at the bottom, right-hand side of the screen to go to the next tab.

Click to add Facility to your filing. The Facility MUST be selected to be included.		Facility Name	Exception Date Previously Approved:	Latitude	Longitude	Gas Well ID
Actions	<a href="#">Click to include in filing</a> ✓		<input type="text"/>			
Actions	<a href="#">Click to include in filing</a> ✓		<input type="text"/>			
Actions	<a href="#">Click to include in filing</a> ✓		<input type="text"/>			
Actions	<a href="#">Click to include in filing</a>		<input type="text"/>			
Actions	<a href="#">Click to include in filing</a>		<input type="text"/>			
Actions	<a href="#">Click to include in filing</a>		<input type="text"/>			
Actions	<a href="#">Click to include in filing</a>		<input type="text"/>			



- Critical Infrastructure Designation

Acknowledge

Select

Submit

Certify and Submit

Click Pay Filing Fee to pay the one time \$150 fee.

Please be aware that as part of the RRC's payment process, you will be redirected to the Texas.gov payment portal to complete payment for this filing.

Once payment is complete you MUST return to this page to submit your filing. Click the Return button on the payment confirmation page. Your filing is not complete until you submit.

Pay Filing Fee

Submit

# File CIX – Submit Tab (2 of 3)



- Follow the directions on the Texas.gov site to pay the one-time fee.
- Click the “Return” button to be redirected to the RRC “Submit” tab, to complete the CIX filing process.



The screenshot shows the "Payment Portal" for the Railroad Commission of Texas. At the top, the RRC logo is on the left, and the text "Railroad Commission of Texas" is in the center, with "Help" and "Help PDF" links on the right. Below the header, a progress bar shows five steps: 1. Select Quantity (highlighted in yellow), 2. Contact Information, 3. Verify Information, 4. Pay Fee, and 5. Confirmation. The main form area contains input fields for "Application Id:", "Operator Number:", and "Operator Name:". Below these is a table with fee information:

Fee Description	Amount	Quantity	Total
	\$ 150.00	1	\$ 150.00
RRC Fee			\$ 150.00

Below the table, there is a "Payment Type" section with two radio buttons: "Electronic Check" and "Credit Card". At the bottom of the form are two buttons: "Continue" and "Exit".

# File CIX – Submit Tab (3 of 3)



## Returning to RRC “Submit” Tab

- After you have returned to the “Submit” tab, read the certification statement, click “Certify,” and then “Submit” to complete the CIX filing process.

**Critical Infrastructure Designation**

[Acknowledge](#) [Select](#) [Submit](#)

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**Certify and Submit**

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By digitally signing this Form, I certify that all statements on this form and the associated attachment are true and correct and I acknowledge responsibility for the regulatory compliance of all listed facilities on this form and associated attachment. I declare, under penalties prescribed in Tex. Nat. Res. Code § 91.143, that I am authorized to sign this form; that this form was prepared by me, or under my supervision and direction; and that the statements made are true and correct, and complete to the best of my knowledge.

I declare under penalties prescribed in Texas Administrative Code §3.65, relating to Critical Designation of Natural Gas Infrastructure, and amendments to §3.107, relating to Penalty Guidelines for Oil and Gas Violations, that I am authorized to make this application, that this application was prepared by me or under my supervision and direction, and that data and facts stated herein are true, correct and complete, to the best of my knowledge.

☒ Certify [Submit](#)

[← Back](#)

# File CIX – Complete



## CIX Filing Complete

- After you have successfully filed your CIX submissions, you will be redirected to the Critical Infrastructure Dashboard.
- The facilities you most recently filed will display at the top of the list.

Critical Infrastructure Designation

Submission Date From:

Submission Date To:

Dashboard

(Displaying 1 - 20 of 912)

12

1

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20

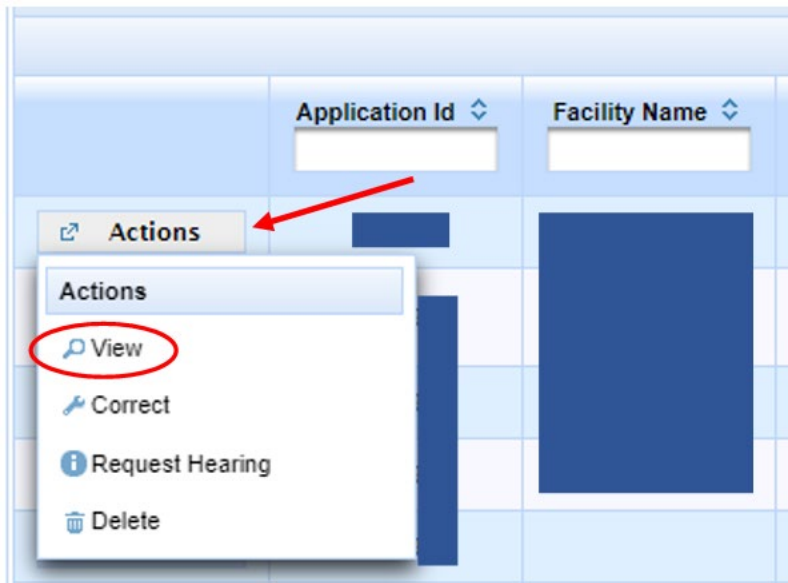
	Application Id	Facility Name	Facility Type	Upload Type	Application Status	Filing Status	Filing Session	Operator Name	Operator Number	Submission Date
Actions			GAS WELL >15 MCF/DAY	CIX	Payment Received	Submitted	March 2023 Submission			12/21/2022
Actions			GAS WELL >15 MCF/DAY	CIX	Payment Received	Submitted	March 2023 Submission			12/21/2022
Actions			GAS WELL >15 MCF/DAY	CIX	Payment Received	Submitted	March 2023 Submission			12/21/2022
Actions			GAS WELL >15 MCF/DAY	CIX	Payment Received	Submitted	March 2023 Submission			12/19/2022
Actions			GAS WELL >15 MCF/DAY	CIX	Payment Received	Submitted	March 2023 Submission			12/19/2022

# File CIX – Print Report



To print a report of your submission:

- Click the “Actions” button
- Then click “View”
- And on the next page, click the “Print Report” button



# Questions?

