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

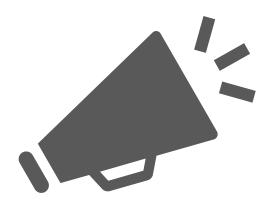Nicolas Stasulli & Raquel Foti
January 2023

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.

- 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 1st and September 1st 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
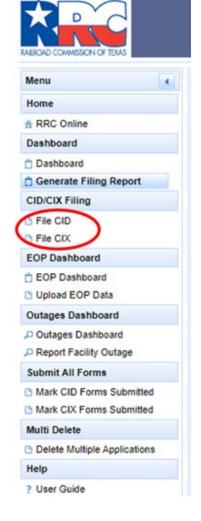
Getting Started

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

- Click "File CID" or "File CIX."
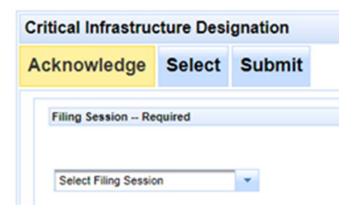
CID/CIX Filing Process

Critical Infrastructure Designation

| Acknowledge | Select | Submit |

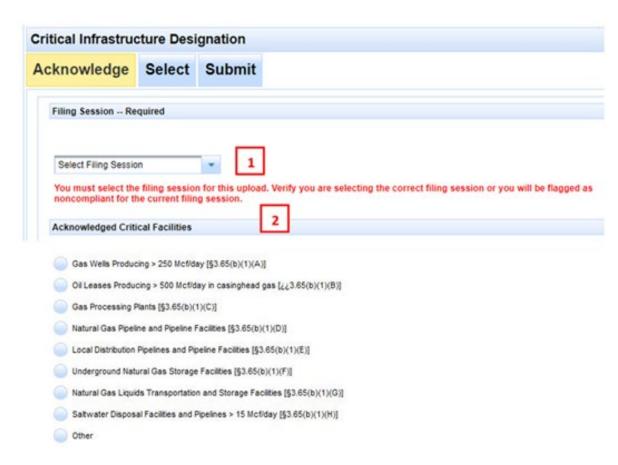**Filing Session -- Required**

Select Filing Session ▾

- 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.
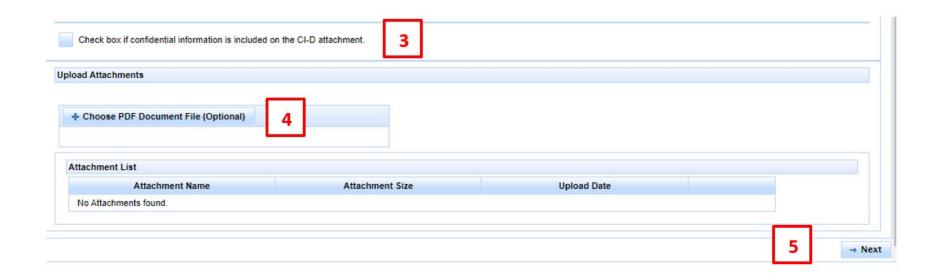 - Select the facilities from the auto-populated list.

- Submit
  - Certify and submit

1. Select the filing session.

2. Select the appropriate option from the "Acknowledged Critical Facilities" list.

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.

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.

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.
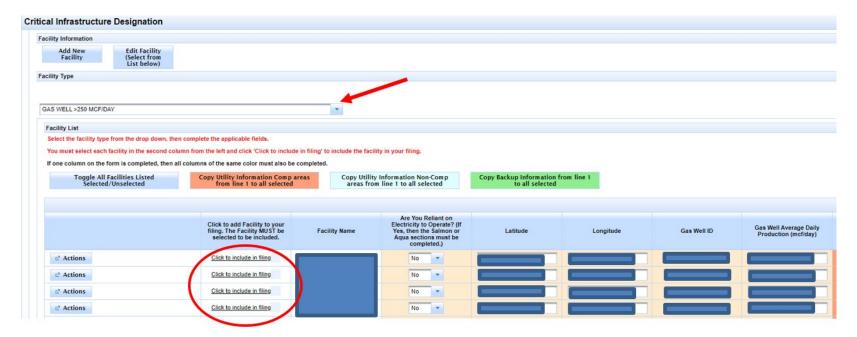
Facility Information

- 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.
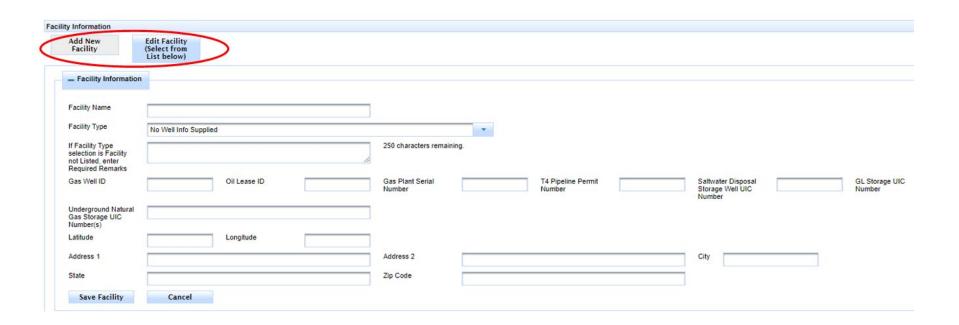
Adding/Editing a Facility

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

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.

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.

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

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

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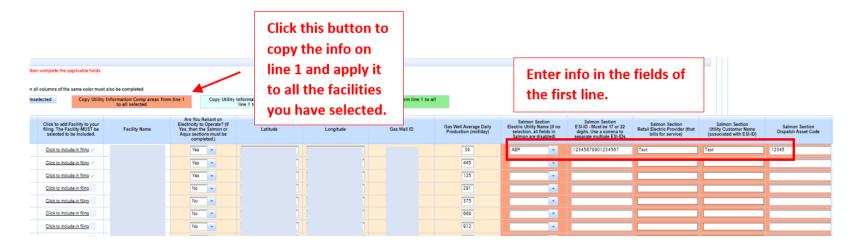- If no, all fields in this section will be disabled.
- If yes, fill out each field in the green section.
- If the facilities have the same info, fill out the fields on first line, then click the "Copy Backup Information from line 1 to all selected" button.

olumns 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

	Are You Reliant on Electricity to Operate? (If
l Facility to your	

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					

Green Section

- Info from line 1 will be copied and applied to all other selected facilities.

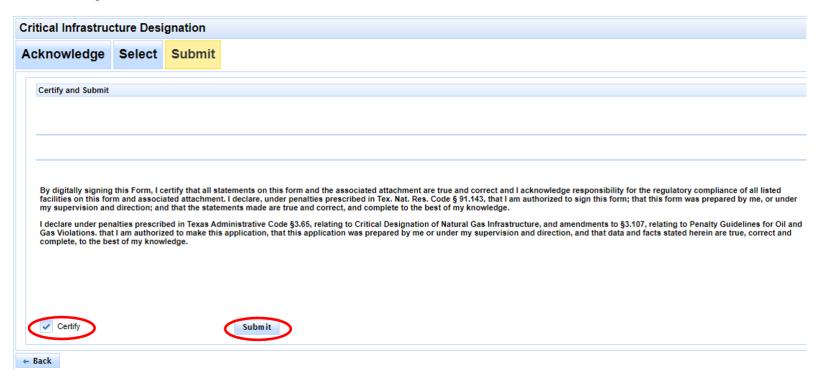- Click "Next" at the bottom right-hand corner of the screen to go to the final tab.

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."

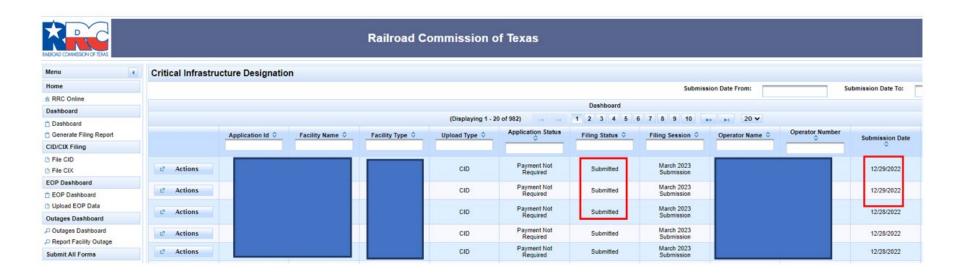- The "Submit" button will be disabled until you click the "Certify" box.

File CID – Complete

CID Filing Complete

- After you have successfully filed your CID submissions, you will be redirected to the Critical Infrastructure Dashboard.

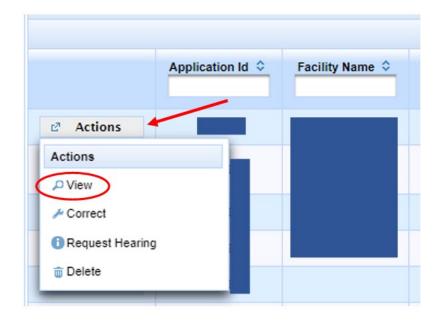- The facilities you most recently filed will display at the top of the list.

To print a report of your submission:

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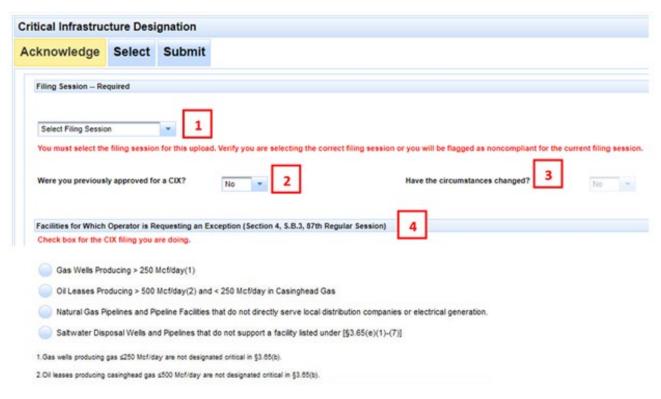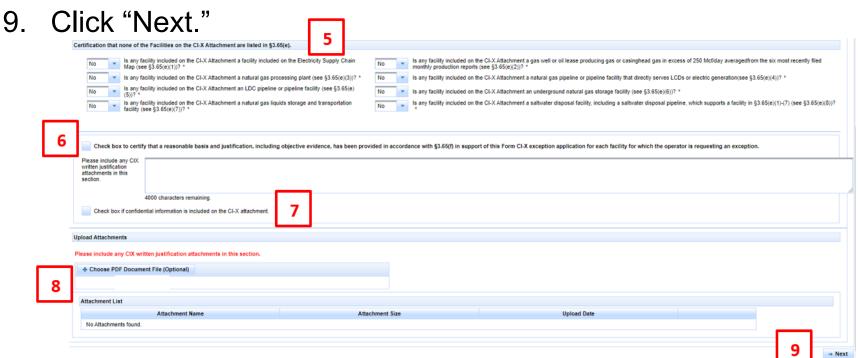- And on the next page, click the "Print Report" button

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.

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."

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.

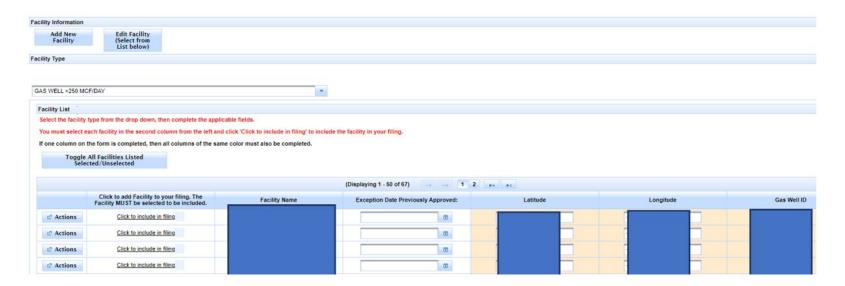**Filing Representative, Emergency Contact and Onsite Contact**

- 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.

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.

- 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.

- First time filing CIX will require payment of $150 filing fee.

- Click the "Pay Filing Fee" button – you will be redirected to the Texas.gov payment portal to complete payment.

- 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.

Returning to RRC "Submit" Tab

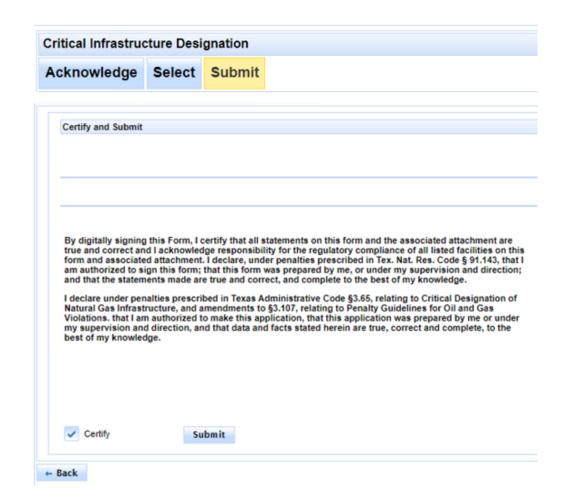- After you have returned to the "Submit" tab, read the certification statement, click "Certify," and then "Submit" to complete the CIX filing process.
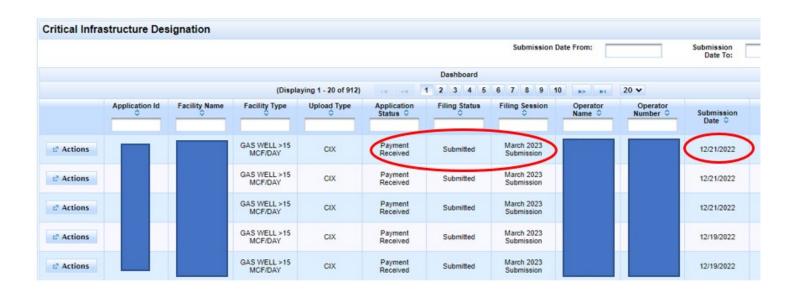
Critical Infrastructure Designation

| Acknowledge | Select | Submit |

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   Submit

← Back

CIX Filing Complete

- After you have successfully filed your CIX submissions, you will be redirected to the Critical Infrastructure Dashboard.

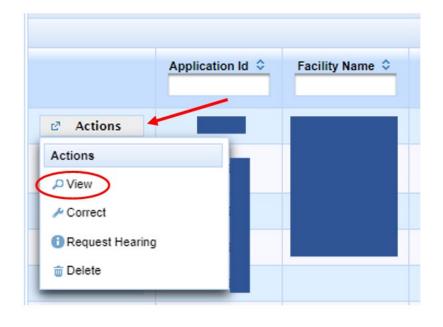- The facilities you most recently filed will display at the top of the list.

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?