

**SECURITY ADMINISTRATOR DESIGNATION
FOR ELECTRONIC FILING**

SEE INSTRUCTIONS ON BACK

I. COMPANY IDENTIFICATION

CHECK APPROPRIATE BOX:

Operator **OR** Petroleum Consultant/Independent Contractor or other Non-Operator

COMPLETE THE FOLLOWING:

Company Name: _____ RRC P-5 Number, if Operator: _____

Mailing Address: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

II. SECURITY ADMINISTRATOR IDENTIFICATION

YOU **MUST** COMPLETE THE FOLLOWING TO PARTICIPATE AS A SECURITY ADMINISTRATOR:

Name of Security Administrator: _____

Mailing Address if Different from Above: _____

E-mail Address: _____

Phone No.: _____

Fax No.: _____

Initial One-Time Use Password: _____

CERTIFICATION

I declare, under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make this Security Administrator Designation, that it was prepared by me or under my supervision and direction, and that the information stated herein is true, correct, and complete, to the best of my knowledge and belief.

I further declare that all electronic filings made pursuant to this designation will be in the manner prescribed by the Railroad Commission of Texas and will be compatible with the software, equipment, and facilities required by the Railroad Commission of Texas. All electronic filings will comply with any required procedures for participation in electronic filing.

I further declare that any filings which I make on behalf of another party will be made only if I have been authorized by that party to file on its behalf and I acknowledge that any filings made on behalf of an operator by me as an independent third party which are subsequently determined by the Commission to be made without the operator's authorization may result in the suspension or revocation of this Security Administrator Designation and/or the right to make any filings at the Commission on behalf of other parties.

SIGNATURE: _____

NAME (Print): _____

TITLE: _____

For RRC Use Only Approval Date: _____ Initials: _____
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ELECTRONIC FILING
SECURITY ADMINISTRATOR DESIGNATION FORM

Authorization Procedures

- ▶ Refer to Statewide Rule 80 (16 Texas Administrative Code [TAC] §3.80)
- ▶ A Security Administrator Designation Form must be on file as a condition of participation in electronic filing with the Commission. A separate form must be completed for each additional security administrator. Participants may change a Security Administrator Designation at any time.

Once the Commission approves the Security Administrator Designation, the security administrator will be notified of his or her assigned User ID. The security administrator may then further distribute security by assigning additional User IDs to employees within the company and designating which forms they are authorized to file electronically with the Commission. The security administrators will have complete control over who within the company receives authorization to file electronically for the company. The security administrator is responsible for maintaining security of all assigned User IDs and passwords.

For any filing made on behalf of an operator by an independent third party, the operator on whose behalf the filing was made is responsible for compliance with all Commission rules and regulations relating to the filing and any permit issued by the Commission.

If the Commission determines that a filing made by an independent third party on behalf of an operator was not authorized by the operator, the Commission may take action to suspend or revoke the Security Administrator Designation of the independent third party and may pursue an enforcement action against the independent third party for violation of Texas Natural Resources Code, §91.143. Violations of §91.143 may result in the assessment by the Commission of an administrative penalty of up to \$1,000 per incident after an administrative hearing is held. Violations of §91.143 may also be subject to separate criminal prosecution.

Passwords must have a minimum length of six (6) and no more than thirty (30) characters. Passwords may consist of alphabetic characters, numeric characters, the following special characters (@, #, {, }, \$, or |), or any combination of these characters.

Completed Security Administrator Designation (SAD) Form should be submitted by electronic mail (email) to rronline-security@rrc.texas.gov.

If you are unable to submit your completed form via email, you may mail the Security Administrator Designation (SAD) Form to:

Railroad Commission of Texas
Information Technology Services
1701 North Congress Avenue
P.O. Box 12967
Austin, TX 78711-2967

Receipt of the Security Administrator Designation Form will be acknowledged by e-mail.

All electronic filing information maintained at the Commission is subject to the Public Information (Open Records) Act, Chapter 552 of the Texas Government Code.