



Critical Infrastructure Designation (CID) and Exemption (CIX)

User Guide

Railroad Commission of Texas
Information Technology Services Division
January 2024

Table of Contents

RRC Online Login Screen	2
RRC Online Website Minimum Usage Requirements	2
CID User Dashboard.....	3
Navigating the CID Website	5
Left Navigation Menu.....	5
List Navigation	6
Filter Filings by Date	7
Filtering Search Results	8
Viewing Filing Status	9
Actions Buttons for Filer	10
Emergency Operations Plan (EOP)	11
Uploading EOP Data	11
Viewing the EOP Dashboard	11
Operator Letters.....	12
Outages Dashboard	13
Reporting an Outage	14
<i>Important Terminology</i>	<i>14</i>
<i>When to Report an Outage</i>	<i>14</i>
<i>How to Report an Outage</i>	<i>14</i>
<i>Outage Information Page.....</i>	<i>16</i>

CID/CIX Process.....	19
Tab Navigation	19
How to File CID	20
<i>CID Acknowledge Tab</i>	<i>20</i>
<i>CID Select Tab</i>	<i>20</i>
<i>CID Submit Tab.....</i>	<i>29</i>
How to File CIX	30
<i>CIX Acknowledge Tab.....</i>	<i>30</i>
<i>CIX Select Tab.....</i>	<i>31</i>
<i>CIX Submit Tab</i>	<i>34</i>
<i>Payment Screen – Texas.gov.....</i>	<i>35</i>
<i>Returning to CIX Submit Tab.....</i>	<i>35</i>
<i>CIX Filing Complete</i>	<i>36</i>
Generate Filing/Facility Report	36
Updating a Saved Application	37
Deleting an Application	38
Viewing an Application.....	38
Mark CID/CIX Forms Submitted.....	39
Delete Multiple Applications.....	39
User Permissions and the Dashboard	40
Additional Help	40

RRC Online Login Screen

You can access the Critical Infrastructure Designation (CID/CIX) application from *RRC Online System*. RRC Online System allows authorized entities to electronically file forms with the RRC online. You must use your RRC-provided username and password to log into the RRC Online System. Applications can be filed online over the internet using a web browser.

RRC ONLINE SYSTEM Choose an Application Go Log In

Log In
Log in to access the RRC Online System.

UserID:
Password:

Submit [Forgot Password?](#) OR [Forgot User Id?](#)

The RRC Online System allows authorized entities to electronically file certain forms with the Railroad Commission online or through EDI. Forms processed through this system are ones containing data that has been migrated from the Commission's mainframe to an open system environment. Through the RRC Online System, forms can be filed online over the Internet using a web browser, or data files can be uploaded through the application.

How to Obtain a User ID:

To utilize the Online Filing system, you must have a User ID that is assigned to you by your company's designated Security Administrator. A company or individual may designate a Security Administrator by completing the Security Administrator Designation (SAD) form and mailing it to the RRC. When the SAD form is processed, the Security Administrator will receive a User ID and a temporary initial password. The Security Administrator will be able to log into the RRC Online System using their assigned User ID and create User IDs for users within their company. They will also be able to assign certain electronic filing rights for those accounts, and perform account maintenance activities (such as resetting passwords) when needed.

If you are uncertain whether your company has a security administrator, please email the Commission at rconline-security@rrc.state.tx.us.

1. [Read](#) the requirements for participating in online filing.
2. [Print](#) the SAD form.
3. Complete and sign the form then mail it to the RRC, following instructions on Page 2 of the form. When the form is processed, the designated security administrator will receive a User ID and temporary password by email.
4. The security administrator will log into the system and assign User IDs and filing rights.

RRC Online Website Minimum Usage Requirements

- Using the most recent version of Mozilla Firefox or Google Chrome is recommended for the best viewing results.
- JavaScript must be enabled.
- Pop-up blocking software must be disabled.

CID User Dashboard

The dashboard is the main landing page of the Critical Infrastructure Designation (CID/CIX) site and allows you to view, sort, delete, or edit CID applications that are in progress.

Critical Infrastructure Designation

No Unredacted EOP documents on file : The operator 036599 does not have the required Unredacted EOP documents uploaded. Please use the 'Upload EOP Data' on the Side Menu to file these required documents.

Submission Date From: Submission Date To: Clear Dates

(Displaying 1 - 20 of 24)

	Application ID	Facility Name	Facility Type	Upload Type	Application Status	Filing Status	Filing Session	Operator Name	Operator Number	Submission Date	Review Date	Operator response Due Date
Actions	274272	Waller Compressor Station	Natural Gas Pipeline (Compressor Station)	CID	Payment Not Required	Submitted	January 2022 Submission	ATMOS PIPELINE - TEXAS	036599	02/18/2022		
Actions	274271	Vilata Compressor Station	Natural Gas Pipeline (Compressor Station)	CID	Payment Not Required	Submitted	January 2022 Submission	ATMOS PIPELINE - TEXAS	036599	02/18/2022		
Actions	274270	Tri Cities Gas Storage and Compression	Underground Natural Gas Storage Facility	CID	Payment Not Required	Submitted	January 2022 Submission	ATMOS PIPELINE - TEXAS	036599	02/18/2022		
Actions	274269	Ponder Compressor Station	Natural Gas Pipeline (Compressor Station)	CID	Payment Not Required	Submitted	January 2022 Submission	ATMOS PIPELINE - TEXAS	036599	02/18/2022		
Actions	274268	Opelika Compressor Station	Natural Gas Pipeline (Compressor Station)	CID	Payment Not Required	Submitted	January 2022 Submission	ATMOS PIPELINE - TEXAS	036599	02/18/2022		
Actions	274267	North Zulch Compressor Station	Natural Gas Pipeline (Compressor Station)	CID	Payment Not Required	Submitted	January 2022 Submission	ATMOS PIPELINE - TEXAS	036599	02/18/2022		
Actions	274266	New York Storage and Compression	Underground Natural Gas Storage Facility	CID	Payment Not Required	Submitted	January 2022 Submission	ATMOS PIPELINE - TEXAS	036599	02/18/2022		

NOTE: The following message(s) will appear if the operator that is logged in



- is required to file an [Emergency Operations Plan \(EOP\)](#) and has not done so
- has an unviewed letter in the [Operator Letters Dashboard](#)

Unread Operator Letters

This operator has one or more CID letters that are required reading. Please go to the 'Operators Letters' on the Side Menu to view these required documents. Any letters without a Viewed Date have not been read. Click the 'X' in the upper right corner to close this message.

Click the “X” in the top right corner to close the message. A similar red banner message at the top of the dashboard (shown above) will remain until requirements are met.

From this page you can also search, as well as start the creation process for a new application.

On the *CID User Dashboard*, you can see a list of CID applications that are in progress as well as information about those applications, such as application attributes and operator information.

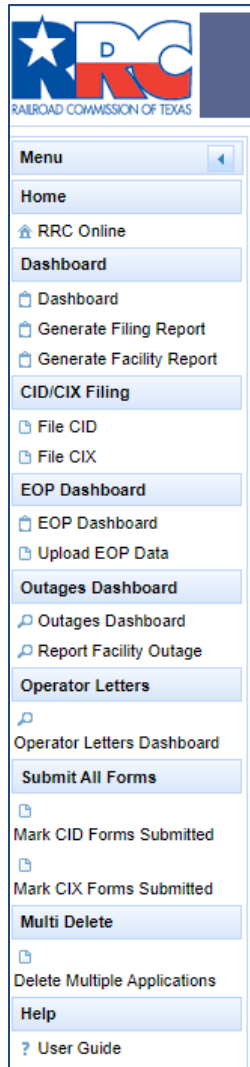
- **Application Id** = The unique number assigned to a CID/CIX application.
- **Facility Name/ID** = The name of the facility for this designation.
- **Facility Type** = The type of the CID/CIX regulated entity.
- **Upload Type** = The filing type of each regulated entity, Critical Infrastructure Designation (CID) or Critical Infrastructure Exemption (CIX).
- **Application Status** = Indicates whether an application requires payment or payment status.
- **Filing Status** = The filing status for the application.
- **Filing Session** = The filing session for the application.
- **Operator Name** = The name of operator according to P-5 organizational information.
- **Operator Number** = The official organizational number (P-5) kept on file by RRC for operator entity.
- **Submission Date** = The date that an application is first submitted aka initial submit date. This date will not change for subsequent submissions.
- **Review Date** = The date application was reviewed by RRC staff.
- **Operator response Due Date** = The date a response is due from the operator, based on the status and review date.

Navigating the CID Website

There are several ways to navigate around the CID website. This section describes the navigational menus that you can use to get to where you want to go.

Left Navigation Menu

The left navigation menu allows you to access different sections of RRC Online. To navigate to a specific section, click one of the following links:




1. [RRC Online](#) opens the *RRC Online System* page.
2. [Dashboard](#) opens the *CID Dashboard* page and shows all In-Progress applications.
3. [Generate Filing Report](#) opens a page that can create a list of all facilities that have been filed during a filing period for an operator.
4. [Generate Facility Report](#) opens a page that can create a list of all facilities, filed or not, that are currently active for an operator during a filing session.
5. [File CID](#) opens the *New CID Application* page and allows you to process the applications that meet specified parameters.
6. [File CIX](#) opens the *New CIX Application* page and allows you to process the applications that meet specified parameters.
7. [EOP Dashboard](#) opens the *EOP Dashboard* page and shows all EOP applications.
8. [Upload EOP Data](#) opens the *Upload EOP Data* page and allows you to enter data and submit attachments pertaining to the EOP.
9. [Outages Dashboard](#) opens the Outages Queue that allows you to view, sort, or edit reported outages.
10. [Report Facility Outage](#) opens the Report Outages Dashboard and allows you to report an outage.
11. [Operator Letters Dashboard](#) opens the *Operator Letters Dashboard* and shows all letters related to CID sent to the operator.
12. [Mark CID Forms Submitted](#) opens the page to submit CID applications that have remained in "In Progress" Status in error.
13. [Mark CIX Forms Submitted](#) opens the page to submit CIX applications that have remained in "In Progress" Status in error.
14. [Delete Multiple Applications](#) opens the page that allows multiple applications to be deleted at one time.
15. [User Guide](#) opens the most recent version of this document.







List Navigation

Critical Infrastructure Designation														
										Submission Date From:	<input type="text"/>	Submission Date To:	<input type="text"/>	<input type="button" value="Clear Dates"/>
Dashboard														
(Displaying 1 - 20 of 984)														
1 2 3 4 5 6 7 8 9 10 20 ▾														
Application Id ▾	Facility Name ▾	Facility Type ▾	Upload Type ▾	Application Status ▾	Filing Status ▾	Filing Session ▾	Operator Name ▾	Operator Number ▾	Submission Date ▾	Review Date ▾	Operator response Due Date ▾			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

You can navigate lists of information by following the instructions below:

1. Click the sort order button  of any column to sort the application list by the column you select. Click the button again to reverse the order of the search results.
2. Click the text boxes under the column names and enter a full or partial word to filter the application list by strings that only contain the string you entered in the text box.

For example, if you enter “John”, only results that contain the characters “John” are displayed. Deleting the text returns the filter to its initial state.

3. The navigation bars at the top and the bottom of the list allow you to show more results on the page or quickly move from page to page.
 - a. The numbers ‘**Displaying 1 – 20 of 984**’ next to the navigation bar show you what page you are currently on, and how many applications total are in the list of applications.
 - b. Click the drop-down list  in the navigation bar to select how many results per page you want to see in the list of applications.
 - c. Click the next  button in the navigation bar to go to the next page of the list of applications. If you are on the last page, this button cannot be used.
 - d. Click the previous  button in the navigation bar to go to the previous page of the list of applications. If you are on the first page, this button cannot be used.
 - e. Click the last  button in the navigation bar to go to the last page of the list of applications. If you are on the last page, this button cannot be used.
 - f. Click the first  button in the navigation bar to go to the first page of the list of applications. If you are on the first page, this button cannot be used.
 - g. Clicking the numbered buttons  takes you directly to the page that corresponds to the number you clicked on.

Options available change depending on the application status.

Filter Filings by Date

You can filter the CID filings by date from the *CID User Dashboard* page.

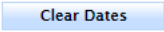
Filtering by Date from the Dashboard

From the dashboard, you can filter for all filings within a specific set of last submit dates.

1. Open the dashboard.
2. Click the **Submission Date From:** text box.
3. Use the calendar tool to choose your specified date.
4. Click the **Submission Date To:** text box.
5. Use the calendar tool to choose your specified date.

The screenshot shows the 'Critical Infrastructure Designation' dashboard. At the top, there are filters for 'Submission Date From:' and 'Submission Date To:', both with calendar pop-ups. A 'Clear Dates' button is to the right. Below the filters is a 'Dashboard' section with a table of filings. The table has columns: Application Id, Facility Name, Lease Number, Well Type, Upload Type, Application Status, Filing, Operator Number, and Submission Date. The first two rows of data are visible. A calendar pop-up is open over the 'Submission Date' column, showing the month of December 2021. The date 12/01/2021 is highlighted in the calendar.

Application Id	Facility Name	Lease Number	Well Type	Upload Type	Application Status	Filing	Operator Number	Submission Date
10007	Blackbeard 01	03-09899	Natural Gas Processing Plant	CID	Payment Not Required	Up		12/01/2021
10006	Blackbeard 01	03-09899	Natural Gas Processing Plant	CID	Payment Not Required	Submitted		12/01/2021

6. The results that match your criteria display.
7. Click on the **Clear Dates** button  to remove the filter parameters and display filings from all dates.

Filtering Search Results

After getting the results of your application or operator search, you can filter the results to show the information that you want to specify.

Critical Infrastructure Designation

Submission Date From: 11/30/2021

Submission Date To:

Clear Dates

Dashboard

(Displaying 1 - 6 of 6)

	Application Id	Facility Name	Lease Number	Well Type	Upload Type	Application Status	Filing Status	Operator Name	Operator Number	Submission Date
							Submitted			
Actions	10006		03-09899	Natural Gas Processing Plant	CID	Payment Not Required	Submitted			12/01/2021
Actions	10005		02-090909	Natural Gas Processing Plant	CIX	Payment Received	Submitted			11/30/2021
Actions	10004		02-090909	Natural Gas Processing Plant	CIX	Payment Received	Submitted			11/30/2021
Actions	10002		02-090909	Natural Gas Processing Plant	CIX	Payment Received	Submitted			11/30/2021
Actions	10001		02-090909	Natural Gas Processing Plant	CIX	Payment Received	Submitted			11/30/2021
Actions	10000		03-09899	Natural Gas Processing Plant	CID	Payment Not Required	Submitted			11/30/2021

Click the text boxes under the column names and enter a full or partial word to filter the application list by strings that only contain the string you entered in the text box.

For example, if you enter “submitted” in the **Filing Status** text box, only results that have an application status of *submitted* are displayed. Removing the text removes the filter and returns the list to its initial state.



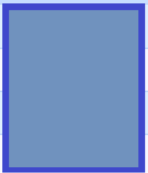





NOTE: Filing status can be determined in any application list by looking at the *Filing Status* column in the list.


Viewing Filing Status

You can view the status of your application by performing the following steps:

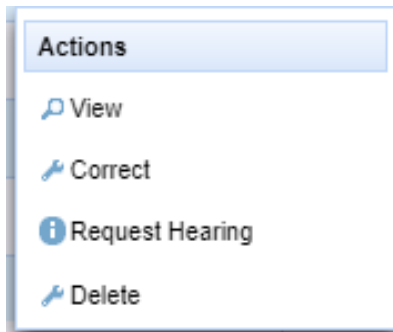
1. Search for the application you want to find the status for by going to the *Dashboard* page and searching for the application(s).
2. Once the results are returned, look at the *Filing Status* column. Applications can have the following statuses:
 - *In Progress* – The application information has been saved but has not been submitted.
 - *Submitted* – The application has been submitted for approval.
 - *Admin Complete* – An application passed validation and has been reviewed and determined to be administratively complete.
 - *Updated* – The application was updated. This option is only available prior to a review.
 - *Hearing Requested* – A hearing has been requested by the operator.
 - *Returned* – An application did not pass validation or either the admin review or technical review. This is not the same as denied. Returned applications should be corrected and re-submitted by the operator.
 - *Reviewed* – The application was reviewed and accepted by the RRC.
 - *Approved* – The application has been reviewed and approved/accepted.
 - *Denied* – There was an issue with the application and the application was denied. In the remarks area, the reviewer will enter why the application was denied. The operator can resubmit the application once corrected.
 - *Hearing Approved* – The application has been approved via a hearing.
 - *Hearing Denied* – The application has been denied via a hearing.

	Application Id ▾	Facility Name/ID ▾	Facility Type ▾	Upload Type ▾	Application Status ▾	Filing Status ▾
 Actions	782335			CIX	Payment Received	In Progress
 Actions	782334			CID	Facility Reviewed	Approved
 Actions	782333			CID	Facility Reviewed	Returned
 Actions	782332			CID	Facility Reviewed	Denied

Actions Buttons for Filer

Click the “**Actions**” button  **Actions** to perform actions on existing filings directly from the dashboard.

- **View:** (CID/CIX) this action allows the filer to view their filing in every status.
- **Correct Filing:** (CID/CIX) this action allows the filer to update the form data for an incomplete application and submit.
- **Request Hearing:** (CID/CIX) this action allows an operator to change the status of the application to Hearing Requested.
- **Delete Application:** (CID/CIX) this action allows the filer to delete the application prior to submit.



NOTE: These are example **Actions** button options that you will see depending on the status of your submission.

Emergency Operations Plan (EOP)

Uploading EOP Data

To upload the EOP documents, click the **Upload EOP Data** link in the left navigation menu; this takes you to a page labelled *Attachments*.

Critical Infrastructure Designation

Attachments

Operator Information

Alternate Company Addresses: Alternate Addresses:

Operator Name: Operator Number:

P5 Address Change All correspondence related to this CDCIX 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 CDCIX Online system as well.

Address 1: Address 2:

City: State: Zip Code:

Operator Phone: Email:

Filing Representative

Name: Contact Phone:

Email:

Additional Contact

Name:

upload additionalContactLabel:

Upload Attachments

Select EOP Filing Type:

Select Filing Session:

You MUST click the Submit button below to complete your document upload(s)!!

Select file for EOP information upload. Operators are required to file at least one unredacted file for their EOP filings.

Operators may file a redacted filing for use with Open Records Requests if confidential information is contained in the documents.

Attachment List

Attachment Name	Attachment Size	Attachment Type	Submission Date	Submitter
No Attachments found.				

On this page you will verify contact information for the Operator, optionally select which **Alternate Company Address** should be used, and optionally enter contact information for an **Additional Contact**.



IMPORTANT: If your P5 address has changed, you need to click the **P5 Address Change** button and update your P5 information for all future official correspondence from the Railroad Commission.

In the **Upload Attachments** section, specify the EOP Filing type: Redacted (Optional) or Unredacted. Select the appropriate filing session. Use the **Choose EOP Upload PDF File** button to select the PDF file to attach to the EOP submission.


Viewing the EOP Dashboard

To view a list of uploaded EOP documents, click the **EOP Dashboard** link in the left navigation menu; this takes you to the *EOP Dashboard*. Here the Filing Status can be Submitted, Under Review, Reviewed, or Admin Complete.

Operator Letters


At times, RRC will communicate with operators via letter. If the RRC sends you a letter you will see a red banner at the top of your dashboard alerting you that you have a letter from RRC.

To view and acknowledge letters that have been sent, click the **Operator Letters Dashboard** link in the left navigation menu; this takes you to the *Operator Letters Dashboard*.

(Displaying 1 - 1 of 1)								
	Operator Letter Id	Operator Number	Operator Name	Letter Name	Submission Date	Viewed Date	Viewed By	I acknowledge reading the operator letter.
 Actions	10030	036599	ATMOS PIPELINE - TEXAS	AEOP_Letter.pdf-07-09-2022-04-02	09/07/2022	09/07/2022	TRICIA PATSON	Click to acknowledge viewing Operator Letter
(Displaying 1 - 1 of 1)								

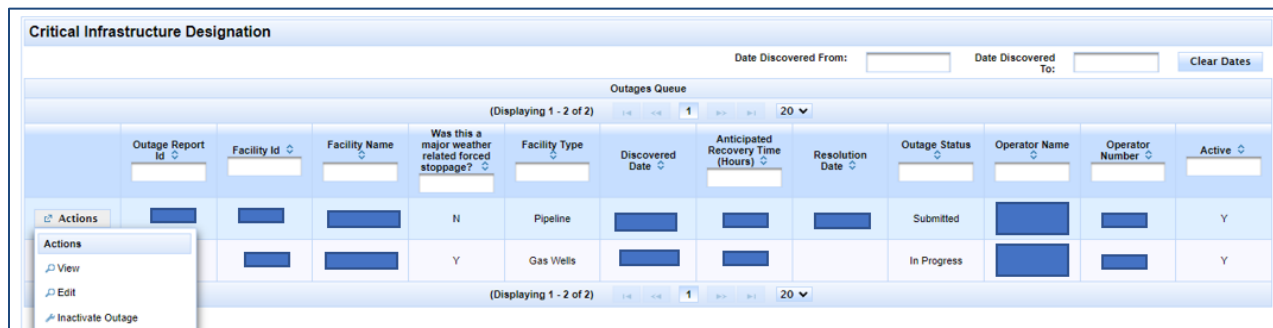
Here you will see a list of letters that have been sent as well as information about those letters, such as the letter name and who acknowledged viewing each letter.

- **Operator Letter Id** = The unique number assigned to a CID/CIX application.
- **Operator Number** = The official organizational number (P-5) kept on file by RRC for operator entity.
- **Operator Name** = The name of operator according to P-5 organizational information.
- **Letter Name** = The name of the attached PDF file of the letter.
- **Submission Date** = The date the letter was uploaded to the dashboard by RRC staff.
- **Viewed Date** = The date letter was acknowledged as read by operator staff.
- **Viewed By** = The name of the operator staff who acknowledged reading the letter.

Click the **View** button  **View** to view an operator letter. Click the text that says **Click to acknowledge viewing Operator Letter** to acknowledge reading the letter, which will also update the Viewed Date and Viewed By information for that letter.

Outages Dashboard

To view, sort, or edit reported outages, click the **Outages Dashboard** link in the left navigation menu; this takes you to the *Outages Queue*.



The screenshot shows the 'Outages Queue' interface. At the top, there are search filters for 'Date Discovered From' and 'Date Discovered To', along with a 'Clear Dates' button. Below this is a table with the following columns: Outage Report Id, Facility Id, Facility Name, Was this a major weather-related forced stoppage?, Facility Type, Discovered Date, Anticipated Recovery Time (Hours), Resolution Date, Outage Status, Operator Name, Operator Number, and Active. The table displays two rows of data. The first row shows a 'Submitted' outage for a 'Pipeline' facility. The second row shows an 'In Progress' outage for a 'Gas Wells' facility. An 'Actions' dropdown menu is open over the first row, showing options: View, Edit, and Inactivate Outage. The interface also includes pagination controls at the bottom of the table, indicating '(Displaying 1 - 2 of 2)'.

Outage Report Id	Facility Id	Facility Name	Was this a major weather-related forced stoppage?	Facility Type	Discovered Date	Anticipated Recovery Time (Hours)	Resolution Date	Outage Status	Operator Name	Operator Number	Active
			N	Pipeline				Submitted			Y
			Y	Gas Wells				In Progress			Y

Only facilities for which you have submitted an outage report will be displayed along with the following information:

- **Outage Report Id** = Unique number assigned to the reported outage.
- **Facility Id** = Unique number assigned to a CID/CIX application.
- **Facility Name** = The name of the facility for this designation.
- **Was this a major weather-related forced stoppage?** = Indicates whether forced outage/stoppage was weather-related or major weather-related.
- **Facility Type** = Type of facility: Gas Wells; Oil Leases; Off-lease Compressors; Gas Processing Facilities; Saltwater Disposal Wells/Pipelines; Underground Gas Storage; Pipeline/Pipeline Compressor Stations; Pipeline (i.e., Regulator Stations; Meter Stations; Control Centers).
- **Discovered Date** = The date the outage was discovered.
- **Anticipated Recovery Time** = The estimated amount of time to recover.
- **Resolution Date** = The date the outage was resolved.
- **Outage Status** = Status of the outage.
- **Operator Name** = Name of operator according to P-5 organizational information.
- **Operator Number** = Official organizational number (P-5) kept on file by RRC for operator entity.
- **Active** = Indicates whether outage is active.

Use the “Actions” button to view, edit, or inactivate an outage you have reported.



NOTE: If you have not reported any outages, the queue will display, “No results found for search.”

Reporting an Outage

You must report weather-related forced stoppages and major weather-related forced stoppages that occur during a weather emergency.

Important Terminology

Weather-related forced stoppage – An unanticipated and/or unplanned outage in the production, treating, processing, storage, or transportation of natural gas that is caused by weather conditions such as freezing temperatures, freezing precipitation, or extreme heat, and occurs during a weather emergency.

Major weather-related forced stoppage – A weather related-forced stoppage during a weather emergency that is the result of the deliberate disregard of this section, or that results in:

- A loss of production exceeding 5,000 Mcf of natural gas per day, per oil lease;
- A loss of production exceeding 5,000 Mcf of natural gas per day, per gas well;
- A loss of gas processing capacity exceeding 200 MMcf per day;
- A loss of storage withdrawal capacity exceeding 200 MMcf per day; or
- A loss of transportation capacity exceeding 200 MMcf per day.

Weather emergency – Weather conditions such as freezing temperatures, freezing precipitation, or extreme heat in the facility's county or counties that result in an energy emergency as defined by §3.65 (Rule 3.65). A weather emergency does not include weather conditions that cannot be reasonably mitigated such as tornadoes, floods, or hurricanes.

When to Report an Outage

If your facility experiences a weather-related forced stoppage, you must notify the RRC, using the Critical Infrastructure Division's notification online portal if the stoppage is not resolved within 24 hours of discovery.

If your facility experiences a major weather-related forced stoppage, you must call the Critical Infrastructure Division's 24-hour emergency line within one hour of discovery of the stoppage. Then you must submit your outage report online using the notification portal.

How to Report an Outage

To report an outage, click the **Report Facility Outage** link in the left navigation menu; this takes you to the *Report Outages Dashboard*.

Click the “Actions” button to the left of the Facility ID for which you need to report the outage/stoppage:

Critical Infrastructure Designation

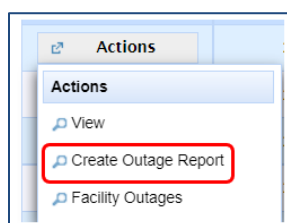
No Unredacted EOP documents on file : The operator [redacted] does not have the required Unredacted EOP documents uploaded. Please use the 'Upload EOP Data' on the Side Menu to file these required documents.
Unread Operator Letters: The operator [redacted] reviewed letters to read. Please use the 'Operator Letters' on the Side Menu to view these required documents.

Report Outages Dashboard

(Displaying 1 - 20 of 1131)

	Facility Id	Facility Name	Facility Type	Well Type	Latitude	Longitude	Outages lasting at least 24 hours	Operator Name	Operator Number
Actions			Pipeline Compressor				0		
Actions			Pipeline Compressor				0		
Actions			Pipeline Compressor				0		

Click “Create Outage Report”:



You will land on the “Outage Information” page where you can now enter the information for the outage/stoppage you need to report.



NOTE: If you have multiple facilities that have experienced an outage/stoppage that requires you notify the RRC, you must submit separate outage reports for each facility.

Outage Information Page

The screenshot shows the 'Outage Information' page with the following fields and sections:

- Facility Id** and **Facility Name** input fields.
- A red instruction: "You may leave the Resolution Date/Time empty if your outage is still in progress. You must return to this report and complete when the outage has been resolved."
- Reason for Outage/Stoppage** dropdown menu.
- Third Party Issue** dropdown menu (set to 'No').
- Description of the third-party issue if applicable:** text area (1000 characters remaining).
- Date Discovered:** input field.
- Time Discovered (24h):** input field.
- Was this a major weather related forced stoppage?** dropdown menu (set to 'No').
- Major Weather Event stoppage, have you contacted the 24 hour hotline?** dropdown menu (set to 'No').
- Natural Gas Affected?** dropdown menu (set to 'No').
- Anticipated Recovery Time? (Hours):** input field.
- Resolution Date?** input field.
- Resolution Time (24h)?** input field.
- Natural Gas Volume Lost:** input field.
- Natural Gas Volume Type:** dropdown menu.
- Select Nat Gas Volume Typ** dropdown menu.
- Facility Type** dropdown menu.
- Pipeline Type** dropdown menu.
- Latitude** input field.
- Longitude** input field.
- Brief description of cause of Shutdown/Outage:** text area (2500 characters remaining).
- Recovery plan/plan to be back online:** text area (2500 characters remaining).
- Inspection # generated:** input field.
- Upload supporting documents?** button with a plus icon and 'Choose Upload File' text.
- Save and Exit** and **Cancel** buttons.
- Attachment List** table with columns: Attachment Name, Attachment Size, Upload Date. It shows 'No Attachments found'.

Select your outage/stoppage reason from the drop-down menu:

This screenshot shows the 'Reason for Outage/Stoppage' dropdown menu open, displaying the following options:

- Select Outage/Stoppage Reason
- Select Outage/Stoppage Reason
- Weather related forced stoppage
- Forced stoppage caused by a loss of electricity
- Both of the Above - Weather and loss of Electricity

Indicate whether there is a third-party issue involved in the outage/stoppage you are reporting and if so, provide a brief description:

This screenshot shows the 'Third Party Issue' dropdown menu open, displaying the following options:

- No
- No
- Yes

The 'Description of the third-party issue if applicable:' text area is also visible.

Provide the date and time the outage/stoppage was discovered:

Date Discovered:	<input type="text"/>	Time Discovered (24h):	<input type="text"/>	Was this a major weather related forced stoppage?	No <input type="button" value="v"/>
Anticipated Recovery Time? (Hours)	<input type="text"/>	Resolution Date?	<input type="text"/>	Resolution Time (24h)?	<input type="text"/>

Indicate whether this is a major weather-related forced stoppage. If yes, also indicate whether you have contacted the 24-hour emergency line.

Remember, facilities that have experienced a major weather-related forced stoppage must contact the 24-hour emergency line within 1 hour of the outage/stoppage.

Was this a major weather related forced stoppage?	Yes <input type="button" value="v"/>	Major Weather Event stoppage, have you contacted the 24 hour hotline?	Yes <input type="button" value="v"/>
---	--------------------------------------	---	--------------------------------------

Select “yes” or “no” from the drop-down menu to indicate if natural gas has been affected and indicate the volume of gas lost:

Major Weather Event stoppage, have you contacted the 24 hour hotline?	No <input type="button" value="v"/>	Natural Gas Affected?	No <input type="button" value="v"/>
Natural Gas Volume Lost:	<input type="text"/>	Natural Gas Volume Type:	<div><div>Select Nat Gas Volume Type <input type="button" value="v"/></div><div>Select Nat Gas Volume Type</div><div>MCF</div><div>MMCF</div></div>

Provide the following:

- Anticipated Recovery Time
- Resolution Date
- Resolution Time

Date Discovered:	<input type="text"/>	Time Discovered (24h):	<input type="text"/>	Was this a major weather related forced stoppage?	Yes <input type="button" value="v"/>
Anticipated Recovery Time? (Hours)	<input type="text"/>	Resolution Date?	<input type="text"/>	Resolution Time (24h)?	<input type="text"/>

Provide the following information:

- Facility Type (use the drop-down menu)
- Brief description of the cause of stoppage/outage
- Recovery plan/plan to be back online
- Upload supporting documents (if you have documents you would like to upload)



NOTE: The “Latitude” and “Longitude” fields will automatically populate the facility’s coordinates and cannot be edited. Also, the “Inspection # generated” field is for internal use and cannot be edited.

The screenshot shows a web form for reporting an outage. Red boxes highlight the following elements: 'Facility Type' (a dropdown menu), 'Pipeline Type' (a dropdown menu), 'Brief description of cause of Shutdown/Outage:' (a large text area), 'Recovery plan/plan to be back online:' (a large text area), 'Inspection # generated:' (a text field), 'Upload supporting documents?' (a label), and a '+ Choose Upload File' button. The form also includes 'Latitude' and 'Longitude' text fields and character counts for the description and recovery plan areas.

After you have provided all applicable information and uploaded any supporting documents, click “Save and Exit” toward the bottom left side of the page.

Important: You must return to complete the report once the outage has been resolved.

The screenshot shows the bottom section of the report form. Red boxes highlight the 'Save and Exit' button and the 'Cancel' button. Other visible elements include the 'Inspection # generated:' field, the 'Upload supporting documents?' label, and a '+ Choose Upload File' button.

CID/CIX Process

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

The deadlines for submissions are March 1st and September 1st of each year. You must file each submission period.



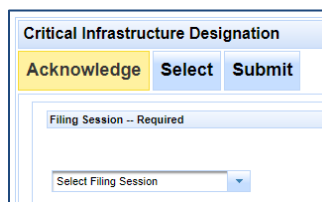
NOTE: When filing CIX for the first time, there is a one-time fee of \$150.

To start the CID/CIX filing process, click either the “File CID” or “File CIX” link in the left navigation menu.

Tab Navigation

You will be taken to the Critical Infrastructure Designation page where you will see three tabs:

“Acknowledge,” “Select,” and “Submit.” You will need to provide information on each tab to complete the filing process.

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

How to File CID

CID Acknowledge Tab

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

3. Check the box if you are attaching confidential information regarding your CID application (this is optional).
4. Click on “Choose PDF Document File (Optional)” to attach a file (this is optional).
5. Click “Next” to proceed to the “Select” tab.

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

Upload Attachments

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

Attachment List

Attachment Name	Attachment Size	Upload Date
No Attachments found.		

5 **Next**

CID Select Tab

The *Select* tab is where you will input information for facilities you are filing as CID.

CID User Guide

Fill out the fields that lack information (some fields will auto-populate your information), choose a facility type, and use the table at the bottom of the page to include one or more facilities in your CID filing.

Operator Information

This section will auto-populate the following information:

- Operator Name
- Operator Number
- Address (If you need to update your address, click the **P5 Address Change** button to obtain the address change form. After you fill it out, sign it and mail it back to RRC and your address will be updated after the form is processed.)
- Phone
- Email

The screenshot shows the 'Critical Infrastructure Designation' form. At the top, there are three buttons: 'Acknowledge' (blue), 'Select' (yellow), and 'Submit' (blue). Below these is a section titled 'Operator Information'. It contains several input fields: 'Operator Name' (a long text box), 'Operator Number' (a short text box), 'Address 1' (a long text box), 'City' (a medium text box), 'Operator Phone' (a medium text box), 'Address 2' (a long text box), 'State' (a dropdown menu with 'TX' selected), 'Email' (a long text box), and 'Zip Code' (a short text box). There is also a 'P5 Address Change' button with a blue icon. A note states: '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.'

Filing Representative, Emergency Contact and Onsite Contact

This section will auto-populate the name, phone number, and email address of your Filing Representative.

You must enter the name, phone number, and email address of your Emergency Contact and your Onsite Contact. (These are 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"/>		

Facility Information

Select the facility type using the drop-down menu. The Facility List below the drop-down menu will display all applicable facilities.

The system will auto-populate the following information:

- Facility Name
- Latitude (You can edit this field if needed.)
- Longitude (You can edit this field if needed.)

There are also other columns, depending on the facility type. The system may auto-populate some. A list of these columns by facility type is on the next page.

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.
You must click the Next button and move to the Submit page to save your filings.
Click the Save My Work button prior to moving to the next page on your facilities listing.
If one column on the form is completed, then all columns of the same color must also be completed.
Facilities marked with an Asterisk(*) have Stacked Lateral Child Wells. Filing the parent well will file the child wells.

Toggle All Facilities Listed Selected/Unselected Set All Selected - Reliant Electricity to Yes Set All Selected - Reliant Electricity to No 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

Save My Work - Must Be Selected for Save

	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)	Salmon Section Electric Utility Name (If no selection, all fields in Salmon are disabled)
Actions	Click to include in filing		No					Select Electric Util
Actions	Click to include in filing		No					Select Electric Util



NOTE: Facility Names marked with an asterisk (*) have Stacked Lateral Child Wells. Filing the parent well will file the child wells. Use the Actions button to view the associated child wells.

Other columns for each facility type

GAS WELL >250 MCF/DAY	Gas Well ID	Gas Well Average Daily Production (mcf/day)			
OIL LEASE >500 MCF/DAY	Oil Lease ID	Oil Well Average Daily Production (mcf/day)			
NATURAL GAS PIPELINE or LOCAL DISTRIBUTION COMPANY (COMPRESSOR STATION, CONTROL CENTER, METER STATION, or REGULATOR STATION)	T4 Pipeline Permit Number	Serves a Natural Gas Electric Generation Facility	Serves local distribution or city gate	RRC Regulated Entity ID	Does the local distribution company directly serve a natural gas electric generation facility
UNDERGROUND NATURAL GAS STORAGE FACILITY or NATURAL GAS LIQUIDS STORAGE FACILITY	Underground Natural Gas Storage UIC Number(s)	NGL Storage UIC Number	Saltwater Disposal Storage Well UIC Number	Saltwater Disposal Storage Well Tier 1	
NATURAL GAS PROCESSING PLANT	Gas Plant Serial Number	Gas Plant Capacity (MMcf/day)			
Facility not listed in §3.65(b)(1)(A)-(H) but is on the electricity supply chain map (see §6.35(e)(1))	n/a				
SALTWATER DISPOSAL WELLS	Underground Natural Gas Storage UIC Number(s)	NGL Storage UIC Number	Saltwater Disposal Storage Well UIC Number	Saltwater Disposal Storage Well Tier 1	
Underground Injection for Enhanced Recovery	Gas Well ID	Gas Well Average Daily Production (mcf/day)	Oil Lease ID	Oil Well Average Daily Production (mcf/day)	
Stacked Lateral Child Well	Oil Lease ID	Oil Well Average Daily Production (mcf/day)			
Other Pipeline	T4 Pipeline Permit Number	Serves a Natural Gas Electric Generation Facility	Serves local distribution or city gate	RRC Regulated Entity ID	Does the local distribution company directly serve a natural gas electric generation facility
PF Factor Well	Oil Lease ID	Oil Well Average Daily Production (mcf/day)			

Are you reliant on electricity to operate?

The column next to the Facility Name asks if you are reliant on electricity to operate and defaults to “No.”

If you are reliant on electricity, select “Yes” and complete the fields in the [salmon or aqua sections](#). You will only need to fill out one or the other depending on the facility type you are filing for. The salmon and aqua sections are described in more detail further into this document.

In the example pictured below, we are using “Gas Well” as the facility type. Remember, columns after Longitude (the ID number and production volume in this example) will be specific to the facility type you choose.

The screenshot displays the 'Critical Infrastructure Design' tool interface. On the left, a sidebar contains a 'Facility Type' dropdown menu, a 'Facility List' section with instructions, and a 'Toggle All Facilities Listed Selected/Unselected' button. The main area shows the 'Facility Information' section with fields for Name, Email, and Phone Number. Below this is the 'Facility List' section, which includes a 'Facility Type' dropdown menu and a 'Facility List' table. The table has columns for Facility Name, Are You Reliant on Electricity to Operate?, Latitude, Longitude, Gas Well ID, and Gas Well Average Daily Production (mcf/day). The 'Are You Reliant on Electricity to Operate?' column is circled in red, and a red arrow points to it with the text 'Defaults to "No." Update if needed.' Another red arrow points to the 'Facility Type' dropdown menu with the text 'Select your facility type'. The table contains five rows of data, each with a 'Click to include in file' button in the first column.

Facility Name	Are You Reliant on Electricity to Operate?	Latitude	Longitude	Gas Well ID	Gas Well Average Daily Production (mcf/day)
	No				488
	No				445
	No				125
	No				291
	No				375

Adding/Editing a Facility

If you have a new facility that is not displayed in the Facility List, or if you need to edit a facility that is displayed in the list, use the “Add New Facility” or “Edit Facility (Select from List below)” buttons.

When adding a new facility or editing a facility that is listed in the Facility List, be sure to fill out all applicable fields and click “Save Facility.”

This screenshot shows the 'Onsite Contact' section with fields for 'Name' and 'Email'. Below this is the 'Facility Information' section, which contains two buttons: 'Add New Facility' and 'Edit Facility (Select from List below)'. Both buttons are circled in red. The 'Facility Type' field is also visible below the buttons.

This screenshot shows the 'Facility Information' form. At the top, there are two buttons: 'Add New Facility' and 'Edit Facility (Select from List below)'. Below these is the 'Facility Information' section, which includes fields for 'Facility Name', 'Facility Type' (with a dropdown menu), 'If Facility Type selection is Facility not Listed, enter Required Remarks' (with a 250 character limit), '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', and 'Zip Code'. At the bottom of the form, there are two buttons: 'Save Facility' (circled in red) and 'Cancel'.

Selecting the Facilities

Use the “Click to include in filing” link to the left of the Facility Name to select the facilities you wish to file as CID.

Change the yes/no indicator to “Yes” if your facility is reliant on electricity to operate.

The screenshot shows a web form titled "Facility List" with a dropdown menu set to "GAS WELL >15 MCF/DAY". Below the title, there are instructions: "Select the facility type from the drop down, then complete the applicable fields." and "If one column on the form is completed, then all columns of the same color must also be completed." There are four colored buttons: "Toggle All Facilities Listed Selected/Unselected" (blue), "Copy Utility Information Comp areas from line 1 to all selected" (orange), "Copy Utility Information Non-Comp areas from line 1 to all selected" (light blue), and "Copy Backup Information from line 1 to all selected" (green). The main table has columns: "Actions", "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", and "Gas Well Average Production (mcf)". The "Actions" column contains "Click to include in filing" links. The "Are You Reliant on Electricity to Operate?" column has a dropdown menu with "Yes" selected. A red box highlights the "Facility Name" column with the text "Facilities you have selected will display a check mark." Another red box highlights the "Are You Reliant on Electricity to Operate?" dropdown menu.

	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 Production (mcf)
Actions	Click to include in filing ✓		Yes				488
Actions	Click to include in filing ✓		Yes				445
Actions	Click to include in filing ✓		Yes				125
Actions	Click to include in filing		No				291
Actions	Click to include in filing		No				375
Actions	Click to include in filing		No				669

Salmon and Aqua Sections

If the facility you are filing for is reliant on electricity to operate and you have selected “Yes” from the drop-down menu, you will need to complete the fields in the salmon or aqua section for each facility.



NOTE: The salmon and aqua sections are labeled with those colors and with the words “Salmon Section” or “Aqua Section.”

If you have selected more than one facility to include in your filing (like the example above), and they have the same information, you only need to fill out the fields on the first line of either the salmon section or aqua section, depending on the type of facility for which you are filing.

After you have entered the info on the first line of the applicable section, click the salmon-colored button that reads, “Copy Utility Information Comp area from line 1 to all selected” (if you filled out info in the salmon section), or the aqua button that reads, “Copy Utility Information Non-Comp areas from line 1 to all selected” (if you filled out info in the aqua section).



NOTE: If the facilities you have selected have different information from one another, you will need to input the information for each facility separately.

In the example below we are filing for a gas well and will fill out the salmon section. Remember, depending on the facility type, you may need to fill out the aqua section.

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.

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 add facility to your filing. The Facility MUST be selected to be included.	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				666					
Click to include in filing	No				612					

The system will copy the info you input on line 1 and apply it to all other facilities you selected.

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.

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 add facility to your filing. The Facility MUST be selected to be included.	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				666					
Click to include in filing	No				612					

Green section

This section allows you to provide information for each facility regarding back-up power.



NOTE: The green section is labeled with that color and with the words “Green Section.”

Use the drop-down menu to indicate if the facility has back-up power.

If no, then you do not need to fill out any other fields (the fields will be disabled).

If yes, fill out each field in the green section.

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					

If you have selected more than one facility to include in your filing, and they have the same information, you only need to fill out the fields on the first line and can then click the green button that reads, “Copy Backup Information from line 1 to all selected.”

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 to your facility MUST be included.	Facility Name	Are You Reliant on Electricity to Operate? (If Yes, then the Salmon or Aqua sections must be completed.)	Latitude	Longitude

Latitude Longitude Gas Well Average Daily Salmon Section Electric Utility Name (If no ESID - Must be 17 or 22) Salmon Section Electric Generation Resource (If not) Salmon Section Electric Generation Name

The system will copy all the information you entered on line one and apply it to the other facilities you have selected to include in your filing.

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 <input type="button" value="v"/>	6	160	2	No <input type="button" value="v"/>	1
Yes <input type="button" value="v"/>	6	160	2	No <input type="button" value="v"/>	1
Yes <input type="button" value="v"/>	6	160	2	No <input type="button" value="v"/>	1
No <input type="button" value="v"/>					
No <input type="button" value="v"/>					
No <input type="button" value="v"/>					

Click “Next” at the bottom of the page to go to the next tab.

CID Submit Tab

After you have provided all the info needed on the first two tabs, you will need to read the statement on the “Submit” tab and click the “Certify” box and then “Submit.”



NOTE: 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 facilities on this form and associated attachment. I declare, under penalties prescribed in Tex. Nat. Res. Code § 91.143, that 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 Violations, that I am authorized to make this application, that this application was prepared by me or under my supervision, complete, to the best of my knowledge.

✓ Certify

Submit

[← Back](#)

CID Filing Process - Complete

The system will direct you to the Critical Infrastructure Dashboard. You will see the facilities you just filed for, displayed at the top of the list.

Application Id	Facility Name	Facility Type	Upload Type	Application Status	Filing Status	Filing Session	Operator Name	Operator Number	Submission Date
		GAS WELL > 15 MCF/DAY	CID	Payment Not Required	Submitted	March 2023 Submission			12/16/2022
		GAS WELL > 15 MCF/DAY	CID	Payment Not Required	Submitted	March 2023 Submission			12/16/2022
		GAS WELL > 15 MCF/DAY	CID	Payment Not Required	Submitted	March 2023 Submission			12/16/2022
		GAS WELL > 15 MCF/DAY	CIX	Pending Payment	In Progress	March 2023 Submission			12/14/2022
		GAS WELL > 15 MCF/DAY	CID	Payment Not Required	Submitted	September 2023 Submission			12/14/2022
		GAS WELL > 15 MCF/DAY	CID	Payment Not Required	Submitted	March 2023 Submission			12/09/2022

How to File CIX

CIX Acknowledge Tab

1. Select the filing session.
2. Were you previously approved for a CIX? Use the drop-down menu to indicate “yes” or “no.”
3. Have the circumstances changed? Use the drop-down menu to indicate “yes” or “no” (if applicable).
4. Use the radio buttons to select which type of facility for which you are requesting an exception.

Critical Infrastructure Designation

Acknowledge Select Submit

Filing Session -- Required

1. Select Filing Session

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

3. Were you previously approved for a CIX? No

4. Have the circumstances changed? No

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

Check box for the CIX filing you are doing.

- ☐ Gas Wells Producing > 250 Mcf/day(1)
- ☐ Oil Leases Producing > 500 Mcf/day(2) 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 ≤15 Mcf/day are not designated critical in §3.65(b).

2. Oil leases producing casinghead gas ≤50 Mcf/day are not designated critical in §3.65(b).

5. Use the drop-down menu to answer “yes” or “no” to each of the questions listed under the header, “Certification that none of the Facilities on the CI-X Attachment are listed in §3.65(e).”
6. Check the box to certify that reasonable basis and justification, including objective evidence, has been provided. Use the text box to provide a written justification (this is a required field).
7. Check the box if you are attaching confidential information regarding your CIX application (this is optional).
8. Click on “Choose PDF Document File (Optional)” to attach a file if you wish to do so.
9. Click “Next” to proceed to the “Select” tab.

The screenshot shows the 'CIX Select Tab' form. At the top, a header section is labeled 'Certification that none of the Facilities on the CI-X Attachment are listed in §3.65(e).' (callout 5). Below this are eight questions, each with a 'No' drop-down menu. Questions 1-4 are on the left, and 5-8 are on the right. Below the questions is a section for justification (callout 6) with a text box and a '4000 characters remaining' indicator. Below that is a checkbox for confidential information (callout 7). Then is an 'Upload Attachments' section with a 'Choose PDF Document File (Optional)' button (callout 8). At the bottom is an 'Attachment List' table with columns for Attachment Name, Attachment Size, and Upload Date. The table currently shows 'No Attachments found.' (callout 9). A 'Next' button is at the bottom right.

CIX Select Tab

The *Select* tab is where you will input information for the facility for which you are submitting a CID form.

Fill out the fields that lack information (some fields will auto-populate your information), choose a facility type and use the table at the bottom of the page to include one or more facilities in your CID filing.

Operator Information

This section will auto-populate the following information:

- Operator Name
- Operator Number
- Address (If you need to update your address, click the P5 Address Change button to obtain the address change form. After you fill it out, sign it and mail it back to RRC and your address will be after the form is processed.)
- Phone
- Email

The screenshot shows the 'Critical Infrastructure Designation' form with the 'Operator Information' section expanded. At the top are three buttons: 'Acknowledge', 'Select' (highlighted in yellow), and 'Submit'. Below the section header, there is a dropdown for 'Alternate Company Addresses' and a button for 'P5 Address Change'. The form contains several input fields: 'Operator Name', 'Operator Number', 'Address 1', 'Address 2', 'City', 'State' (pre-filled with 'TX'), 'Zip Code', 'Operator Phone', and 'Email'. A small text block explains that all correspondence will be sent to the provided address and that the P5 address change button is used to update the system.

Filing Representative, Emergency Contact and Onsite Contact

This section will auto-populate the name, phone number and email address of your Filing Representative.

You must enter the name, phone number and email address of your Emergency Contact and Onsite Contact. (These are required fields.)

The screenshot shows the 'Filing Representative', 'Emergency Contact', and 'Onsite Contact' sections of the form. Each section has input fields for 'Name', 'Email', and 'Contact Phone' (or 'Phone Number' for the Onsite Contact). The 'Filing Representative' section has pre-filled values for Name, Email, and Contact Phone. The 'Emergency Contact' and 'Onsite Contact' sections have empty input fields.

Facility Information

Select the facility type using the drop-down menu.

The Facility List below the drop-down menu will display all applicable facilities.

The system will auto-populate the following information (unless otherwise indicated:

- Facility Name
- Exception Date Previously Approved – you must enter a date if applicable, this is not auto-populated
- Latitude (You can edit this field if needed.)
- Longitude (You can edit this field if needed.)
- Facility ID – specific to the facility type you select from the drop-down menu (e.g. Gas Well, Oil Lease ID, T4 Pipeline Permit Number, etc.)

The “Actions” button on the left side allows you to delete a facility if needed.

In the example below we have selected a Gas Well as the Facility Type:

The screenshot shows the 'Facility Information' form. At the top, there are buttons for 'Add New Facility' and 'Edit Facility (Select from List below)'. Below these is the 'Facility Type' dropdown menu, which is currently set to 'GAS WELL >250 MCF/DAY'. Underneath is the 'Facility List' section, which includes instructions: '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.', and 'If one column on the form is completed, then all columns of the same color must also be completed.' There is a 'Toggle All Facilities Listed Selected/Unselected' button. Below this is a table with columns: 'Click to add Facility to your filing. The Facility MUST be selected to be included.', 'Facility Name', 'Exception Date Previously Approved:', 'Latitude', 'Longitude', and 'Gas Well ID'. The table has four rows of data. Each row has an 'Actions' button on the left and a 'Click to include in filing' link. The first row's 'Click to include in filing' link is circled in red.

Click the “Click to include in filing” link to the left of facility name to include that facility in your CIX filing and then click “Next” at the bottom of the page to go to the next tab.

This is a close-up of the 'Facility List' table from the previous screenshot. It shows the first four rows of the table. The columns are: 'Click to add Facility to your filing. The Facility MUST be selected to be included.', 'Facility Name', 'Exception Date Previously Approved:', 'Latitude', 'Longitude', and 'Gas Well ID'. Each row has an 'Actions' button on the left and a 'Click to include in filing' link. The first row's 'Click to include in filing' link is circled in red.

On the “Submit” tab, you will see a message that states you will need to pay a one-time filing fee of \$150.00. Remember, the one-time fee of \$150 only needs to be paid the first time you are filing CIX.

After you have completed payment, you **MUST** return to the “Submit” tab on RRC Online by clicking “Return” on the payment confirmation page to submit your filing.



Click the **Pay Filing Fee** button. You will be redirected to the Texas.gov payment portal.

Critical Infrastructure Designation

AcknowledgeSelectSubmit

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 FeeSubmit

← Back

Payment Screen – Texas.gov

Follow the directions on the Texas.gov site to pay the one-time fee.

Railroad Commission of Texas Help Help PDF

Payment Portal:

- 1 Select Quantity
- 2 Contact Information
- 3 Verify Information
- 4 Pay Fee
- 5 Confirmation

Application Id:
Operator Number:
Operator Name:

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

Payment Type ☐ Electronic Check ☐ Credit Card

After you have successfully submitted payment, click the “Return” button and you will be redirected to the RRC CIX “Submit” tab screen, where you can complete the CIX filing process.

Returning to CIX Submit Tab

After you have made your one-time payment and are back on 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

CIX Filing Complete

The system will direct you to the Critical Infrastructure Dashboard. You will see the facilities you just filed for, displayed at the top of the list.

Critical Infrastructure Designation

Submission Date From:

Submission Date To:

Dashboard

(Displaying 1 - 20 of 912)

12

1

2

3

4

5

6

7

8

9

10

20

Application Id	Facility Name	Facility Type	Upload Type	Application Status	Filing Status	Filing Session	Operator Name	Operator Number	Submission Date
Actions				Payment Received	Submitted	March 2023 Submission			12/21/2022
Actions				Payment Received	Submitted	March 2023 Submission			12/21/2022
Actions				Payment Received	Submitted	March 2023 Submission			12/21/2022
Actions				Payment Received	Submitted	March 2023 Submission			12/19/2022
Actions				Payment Received	Submitted	March 2023 Submission			12/19/2022

Generate Filing/Facility Report

To generate a downloadable spreadsheet of all facilities that have been filed during the selected filing period and operator, click the **Generate Filing Report** link in the left navigation menu; this takes you to the *Generate Operator Electric Utility Report* page.

Generate Operator Electric Utility Report

Operator Name Operator Number

This report will include all facilities that have been filed during the selected filing period for the selected operator.

A large number of facilities may take a while. A File Save dialog will appear when the report is complete. Please be patient.

Select Filing Session

To generate a downloadable spreadsheet of all facilities, whether filed or not, that are currently active for the selected filing period and operator, click the **Generate Facility Report** link in the left navigation menu; this takes you to the *Generate Facility Report by Operator* page.

Generate Facility Report by Operator

Operator Name Operator Number

This report will include all facilities, whether filed or not that are currently active for this operator during the selected filing session.

A large number of facilities may take a while. A File Save dialog will appear when the report is complete. Please be patient.


Select Filing Session

Updating a Saved Application

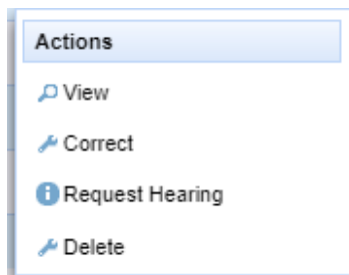
You can update your saved application from the *CID User Dashboard*.



NOTE: Once an application has been reviewed and accepted, the only option available is View. If you have uploaded a CIX type application and paid the \$150 fee, this fee is NOT refundable. However, if you upload additional CIX applications, the \$150 fee will not be required to be paid a second time, the previous payment will be applied.

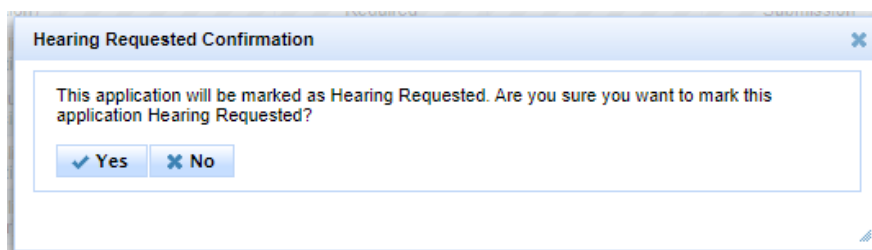
1. The “**Actions**”  **Actions** button displays next to each application in the dashboard. From the Actions button, you can perform the following actions:

- **View, Correct, Request Hearing, Delete**



2. Choose the applicable button for **View, Correct, Request Hearing, or Delete**.

- Click the **View** button to view the application in its current state as the last saved version; in *View*, the application is not editable.
- Click the **Correct** button to update or finish an application to make it ready to submit.
- Click the **Request Hearing** button to change the status of the application to Hearing Requested. The following dialog box will be presented for confirmation.



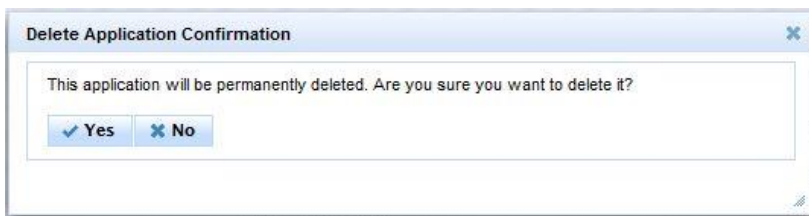
- Click the **Delete** button to delete the application; a notification box will appear confirming that you are about to delete the application. Correcting a Rejected Application

You can correct an application rejected for errors or missing data from *the CID User Dashboard*. You can tell if your application has been rejected by looking at the *Filing Status* column on the dashboard for a rejected status type.

Deleting an Application

If you want to delete an application in your application list, follow the instructions below:

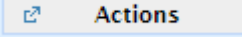

1. In the list of applications on your *CID User Dashboard* page, find the application you want to delete; only applications that are not yet submitted can be deleted.
2. Click **Actions** | **Delete** next to the application.
3. You are asked to confirm your decision. Click **Yes** to delete the application or click **No** to return to the application list. After clicking Yes, the application is removed from your *CID Home Dashboard*.



IMPORTANT: An application cannot be deleted if it has already been reviewed by the RRC.

Viewing an Application

You can view in progress or submitted applications in PDF format directly from the list displayed on your *CID User Dashboard* page.

1. Click the “**Actions**” button  next to the application you want to see.
2. Click the **View** button. 
3. The system will automatically direct you to the Application tab of the application filing; the data will display on tabs in a similar format to the filing workflow.
4. An additional tab will be displayed showing the event log for the application. Any change to application status will be logged in the event log.
5. Click the **Print Report** button to access a PDF version of the information.

Mark CID/CIX Forms Submitted

Select either *Mark CID Forms Submitted* or *Mark CIX Forms Submitted* to navigate to the page below. This will allow the user to submit CID applications that have remained in “In Progress” Status in error. The user will need to select CID or CIX type applications as well as know the user id for the submitter and the P5 operator number to change the “In Progress” Status to “Submitted”. Only Submitted applications are reviewed by internal staff or available for the operator to request a hearing.

Critical Infrastructure Designation

Select CID or CIX for Submit: CID

You must enter the Operator P5 number and the user Id that originally submitted the application. This is to ensure the correct Applications are marked submitted.
Payment will be verified prior to marking CI-X applications to Submitted.

Login User Id for Submitter:

Operator P5 Number:

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.
This may take a while if you have a large number of applications to set to Submitted. Please be patient...

Certify

Submit All

Delete Multiple Applications

Select *Delete Multiple Applications* to navigate to the page below. Click the **Delete Multiple Applications** link to access the page that allows multiple applications to be deleted at one time. The user will need to know the user id for the submitter and the P5 operator number to delete a specified Application ID range.

Critical Infrastructure Designation

You must enter the Operator P5 number and the user Id that originally submitted the application. This is to ensure the correct Applications are deleted.

Login User Id for Submitter:

Operator P5 Number:

Low Application Id:

High Application Id:

You must input an application Id range for deletion. This range is inclusive for deletion of the application Id's you input.
This may take a while if you have a large number of applications to set to Submitted. Please be patient...

Delete Applications

CID User Guide

Page 39
Version 5.0 | January2024

User Permissions and the Dashboard

Logging into the Application for Critical Infrastructure Designation (CID) Application

To log in to the CID application, please see the [RRC Online Login Screen section](#) earlier in this document.

User Permissions

The following is a list of the actions you can perform as an **external filer** of the CID system:

- You can log into the CID online system.
- You can read an existing CID application.
- You can file a new CID or CIX application.
- You can correct and resubmit a returned/rejected CID application.
- You can delete a submitted CID application.

CID Dashboard

Your *CID User Dashboard* page provides a method for you to facilitate tracking of CID/CIX applications through the approval process. When you log in, on your *CID Dashboard* page, you are presented with a list of your applications.

You can only see your own organization's applications within your *User Dashboard* list.

You cannot change a reviewed application. If you need to change the application, you must contact the RRC Critical Infrastructure Division so that the status can be changed to *Rejected*.

Additional Help

If you need additional assistance or have questions about your CID/CIX application, please contact RRC's Critical Infrastructure Division. Contact information (including regional office contact details) can be found on the [Critical Infrastructure](#) page of the [RRC website](#).