



Form CI-D Online Filing System Updates

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Overview



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

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



What's New? (1 of 2)



- Two new facility options listed in the drop-down menu
- Options for saving your work as you go
- Options for marking facilities as electric reliant

Critical Infrastructure Designation

Address 1 Address 2 City
State Zip Code

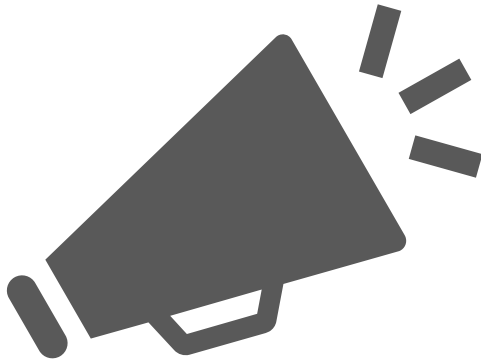
Facility Type

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.

	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)	ESI-ID digit; separ
No Facilities of the selected type found for this operator.									

What's New? (2 of 2)



- 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 (1 of 2)



Deadline to file CID each year:

March 1st -

- Filing Months: June – November

September 1st –

- Filing Months: December - May



Reminders (2 of 2)



- You must complete the CID or CIX filing process through the RRC Online System.



<https://webapps.rrc.texas.gov/security/login.do>

Getting Started



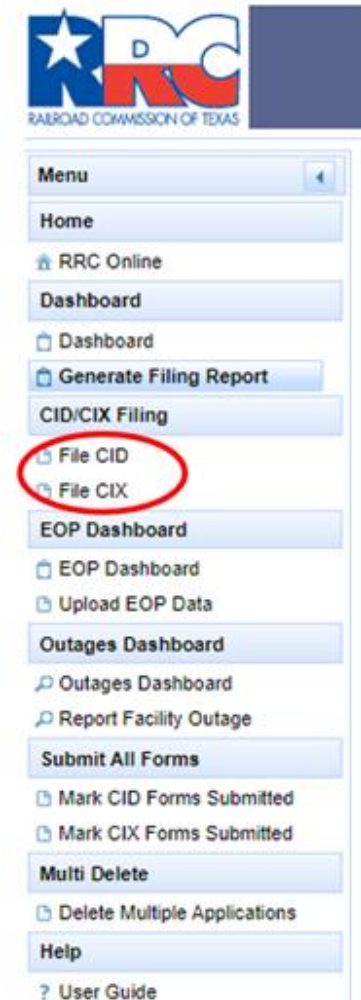
- Log in to RRC Online System and click on “Critical Infrastructure Designation (CID/CIX).”



Welcome to the RRC Online System



- Click “File CID” or “File CIX.”



CID/CIX Filing Process

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

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

File CID – Acknowledge Tab (1 of 2)



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

Critical Infrastructure Designation

Acknowledge **Select** **Submit**

Filing Session -- Required

Select Filing Session 1

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

Acknowledged Critical Facilities 2

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

File CID – Acknowledge Tab (2 of 2)



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

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

Upload Attachments

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

Attachment List

Attachment Name	Attachment Size	Upload Date
No Attachments found.		

5 [→ Next](#)

File CID – Select Tab (1 of 8)



Operator Information

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

Critical Infrastructure Designation

Acknowledge **Select** **Submit**

Operator Information

Alternate Company Addresses Alternate Addresses ▼

Operator Name Operator Number

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

Address 1 Address 2

City State Zip Code

Operator Phone Email

File CID – Select Tab (2 of 8)



Filing Representative, Emergency Contact and Onsite Contact

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

Filing Representative			
Name		Contact Phone	
Email			
Emergency Contact			
Name		Contact Phone	
Email			
Onsite Contact			
Name		Phone Number	
Email			

File CID – Select Tab (3 of 8)



Facility Information

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

Critical Infrastructure Designation

Facility Information

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

Facility Type

GAS WELL >250 MCF/DAY

Facility List

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

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

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

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

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

File CID – Select Tab (4 of 8)



Adding/Editing a Facility

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

Facility Information

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

Facility Information

Facility Name

Facility Type

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

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

Underground Natural Gas Storage UIC Number(s)

Latitude Longitude

Address 1 Address 2 City

State Zip Code

Save Facility **Cancel**

File CID – Select Tab (5 of 8)



Are you reliant on electricity to operate?

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

Facility List

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

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

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

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

File CID – Select Tab (6 of 8)



Salmon and Aqua Sections

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

then complete the applicable fields.

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

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

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

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

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

Enter info in the fields of the first line.

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

File CID – Select Tab (7 of 8)



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

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

Columns of the same color must also be completed.

Copy Utility Information Comp areas
from line 1 to all selected

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

Copy Backup Information from line 1
to all selected

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

File CID – Select Tab (8 of 8)



Green Section

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

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

File CID – Submit Tab



Certify and Submit

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

Critical Infrastructure Designation

Acknowledge Select **Submit**

Certify and Submit

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

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

☒ Certify

[← Back](#)

File CID – Complete



CID Filing Complete

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

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

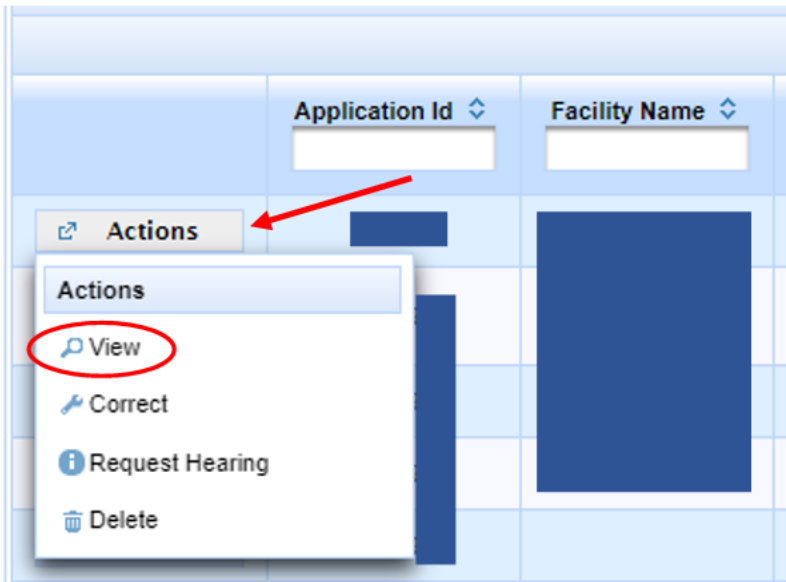
Application Id	Facility Name	Facility Type	Upload Type	Application Status	Filing Status	Filing Session	Operator Name	Operator Number	Submission Date
			CID	Payment Not Required	Submitted	March 2023 Submission			12/29/2022
			CID	Payment Not Required	Submitted	March 2023 Submission			12/29/2022
			CID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

File CID – Print Report



To print a report of your submission:

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



Questions?

