



## Form CI-X Online Filing Instructions

The Railroad Commission of Texas (RRC) requires oil and gas operators to file the Form CI-X, *Critical Designation Exception Application*, online.

These are instructions on how to file the form and related attachments online using the RRC Online System at <https://webapps.rrc.texas.gov/security/login.do>.

The deadlines for submissions are March 1<sup>st</sup> and September 1<sup>st</sup> of each year.

Hard copy form submissions are no longer accepted.

### RRC Online System

To file the Form CI-X using the RRC Online System, your organization's designated Security Administrator must add the "External CID Filer" filing right to each user's RRC Online System account.

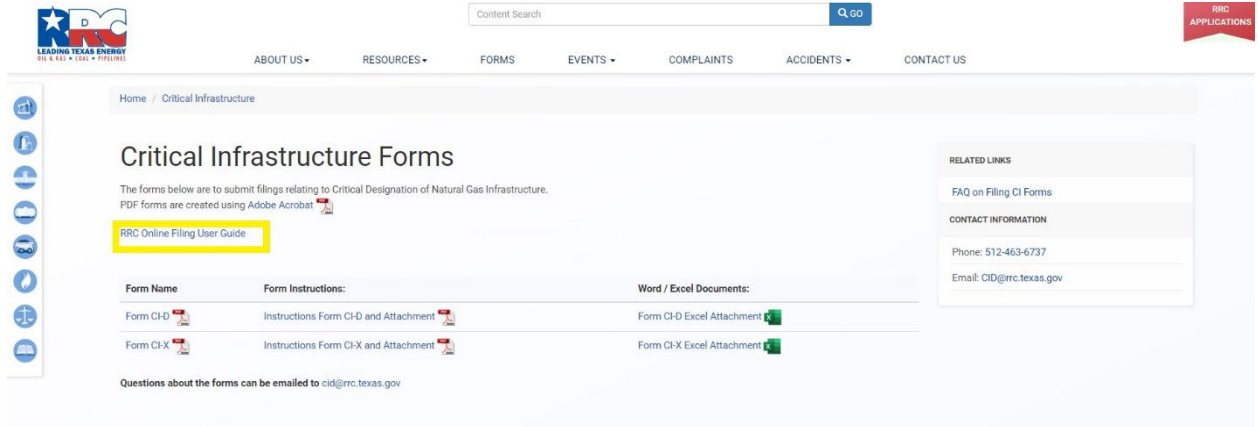
If your organization needs to set up security administrator rights to file online, view the instructions on RRC website at <https://www.rrc.texas.gov/forms/online-filing-at-rrc/>.

If you are uncertain whether your organization has a security administrator, email the RRC at [rrconline-security@rrc.texas.gov](mailto:rrconline-security@rrc.texas.gov).

### Downloading Related Excel Attachments

1. Visit the RRC website at <https://www.rrc.texas.gov/> and click "Forms" in the top menu.

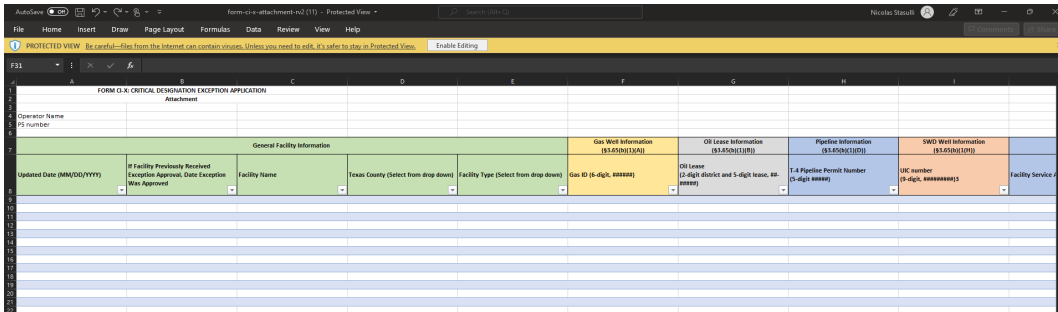
- Then click “Critical Infrastructure” to access the Critical Infrastructure Forms webpage.



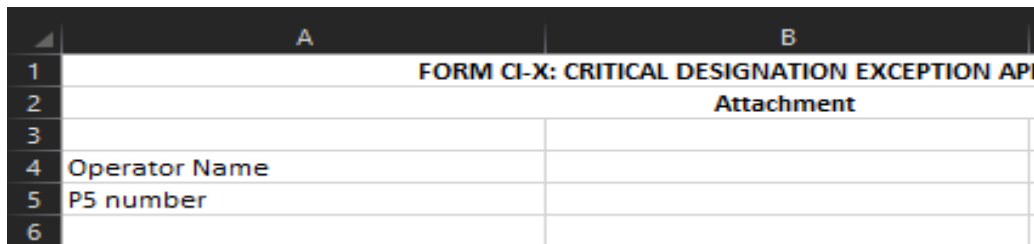
- You can create a folder on your computer as a repository for the forms.
- Download the associated CI-X excel attachment and save it to the folder.

## Completing the Related Excel Spreadsheet

- Open the Excel spreadsheet and enable editing when prompted. **Do not change any of the header information in row 8 because it will cause the RRC Online System to not read your file correctly when filing online.**

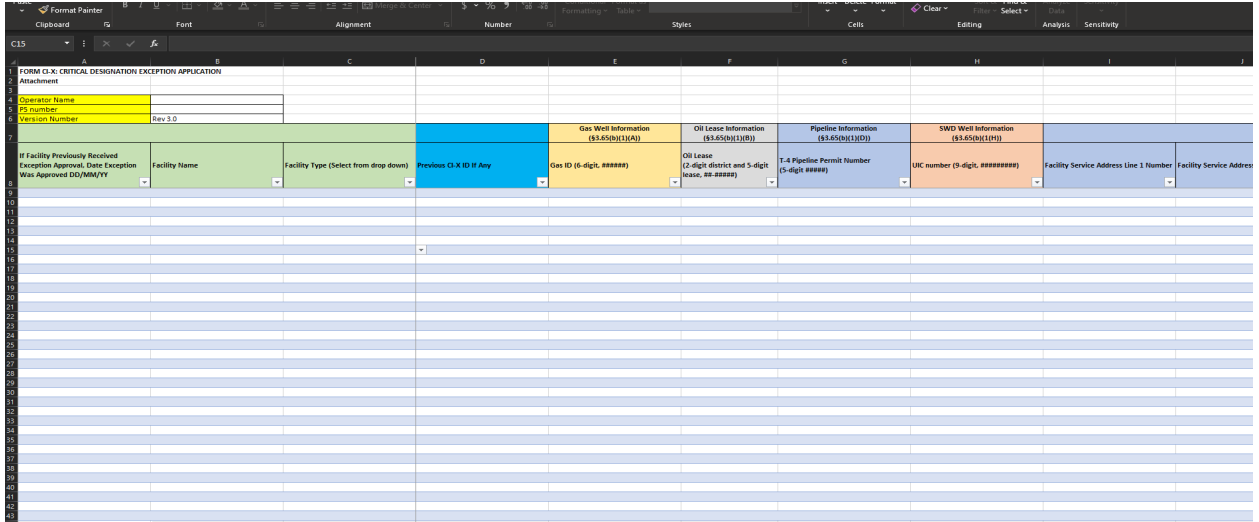


- In Cell B4, enter the organization’s Operator Name

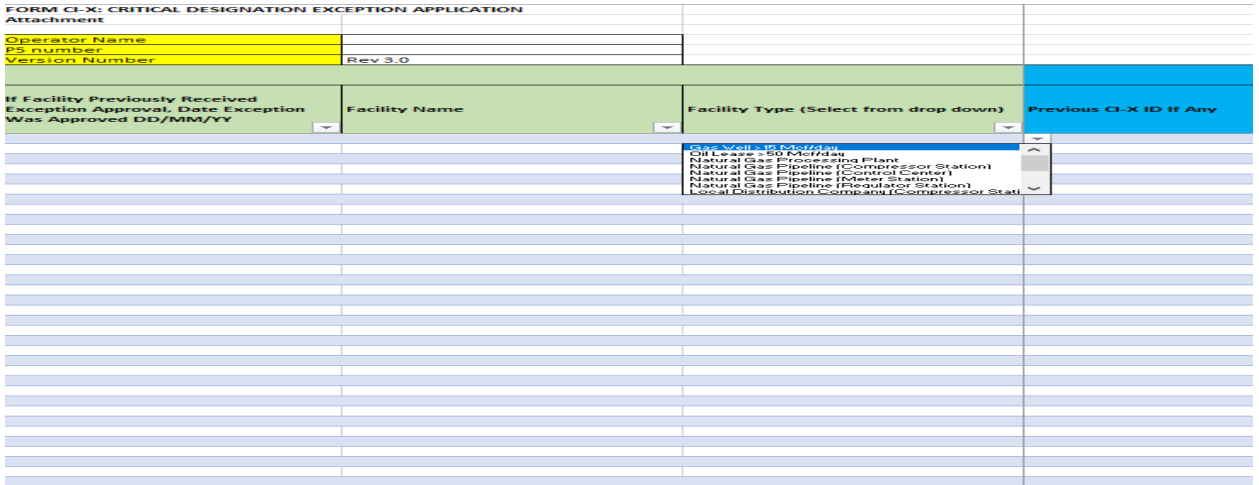


- In Cell B5, enter the organization’s P5 number.
- Next, begin to apply your general facility information starting in Cell A9. **Do not skip rows, because all designations must be in sequential order.**

5. In Column A, if the facility received an exception approval previously, enter the date of that filing session approval date.
6. In Column B, enter the organization's Facility Name, which is the same name of the facility on file with the RRC under that Operator Name and P-5.



7. In Column C, select the facility type from the drop-down menu.

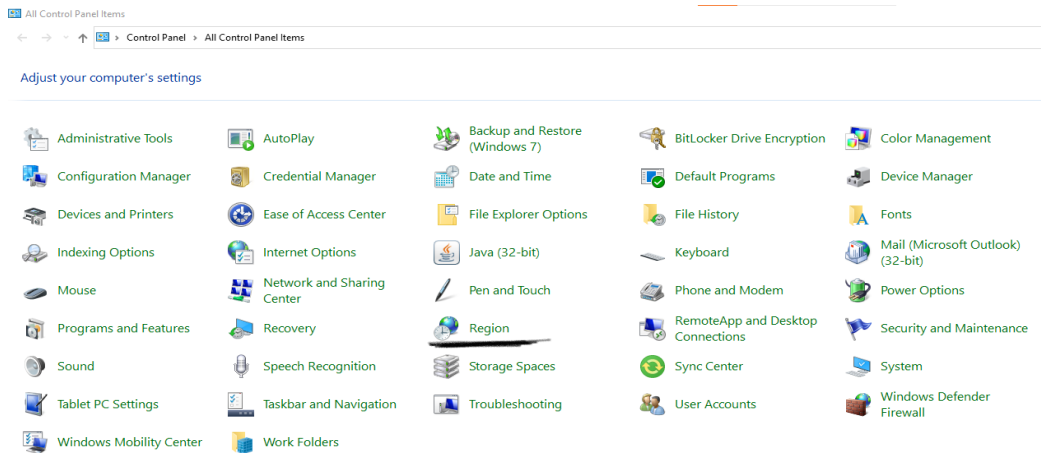


8. In Column D, if the facility received an exception approval previously, enter the application identification number.
9. In Columns E – H, complete the fields that apply to the facility type chosen in Column C. **Please follow the formatting requirements within each of the column headers.**
  - a. If in Column C the facility is listed as a Gas Well, complete the Gas Well information in Column E.
  - b. If in Column C the facility is listed as an Oil Lease, complete the Oil Lease information in Column F.

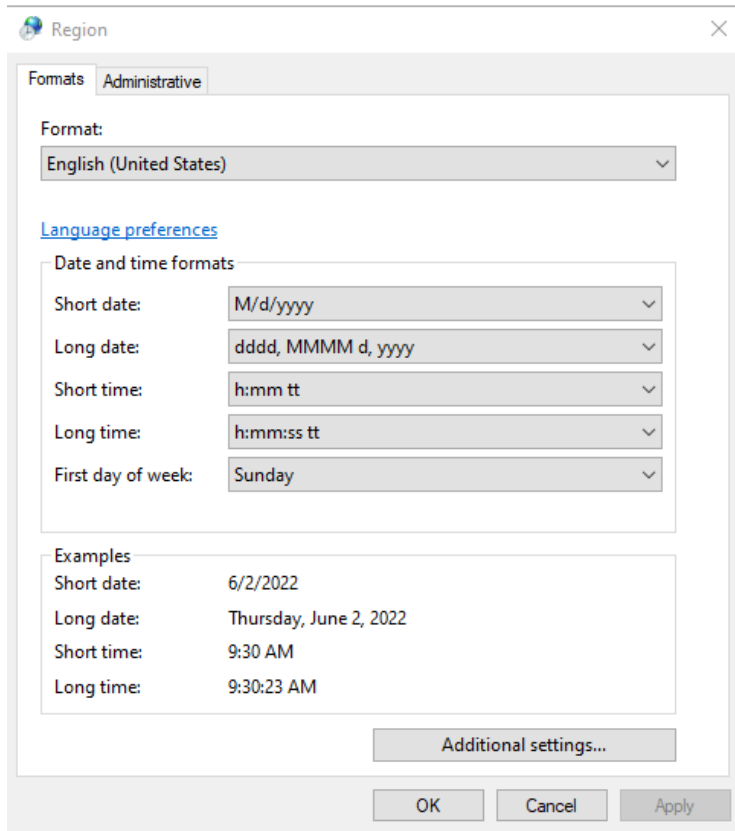
- c. If in Column C the facility is listed as a Natural Gas Pipeline (either as a Compressor Station, Control Center, Meter Station, or Regulator Station), complete the Pipeline Information in Column G.
  - d. If in Column C the facility is listed as a Saltwater Disposal Well (also known as a SWD Well), complete the SWD Well Information field in Column H.
10. In Columns I-O, enter the facility location information. If there is no service line address, include the nearest lease/county road to your facility. Include the city, state, zip code, and Latitude/Longitude information for each facility. **The Latitude/Longitude should be in NAD 83 format and decimal format.**

I	J	K	L	M	N	O
Facility Location Information (Must be Completed for Submission)						
Facility Service Address Line 1 Number	Facility Service Address Line 2 Street	Facility Service City	Facility Service State (select from Drop down)	Facility Service Zip Code	Latitude, (NAD 83 or Decimal format e.g. -97.743057)	Longitude, (NAD 83 or Decimal format e.g. -97.743057)

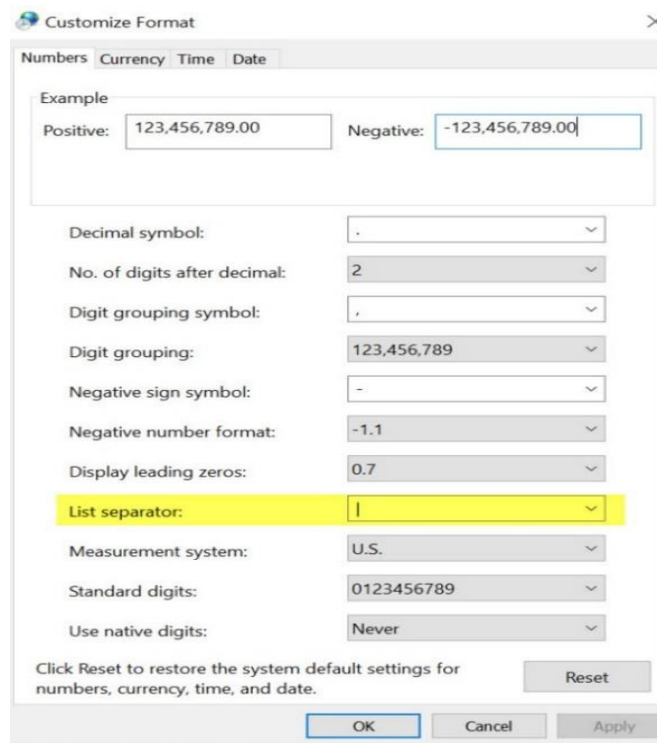
- 11. Save the Excel file.
- 12. Now convert the Excel file into a pipe delimited csv file.
- 13. Open your Windows Control Panel and click “Region”.

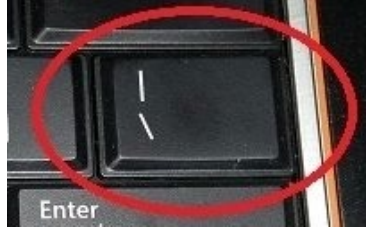


- 14. After the sub window pops up, click on “Additional settings...” near the bottom.

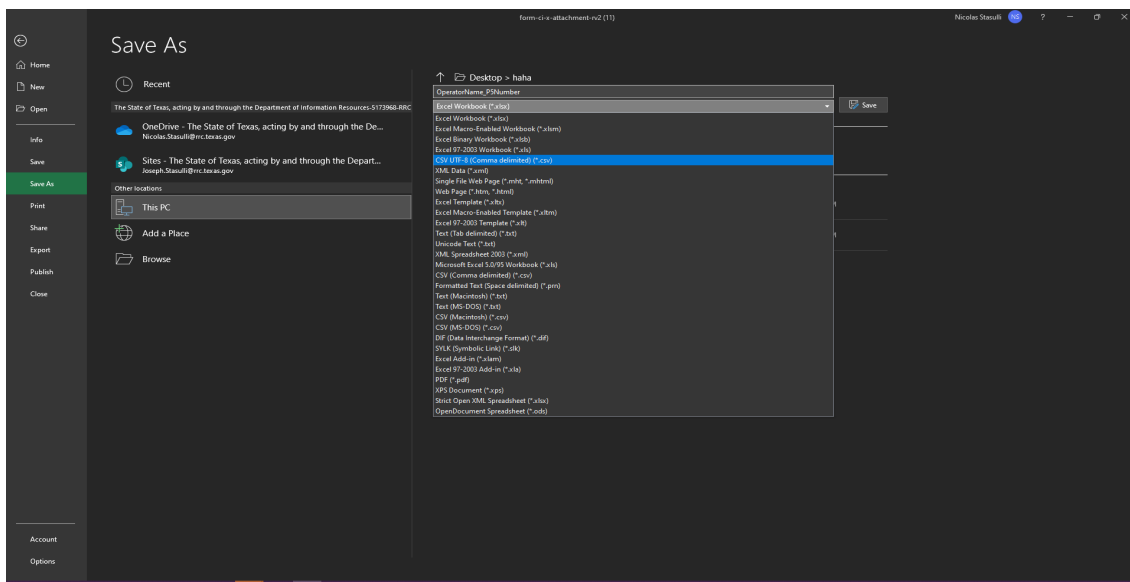


15. Another sub window pops up, change the comma to a Pipe key | under “List Separator”.





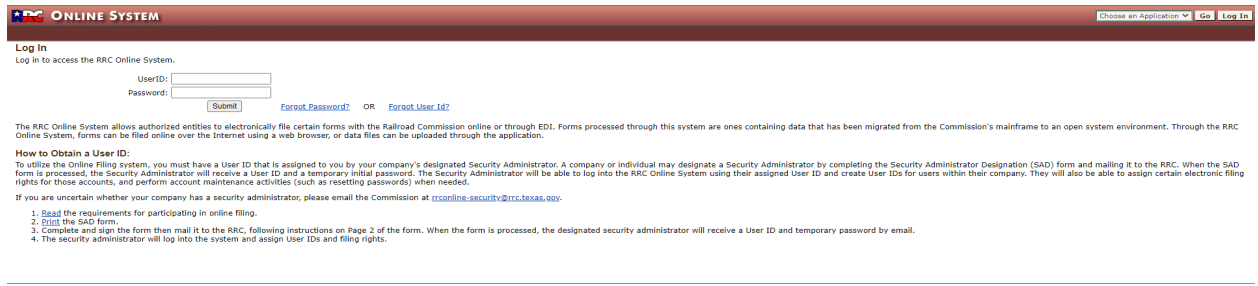
16. Click “Apply” and “OK”.
17. Reopen the saved Excel spreadsheet.
18. Under “File” select “Save As” and change the file type to a comma-separated values or CSV file.



1. Save the CSV file to your folder to create a CSV format duplicate of the Excel spreadsheet.

## Uploading the Form CI-X and Related Attachments

1. Access the RRC Online System at <https://webapps.rrc.texas.gov/security/login.do>.



2. Log in using your organization’s filer account.

3. Click “Critical Infrastructure Designation (CID/CIX)” under “Main Application”.

ONLINE SYSTEM

Home General Help About

Welcome to the RRC Online System

**Main Application**

- Account Administration
- Critical Infrastructure Designation (CID/CIX)

**Internal Applications**

- Remittance Mgmt System

New password rules are now in effect for Internal RRC users:

Passwords will expire after 90 days.  
 Three grace logins are allowed after password expiration.  
 After a password is changed, it may not be changed again for 24 hours.  
 A message will display above when your password is about to expire.

New password must meet the following requirements:

- 1) Have a minimum length of 8 characters.
- 2) Have at least one upper or lower case letter AND Have at least one numeric (0-9) OR special character (For example: !, \$, =, %)

Disclaimer | RRC Online Home | RRC Home | Contact

4. Click “Critical Infrastructure Designation (CID/CIX)” under “Main Application”.

Railroad Commission of Texas

**Critical Infrastructure Designation**

Submission Date From: Submission Date To:

Dashboard (Displaying 1 - 20 of 134373)

Application Id	Facility Name	Well Type	Upload Type	Application Status	Filing Status	Operator Name	Operator Number	Submission Date	Reviewed Date
333730	Barton 347	Oil Lease > 50 Mcf/day	CID	Payment Not Required	Submitted	E2 OPERATING LLC	235475	05/31/2022	
333729	RP Sherrod 201	Oil Lease > 50 Mcf/day	CID	Payment Not Required	Submitted	E2 OPERATING LLC	235475	05/31/2022	
333720	PATSY	Oil Lease > 50 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333719	STELLA MAE	Oil Lease > 50 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333718	GREGORY	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333717	BERNICE	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333716	SCHOENEMANN UNIT	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333715	LEE	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333714	FRAZIER UNIT	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333713	PECAN CREEK UNIT	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	LEEKUS OIL LLC	495350	05/28/2022	
333712	Eliott	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	WHITT OIL & GAS, INC.	921150	05/27/2022	
333707	L.G. RUST	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	M&B OPERATING SERVICES, LLC	518623	05/27/2022	
333706	Donald	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	ALLEN, C. L. (DOE)	113639	05/27/2022	
333705	Probandt	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
333704	University 14.A.#2	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
333703	University 14.#2	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
333702	University 11.#1	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
333701	University 7.#1	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
333700	University 14.A.#1	Gas Well > 15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	

5. Select the Filing Session from the drop-down menu under “Filing Session – Required”.

**Critical Infrastructure Designation**

Filing Session – Required

Select Filing Session

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**

- Gas Wells Producing > 15 Mcf/day (\$3.65b)(1)(A)
- Oil Leases Producing > 50 Mcf/day in casinghead gas (\$3.65b)(1)(B)
- Gas Processing Plants (\$3.65b)(1)(C)
- Natural Gas Pipeline and Pipeline Facilities (\$3.65b)(1)(D)
- Local Distribution Pipelines and Pipeline Facilities (\$3.65b)(1)(E)
- Underground Natural Gas Storage Facilities (\$3.65b)(1)(F)
- Natural Gas Liquids Transportation and Storage Facilities (\$3.65b)(1)(G)
- Saturated Disposal Facilities and Pipelines > 15 Mcf/day (\$3.65b)(1)(H)

Check box if confidential information is included on the CID attachment

**Upload Attachments**

Upload the CID or CIX form depending on which upload you are performing.  
 Upload the xls/xlsx or csv spreadsheets/ CID or CIX form depending on which upload you are performing.  
 It is no longer necessary to attach the PDF, the data is captured in the application.

Choose Upload File

**Attachment List**

Attachment Name	Attachment Size	Attachment Type
No Attachments found.		

Next

- Provide a written justification that includes objective evidence as to why you believe your facilities should be exempt in the field provided.

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

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

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

Please include Form CI-X written justification in this section.

4000 characters remaining.

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

- Next, check off the facilities listed on the Excel spreadsheet under the “Acknowledged Critical Facilities” section. **There is a box that can be checked if the submission contains confidential information.**
- Now upload the original Excel file in XLSX format containing facility information. Hit next after completing this step.
- The next page will reference an Electronic Data Interchange (EDI) upload. This is referring to the CSV file created by converting the original excel file. Click “Choose EDI .csv Upload file” and upload the CSV version of the Excel spreadsheet and click “Next”.

Critical Infrastructure Designation

Attachments Upload Forms Submit

**Operator Information**

Operator Name  Operator Number

Address 1  Address 2

City  State  Zipcode

Operator Phone  Email

**Filing Representative**

Name  Contact Phone

Email

**Filing Information**

**Upload EDI Files**

Select an EDI file for your company to upload. Prior to upload, CSV file must be saved in pipe T delimited format. This may take a while for large files, please be patient.

**After you upload your data, you must continue to the next page and Submit before your applications are considered complete.**

Submitted EDI Uploads for this session			
Filename	Submitted By	Submitted Date	
No Current Uploads found.			

- After submitting the Form CI-X online, you will be redirected to the Texas.gov payment portal to make the \$150 filing fee payment. After completing payment, you will return to the RRC Online System to submit the filing.



**Certify and Submit**

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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 will be returned to this page to submit your filing. Your filing is not complete until you submit.

- On the final page of the upload process, enter the submission date, check the “Certify” box and click the “Submit” button.

**Certify and Submit**

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I declare under penalties prescribed in TNRC §91.143 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

- To verify the form uploaded correctly, visit the dashboard and search for the submission using the organization’s P-5 number. If it shows payment received, a form submission and the facility count is correct, the form was successfully uploaded/submitted.

### Additional Resources

For additional online filing instructions, reference the RRC Online Filing User Guide linked the Critical Infrastructure Forms webpage.

Home / Critical Infrastructure

## Critical Infrastructure Forms

The forms below are to submit filings relating to Critical Designation of Natural Gas Infrastructure. PDF forms are created using Adobe Acrobat.

**RRC Online Filing User Guide**

Form Name	Form Instructions:	Word / Excel Documents:
Form CI-D	Instructions Form CI-D and Attachment	Form CI-D Excel Attachment
Form CI-X	Instructions Form CI-X and Attachment	Form CI-X Excel Attachment

Questions about the forms can be emailed to [cid@rrc.texas.gov](mailto:cid@rrc.texas.gov)

### Questions

If you have questions regarding these instructions, contact the RRC’s Critical Infrastructure Division at [CID@rrc.texas.gov](mailto:CID@rrc.texas.gov) or 512-463-6737.