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 1st and September 1st 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.

Downloading Related Excel Attachments

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

2. Then click "Critical Infrastructure" to access the Critical Infrastructure Forms webpage.
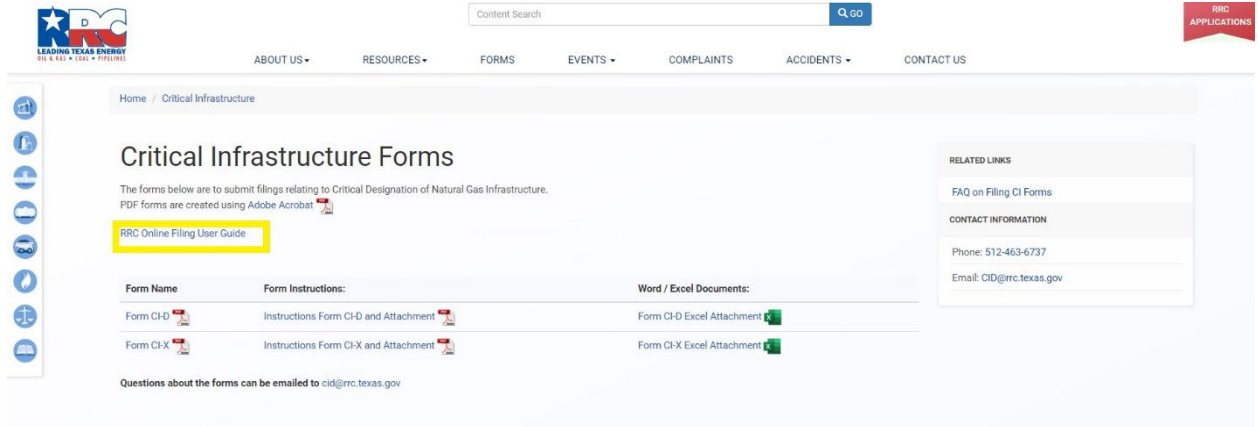

3. You can create a folder on your computer as a repository for the forms.

4. Download the associated CI-X excel attachment and save it to the folder.

Completing the Related Excel Spreadsheet

1. 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.**
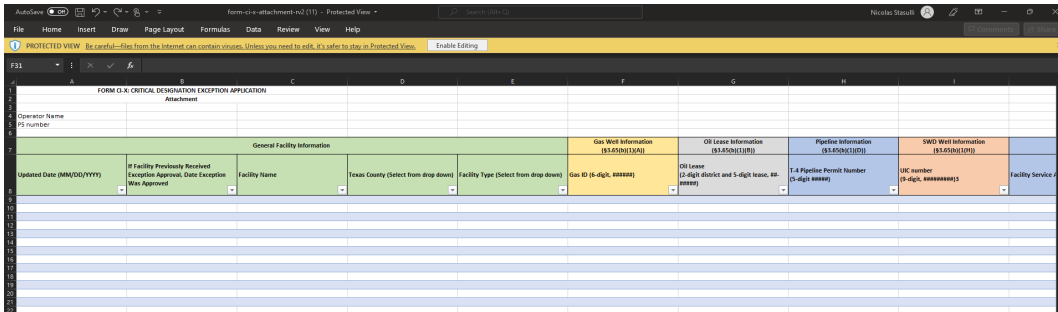

2. In Cell B4, enter the organization's Operator Name
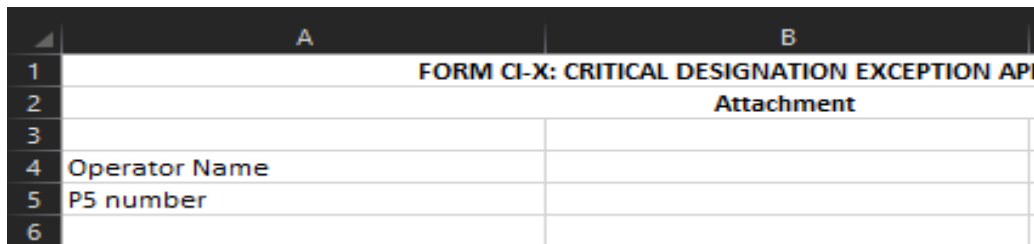
3. In Cell B5, enter the organization's P5 number.

4. 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.
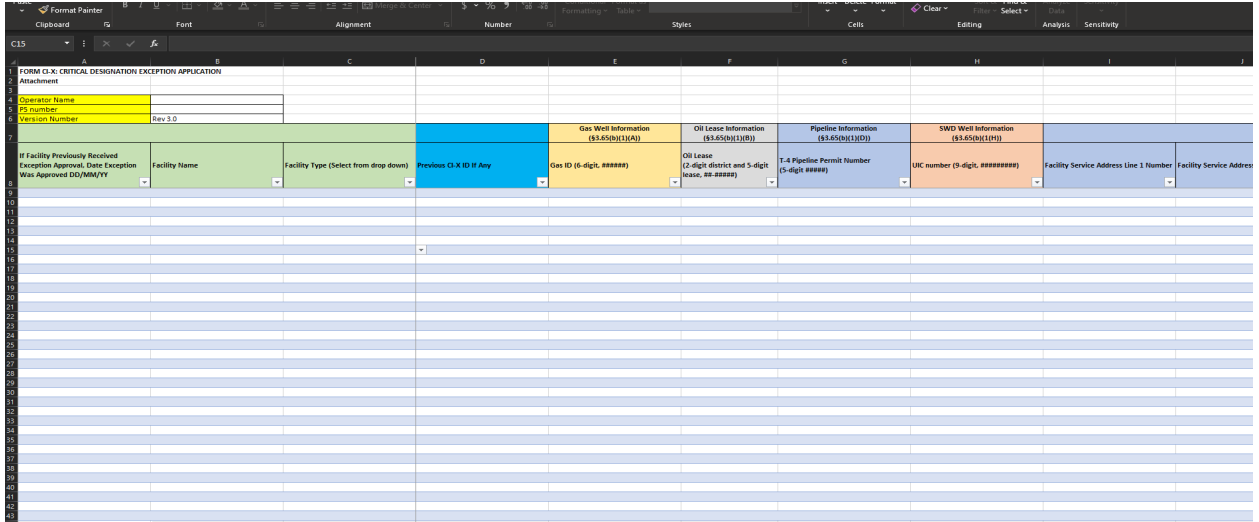
7. In Column C, select the facility type from the drop-down menu.
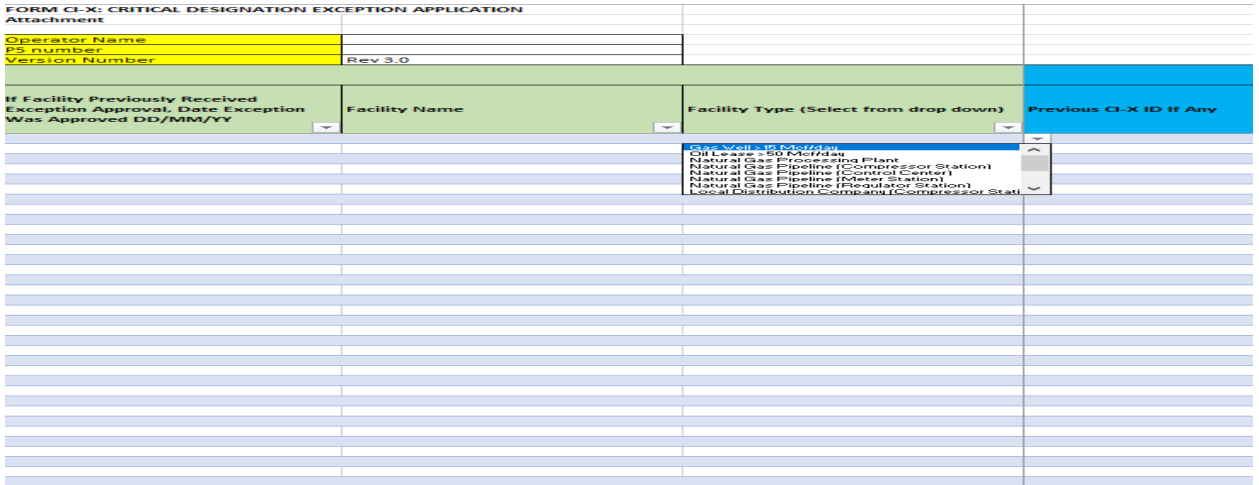
8. In Column D, if the facility received an exception approval previously, enter the application identification number.

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 delimitated csv file.

13. Open your Windows Control Panel and click "Region".
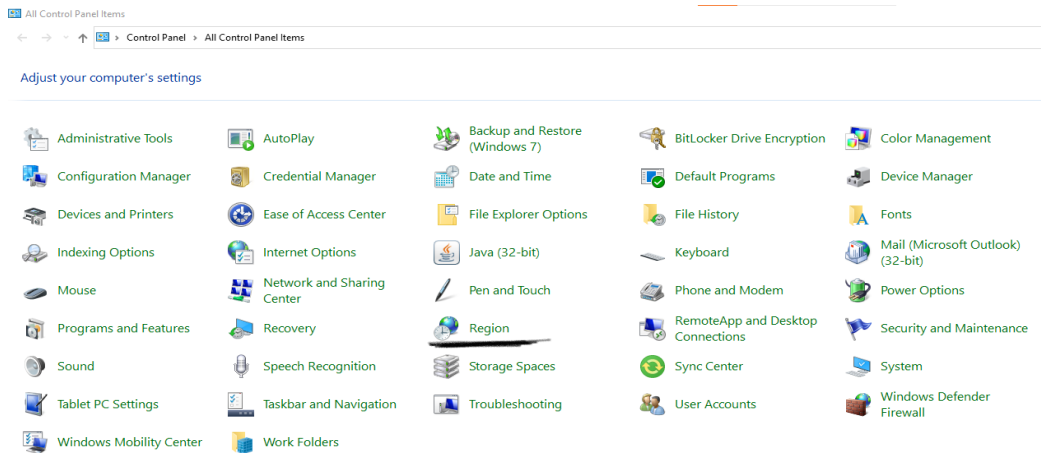
14. After the sub window pops up, click on "Additional settings…" near the bottom.
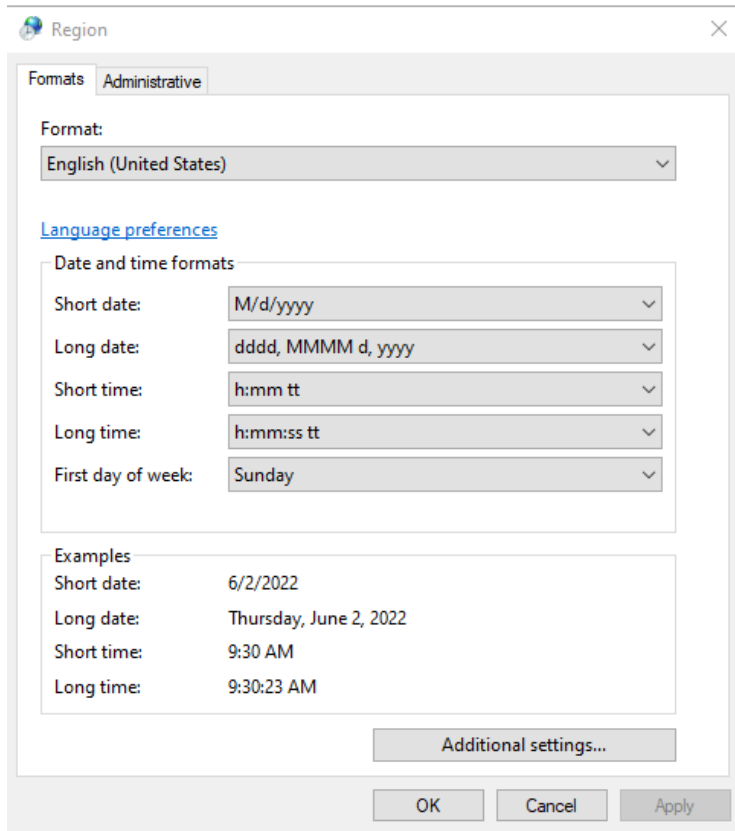
15. Another sub window pops up, change the comma to a Pipe key | under "List Separator".
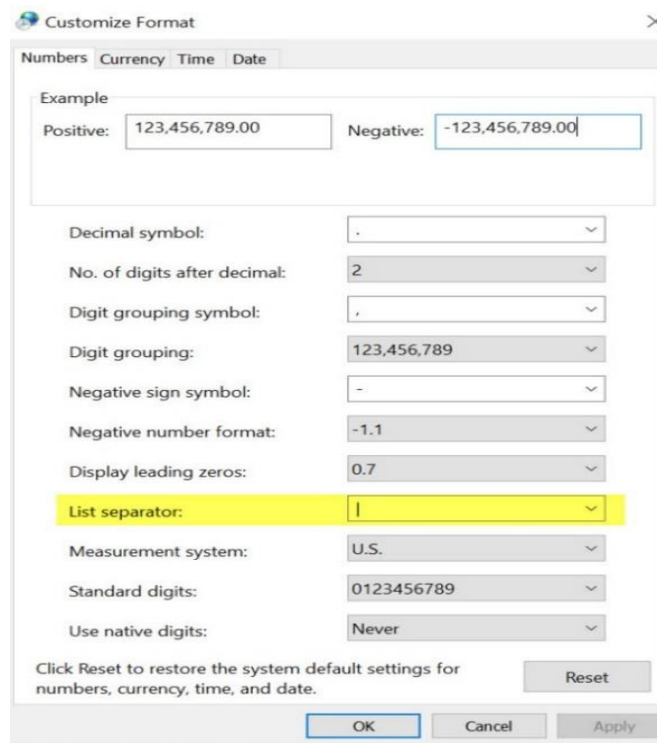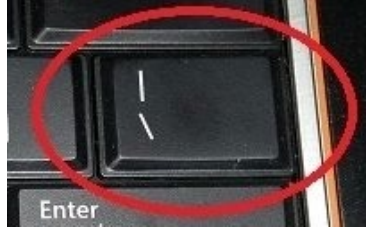
16. Click "Apply" and "OK".

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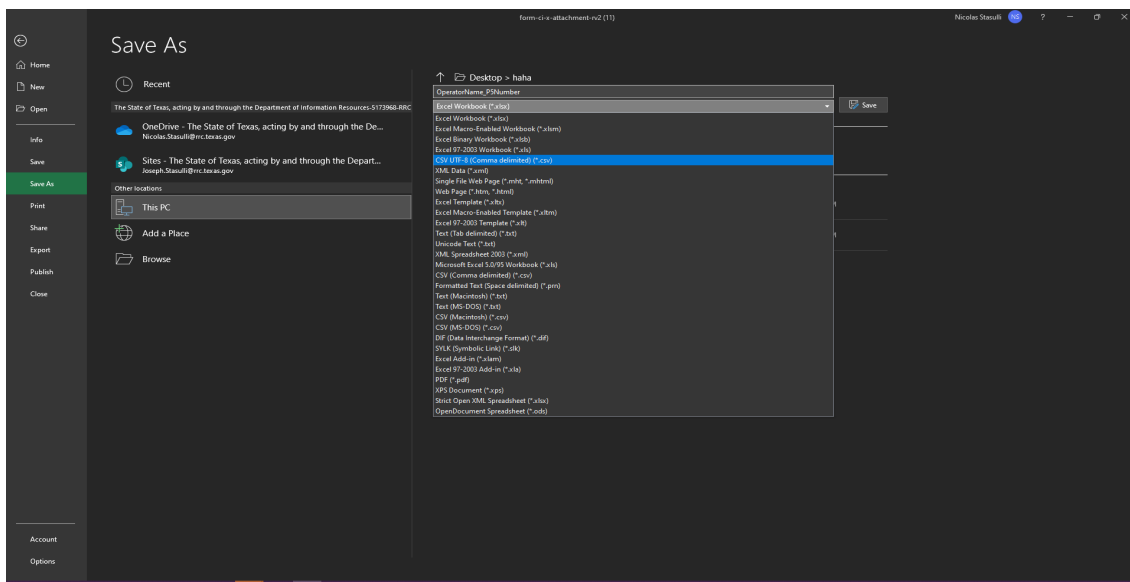
1. Save the CSV file to your folder to create a CSV format duplicate of the Excel spreadsheet.

Uploading the Form CI-X and Related Attachments

1. Access the RRC Online System at https://webapps.rrc.texas.gov/security/login.do.
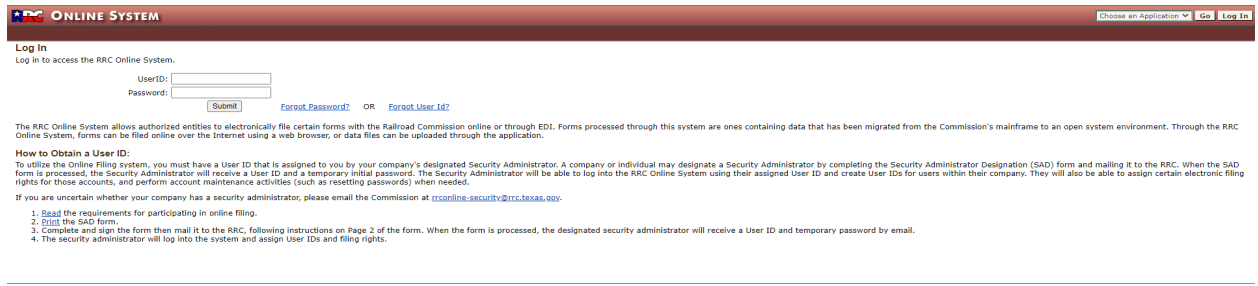
2. Log in using your organization's filer account.

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

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

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

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

7. 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.**

8. Now upload the original Excel file in XLSX format containing facility information. Hit next after completing this step.

9. 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".

10. 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.

11. On the final page of the upload process, enter the submission date, check the "Certify" box and click the "Submit" button.

12. 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.

Questions

If you have questions regarding these instructions, contact the RRC's Critical Infrastructure Division at CID@rrc.texas.gov or 512-463-6737.