

# Form CI-D Online Filing Instructions

The Railroad Commission of Texas (RRC) requires oil and gas operators to file the Form CI-D, *Acknowledgement of Critical Customer/Critical Gas Supplier Designation* online.

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

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-D 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 <a href="https://www.rrc.texas.gov/forms/online-filing-at-rrc/">https://www.rrc.texas.gov/forms/online-filing-at-rrc/</a>.

If you are uncertain whether your organization has a security administrator, email the RRC at <a href="mailto:rccnline-security@rrc.texas.gov">rrc.texas.gov</a>.

#### **Downloading Related Excel Attachments**

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



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

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Home / Criti	ical Infrastructure							
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Critic	al Infrastruct	ure Forms	5				RELATED LINKS	
The forms be	low are to submit filings relating to	Critical Designation of Natu	ural Gas Infrastructure.				FAQ on Filing CI Forms	
PDF forms are	e created using Adobe Acrobat 🔧						CONTACT INFORMATION	
RRC Online Fi	ling User Guide							
							Phone: 512-463-6737	
		15:			Word / Excel Documents:		Email: CID@rrc.texas.gov	
Form Name	Form Instruction				Form CLD Excel Attachmen	nt 🖬		
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- 3. You can create a folder on your computer as a repository for the forms.
- 4. Download the associated CI-D excel attachment and save it to the folder.

### **Completing the Related Excel Spreadsheet**

1. Open your 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.

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4 A	В	c	D	E	F	G	н	i	L P
FORM CI-D: ACKNOWLEDGEMENT OF	CRITICAL CUSTOMER/CRITICAL GAS SUP	PLIER DESIGNATION							
2 Attachment									
3									
4 Operator Name									
5 P5 number	0.000								
6 version Number	Rev 0.0		Gar We	II Information	Oillerre	Information	Gar Procession	Plant Information	
7 General Fac	ility Information		(43.6	5(b)(1)(A))	(43.65)	(b)(1)(B))	(43.65	(b)(1)(C))	
				Average Daily Gas Production	Oil Lease	Average Daily Gas Production	Gas Plant Serial Number		T & D'aution Down 1
8	Facility Type (Select from drop down)	Previous CI-D ID If Any	Gas ID (6-digit, ######)	(Mcf/day) calculated as specified in §3.65(a)(3)	(2-digit district and 5-digit lease, ##- ######)	(Mcf/day) calculated as specified in §3.65(a)(3)	(2-digit district and 4-digit serial, ##- ####)	Plant Output Capacity (MMcf/Day)	(5-digit #####)
Facility Name	Facility Type (Select from drop down)	Previous CI-D ID If Any	Gos ID (6-digit, ######)	(Mcf/day) calculated as specified in §3.65(a)(3)	(2-digit district and 5-digit lease, ##- #####)	(Mcf/day) calculated as specified in §3.65(a)(3)	(2-digit district and 4-digit serial, ##- ####)	Plant Output Capacity (MMcf/Day)	(S-digit #####)
Facility Name 8 9 10	Facility Type (Select from drop down)	Previous CI-D ID If Any	Gos ID (6-digit, ######)	(Mcf/day) calculated as specified in §3.65(a)(3)	(2-digit district and 5-digit lease, ##- #####)	(Mcf/day) calculated as specified in §3.65(a)(3)	(2-digit district and 4-digit serial, ##- #####)	Plant Output Capacity (MMcf/Day)	(5-digit #####)
Facility Name  9  10  11  2	Facility Type (Select from drop down)	Previous CI-D ID If Any	Ges ID (6-digit, ######)	(Mcf/day) calculated as specified in \$3.65(a)(3)	(2-digit district and 5-digit lease, ##- #####)	(Mcf/day) cokulated as specified in \$3.65(a)(3)	(2-digit district and 4-digit serial, ##- ####)	Plant Output Capacity (MMcf/Day)	(S-digit #####)
Facility Name  9  10  11  12  13	Facility Type (Select from drop down)	Previous CI-D ID If Any	Ges ID (6-digit, ######)	(Mcf/day) colculated as specified in \$3.65(a)(3)	(2-digit district and 5-digit lease, ##- #####)	(Mcf/day) calculated as specified in \$3.65(a)(3)	(2-digit district and 4-digit serial, ##- ####)	Plant Output Capacity (MMct/Day)	(S-digit #####)
8 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10	Facility Type (Select from drop down)	Previous CI-D ID II Any	Gos ID (6-digit, ######)	(Mcf/day) calculated as specified in \$3.65(a)(3)	(2-digit district and S-digit lease, ##- #####)	(Mcf/day) calculated as specified in \$3.65(a)(3)	(2-digit district and 4-digit serial, ##- ####)	Plant Output Capacity (MMcf/Day)	(S-digit #####)
8 9 0 10 0 12 13 14 14 15	Facility Type (Select from drop down)	Previous CI-D ID II Any	Ges ID (6-digit, ######)	(Mcf/day) calculated as specified in \$3.65(a)(3)	(2-digit district and 5-digit lease, ##- arraw) v	(Mcf/day) calculated as specified in \$3.65(a)(3)	(2-digit district and 4-digit serial, ##- ####)	Plant Output Capacity (MMcf/Day)	(S-digit #####)
6 Facility Name	Facility Type (Select from drop down)	Previous Ci-D ID If Any	Gos ID (6-digit, ######)	(Mc(/day) calculated as specified in \$3.65(a)(3)	(2-digit district and 5-digit lease, ##- #####)	(Mc(/day) calculated as specified in \$3.65(a)(3)	(2-digit district and 4-digit serial, ## ####)	Plant Output Capacity (MMct/Day)	(S-digit #####)
8 9 9 10 11 12 12 12 12 12 12 12 12 12 12 12 12	Facility Type (Select from drop down)	Previous CL-D D.H. Any	Ges ID (6-digit, ######)	(Mcf/day) calculated as specified in \$3.65(a)(3)	(2.digit district and 5-digit lesse, #8. #####)	(McC/day) calculated as specified in \$3.65(a)(3) v	(2.digit district and 4.digit serial, 88. ####)	Plant Dutput Capacity (MMcf/Day)	(S-digit #####)
Eccliny Name	Facility Type (Select from drop down)	Previous CL-D D.H. Any	Gos ID (6-digit, 888889)	(Mcf/day) catulated as specified in \$3.55(a)(3)	(2.digit district and 5-digit lesse, #8- #####)	(Mcf/day) calculated as specified in \$3.55(a)(3)	(2.digit district and 4.digit serial. ##. ###9)	Plant Output Capacity (MMc(/Day)	(S-digit #####)
B         Fecility Hame           8         9           10         1           12         1           13         1           14         1           15         1           16         1           17         1           18         9	Facility Type (Select from drop down)	Previous CL-D D If Any	Gos ID (6-digit, masses)	(McC/day) calculated as specified in \$3.55(a)(3)	(2-digit district and 5-digit lesse, #8- #####)	(McC/day) calculated as specified in \$1.55(a)(3)	(2.digit district and 4.digit serial, ##.	Plant Dutput Capacity (MMcf/Day)	(S-digit #####)
8         9           9	Facility Type (Select from drop down)	Previous CLO ID II Any	Ges ID (6-digit, massas)	(McC/dary) calculated as specified in \$4.54(a)(3)	(2.digit district and 5-digit lesse, at- arces)	(Mcf/day) calculated as specified in \$4.56(a)(3)	(2-digit district and 4-digit serial, AA.	Plant Output Capacity (MMcl/Day)	1-4 ripenne vermi (5-digit #####)
Fedily Hane	Facility Type (Select from drop down)	Previous CL-D D If Any	Gos 10 (6 digit, enserer)	(McC/dary) calculated as specified in \$1.55(4)(1)	(2.digit district and 5-digit lesse, an.	(Mc(/day) calculated as specified in 51.55(a)(3)	(2.digit district and 4.digit serial, ##.	Plant Oxpus Capacity (MMc//Day)	1-4 лренне четні (5-бірі #####)
Feddley Hame           9	Facility Type (Select from drop down)	Previous CJ-D ID II Ary	Cos Di (6-diçi, esses)	(McC/dary) calculated as specified in \$4.55(a)(3)	(2.dgid divirie and 5.dgid lease, 84.	(Mc//dwy) calculated as specified in \$4.55(a)(3)	(2. digit diviris and 4. digit serial, at- anny)	Plant Output Capacity (MMc//Day)	1-4 преше чети (5-біўт яляля)
8         6           9         7           9         7           9         7           9         7           10         7           13         7           14         7           15         7           16         7           17         7           18         7           19         20           20         21           22         24           23         24	Facility type (Select from drug down)	Preview CL-D ID II Ary	Gas ID (6-6gi, enser)	(dct/day) actuated as specified in \$1.65(0)(1)	(2.4gigi district and 5.digit lease, 86.	(dkc/day) calculated as specified in \$3.65(3)(3)	(2. digit divirie and 4. digit seria, as.	Phane Dorgan Caspacity (MMA(/Day)	1-4 преше чети (5-бајт #####)
Facility Hance	Facility type (Select from drug down)	Neview CJ-D ID II Ary	0 os 10 (6-diçi, essere) 2	(btc/(av) calutated as specifier in 53.65(s)(1)	(2.dgig diarric and 5.dgit lease, Re. anany) ©	(Mc(/day) calculated as specified in 54.56(5)(1)	(2. digit digit seria, 88- ann) (2. digit se	Plant Output Capacity (MMA/(Day)	1-4 ripeine vermi (3-diği #####)

2. In Cell B4, enter the organization's Operator Name.

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1	FORM CI-D: ACKNOWLEDGEMENT OF C	RITICAL CUSTOMER/CRITICAL GAS SUPP	LIER DESIGNATIO
2	Attachment		
з			
4	Operator Name		
5	P5 number		
6	Version Number	Rev 6.0	
7	General Facili	ty Information	
	Facility Name	Facility Type (Select from drop down)	Previous CI-D ID
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- 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, enter the organization's Facility Name, which is the name of the facility on file with the RRC under the Operator Name and P-5 number also in Column A.

A	в		l D	i e
FORM CI-D: ACKNOWLEDGEMENT O	F CRITICAL CUSTOMER/CRITICAL GAS SUPP	LIER DESIGNATION	_	_
Attachment				
Operator Name				
Version Number	Bey 6.0			
			Gas Wel	Information
General Fac	cility information		(\$3.65	5(b)(1)(A))
Facility Name	Facility Type (Select from drop down)	Previous CI-D ID If Any	Gas ID (6-digit, ######)	Average Daily Gas Produ (Mcf/day) calculated as §3.65(a)(3)

6. In Column B, select the facility type from the drop-down menu.

FORM CI-D: ACKNOWLEDGE	MENT OF CRITICAL CUSTOMER/CRITICAL GAS SUPPLIER DESIG	SNATION
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Opportune Name		
P5 pumber		
Version Number	Rev 5.0	
-		
Ge	ieral Facility information	
Facility Name	Facility Type (Select from drop down) Previous	G-D ID If Any G
	· · · · · ·	· · · · · · · · · · · · · · · · · · ·
	Gas Well > 15 Mof/day Oil Losse > 50 Mof/day Natural Gas Processing Plant	
	Natural Gas Pipeline (Control Center) Natural Gas Pipeline (Meter Station) Natural Gas Pipeline (Regulator Station) Local Distribution Company (Compressor Stati	

- 7. In Column C, enter the previous CI-D identification number if approved previously.
- 8. In Columns D through R, complete the fields that apply to the facility type chosen in Column B. Please follow the formatting requirements within each of the column headers.
  - a. If in Column B the facility is listed as a Gas Well, complete the Gas Well information in Columns D-E.

RITICAL CUSTOMER/CRITICAL GAS SUPPLIER DESIGNATION  REV 6.0  Gas Vell >15 Mcf/day  Gas Well >15 Mcf/day  Gas W	В	с	D	E
Rev 5.0       Gas Well Information         Facility Type (Select from drop down)       Previous CL-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production (Mcf/day) calculated as specified in \$3.55(a)(3)         ©       ©       ©       ©       ©       ©         Gas Well >15 Mcf/day       123456       50       ©       ©         Natural Gas Pipeline (Compressor Station)       123456       50       ©       ©         Natural Gas Pipeline (Compressor Station)       Underground Natural Gas Storage Facility       Natural Gas Storage Facility       Natural Gas Storage Facility         Natural Gas Pipeline (Compressor Station)       E       E       E       E         Underground Natural Gas Storage Facility       E       E       E       E         Saltwater Disposal Wells       E       E       E       E       E         E	RITICAL CUSTOMER/CRITICAL GAS SUPP	LIER DESIGNATION		
Rev 6.0       Gas Well Information         y Information       Gas Well Information         Facility Type (Select from drop down)       Previous CL-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production (Mcf/day) calculated as specified in \$3.65(a)(3)         ©       ©       ©       ©       ©       ©         Gas Well >15 Mcf/day       123456       50       0       ©         Natural Gas Processing Plant       223456       50       0       ©         Natural Gas Processing Plant       Natural Gas Storage Facility       Saltwater Disposal Wells       0       0         Natural Gas Liquids Storage Facility       Saltwater Disposal Wells       0       0       0       0         Saltwater Disposal Wells       0       0       0       0       0       0       0         Image: Saltwater Disposal Wells       0       0       0       0       0       0       0         Image: Saltwater Disposal Wells       0				
Rev 5.0       Gas Well Information         y Information       Gas Well Information         Facility Type (Select from drop down)       Previous CL-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production         Gas Well >15 Mcf/day       V       V       V       V         Gas Well >15 Mcf/day       123456       50       V       V         Natural Gas Processing Plant       Natural Gas Storage Facility       Natural Gas Storage Facility       Natural Gas Storage Facility         Natural Gas Liquids Storage Facility       Saltwater Disposal Wells       Image: Compression Station       Image: Compression Station         Inderground Storage Facility       Image: Compression Station       Image: Compression Station       Image: Compression Station         Inderground Storage Facility       Image: Compression Station       Image: Compression Station       Image: Compression Station         Inderground Storage Facility       Image: Compression Station       Image: Compression Station       Image: Compression Station         Inderground Storage Facility       Image: Compression Station       Image: Compression Station       Image: Compression Station         Inderground Storage Facility       Image: Compression Station       Image: Compression Station       Image: Compression Station         Image: Compressin Station       Image: Compression Station <td></td> <td></td> <td></td> <td></td>				
Rev 6.0       Gas Well Information         y Information       Gas Well Information         Facility Type (Select from drop down)       Previous CI-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production (M4/(Jay) calculated as specified in \$3.65(a)(3)         Gas Well >15 Mcf/day       Z23456       S0       V         Gas Well >15 Mcf/day       Z23456       S0       V         Oil Lease >50 Mcf/day       Natural Gas Processing Plant       Natural Gas Processing Plant       Natural Gas Processing Plant         Natural Gas Processing Plant       Natural Gas Storage Facility       Natural Gas Storage Facility       Natural Gas Liquids Storage Facility         Natural Gas Liquids Storage Facility       Saltwater Disposal Wells       Image: Complex Station (Complex Station)       Image: Complex Station (Complex Station)         Image: Complex Storage Facility       Image: Complex Station (Complex Storage Facility)       Image: Complex Station (Complex Storage Facility)       Image: Complex Storage Facility         Saltwater Disposal Wells       Image: Complex Storage Facility       Image: Complex Storage Facility       Image: Complex Storage Facility       Image: Complex Storage Facility         Saltwater Disposal Wells       Image: Complex Storage Facility       Image: Complex Storage Facility       Image: Complex Facility       Image: Complex Facility         Image: Complex Facility       Image: Comp				
Rev 6.0       Gas Well Information         y Information       Gas Well Information         y Information       (§3.65(b)(1)(A))         Facility Type (Select from drop down)       Previous CI-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production (Mcf/day) calculated as specified in §3.65(a)(3)         g Gas Well >15 Mcf/day       I       I       I       I         G Gas Well >15 Mcf/day       I       I       I       I         Natural Gas Processing Plant       I       I       I       I         Natural Gas Pipeline (Compressor Station)       I       I       I       I         Underground Natural Gas Storage Facility       I       I       I       I       I         Natural Gas Liquids Storage Facility       I				
y Information       Gas Well Information (§3.65(b)(1)(A))         Facility Type (Select from drop down)       Previous CL-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production (Mcf/day) calculated as specified in \$3.65(a)(3)         ©       ©       ©       ©       ©         Gas Well >15 Mcf/day       I23456       50       ©       ©         Oil Less >50 Mcf/day       I23456       50       ©       ©       ©         Natural Gas Processing Plant       Natural Gas Processing Plant       Natural Gas Storage Facility       O       ©       ©         Natural Gas Pipeline (Compressor Station)       Underground Natural Gas Storage Facility       O       O       O       O         Saltwater Disposal Wells       O <th< td=""><td>Rev 6.0</td><td></td><td></td><td></td></th<>	Rev 6.0			
Facility Type (Select from drop down)       Previous CI-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production (Mcf/day) calculated as specified in §3.65(a)(3)         Gas Well >15 Mcf/day       123456       50         Oil Lease >50 Mcf/day       123456       50         Natural Gas Processing Plant       Natural Gas Processing Plant       Natural Gas Processor Station)         Local Distribution Company (Compressor Station)       Underground Natural Gas Storage Facility       Natural Gas Storage Facility         Natural Gas Liquids Storage Facility       Saltwater Disposal Wells       Saltwater Disposal Wells       Saltwater Disposal Wells         Image: Substance in the substance	v Information		Gas Wel	I Information
Facility Type (Select from drop down)       Previous CI-D ID If Any       Gas ID (6-digit, ######)       Average Daily Gas Production (Mcf/day) calculated as specified in 3.65(a)(3)         Gas Well >15 Mcf/day       V       V       V       V       V         Gas Well >15 Mcf/day       123456       50       V	, mornation		(§3.65	(b)(1)(A))
Image: Constraint of the second se	Facility Type (Select from drop down)	Previous CI-D ID If Any	Gas ID (6-digit, #####)	Average Daily Gas Production (Mcf/day) calculated as specified in §3.65(a)(3)
Gas Well >15 Mcf/day 12356 50 Oil Lease >50 Mcf/day 50 Natural Gas Processing Plant Local Distribution Company (Compressor Station) Underground Natural Gas Storage Facility Natural Gas Liquids Storage Facility Saltwater Disposal Wells	<b>•</b>	<b>▼</b>	<b></b>	
Oil Lease >50 Mcf/day Natural Gas Processing Plant Natural Gas Processing Plant Local Distribution Company (Compressor Station) Underground Natural Gas Storage Facility Natural Gas Liquids Storage Facility Saltwater Disposal Wells	Gas Well >15 Mcf/day		123456	50
Natural Gas Processing Plant Natural Gas Processing Plant Local Distribution Compressor Station) Local Distribution Company (Compressor Station) Local Distribution Company (Compressor Station) Underground Natural Gas Storage Facility Saltwater Disposal Wells	Oil Lease >50 Mcf/day			
Natural Gas Pipeline (Compressor Station) Local Distribution Company (Compressor Station) Underground Natural Gas Storage Facility Saltwater Disposal Wells  Saltwater Disposa	Natural Gas Processing Plant			
Local Distribution Company (Compressor Station) Underground Natural Gas Storage Facility Natural Gas Liquids Storage Facility Saltwater Disposal Wells	Natural Gas Pipeline (Compressor S	tation)		
Underground Natural Gas Storage Facility Natural Gas Liquids Storage Facility Saltwater Disposal Wells	Local Distribution Company (Compre	ssor Station)		
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b. If in Column B the facility is listed as an Oil Lease, complete the Oil Lease information in Columns F-G.

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erator Name			
number			
rsion Number	Rev 6.0		
General Facili	ity Information	Oil Lease I (§3.65(t	nformation (1)(B))
cility Name	Facility Type (Select from drop down)	Oil Lease (2-digit district and 5-digit lease, ##- #####)	Average Daily Gas Production (Mcf/day) calculated as specified in §3.65(a)(3)
	Care Well >15 Mef/day		
	Gas well >15 Wcf/day	02-12245	FO
	Natural Gas Processing Plant	02-12545	50
	Natural Gas Pineline (Compressor St		
	Local Distribution Company (Compression of		
	Underground Natural Gas Storage Fa		
	Natural Gas Liquids Storage Facility		
	Saltwater Disposal Wells		
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c. If in Column B the facility is listed as a Natural Gas Processing Plant, complete the Gas Processing Plant Information in Columns H-I.

D: ACKNOWLEDGEMENT OF C	RITICAL CUSTOMER/CRITICAL GAS SUPP		
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er			
Number	Rev 6.0		
		Gas Processing F	lant Information
General Facilit	ty Information	(\$3.65()	b)(1)(C))
ame	Facility Type (Select from drop down)	Gas Plant Serial Number (2-digit district and 4-digit serial, ##- ####)	Plant Output Capacity (MMcf/Day)
	Gas Well >15 Mcf/day		
	Oil Lease >50 Mcf/day		
	Natural Gas Processing Plant	02-1234	50
	Natural Gas Pipeline (Compressor St	02 1201	50
	Local Distribution Company (Compre		
	Underground Natural Gas Storage Fa		
	Natural Gas Liquids Storage Facility		
	Saltwater Disposal Wells		
	Saltwater Disposal wells		

d. If in Column B 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 Columns J-L.

	1		
Rev 6.0			
ity Information		Pipeline Information	
		(95.05(0)(1)(D))	
Facility Type (Select from drop down)	T-4 Pipeline Permit Number (5-digit #####)	Does this pipeline directly serve a natural gas electric generation facility?	Does this pipeline directly serve a Local Distribution Company or a city gate? Select from Drop down
Gas Well >15 Mcf/day			
Oil Lease >50 Mcf/day			
Natural Gas Processing Plant			
Natural Gas Pipeline (Compressor S	12345	No	City Gate
Local Distribution Company (Compre			
Underground Natural Gas Storage Fa			
Natural Gas Liquids Storage Facility			
Saltwater Disposal Wells			
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e. If in Column B the facility is listed as a Local Distribution Company, also known as an LDC, (either as a Compressor Station, Control Center, Meter Station, or Regulator Station) complete the LDC Information fields in Columns M-N.

-			
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		LDCI	Iformation
Ш	ty Information	(§3.6	5(b)(1)(E))
	Facility Type (Select from drop down)	RRC Regulated Entity ID (System ID) (6-digit, ######)	Does the local distribution company directly serve a natural gas electric generation facility? Select from Drop down
	Gas Well >15 Mcf/day		
	Oil Lease >50 Mcf/day		
	Natural Gas Processing Plant		
	Natural Gas Pipeline (Compressor	it	
	Local Distribution Company (Compr	e 123456	No
	Underground Natural Gas Storage F	a	
	Natural Gas Liquids Storage Facilit	/	
	Saltwater Disposal Wells		
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f. If in Column B the facility is listed as an Underground Natural Gas Storage Facility, also known as UNGS, complete the UNGS fields in Column O.

В	o
RITICAL CUSTOMER/CRITICAL GAS SUPP	
Rev 6.0	
v Information	UNGS Information
,	(§3.65(b)(1)(F))
Facility Type (Select from drop down)	UIC Number (9-digit, ########)
Gas Well >15 Mcf/day	
Oil Lease >50 Mcf/day	
Natural Gas Processing Plant	
Natural Gas Pipeline (Compressor St	
Local Distribution Company (Compre	
Underground Natural Gas Storage Fa	123456789
Natural Gas Liquids Storage Facility	
Natural Gas Liquids Storage Facility Saltwater Disposal Wells	
Natural Gas Liquids Storage Facility Saltwater Disposal Wells	

g. If in Column B the facility is listed as a Natural Gas Liquids Storage Facility, also known as an NGL Storage, complete the NGL Storage Information in Column P.

	В	Р
NT OF C	RITICAL CUSTOMER/CRITICAL GAS SUPPI	
	Rev 6.0	
al Facilit	y Information	NGL Storage Information (§3.65(b)(1)(G))
*	Facility Type (Select from drop down)	UIC number (9-digit, ########)
	Gas Well >15 Mcf/day	
	Oil Lease >50 Mcf/day	
	Natural Gas Processing Plant	
	Natural Gas Pipeline (Compressor St	
	Local Distribution Company (Compre	
	Underground Natural Gas Storage Fa	
	Natural Gas Liquids Storage Facility	123456789
	Saltwater Disposal Wells	

h. If in Column B the facility is listed as a Saltwater Disposal Well, also known as a SWD Well, complete the SWD Well Information field in Columns Q-R.

В	Q	R
TICAL CUSTOMER/CRITICAL GAS SUPPI		
ev 6.0		
Information	SWD Well	nformation
	(§3.65(	b)(1(H))
acility Type (Select from drop down)	UIC number (9-digit, ########)	Does the SWD Well serve one or more Tier 1 facilities in load-shed guidance issued by the PUCT? Select from Drop down
ias Well >15 Mcf/day		
iil Lease >50 Mcf/day		
latural Gas Processing Plant		
latural Gas Pipeline (Compressor St		
ocal Distribution Company (Compre		
Inderground Natural Gas Storage Fa		
latural Gas Liquids Storage Facility		
altwater Disposal Wells	123456789	No

 In Columns S-Y, enter the facility location information. If there is no service line address, include the nearest lease/county road to the 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.

S	т	U	v	w	x	Y
			Facility Location Information			
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.g97.743057)	Longitude, (NAD 83 or Decimal format e.g97.743057)
-	-	-	-	-	-	-

10. Complete every column under On-Site Contact Information (Columns Z-AC) for each facility listed. The onsite contact(s) listed must be available to meet for field site visits.

Z	AA	AB	AC								
	On-Site Contact Information (Must be completed for Submission)										
n-Site Contact First Name	On-Site Contact Last Name	On-Site Contact Phone Number (###- ###-####)	On-Site Contact Email								
· · · · · · · · · · · · · · · · · · ·	<b>•</b>	<b>•</b>	<b>•</b>								
	1										

11. Complete the Emergency Contact Information for each facility listed in Columns AD-AG. The emergency contact must be the same identified point of contact listed on the Emergency Operations Plan (EOP) your organization submitted to the RRC.

AD	AE	AF	AG
	Emergency Contact Information (Mus	st be completed for Submission)	
mergency Contact First Name	Emergency Contact Last Name	Emergency Contact Phone Number (###-###-####)	Emergency Contact Email
<b>•</b>	<b>~</b>	<b>•</b>	<b>•</b>
			-

12. Under the Backup Generation Capabilities section (Columns AH-AM), answer if the facility for that individual designation has back up power generation. If the answered is "yes", answer the rest of the backup generation capabilities columns for that facility. If answered is "no", move on to the Electric Utility Information fields.

AH	Al	Aj	AK	AL	АМ
		Back Up Genera	tion Capabilities		
Does the facility have back-up generation? Select from Drop down	If the facility has back-up generation, how long does the back-up generation last (in hours)?	If the facility has back-up generation, what is the capacity (kW)?	If there is a battery back-up, what is the capacity (kW)?	Is there utility dual feed capability? Select from Drop down	How long does it take to start operations after a power outage (in hours)?
•	•	•	•	•	×
	1			1	

- 13. The Electric Utility Information fields (Columns AN-AV) only applies to critical customers. Critical customers is defined as those who have facilities that require electricity to operate. There are two different sections under the Electric Utility Information fields competitive areas (Columns AN-AR) and non-competitive areas (AS-AV). A competitive area is defined as a deregulated utility provider whereas a non-competitive area is defined as a regulated utility provider.
  - a. If in a competitive area, use the drop-down menu in Column AN to select the utility provider and complete Columns AN-AR.
  - b. If in a non-competitive area enter the utility provider in Column AS and complete Columns AS-AU.
- 14. Save the Excel file.
- 15. Now convert the Excel file into a pipe delimitated csv file.
- 16. Open your Windows Control Panel and click on "Region".

🔛 All Cor	All Control Panel Items										
$\leftarrow \rightarrow$											
Adjust	Adjust your computer's settings										
	Administrative Tools		AutoPlay	*	Backup and Restore (Windows 7)		BitLocker Drive Encryption	2	Color Management		
<b>R</b>	Configuration Manager	0	Credential Manager	P	Date and Time		Default Programs	1	Device Manager		
	Devices and Printers	3	Ease of Access Center		File Explorer Options		File History	A	Fonts		
æ	Indexing Options	e	Internet Options	<b>*</b>	Java (32-bit)	$\langle \rangle$	Keyboard	٩	Mail (Microsoft Outlook) (32-bit)		
9	Mouse	L.	Network and Sharing Center	1	Pen and Touch	٩	Phone and Modem	۲	Power Options		
õ	Programs and Features	<b>\</b>	Recovery	P	Region	-	RemoteApp and Desktop Connections	Þ	Security and Maintenance		
9	Sound	Ą	Speech Recognition	Ŷ	Storage Spaces	0	Sync Center		System		
	Tablet PC Settings	<b>3</b>	Taskbar and Navigation		Troubleshooting	82	User Accounts	<b>e</b>	Windows Defender Firewall		
<b></b>	Windows Mobility Center		Work Folders								

17. After the sub window pop ups, click on "Additional settings..." near the bottom.

nats Administrative	
ormat:	
nglish (United State	25)
inguage preference	2
Date and time form	
Short date:	M/d/yyyy ~
Long date:	dddd, MMMM d, yyyy $\qquad \qquad \lor$
Short time:	h:mm tt 🗸 🗸
Long time:	h:mm:ss tt 🗸 🗸
First day of week:	Sunday ~
Examples	
Short date:	6/2/2022
Long date:	Thursday, June 2, 2022
Short time:	9:30 AM
Long time:	9:30:23 AM

18. After another sub window pops up, change the comma to a Pipe key | under List Separator.

xample			
Positive:	123,456,789.00	Negative: -123,45	6,789.00
Decim	al symbol:		~
No. of	digits after decimal:	2	~
Digit g	grouping symbol:	,	~
Digit g	grouping:	123,456,789	~
Negat	ive sign symbol:	-	~
Negat	ive number format:	-1.1	~
Displa	y leading zeros:	0.7	~
List se	parator:	1	~
Measu	irement system:	U.S.	~
Standa	ard digits:	0123456789	~
Use na	ative digits:	Never	~
lick Reset	t to restore the system d currency, time, and date.	efault settings for	Reset



- 19. Click "Apply" and "OK".
- 20. Reopen the saved Excel spreadsheet.
- 21. Under "File", select "Save As" and change the file type to a comma-separated values or CSV file.

			Nicolas Stasuli 🔞 ? — Ə 🗙
©	Save As		
(n) Home □ New	C Recent	↑ 🗁 Desktop > haha	
		OperatorName_P?Number	
C Open	The State of Texas, acting by and through the Department of Information Resources-5173960-RRC	Excel Workbook (*zlad)	22 Save
Info	OneDrive - The State of Texas, acting by and through the De Nicolas.Stasuli@ric.texas.gov	Exter Processing (= a.m.) Excel Macro-Tabled (Yorkkosk (* skim) Excel Binney Workkosk (* skim) Excel Binney Workkosk (* skim)	
Save	Sites - The State of Texas, acting by and through the Depart	CSV UTF-8 (Comme definited) (*.csv)	
	Joseph.Stasulli@rrc.teras.gov		
Save As	Other locations	Single File Web Page (*.mht, *.mhtml) Web Page (*.litm *.ktml)	
Print		Excel Template (*.xtx)	
er ma			
Share	Add a Place	Excel 97-2003 Template (*.xk) Text (Tab definited) (*.xt)	
Export		Unicode text (*3xt) XMI, Spreadsheet 2003 (*xmi)	
Disting	/ Browse		
Publish		CSV (Comma delimited) (*.csv)	
Сон		The method and the spectra devices of the spe	
Account			
Options			

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

# **Uploading the Form CI-D and Related Attachment**

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

Log In
Log in to access the RRC Online System.
Password: Submit Forout Password? OR Forout User Id?
The RRC Online System allows authorized entities to electronically file certain forms with the Railroad Commission online or through EDL. 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 Filling 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 Patients of the Online System using their assigned User ID and oreate 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 oreate User ID and oreate 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 oreate User IDs for users within their company. They will also be able to assign certain electronic filling rights for those account, and perform account maintenance activities (use as a setting password), when needed.
If you are uncertain whether your company has a security administrator, please email the Commission at rrconline-security@rrc.texas.ooy.
1. Read the requirements for participating in online filling. 2. Pring the SAD form. 3. Complete and sign the form them 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 be for the system and assign User IDs and filling rights.
Disciolmer   BRC Dollow Home   BRC Home   Contact

- 2. Log in using your organization's filer account.
- 3. Click "Critical Infrastructure Designation (CID/CIX)" under "Main Application".

Conline System
Home General Help About
Welcome to the RRC Online System
Main Application
Account Administration     Critical Infrastructure Designation (CID/CIX)
Internal Applications
<u>Remittance Mgmt System</u>
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 passwords must meet the following requirements:
<ol> <li>Have a minimum length of 8 characters.</li> <li>Have at least one upper or lower case letter AND Have at least one numeric (0-9) OR special character (For example: !, \$, #, %)</li> </ol>

Disclaimer | RRC Online Home | RRC Home | Contact

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

				F	Railroad Comr	nission of Texa	as					
Menu 💽	Critical Infrastructure Designation											
Home	Submission Date To:											
A RRC Online							Dash	board				
Dashboard						Displaying 1 - 20 of 134373)	12	3 4 5 6 7 8 9	10 20	~		
Dashboard		A	pplication Id 🗘	Facility Name	Well Type 🗘	Upload Type 🗘	Application Status 0	Filing Status ©	Operator Name ©	Operator Number 0		
Review Constant											Submission Date O	Reviewed Date ©
Mark Review Approved/Denied	6" Actio	ons	333730	Barton 347	Oil Lease >50 Mcf/day	CID	Payment Not Required	Submitted	E2 OPERATING LLC	238475	05/31/2022	
0	C Actio	ons	333729	RP Sherrod 281	Oil Lease >50 Mcf/day	CID	Payment Not Required	Submitted	E2 OPERATING LLC	238475	05/31/2022	
Process Review Accept/Deny from CVS File	e" Actio	ons	333720	PATSY	Oil Lease >50 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
Submit Forms	C Actio	ons	333719	STELLA MAE	Oil Lease >50 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
Submit Form CID  Submit Form CIX	e Actio	ons	333718	GREGORY	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
Submit All Forms	e" Actio	ons	333717	BERNICE	Gas Well >15 Mcfiday	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
Mark CID Forms Submitted	e" Actio	ons	333716	SCHOENEMANN UNIT	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
Multi Delete	ේ Actio	ons	333715	LEE	Gas Well >15 Mcfiday	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
Delete Multiple Applications	e" Actio	ons	333714	FRAZIER UNIT	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
Help	c? Actio	ons	333713	PECAN CREEK UNIT	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
- Oser Oute	e" Actio	ons	333712	Elliott	Gas Well >15 Mcfiday	CID	Payment Not Required	Submitted	WHITT OIL & GAS, INC.	921150	05/27/2022	
	e" Actio	ons	333707	L.G. RUST	Gas Well >15 Mcfiday	CID	Payment Not Required	Submitted	MLB OPERATING SERVICES, LLC	518523	05/27/2022	
	e" Actio	ons	333706	Donald	Gas Well >15 Mcfiday	CID	Payment Not Required	Submitted	ALLEN, C. L. (DOIE)	013639	05/27/2022	
	c Actio	ons	333705	Probandt	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
	e" Actio	ons	333704	University 14-A #2	Gas Well >15 Mcfiday	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
	c Actio	ons	333703	University 14 #2	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
	e" Actio	ons	333702	University 11 #1	Gas Well >15 Mcfiday	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
	c? Actio	ons	333701	University 7 #1	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	FORTUNE ENERGY, INC.	278757	05/27/2022	
	e" Actio	ons	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".

ritical Infrastructure Designation			
Filing Session Required			
Select Fling Session	you will be flagged as noncompliant for the current filing	session.	
Acknowledged Critical Facilities			
Gas Viells Producing > 5 McKrday (3 55(p)(1)(A)) Oll Leases Producing > 50 McKrday (a singhead gas (§3 65(p)(1)(B)) Gas Processing Planti (3 3 6(p)(1)(C)) Natural Gas Pipeline And Pipeline Facilities (3 5 65(p)(1)(D)) Local Distribution Pipelines Pacifikes (3 3 65(p)(1)(E)) Underground Natural Gas Storage Facilities (3 3 65(p)(1)(E)) Underground Natural Gas Storage Facilities (3 3 65(p)(1)(C)) Natural Gas Lupids Transportation and Storage Facilities (3 3 65(p)(1)(C)) Satiwater Disposal Facilities and Pipelines > 15 McKrday (3 5 65(p)(1)(H))			
Check box if confidential information is included on the CI-D attachment.			
Upload Attachments			
Upload the CI-D or CI-X form depending on which upload you are performing. Upload the visuits or cav spreaduheet(s) CI-D or CI-X form depending on which upload you are performing. It is no longer necessary to attach the PDP, the data is captured in the application.			
+ Choose Upload File			
Attachment List			
Attachment Name No Attachments found.	Attachment Size	Attachment Type	
			→ Ne

- 6. 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.
- 7. Now upload the original Excel file in XLSX format containing facility information. Hit next after completing this step.
- 8. 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".

ritical Infrastru	ucture Designation	1			
ttachments	Upload Forms	Submit			
- Operator In	formation				
Operator Name			Operator Number		
Address 1			Address 2		
City			State	Zipcode	
Operator Phone	,		Email		
- Filing Repr	esentative				
Name	Nicolas Stasu	li	Contact Phone	(512) 463-6957	
Email	nicolas.stasu	li@rrc.texas.gov			
Filing Information					
Upload EDI Files					
Select an EDI file f	for your company to upload.	Prior to upload, CSV file must be saved in pi	pe ' ' delimited format. This may take a while for la	rge files, please be patient.	
After you upload	your data, you must conti	nue to the next page and Submit before yo	our applications are considered complete.		
+ Choose EDI	.csv Upload File				
				Delete Current EDI Uploads	
Submitted EDI Ur	ploads for this session				
Submitted EDF 0	produe for this session	Filenam	•	Submitted By	Submitted Date
	and a discuss of	Filenania	•	Submitted by	Jubilited Date

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

ing and outside	
eclare under penalties pres	cribed 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
ts stated herein are true, co	rrect and complete, to the best of my knowledge.
leclare under penalties pres	cribed in THRC §91.443 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
cts stated herein are true, co	prect and complete, to the best of my knowledge.
leclare under penalties pres	cribed in THRC §91.443 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
cts stated herein are true, c	rrect and complete, to the best of my knowledge.
declare under penaities pres	cribed in THRC §91.43 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
cts stated herein are true, c	rrect and complete, to the best of my knowledge.

10. To verify the form uploaded correctly, visit the dashboard and search for the submission using organization's P-5 number. If it shows 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 to the Critical Infrastructure Forms webpage.

		RESOURCES -	content cearch					AP
IG TEXAS ENERGY	ABOUT US-		FORMS	EVENTS -	COMPLAINTS	ACCIDENTS -	CONTACT US	
Home / Critica	Infrastructure							
Critica	Infractruct	uro Forma						
Unite	Critical Intrastructure Forms						RELATED LINKS	
The forms below	are to submit filings relating to	Critical Designation of Nat	ural Gas Infrastructu	e.			FAQ on Filing CI Forms	
RRC Online Filin	User Guide						CONTACT INFORMATION	
							Phone: 512-463-6737	
Form Name	Form Instruction	ns:			Word / Excel Documents:		Email: CID@rrc.texas.gov	
Form CI-D 🄧	Instructions For	m CI-D and Attachment 🌱			Form CI-D Excel Attachmer	nt 💌		
	Instructions For	m CI-X and Attachment 🃆			Form CI-X Excel Attachmer	nt 🗴		
Form CI-X 📆								

# Questions

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