

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

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 <u>rrconline-security@rrc.texas.gov</u>.

Downloading Related Excel Attachments

1. Visit the RRC website at <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.

TEXAS ENERGY + COAL + PIPELINES		ABOUT US .	RESOURCES	FORMS	EVENTS -	COMPLAINTS	ACCIDENTS -	CONTACTUS	
Home / C	Critical Infrastructur	e							
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Criti	ical intr	astruct	ure Forms					RELATED LINKS	
The forms	below are to submi	it filings relating to C	ritical Designation of Natu	ral Gas Infrastructure.				FAQ on Filing CI Forms	
PDF forms	are created using /	Adobe Acrobat						CONTACT INFORMATION	
RRC Online	e Filing User Guide							Phone: 512-463-6737	
								Email: OD/Orea taxes any	
Form Nar	me	Form Instruction	s:			Word / Excel Documents:		Email: Gibigint: sexas.gov	
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	-	Instructions Form	n CI-X and Attachment 🔫			Form CI-X Excel Attachment	x		

- 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.

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4 A	в	c	D	e l	F	G	н		
1 FORM CI-	X: CRITICAL DESIGNATION EXCEPTION AP	PLICATION							
3	ALL								
4 Operator Name 5 P5 number									
6									
7		General Facility Information			Gas Well Information (§3.65(b)(1)(A))	Oil Lease Information (§3.65(b)(1)(0))	Pipeline Information ((§3.65(b)(1)(D))	SWD Well Information (§3.65(b)(1(H))	
Updated Date (MM/DD/YYYY)	If Facility Previously Received Exception Approval, Date Exception	Facility Name	Texas County (Select from drop down)	Facility Type (Select from drop down)	Gas ID (6-digit, #######)	Oil Lease (2-digit district and 5-digit lease, ##-	T-4 Pipeline Permit Number (5-digit #####)	UK number (9-digit, sussussus)5	Facility Service A
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2. In Cell B4, enter the organization's Operator Name

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2		Attachment
З		
-4	Operator Name	
5	P5 number	
6		

- 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.

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2 Attachment									
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4 Operator Name									
5 P5 number									
6 Version Number	Rev 3.0								
				Gas Well Information	Oil Lease Information	Pipeline Information	SWD Well Information		
7		1		(§3.65(b)(1)(A))	(§3.65(b)(1)(B))	(§3.65(b)(1)(D))	(53.65(b)(1(H))		
If Facility Previously Received Exception Approval, Date Exception Was Approved DD/MM/YY	Facility Name	Facility Type (Select from drop down)	Previous CI-X ID If Any	Gas ID (6-digit, ######)	Oil Lease (2-digit district and 5-digit lease, ##-#####)	T-4 Pipeline Permit Number (5-digit #####)	UIC number (9-digit, ##########	Facility Service Address Line 1 Numbe	r Facility Service Addre
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7. In Column C, select the facility type from the drop-down menu.

FORM CI-X: CRITICAL DESIGNATION EX	CEPTION APPLICATION		
Attachment			
Operator Name			
P5 number			
Version Number	Bey 3.0		
If Facility Previously Received			
Exception Approval, Date Exception	Facility Name	Facility Type (Select from drop down)	Previous CI-X ID If Any
Was Approved DD/MM/YY	-		
		* ·	
		Gas Well > 15 Mof/day Dill ease > 50 Mof/day	~
		Natural Gas Processing Plant	
		Natural Gas Pipeline (Control Center)	
		Natural Gas Pipeline (Meter Station)	
		Local Distribution Company (Compressor Stat	~

- 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.**

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	Facility Location Information (Must be Completed for Submission)									
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- 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".

All Control Panel Items				
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Adjust your computer's settings				
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Devices and Printers	Ease of Access Center	File Explorer Options	File History	Fonts
lndexing Options	Internet Options	Java (32-bit)	Keyboard	Mail (Microsoft Outlook) (32-bit)
🥏 Mouse	Network and Sharing Center	Pen and Touch	Phone and Modem	Power Options
Programs and Features	Recovery	Region	RemoteApp and Desktop Connections	Y Security and Maintenance
Sound	Speech Recognition	Storage Spaces	🔕 Sync Center	System
Tablet PC Settings	Taskbar and Navigation	Troubleshooting	🝇 User Accounts	Windows Defender Firewall
iindows Mobility Center	Work Folders			

14. After the sub window pops up, click on "Additional settings..." near the bottom.

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

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- 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.

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

Log In Log states the RSC Online System.
UserID: Password:
Submit Forgot Password2 OR Forgot User Id2
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 III or 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 the Security Administrator the security Administrator and th
If you are uncertain whether your company has a security administrator, please email the Commission at reconline-security@rrc.texas.gov.
 Bead the requirements for participation in online filing. Regit the Sub form. 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. The security administration will be in the system and assign User IDs and filing rights.
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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".

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CVS File	67	Actions	333720	PATSY	Oil Lease >50 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
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Help	67	Actions	333713	PECAN CREEK UNIT	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	LEEXUS OIL LLC	495350	05/28/2022	
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	67	Actions	333706	Donald	Gas Well >15 Mcf/day	CID	Payment Not Required	Submitted	ALLEN, C. L. (DOIE)	013639	05/27/2022	
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5. Select the Filing Session from the drop-down menu under "Filing Session - Required".

ritical Infrastructure Designation			
Filing Session Required			
Select Filing Session	t filing session or you will be flagged as noncompliant for the current filing s	ession.	
Acknowledged Critical Facilities			
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Check box if confidential information is included on the CI-D attachment.			
Upload Attachments			
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Attachment List			
Attachment Name No Attachments found.	Attachment Size	Attachment Type	
			→ Nex

6. 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 CLX Attachment a facility included on the Electricity Supply Chain Map (see \$3.85(e)(3))? * No • Is any facility included on the CLX Attachment a natural gas processing plant (see \$3.85(e)(3))? * No • Is any facility included on the CLX Attachment a natural gas processing plant (see \$3.85(e)(5))? * No • Is any facility included on the CLX Attachment an IDC pipeline or pipeline facility (see \$3.85(e)(5))? * No • Is any facility included on the CLX Attachment a natural gas liquids storage and transportation facility (see \$3.85(e)(5))? *	No v No v No v	Is any facility included on the CL-X Attachment a gas well or oil lease producing gas or casinghead gas in excess of 250 McRday averagedition the six most excently filed monthly production reports (see §3.56)(2))? * Is any facility included on the CL-X Attachment a natural gas pipeline or pipeline facility that directly serves LCDs or electric generation(see §3.56)(4))? * Is any facility included on the CL-X Attachment a sativater disposal facility, including a sativater disposal pipeline, which supports a facility in §3.55(e)(1)/? * Is any facility included on the CL-X Attachment a sativater disposal facility, including a sativater disposal pipeline, which supports a facility in §3.55(e)(1)/? (see §3.65(e)(8))? *
Check box to certify that a reasonable basis and justification, including objective evidence, has been provided in Please include Form CL X-writen justification in https://writen.justification.including.objective evidence, has been provided in A000 characters remaining.	accordance v	with \$3.55(f) in support of this Form CLX exception application for each facility for which the operator is requesting an exception.
Check box if confidential information is included on the CI-X attachment.		
-		

- 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".

itical Infrastructure Designation	
ttachments Upload Forms Submit	
- Operator Information	
Operator Name Operator Number	
Address 1 Address 2	
City State	Zipcore
Operator Phone Email	
- Filing Representative	
Name Nicolas Stasulli Contact Phone	(512) 463-6957
Email nicolas.stasulli@rrc.texas.gov	
Filing Information	
Filing Information Upload EDI Files	
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Filing Information Upload EDI Files Select an EDI file for your company to upload. Prior to upload, CSV file must be saved in pipe 1° delimited format. This may take a while	e for large files, please be patient.
Filing Information Upload EDI Files Select an EDI file for your company to upload. Prior to upload, CSV file must be saved in pipe 1' delimited format. This may take a while After you upload your data, you must continue to the next page and Submit before your applications are considered complete	e for large files, please be patient. e.
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Filing Information Upload EDI Files Select an EDI file for your company to upload. Prior to upload, CSV file must be saved in pipe 17 delimited format. This may take a while After you upload your data, you must continue to the next page and Submit before your applications are considered complete + Choose EDI.csv Upload File Submitted EDI Uploads for this session Filename	e for large files, please be patient. 8. Delete Current EDI Uploads

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.

ertity and submit				
Click Pay Filing Fee to pay t	the one time \$150 fee.			
Click Pay Filing Fee to pay t Please be aware that as pa	the one time \$150 fee. Int of the RRC's payme	ent process, you will	e redirected to the Texas.gov payment	portal to complete payment for this filing.
ick Pay Filing Fee to pay t ease be aware that as pa ice payment is complete	the one time \$150 fee. Int of the RRC's payme you will be returned	ent process, you will to this page to subm	e redirected to the Texas.gov payment t your filing. Your filing is not complete	portal to complete payment for this filing. until you submit.
Click Pay Filing Fee to pay t Please be aware that as pa Once payment is complete	the one time \$150 fee. Int of the RRC's payme you will be returned	ent process, you will to this page to subm	e redirected to the Texas.gov payment t your filing. Your filing is not complete	: portal to complete payment for this filing. until you submit.
Click Pay Filing Fee to pay I Please be aware that as pa Once payment is complete	the one time \$150 fee. Int of the RRC's payme you will be returned	ent process, you will to this page to subm	e redirected to the Texas.gov payment t your filing. Your filing is not complete	: portal to complete payment for this filing. until you submit.
Click Pay Filing Fee to pay I Please be aware that as pa Once payment is complete	the one time \$150 fee. Int of the RRC's payme you will be returned	ent process, you will to this page to subm	e redirected to the Texas.gov payment t your filing. Your filing is not complete	: portal to complete payment for this filing. until you submit.

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

Certify and Submit	
facts stated herein are true, correct and complete	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 i, to the best of my knowledge.
Certify	Submit
Certify	Submit

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.

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The forms bell PDF forms are	ow are to submit filings relating to	Critical Designation of Nati	ural Gas Infrastructur	e.			FAQ on Filing CI Forms	
RRC Online Fit	ing User Guide						CONTACT INFORMATION	
							Phone: 512-463-6737	
Form Name	Form Instructio	ns:			Word / Excel Documents:		Email: CID@rrc.texas.gov	
Form CI-D	Instructions For	rm CI-D and Attachment 🃆			Form CI-D Excel Attachmer	nt 🗴		
Form CI-X	Instructions For	rm CI-X and Attachment 🃆	1		Form CI-X Excel Attachmer	nt 🕵		

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.