

# RAILROAD COMMISSION OF TEXAS

## Critical Infrastructure Division



### NOTICE TO OIL & GAS AND PIPELINE OPERATORS

#### Updates to Form CI-D and Form CI-X Online Filing System Launch January 31

Effective January 31, 2023, the Railroad Commission of Texas will launch updates to the online system used to file the Form CI-D, *Acknowledgement of Critical Customer/Critical Gas Supplier Designation*, and Form CI-X, *Critical Designation Exception Application*.

The updates to the online filing system provide a more efficient process when submitting the required forms.

- Users are no longer required to enter data on a workbook spreadsheet and upload as a .CSV file to the RRC Online System.
- There are two new left-hand menu options “File CID” and “File CIX.” When selecting either of these options, the RRC Online System will display three tabs – “Acknowledge,” “Select,” and “Submit.” These tabs allow users to enter information and complete online filing of either form.
- The organization’s facilities now auto-populate on the “Select” tab with the option to select which facilities when filing either form. Upload of a .CSV file is no longer required, but the online system still allows users to attach supporting documentation.

**Please be reminded that oil and gas operators and pipeline operators must file the Form CI-D or Form CI-X online by March 1, 2023, using the RRC Online System at <https://webapps.rrc.texas.gov/security/login.do>. Hard copy forms or email form submissions are not accepted.**

Form CI-D would be submitted by an operator of a facility designated as critical acknowledging the facility’s critical status based on 16 Texas Administrative Code (TAC) §3.65 and 16 TAC §25.52.

Form CI-X would be submitted by an operator certifying a facility seeks an exception to critical designation based on 16 TAC §3.65 and Texas Natural Resource Code §91.143.

To access the online forms, an 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 the RRC website at <http://www.rrc.texas.gov/forms/online-filing-at-rrc/>.

Once a Form CI-D or Form CI-X is submitted online, the RRC Online System will generate a print-friendly PDF. All reports will be available to view in the system after being reviewed by the

RRC. When filing online, payment of any applicable Form CI-X fees must be made through the Online Payment Portal.

Please note that the related Excel attachments for the forms, online filing instructions, and an FAQ are available on the RRC website at <https://www.rrc.texas.gov/critical-infrastructure/critical-designation-of-natural-gas-infrastructure/>.

Additional training resources to file the Form CI-D and Form CI-X, are on the RRC website at <https://rrc.texas.gov/critical-infrastructure/ci-training/>.

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

*Please Forward to the Appropriate Section of Your Company*