



24-hour Outage Report Module User Tutorial

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Overview



Effective December 1, 2022, critical infrastructure facilities are required to report weather-related and major weather-related forced stoppages and stoppages caused by loss of electricity to the RRC as per Senate Bill 3 (§3.66) from the 87th Texas Legislative Regular Session.

The notification is only required if the weather-related forced stoppage occurs during a weather emergency.

Weather-related forced stoppage

- An unanticipated and/or unplanned outage in the production, treating, processing, storage, or transportation of natural gas that is caused by weather conditions such as freezing temperatures, freezing precipitation, or extreme heat and occurs during a weather emergency.





Major weather-related forced stoppage

- A weather related-forced stoppage during a weather emergency that is the result of the deliberate disregard of this section or that results in:
 - A loss of production exceeding 5,000 Mcf of natural gas per day per oil lease;
 - A loss of production exceeding 5,000 Mcf of natural gas per day per gas well;
 - A loss of gas processing capacity exceeding 200 MMcf per day;
 - A loss of storage withdrawal capacity exceeding 200 MMcf per day; or
 - A loss of transportation capacity exceeding 200 MMcf per day.

Weather emergency

- Weather conditions such as freezing temperatures, freezing precipitation, or extreme heat in the facility's county or counties that result in an energy emergency as defined by §3.65 of this title. A weather emergency does not include weather conditions that cannot be reasonably mitigated, such as tornadoes, floods or hurricanes.



When to Take Action



Weather-related forced stoppage

- Notify the RRC using the Critical Infrastructure Division's notification online portal (RRC Online CID system account) if the stoppage is not resolved within 24 hours of discovery.

Major weather-related forced stoppage

- Call the Critical Infrastructure Division's 24-hour emergency line to notify the RRC of the stoppage **within one hour** of discovery of the stoppage.
- Then, submit online in the Critical Infrastructure Division's notification portal. (RRC Online CID system account)

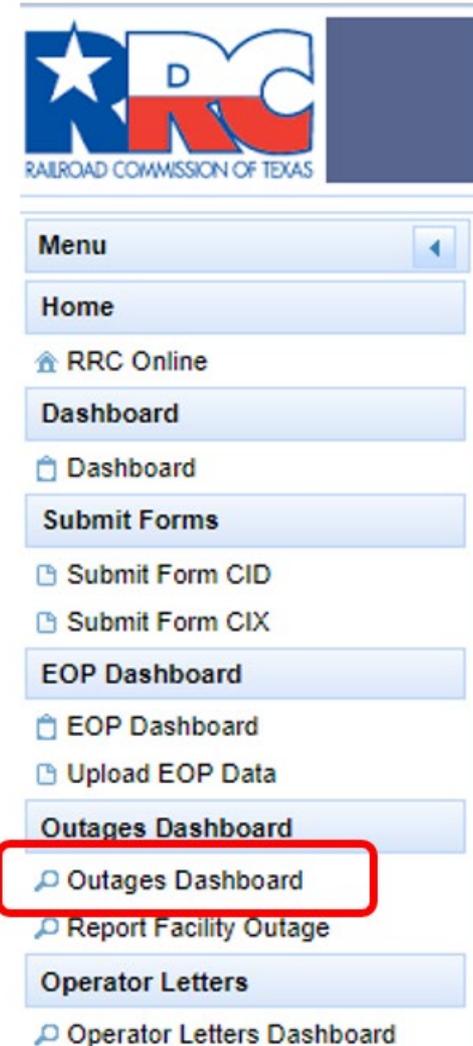
Critical Infrastructure Division's toll-free emergency phone line: **844-773-0305**

Important: You must return to complete the report once the outage has been resolved.

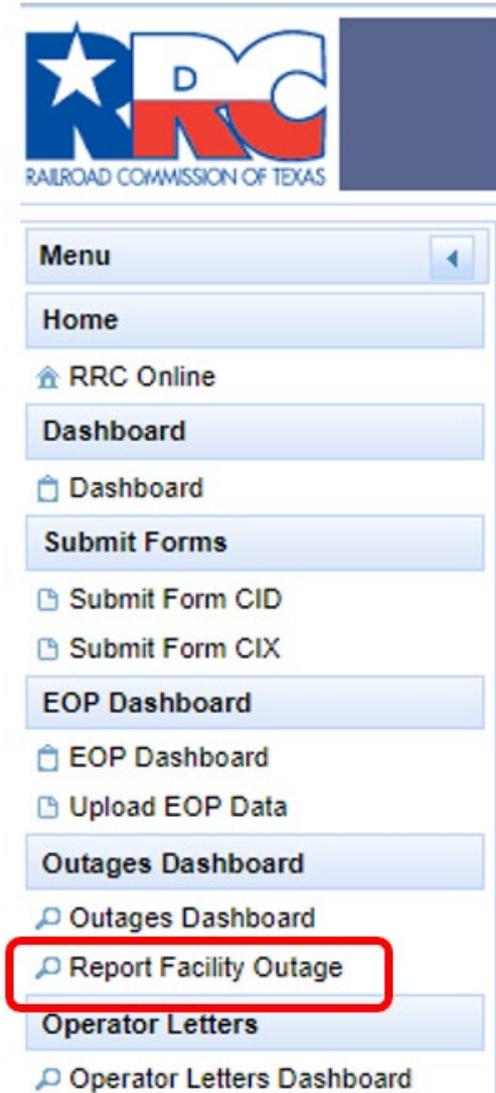
Outages Dashboard in the RRC Online System



- Log in to your RRC Online System account.
- The user must have a SAD (Security Administrator Designation Form)
- Click, “Critical Infrastructure Designation (CID/CIX).”
- Click, “Outages Dashboard” from the left-hand menu.
- The Outages Dashboard allows you to view, sort or edit outages you have reported. If you have not experienced/reported any outages, the Outage Dashboard will display, “No results found for search



Reporting an Outage (1 of 2)



- To report an outage, click, “Report Facility Outage” on the left-hand menu.
- This will take you to the “Report Outages Dashboard” where all your CID facilities are listed.

Reporting an Outage (2 of 2)



- Click the “Actions” button to the left of the Facility Id for which you need to report the outage/stoppage.
- Click, “Create Outage Report.”
- **Note:** If you have multiple facilities that have experienced an outage/stoppage that requires you notify the RRC, you must submit separate outage reports for each facility.



Outage Information Page (1 of 6)



- Select your outage/stoppage reason from the drop-down menu.
- Indicate whether there is a third-party issue involved in the outage/stoppage.
- If so, provide a brief description.

Outage Information

You may leave the Resolution Date/Time empty if your outage is still in progress. You must

Reason for Outage/Stoppage

Select Outage/Stoppage Reason

- Select Outage/Stoppage Reason
- Weather related forced stoppage
- Forced stoppage caused by a loss of electricity
- Both of the Above - Weather and loss of Electricity

Date Discovered:

Third Party Issue

No

No

Yes

Description of the third-party issue if applicable:

Outage Information Page (2 of 6)



- Provide the date and time the outage/stoppage was discovered.

Date Discovered:	<input type="text"/>	Time Discovered (24h):	<input type="text"/>	Was this a major weather related forced stoppage?	No <input type="text"/>
Anticipated Recovery Time? (Hours)	<input type="text"/>	Resolution Date?	<input type="text"/>	Resolution Time (24h)?	<input type="text"/>

- Indicate whether this is a major weather-related forced stoppage.
- If yes, also indicated whether you have contacted the 24-hour emergency line.

Was this a major weather related forced stoppage?	Yes <input type="text"/>	Major Weather Event stoppage, have you contacted the 24 hour hotline?	Yes <input type="text"/>
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Critical Infrastructure Division's toll-free emergency phone line: **844-773-0305**

Outage Information Page (3 of 6)



- Indicate whether natural gas has been affected and specify the volume of natural gas that has been lost.

Major Weather Event stoppage, have you contacted the 24 hour hotline?

No

Natural Gas Affected?

No

Natural Gas Volume Lost:

Natural Gas Volume Type:

Select Nat Gas Volume Type

Select Nat Gas Volume Type

MCF

MMCF

Outage Information Page (4 of 6)



- Provide the following:
 - Anticipated Recovery Time
 - Resolution Date
 - Resolution time

Date Discovered:

Time Discovered (24h):

Was this a major weather related forced stoppage?

Anticipated Recovery Time? (Hours)

Resolution Date?

Resolution Time (24h)?

Outage Information Page (5 of 6)



- Select the facility type and provide a brief description of the cause of the stoppage/outage.
- Use the text box to provide a description of your recovery plan.
- Note: The “Latitude” and “Longitude” fields will automatically populate the facility’s coordinates and cannot be edited.

Facility Type Latitude Longitude

Brief description of cause of Shutdown/Outage:

2500 characters remaining.

Recovery plan/plan to be back online:

Outage Information Page (6 of 6)



- Upload any supporting documents you would like to submit with your outage report.
- Click “Save and Exit.”
- Note: The “Inspection # generated” field is for RRC internal use.

Inspection # generated:

Important: you must return to complete the report once the outage has been resolved.



Thank you