

INSTRUCTIONS FOR COMPLETING FORM PHMSA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2007
GAS DISTRIBUTION SYSTEM

All references are to Title 49 of the Code of Federal Regulations. Reporting requirements are contained in Part 191, "Transportation of Natural and Other Gas by Pipeline; Annual Reports, Incident Reports and Safety Related Condition Reports." Except as provided in §191.11(b), each operator of a natural gas distribution line (see definitions below) must submit an annual report Form PHMSA F 7100.1-1 for the preceding calendar year not later than **March 15th**. Be sure to report TOTAL miles of main pipeline and services in the system at the end of the reporting year, including additions to the system during the year. The annual reporting period is on a calendar basis ending on December 31st of each year.

Reports for intrastate pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. § 60105 may be submitted in duplicate to the State agency if the regulations of that agency require the submission of these reports and provide for further transmittal of one copy not later than **March 15th** to the Information Resources Manager, Office of Pipeline Safety, Pipeline and Hazardous Materials Safety Administration, Department of Transportation, 1200 New Jersey Ave., SE East Building, 2nd Floor (PHP-10), Room Number E22-321, Washington, DC 20590.

Use one of the following methods to submit your report. **We prefer online reporting over hardcopy submissions.** If you prefer, then you can mail or fax your completed reports to DOT/PHMSA.

Methods:

1. Online:

- a. Navigate to the OPS Home Page <http://ops.dot.gov>, click the **ONLINE DATA ENTRY** link listed in the second column of hyperlinks on the Pipeline Safety Community main page
- b. Click on the Annual Gas Distribution Systems Report name
- c. Enter Operator ID and PIN
- d. Click **add** to begin
- e. Click **submit** when finished. NOTE: For supplemental reports use steps 1a and 1b then click on the report ID to make corrections. Click **save** when finished.
- f. A confirmation page will appear for you to print and save for your records

If you submit your report online, PLEASE DO NOT MAIL OR FAX the completed report to DOT as this may cause data entry errors.

2. Mail to:

DOT/PHMSA Office of Pipeline Safety
Information Resources Manager,
1200 New Jersey Ave., SE
East Building, 2nd Floor, (PHP-10)
Room Number E22-321
Washington, DC 20590

3. Fax to: Information Resources Manager at (202) 366-4566.

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If you need copies of the Form PHMSA F 7100.1-1 and/or instructions they can be found on the Pipeline Safety Community main page, <http://ops.dot.gov>, by clicking the Forms hyperlink or the Library hyperlink and then the OPS FORMS section of the ONLINE LIBRARY. If you have questions about this report or these instructions, please call (202) 366-0565 or (202) 366-8075. Please type or print all entries when submitting forms by mail.

GENERAL INSTRUCTIONS

The following definitions are from § 192.3:

1. “Distribution line” means a pipeline other than a gathering or transmission line.
2. “Gathering line” means a pipeline that transports gas from a current production facility to a transmission line or main.
3. “Transmission line” means a pipeline, other than a gathering line, that:
 - a. Transports gas from a gathering line or storage facility to a distribution center, storage facility, or large volume customer that is not downstream from a distribution center;
 - b. Operates at a hoop stress of 20 percent or more of SMYS; or
 - c. Transports gas within a storage field. A large volume customer may receive similar volumes of gas as a distribution center, and includes factories, power plants, and institutional users of gas.
4. “Operator” means a person who engages in the transportation of gas.

Make an entry in each block for which data are available. Estimate data if necessary. Avoid entering mileage in the **UNKNOWN** columns, if possible. Some companies may have very old pipe for which installation records do not exist. Estimate the total of such mileage in the **UNKNOWN** section of item 4: “Miles of Main and Number of Services by Decade of Installation.”

Please round all mileage to the nearest 3 decimal positions. **DO NOT USE FRACTIONS.** Examples of rounding are as follows: 3/8 should round to 0.375; 3/4 should round to 0.75 and 1/2 should round to 0.5.

The total miles of main and services reported in Part B sections 1 through 4 **MUST** all sum to the same totals in the appropriate rows. Please do not report miles of main in feet. If necessary, please convert feet into a decimal notation (e.g. 1,320 feet = .25 miles).

SPECIFIC INSTRUCTIONS

Enter the Calendar Year for which the report is being filed. Check **Initial Report** if this is the original filing for this calendar year. Check **Supplemental Report** if this is a follow-up to a previously filed report to amend or correct information. On Supplemental Reports, please complete Part A and only amended, revised, or added information for Parts B, C, D, E and F.

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PART A – OPERATOR INFORMATION

The operator's five digit identification number appears on the PHMSA mailing label (without leading zeroes when less than 10000). If the person completing the report does not have the operator identification number, they should contact the Information Resources Manager or PHMSA at (202) 366-8075 for the five-digit operator identification number.

Provide the address where you would like PHMSA to mail forms and the phone number where PHMSA can contact you regarding this report. The Pipeline and Hazardous Materials Safety Administration assigns the operator's five-digit identification number. Contact PHMSA at (202) 366-8075 if you need assistance with determining your operator's five-digit identification number.

Enter the **State for which information is being reported.** Submit a separate report for each **State** in which the company operates a gas distribution pipeline system.

PART B – SYSTEM DESCRIPTION

“Coated” means pipe coated with any effective hot or cold applied dielectric coating or wrapper.

“PVC” means polyvinyl chloride plastic.

“PE” means polyethylene plastic.

“ABS” means acrylonitrile-butadiene-styrene plastic.

“Cathodically protected” applies to both “bare” and “coated.”

“Other” means a pipe of any material not specifically designated on the form. If you check “other pipe,” describe it in Part F.

“Number of services” is the number of service lines, not the number of customers served.

Provide miles of main and numbers of services by decade installed in Part B, section 4.

If you do not know the decade of installation of the pipe because there are no records containing such information, enter an estimate in the UNKNOWN column. The sum total of mileage and numbers of services reported for Part B, section 4 should match total mileage and numbers of services reported in sections 1, 2, and 3 in Part B.

PART C – TOTAL LEAKS ELIMINATED/REPAIRED DURING YEAR

A leak is defined as an unintentional escape of gas from the pipeline. A non-hazardous release that can be eliminated by lubrication, adjustment, or tightening, is not a leak.

Include all leaks eliminated by repair, replacement or other reason during the reporting year. Also include leaks reported on form PHMSA 7100.1, “Incident Report Gas Distribution Systems.” A

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reportable incident is one described in §191.3. Do not include test failures.

Leaks are classified as:

CORROSION: leak resulting from a hole in the pipe or other component that galvanic, bacterial, chemical, stray current, or other corrosive action causes.

NATURAL FORCES: leak resulting from earth movements, earthquakes, landslides, subsidence, lightning, heavy rains/floods, washouts, flotation, mudslide, scouring, temperature, frost heave, frozen components, high winds, or similar natural causes.

EXCAVATION: leak resulting from damage caused by earth moving or other equipment, tools, or vehicles. Include leaks from damage by operator's personnel or contractor or people not associated with the operator.

OTHER OUTSIDE FORCE DAMAGE: Include leaks caused by fire or explosion and deliberate or willful acts, such as vandalism.

MATERIAL AND WELDS: leak resulting from failure of original sound material from force applied during construction that caused a dent, gouge, excessive stress, or other defect that eventually resulted in a leak. This includes leaks due to faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site. Also include leak resulting from a defect in the pipe material, component, or the longitudinal weld or seam due to faulty manufacturing procedures. Leaks from material deterioration, other than corrosion, after exceeding the reasonable service life, are reported under Other.

EQUIPMENT AND OPERATIONS: leak resulting from malfunction of control/relief equipment including valves, regulators, or other instrumentation; stripped threads or broken pipe couplings on nipples, valves, or mechanical couplings; or seal failures on gaskets, O-rings, seal/pump packing, or similar leaks. Also include leaks resulting from inadequate procedures or safety practices, or failure to follow correct procedures, or other operator error.

OTHER: leak resulting from any other cause, such as exceeding the service life, not attributable to the above causes.

**PART D – TOTAL NUMBER OF LEAKS ON FEDERAL LAND REPAIRED/ELIMINATED
OR SCHEDULED FOR REPAIR**

Federal Lands: As defined in 30 U.S.C. §185, federal lands means “all lands owned by the United States except lands in the National Park System, lands held in trust for an Indian or Indian tribe, and lands on the Outer Continental Shelf.” Indicate only those leaks repaired, eliminated, or scheduled for repair during the reporting year, including those incidents reported on Form PHMSA F 7100.1.

PART E – PERCENT OF UNACCOUNTABLE FOR GAS

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“Unaccounted for gas” is gas lost; that is, gas that the operator cannot account for as usage or through appropriate adjustment. Adjustments are appropriately made for such factors as variations in temperature, pressure, meter-reading cycles, or heat content; calculable losses from construction, purging, line breaks, etc., where specific data are available to allow reasonable calculation or estimate; or other similar factors.

State the amount of unaccounted for gas as a percent of total input for the 12 months ending June 30 of the reporting year.

[(Purchased gas + produced gas) minus (customer use + company use + appropriate adjustments)] divided by (purchased gas + produced gas) equals percent unaccounted for.

Do not report “gained” gas. If a net gain of gas is indicated by the calculations, report “0%” here. (Decimal or fractional percentages may be entered.)

PART F – ADDITIONAL INFORMATION

Include any additional information which will assist in clarifying or classifying the reported data.

PART G - PREPARER AND AUTHORIZED SIGNATURE

PREPARER is the name of the person most knowledgeable about the report or the person to be contacted for more information. Please include the direct phone number and email address.

AUTHORIZED SIGNATURE may be the preparer, an officer, or other person whom the operator has designated to review and sign reports. Please include the direct phone number and email address. If submitting via the Online Data Entry System your Operator ID and PIN take the place of the Authorized Signature.