



**Description**

This procedure is used to report total mileage, number of reportable incidents and leaks eliminated, or repairs on transmission, gathering and distribution lines to the Federal Pipeline and Hazardous Material Safety Administration (PHMSA) and any relevant State agency. Prior to reporting ensure all companies under plan have PHMSA OPID assigned and appropriate state organization numbers.

**Regulatory  
Applicability**

- Regulated Transmission Pipelines
- Regulated Gathering Pipelines (Type A)
- Regulated Gathering Pipelines (Type B)
- Regulated Distribution Pipelines

This following pipelines are not included-

- Offshore gathering of gas in State waters upstream from the outlet flange of each facility where hydrocarbons are produced or where produced hydrocarbons are first separated, dehydrated, or otherwise processed, whichever facility is farther downstream;
- Pipelines on the Outer Continental Shelf (OCS) that are producer-operated and cross into State waters without first connecting to a transporting operator's facility on the OCS, upstream (generally seaward) of the last valve on the last production facility on the OCS. Safety equipment protecting PHMSA-regulated pipeline segments is not excluded. Producing operators for those pipeline segments upstream of the last valve of the last production facility on the OCS may petition the Administrator, or designee, for approval to operate under PHMSA regulations governing pipeline design, construction, operation, and maintenance under 49 CFR 190.9.
- Pipelines on the Outer Continental Shelf upstream of the point at which operating responsibility transfers from a producing operator to a transporting operator; or
- Onshore gathering of gas outside of the following areas:
  - An area within the limits of any incorporated or unincorporated city, town, or village.
  - Any designated residential or commercial area such as a subdivision, business or shopping center, or community development.

**Frequency**

Annual; no later than March 15<sup>th</sup>.



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<b>Reference</b>	49 CFR 191.11	<i>Distribution System: Annual Report</i>
	49 CFR 191.17	<i>Transmission and Gathering Systems: Annual Report</i>
	16TAC Rule 8.210(b)	<i>Pipeline Safety Annual Report</i>
	LA Title 43 Part XIII 311	<i>Distribution System: Annual Report</i>
	LA Title 43 Part XIII 317	<i>Transmission and Gathering Systems: Annual Report</i>
	165 OAC Chapter 20-5-13	Distribution system reporting requirements.
165 OAC Chapter 20-5-14	Transmission and gathering systems reporting requirements.	

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<b>Forms / Record Retention</b>	F-191.17	<i>Transmission and Gathering Systems: Annual Report / 5 Years</i>
	F-191.11	<i>Annual Report (Distribution) / 5 Years</i>

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**Related Specifications**      None

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**OQ Covered Task**      None



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### **Procedure Steps**

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Compliance department is responsible for:

1. Determine if there have been any mileage changes (refer to procedures P-192.5 and P-192.8), reportable incidents, leaks or repairs since last year.
2. Complete PHMSA Form 7100.1-1 “Annual Report for Gas Distribution Systems” (Form F-191.11) and / or PHMSA Form 7100.2-1 “Annual Report for Gas Transmission and Gathering Systems” by March 15th, for the preceding calendar year and submit electronically.

Submit the form electronically at this address and email copy to applicable state agency:

<http://portal.phmsa.dot.gov/>

Retain a copy in DOT files for at least five years.

### **NPMS Submittal**

1. Examine pipeline data and determine if any part of the submission (geospatial, attribute, metadata, or public contact information) has changed in the previous year.
2. If any of these components have changed, resubmit the data to the NPMS concurrently with the Annual Report.

Note: The NPMS prefers that operators resubmit the entire pipeline system with the exception of previously abandoned lines. Do not resubmit lines already abandoned in the NPMS. If you are unsure of which lines are already in the NPMS as abandoned for your company please contact NPMS Staff at [npms-nr@mbakercorp.com](mailto:npms-nr@mbakercorp.com). Operator ID numbers and contact information for the submission must be included.

Attribute data and metadata must be revised according to the new guidelines or submittals will be rejected. Changes include a more detailed product description and more specific codes for pipeline changes. See [NPMS Operator Standards Manual](#) for information on submittal guidelines.

Abandoned pipelines should only be submitted to NPMS once. Following the first submittal, abandoned pipelines should be removed from all subsequent submittals. If a pipeline has already been submitted as abandoned, it should be removed from the data before the next annual submittal.

3. Ensure Operator ID numbers (internal DOT numbers assigned by PHMSA to the operator for specific assets) in annual report submissions match the same assets described in NPMS submissions unless there is only one Operator ID number for all assets.
4. If there is no change since the previous NPMS submission, send an email to [npms-nr@mbakercorp.com](mailto:npms-nr@mbakercorp.com) or use the “Update your submission online” tool on the NPMS Web site (<http://www.npms.phmsa.dot.gov>) in lieu of making a submission.
5. The data submittals will be accompanied by a transmittal letter adhering to the following format:



Follow the Making a Submission link at [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov) to download the Cover/Transmittal Letter template, or compile a letter including the following three items:

1. Contact information for the person National Repository Staff should contact with any questions.
2. A brief description of the system changes reflected in the submission (e.g., sold, acquired, re-routed, abandoned lines, etc. since the previous submission).
3. Use one of the codes below to indicate how this submission as a whole should affect the previously submitted data for this OPID. You can read more about these submission types in section 2.2 of the [NPMS Operator Standards Manual](#).
  - INI: This is the initial submission to the NPMS for this OPID
  - ADD: This submission should be added to the data currently in the NPMS for this OPID (Addition)
  - FRP: This submission should replace all data currently in the NPMS for this OPID (Full Replacement)
  - PRP: This submission should replace specific segments currently in the NPMS for this OPID as indicated by the assigned Pipeline IDs (Partial Replacement)
  - DEL: This submission only indicates which segments should be removed from the data currently in the NPMS for this OPID (Deletion)