



Description This procedure is used to report incidents on transmission, gathering and distribution lines to the Federal Pipeline and Hazardous Material Safety Administration (PHMSA) through the NCR and any relevant state agency.

- 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

Telephone Notice: As soon as practical after a reportable incident

- Within 1 hour to PHMSA and a follow-up within 48 hours to confirm or update any initial information
- Within 1 hour to all appropriate state agencies

Electronic Follow-up on PHMSA website forms: Original submittal as soon as practical but no more than 30 days after a reportable incident. Report must be finalized once information and data is found to be correct. Initial, supplemental and final reports must be emailed to applicable state agency.

Reference

- 49 CFR 191.5 *Telephonic Notice of Certain Incidents*
 - 49 CFR 191.9 *Distribution System: Incident Report*
 - 49 CFR 191.15 *Transmission and Gathering Systems: Incident Report*
 - 16 TAC Rule 8.210(a) *Accident, Leak or Incident Report*
 - 165 OAC Chapter 20-5-11 *Telephonic Notice of Certain Incidents*
 - 165 OAC Chapter 20-5-12 *Addresses for Written Reports*
 - 165 OAC Chapter 20-3-13 *Distribution system reporting requirements*
 - 165 OAC Chapter 20-5-14 *Transmission and gathering systems reporting requirements.*
 - New Mexico – 18.60.2.8(B)(1) *Adoption of Portions of the Code of Federal Regulations*
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**Forms /
Record
Retention**

- F-191.1 Incident Notification, Reporting & Investigation or equivalent data (Transmission) / *Life of Pipeline System*
- F-191.9 Incident Notification, Reporting & Investigation or equivalent data (Distribution) / *Life of Pipeline System*
- PHMSA Form F 7100.1 *Incident Report for Gas Distribution Systems*



*(on PHMSA website)/ Life of Pipeline
System*

PHMSA Form F 7100.2 *Incident Report for Gas Transmission and
Gathering Systems(on PHMSA website)/
Life of Pipeline System*

**Related
Specifications** None

**OQ Covered
Task** None



Procedure Steps

1. Receive notice of potential incident, mechanical fitting failure or safety-related condition. (This notice may come from West Texas Gas personnel or from someone outside the company.)
2. Complete Initial Notification section of appropriate Form F-191.1 or F-191.9 or equivalent.
3. Immediately initiate emergency plan.
4. Determine if the situation is a reportable *incident*.
 - An INCIDENT reportable to PHSMA and applicable state agency:
 - An event that involves a release of gas from a pipeline AND
 - A death, or personal injury necessitating in-patient hospitalization;OR
 - Estimated property damage of \$129,300 or more, including loss to the operator and others, or both, but excluding cost of gas lost;OR
 - Unintentional estimated gas loss of three million cubic feet or more.
 - An event that results in an emergency shutdown,
 - An event that is significant in the judgment of the operator, even though it did not meet the criteria above.
5. If the event does not constitute an Incident, refer to Procedure P-191.23 to determine if it is a safety-related condition.
6. If the incident requires a telephonic report (See table on page 6) call the National Response Center (NRC) at 800-424-8802 and applicable states **AT THE EARLIEST PRACTICAL MOMENT**, or within one (1) hour of incident, and document those calls on appropriate form.

NOTE: If you are not sure as to whether it is a reportable incident, notify your supervisor for direction.

- District/Division Managers: If it is thought that a probable incident has occurred, call VP of Operations immediately and inform him of the probable incident. If the VP of Operations is not available, then call the Compliance Manager. These individuals will decide if the incident is reportable and who will make the notification.



7. Gather data as it becomes available and record it on appropriate form for use in the Root Cause Analysis and to determine if procedures were adequate for handling the incident.
8. Within 30 days of the incident, compliance department will complete PHMSA Form F 7100.1 Gas Distribution or Form F 7100.2 Gas Transmission and Gathering and submit to WTG VP of Operations for approval. This form must be submitted electronically to PHMSA at <http://portal.phmsa.dot.gov/>, and emailed to the applicable state within 30 days of the incident.
9. As additional information becomes available, update PHMSA forms and submit supplemental reports (within 30 days of availability) to PHMSA and the applicable state.
10. All PHMSA forms must be marked as finalized once information and data is found to be correct.
11. Retain incident records and reports on file for the life of the facility.



Telephonic Reports

File a report if incident meets criteria below:

Event	Notification				
	PHMSA	RRC	OK	KS	NM
Involves a release of a gas <u>and</u> :					
Caused a death or a personal injury requiring hospitalization	Yes	Yes	Yes	Yes	Yes
Estimated property damage of \$129,300 or more (excluding cost of gas lost)	Yes	Yes	Yes	Yes	Yes
Unintentional estimated gas loss of three million cubic feet or more	Yes	Yes	Yes	Yes	Yes
Judged significant due to location or other reason	Yes	Yes	Yes	Yes	Yes

The necessary telephonic reports will include the following:

- Names of operator and person making report and their telephone numbers.
- The location of the incident.
- The time of the incident.
- The number of fatalities and personal injuries, if any.
- All other significant facts that are known by the operator or are relevant to the cause of the incident or extent of the damages.
- In the state of Texas also include:
 - Telephone number of on-site person
 - Estimated property damage, gas lost
 - Media involved
 - Was there an explosion or fire
 - Did it require traffic to be rerouted or an evacuation

Telephonic reports will be made by calling the following numbers:

- Federal PHMSA: Call 1-800-424-8802
- Texas RRC: 512-463-6788 or 844-773-0305
- OK (OCC) 1-405-521-2258
- KS 1-785-271-3165 after hours (7:50 am to 4:50 pm) contact an employee of the gas pipeline safety section
- NM 1-505-490-2375