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INSTRUCTIONS FOR COMPLETING FORM PHMSA F 7100.1-1 (Rev. 01/11)
ANNUAL REPORT FOR CALENDAR YEAR 2010
GAS DISTRIBUTION SYSTEM

Note: The Gas Distribution System Annual Report has been revised for calendar year 2010. Please read the form and instructions carefully.

All section 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 gas distribution pipeline (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 year basis ending on December 31st of each year.

ONLINE SUBMISSION IS REQUIRED UNLESS AN ALTERNATIVE REPORTING METHOD IS GRANTED BY PHMSA.

If electronic reporting imposes an undue burden and hardship, an operator may submit a written request for an alternative reporting method to the Information Resources Manager, Office of Pipeline Safety, Pipeline and Hazardous Materials Safety Administration, PHP-20, 1200 New Jersey Avenue, SE Washington DC 20590. The request must describe the undue burden and hardship. PHMSA will review the request and may authorize, in writing, an alternative reporting method. An authorization will state the period for which it is valid, which may be indefinite. An operator must contact PHMSA at 202-366-8075, or electronically to informationresourcesmanager@dot.gov or make arrangements for submitting a report that is due after a request for alternative reporting is submitted but before an authorization or denial is received.

Operators should request and receive authorization from PHMSA prior to the use of alternative reporting methods.

Online Submissions:

Online Submission Registration Requirements:

The following two requirements must be fulfilled prior to submitting data online:

1. You must have an Office of Pipeline Safety (OPS) provided Operator ID and Personal Identification Number (PIN)/password. If you do not have one, please complete and submit the form located on the OPS Online Data Entry and Operator Registration System New Operator Registration web site at http://opsweb.phmsa.dot.gov/cfdocs/opsapps/pipes/new_operator.cfm to obtain one.
2. You must have a Username and Password obtained by registering through the PHMSA Portal. If you have an OPS Operator ID and PIN/password, you may obtain a Username and Password through the PHMSA Portal.

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Each Operator, without an Operator ID, should plan accordingly and allow for several weeks prior to the due date of the report to obtain their Operator ID.

Online Submission Instructions:

1. Navigate to PHMSA's, Office of Pipeline Safety web site, Pipeline Safety Community, located at <http://www.phmsa.dot.gov/pipeline>.
 2. Click the "**Online Data Entry**" hyperlink listed in the first column. This takes you to the OPS Online Data Entry and Operator Registration System.
 3. Click on the "**Gas Distribution System Annual Report**" hyperlink under the *Gas Distribution Systems* subtitle. This takes you to the PHMSA Portal login screen.
 4. Enter your "Username" and "Password" and click on "**Login**".
 5. Create or modify record:
 - a. To create a new *Gas Distribution System Annual Report*, click "**Submit New**". Enter the "Calendar Year" for which the report is being filed
- OR
- b. To modify an existing *Gas Distribution System Annual Report*, locate the report using the "Search" function. Once the report is located, click "**Create Supplemental**" and make the necessary changes.
 6. Follow the detailed instructions below to complete Parts A – I.
 7. Click "**Save**" when finished.
 8. A copy of the report can be printed or downloaded in PDF format.
 9. For distribution pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. § 60105, send a copy of the report to the State agency no later than March 15th.

Alternative Reporting Submissions:

Authorization from PHMSA is needed to submit the form using an alternative reporting method

Form PHMSA F 7100.1-1 and instructions are available for download on the Office of Pipeline Safety web site, Pipeline Safety Community, located at <http://www.phmsa.dot.gov/pipeline>. Click on the "**Library**" hyperlink and then the "**Forms**" hyperlink under the *Mini-Menu* subtitle. If you have questions about this report or these instructions, please call (202) 366-8075.

Please type or print all entries when submitting forms by mail or fax.

Alternative Reporting Submission Instructions:

1. Check new or modified report:
 - a. If this is the first time this *Gas Distribution System Annual Report* is being submitted, check **Initial Report**.
- OR
- b. If an initial report has already been filed but that report needs to be modified check **Supplemental Report**. Only submit Parts B, C, D, E, F, G, and H as needed for which the information is being modified.

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2. Enter the Calendar Year for which the report is being filed.
3. Follow the detailed instructions below to complete Parts A - I.
4. Submit the report via one of the following methods:
 - a. Mail to:
DOT/PHMSA Office of Pipeline Safety
Information Resources Manager,
1200 New Jersey Ave., SE
East Building, 2nd Floor, (PHP-20)
Room Number E22-321
Washington, DC 20590
 - OR
 - b. Fax to: Information Resources Manager at (202) 366-4566.
5. For distribution pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. § 60105, submit a copy of the report to the State agency no later than March 15th.

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 any data 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** column of Part B, item 2 “Miles of Main in System at End of Year” and item 3 “Number of Services in System at End of Year”, and 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 ½ should round to 0.5.

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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 to report miles of main in feet. If necessary, please convert feet into a decimal notation (e.g. 1,320 feet = .25 miles).

PART A – OPERATOR INFORMATION

Online Submissions:

Items 1, 3, and 4 are auto-populated. If this information is incorrect, please contact PHMSA's Information Resources Manager at (202) 366-8075.

Item 2: Provide the address where PHMSA can mail information.

Item 5: 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.

Alternative Reporting Submissions:

Item 1: Provide the name of the operator.

Item 2: Provide the address where PHMSA can mail information.

Item 3: Provide operators' ID number. 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.

Item 4: Provide the Headquarters' name and address.

Item 5: 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.”

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

“Number of service” 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 AND HAZARDOUS LEAKS ELIMINATED/REPAIRED DURING YEAR

In the appropriate column, include the total number of leaks and the number of hazardous leaks eliminated by repair, replacement or other action during the reporting year. The number of “hazardous leaks” eliminated or repaired during the year is reported as a performance measure for integrity management per § 192.1007(g). When reporting leaks or hazardous leaks eliminated by replacing or abandoning a segment of pipe, count the leaks that existed in the pipe segment before it was replaced or abandoned. Also include leaks and hazardous leaks reported on form PHMSA 7100.1, “Incident Report Gas Distribution Systems.” A reportable incident is one described in § 191.3. Do not include leaks that occurred during testing.

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.

A “hazardous leak” means a leak that represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until the conditions are no longer hazardous. A “hazardous leak” which occurs aboveground or belowground is a leak and must be reported.

Operators who do not grade leaks for hazard, but rather repair all leaks when found, need not grade repaired leaks solely for the purpose of this report. Such operators treat all leaks as if hazardous. Operators who do not grade leaks should report the same values for both total and hazardous leaks for each cause.

The “number of known system leaks at the end of the year scheduled for repair” is the total number pipeline system leaks being monitored and scheduled for repair at the end of the calendar year. Monitored leaks also include those leaks which have been temporarily repaired until a permanent repair can be performed. These leaks are non-hazardous unless reclassified following the operator’s operation and maintenance procedures.

Leak causes are classified as:

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

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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 DAMAGE: 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 OR 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: 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.

INCORRECT OPERATIONS: 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 – EXCAVATION DAMAGE

Excavation damages are reported as a measure of the effectiveness of integrity management programs (§ 192.1007(g)).

Report the “Number of Excavation Damages” experienced during the calendar year. For this purpose, “Excavation Damage” means any impact that results in the need to repair or replace an underground facility due to a weakening, or the partial or complete destruction, of the facility, including, but not limited to, the protective coating, lateral support, cathodic protection or the housing for the line device or facility.

Report also the “Number of Excavation Tickets” received during the year, (i.e., receipt of information by the operator from the notification center).

PART E – EXCESS FLOW VALVE (EFV) DATA

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Report the number of EFVs installed on single-family residential services during the calendar year. Report the estimated total number of EFVs in the system at the end of the calendar year. (The “Estimated Total number of EFVs in the system” should include the “Number of EFVs installed on single-family residential services during the calendar year”.)

PART F – 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 G – PERCENT OF UNACCOUNTED FOR GAS

“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 H – ADDITIONAL INFORMATION

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

PART I - 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 as applicable (e-mail address is desired but not required). It should be noted that PHMSA will use your e-mail address to issue correspondence that is normally sent via mass mailings. “Correspondence” includes notifications such as the annual reminder letter for Annual Report filings.

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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. If submitting online your username and password take the place of the Authorized Signature.

GUIDE MATERIAL APPENDIX G-191-3A

(See guide material under §191.12)

DISTRIBUTION SYSTEM MECHANICAL FITTING FAILURE REPORT

This appendix contains a copy of the mechanical fitting failure report form and its instructions as posted on the PHMSA-OPS website. The information is current with the publication of this addendum. Report forms can be downloaded from the PHMSA-OPS website at www.phmsa.dot.gov/pipeline/library/forms.

The report form and its instructions carry their PHMSA page numbers and are not included in the pagination of the Guide. Reproduction of the form and its instructions is permitted.

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