

December 9, 2010

TO: Missouri Natural Gas Operators

SUBJECT: PHMSA Annual Reports

Note: Copies are not sent to all operator personnel. Please forward to the appropriate person(s).

- 1) The Annual Report forms for both Gas Distribution (PHMSA F7100.1-1) and Gas Transmission (PHMSA F7100.2-1) are being changed by PHMSA for reporting year 2010.
- 2) **DO NOT USE THE SAME FORM YOU USED LAST YEAR.**
- 3) **DO NOT follow the annual report requirements of MO Rule 4 CSR 240-40.020 this year.**
- 4) **PHMSA recently required that the 2010 Gas Distribution Annual Report be submitted electronically to a PHMSA website by March 15, 2011, unless this would be “an undue burden and hardship” for the operator.**
- 5) **If any operator believes they will not be able to submit their Annual Report using an online submission process, please contact Staff as soon as possible to discuss this further and, if necessary, determine how to request an alternative method.**
- 6) Staff will send additional instructions to operators of distribution systems early next year.
- 7) Staff will send a separate letter to operators of transmission pipelines.
- 8) Enclosed is an excerpt from the revised rule in the *Federal Register* on November 26, 2010. Section 191.7 provides the website location for reporting: (<http://opsweb.phmsa.dot.gov>).

If you have any questions, please contact Kathleen McNelis at 573-751-3253, John Kottwitz at 573-751-7352, or me at 573-751-3456.

Sincerely,

Robert R. Leonberger  
Assistant Manager – Gas Safety/Engineering

RRL: km, jk

Enclosure

**§ 191.7 Report submission requirements.**

(a) *General.* Except as provided in paragraph (b) of this section, an operator must submit each report required by this part electronically to the Pipeline and Hazardous Materials Safety Administration at <http://opsweb.phmsa.dot.gov> unless an alternative reporting method is authorized in accordance with paragraph (d) of this section.

(b) *Exceptions.* An operator is not required to submit a safety-related condition report (§ 191.25) or an offshore pipeline condition report (§ 191.27) electronically.

(c) *Safety-related conditions.* An operator must submit concurrently to the applicable State agency a safety-related condition report required by § 191.23 for intrastate pipeline transportation or when the State agency acts as an agent of the Secretary with respect to interstate transmission facilities.

(d) *Alternative Reporting Method.* 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](mailto: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.

■ 6. In § 191.9, paragraph (c) is revised to read as follows:

**§ 191.9 Distribution system: Incident report.**

\* \* \* \* \*

(c) Master meter operators are not required to submit an incident report as required by this section.

■ 7. Section 191.11 is revised to read as follows:

**§ 191.11 Distribution system: Annual report.**

(a) *General.* Except as provided in paragraph (b) of this section, each

operator of a distribution pipeline system must submit an annual report for that system on DOT Form PHMSA F 7100.1-1. This report must be submitted each year, not later than March 15, for the preceding calendar year.

(b) *Not required.* The annual report requirement in this section does not apply to a master meter system or to a petroleum gas system that serves fewer than 100 customers from a single source.

■ 8. Section 191.15 is revised to read as follows:

**§ 191.15 Transmission systems; gathering systems; and liquefied natural gas facilities: Incident report.**

(a) *Transmission or Gathering.* Each operator of a transmission or a gathering pipeline system must submit DOT Form PHMSA F 7100.2 as soon as practicable but not more than 30 days after detection of an incident required to be reported under § 191.5 of this part.

(b) *LNG.* Each operator of a liquefied natural gas plant or facility must submit DOT Form PHMSA F 7100.3 as soon as practicable but not more than 30 days after detection of an incident required to be reported under § 191.5 of this part.

(c) *Supplemental report.* Where additional related information is obtained after a report is submitted under paragraph (a) or (b) of this section, the operator must make a supplemental report as soon as practicable with a clear reference by date to the original report.

■ 9. Section 191.17 is revised to read as follows:

**§ 191.17 Transmission systems; gathering systems; and liquefied natural gas facilities: Annual report.**

(a) *Transmission or Gathering.* Each operator of a transmission or a gathering pipeline system must submit an annual report for that system on DOT Form PHMSA 7100.2.1. This report must be submitted each year, not later than March 15, for the preceding calendar year, except that for the 2010 reporting year the report must be submitted by June 15, 2011.

(b) *LNG.* Each operator of a liquefied natural gas facility must submit an annual report for that system on DOT Form PHMSA 7100.3-1 This report must be submitted each year, not later than March 15, for the preceding calendar year, except that for the 2010 reporting year the report must be submitted by June 15, 2011.

**§ 191.19 [Removed]**

■ 10. Section 191.19 is removed.