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## Missouri Public Service Commission

POST OFFICE BOX 360  
JEFFERSON CITY MISSOURI 65102  
573-751-3234  
573-751-1847 (Fax Number)  
<http://www.psc.mo.gov>

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January 13, 2011

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) have been changed by PHMSA for reporting year 2010.
- 2) In addition, there is a new form for reporting mechanical fitting failures (PHMSA F 7100.1-2).
- 3) For reporting year 2010, **PHMSA is requiring on-line data entry** and report submission.
- 4) **If you are unable to complete the forms on-line, please contact PSC Staff as soon as possible, we will need to request and obtain PHMSA approval.**
- 5) The deadline for completing the **distribution annual report** form is **March 15, 2011**. The deadline for completing the **transmission annual report** form is **June 15, 2010**. The **mechanical fittings failures reports** may be completed at any time during the reporting year (Jan 1 – Dec 31, 2011) for each failure, provided they are reported no later than March 15, 2012.
- 6) **PHMSA plans to have the on-line data entry forms for distribution annual reports operational by January 24, 2011.**
- 7) In order to complete and submit the reports, you will need your operator ID (OPID) number and a personal identification number (PIN).
- 8) You should all have OPID numbers already – refer to last year's annual report if you don't remember what your number is, or contact PSC Staff.
- 9) You may or may not already have a PIN for on-line submission. In the past, one PIN number was issued per OPID number, and they were most commonly used for transmission integrity management reporting and/or incident reporting, so the person(s) responsible for these reports may have the PIN number for your Company/City.
- 10) If you do not have a PIN number, you will need to contact PHMSA by following the applicable links on the PHMSA "OPS Online Data Entry and Operator Registration System" web page:

<https://opsweb.phmsa.dot.gov/>.

**The following steps have been explained by PHMSA. These features are expected to be operational on the PHMSA website beginning January 24, 2011:**

- 11) Once you have a PIN, each person responsible for filing an annual report will need to register via the PHMSA Portal to establish their username and password. In order to register, each person will need to know the operator ID (OPID) and current PIN.
- 12) To register, go to:  
<http://opsweb.phmsa.dot.gov>
  - Click on “create account”
  - Each person will need to enter name, physical mailing address, phone number, email address, whether they are an employee or agent and will then create a user ID.
  - Each person will then be asked to enter the OPID number and most current PIN number.
  - This step can be repeated to associate additional OPID numbers with your account.
  - Each user will then receive an email with their user-id and temporary password.
  - Each user should then log in using their temporary password.
  - After logging in, you will be prompted to change your password.
  - If you have multiple OPID numbers, you will need to select the one you would like to view.
  - Once logged in, you will be on the “Report History” page, which will display reports. Reports can be started and saved without submitting, for later revision/checking.
- 13) Information for completing the forms is in the instructions, posted on the MANGO web site. Additional information on setting up a PIN and navigating through the forms is in a webinar presentation, also posted on the MANGO web site:  
<http://www.mangowp.org/>
  - Distribution annual report: [Download 00-GasDistributionAnnualReportwiInstructions2011](#)
  - Mechanical fitting failure: [Download 00-MechFittingFailureReportwiInstructions2011](#)
  - Webinar with additional information: [Download 00-AGA Jan 12 Webinar a rev2](#)
- 14) You may also contact PSC Staff for copies if you cannot download the forms and instructions.
- 15) After you complete and submit the Annual Report form to PHMSA, please forward an electronic copy to [PipelineSafetyProgramManager@psc.mo.gov](mailto:PipelineSafetyProgramManager@psc.mo.gov) or print a copy and send to Bob Leonberger at the Missouri PSC.
- 16) For now, Missouri will not be requesting copies of the mechanical fittings failure reports. Please keep copies of these reports for review by Staff during your annual inspections.

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