

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 20____
GAS DISTRIBUTION SYSTEM

All references are to Title 49 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 natural gas distribution line (see definitions below) must submit an annual report Form RSPA F 7100.1-1 for the preceding calendar year not later than March 15. Be sure to report TOTAL miles of pipeline 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 basis, beginning January 1 and ending on December 31 of each year.

Reports should be sent to: Information Resources Manager, Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, S.W., Room 7128, Washington, DC 20590. Reports for intrastate pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. 60105 may be submitted in duplicate to the State agency if the regulations of that agency require the submission of these reports and provide for further transmittal of one copy not later than March 15 to the Information Resources Manager, Office of Pipeline Safety. (See §191.7.)

IMPORTANT: We have modified the reporting requirement beginning with the report due by March 15, 2004 for the preceding calendar year system totals. There are **three areas** on the form which **are new or revised**: 1) a separate form must be filed for each state in which the system operates, 2) a new section has been added to "Part B- System Description" for reporting miles of pipe by decade of installation, and 3) Part C contains more cause categories for reporting total leaks eliminated/repaired.

If you have questions about this report or these instructions, or need copies of Form RSPA F 7100.1-1, please contact the Information Resources Manager, RSPA, Office of Pipeline Safety, at (202)366-4569. Copies of the form and instructions are on the Office of Pipeline Safety home page, <http://ops.dot.gov> in the OPS FORMS section of the ONLINE LIBRARY. Please type or print all entries.

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;

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- 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 mileage 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** section of item 3: "Miles of Pipe by Decade of Installation".

For convenience you may round all mileage to the nearest mile, however, total mileage reported in Part B in each of sections 1 through 4 **MUST** all sum to the same total mileage, whether rounding to nearest mile or reporting fractional miles. If reporting fractional miles, round to within three decimal places. **DO NOT USE FRACTIONS**. Convert fractions to the equivalent decimal representation. For example, three and three eighths miles would round to 3.375 miles, while three and two ninths miles would round to 3.222 miles. If rounding to the nearest whole mile, round decimals or fractions to the nearest whole number, e.g., 3/8 or 0.375 should be rounded down; 3/4 or 0.75 should be rounded up; 1/2 or 0.5 should be rounded up. Please be careful to report in miles of pipeline, not feet. If necessary, convert feet to decimal notation (e.g. 1,320 feet = .25 mile)

SPECIFIC INSTRUCTIONS

Check "Supplemental Report" if this is a follow-up report with additional or corrected information. For a supplemental report, do not fill in any previously submitted correct information with the exception of "report date," "operator's name," "address," and "preparer." Submit only amended, revised, or added information.

Part A - Operator Information

Provide the address where you would like RSPA to mail forms and the phone number where RSPA can contact you regarding this report. The Research and Special Programs Administration assigns the operator's five-digit identification number. Contact RSPA at (202) 366-8075 if you need assistance with determining your operator's five-digit identification number.

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.

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“PVC” means polyvinyl chloride plastic.

“PE” means polyethylene plastic.

“ABS” means acrylonitrile-butadiene-styrene plastic.

“Cathodically protected” applies to both “bare” and “coated.”

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

“Number of services” is the number of service lines, not the number of customers served.

Provide miles of pipe 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 Eliminated/Repaired During Year

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.

Include all leaks eliminated by repair, replacement or other reason during the reporting year. Also include leaks reported on form RSPA 7100.1, “Incident Report Gas Distribution Systems.” A reportable incident is one described in §191.3. Do not include test failures.

A leak resulting from...

...a hole in the pipe or other component caused by galvanic, bacterial, chemical, stray current, or other corrosive action is a **CORROSION** leak.

...earth movements, earthquakes, landslides, subsidence, lightning, heavy rains/floods, washouts, flotation, mudslide, scouring, temperature, frost heave, frozen components, high winds, or similar natural causes is a **NATURAL FORCES** leak.

...damage caused by earth moving or other equipment, tools, or vehicles is an **EXCAVATION** leak. Includes leaks from damage by operator's personnel or contractor or people not associated with the operator.

...fire or explosion and deliberate or willful acts, such as vandalism, is an **OTHER OUTSIDE FORCE DAMAGE** leak.

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...faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site is a **MATERIAL AND WELDS leak**. Includes leaks after a dent, gouge, excessive stress, etc., occurs on originally sound material. Also includes leaks resulting from a defect in the pipe material, component, or the longitudinal weld or seam due to faulty manufacturing procedures. Report leaks from material deterioration, other than corrosion, after exceeding the reasonable service life, under "Other".

...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 a similar leak, is an **EQUIPMENT AND OPERATIONS leak**. Includes leaks resulting from inadequate procedures or safety practices, or failure to follow correct procedures, or other operator error.

...any other cause, such as exceeding the service life, not attributable to the above causes, is an **OTHER leak**.

Part D – Total Number of Leaks on Federal Land Repaired/Eliminated or Scheduled for Repair

Federal lands: For the purposes of completing Form RSPA F 7100.1-1, "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 RSPA F 7100.1.

Part E

"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 F

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

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Part G

“Preparer” is the name of the person most knowledgeable about the information submitted in the report or the person to be contacted for additional information.

“Authorized Signature” may be of the “preparer” or an officer or other person the operator has designated to review and sign reports of this nature.