

APPENDIX I

Annual Report Gas Distribution System (Form and Instructions)

**Annual Report
Gas Distribution System**



U.S. Department of Transportation
 Research and Special Programs
 Administration

ANNUAL REPORT FOR CALENDAR YEAR 20____
 GAS DISTRIBUTION SYSTEM

INITIAL REPORT ""
 SUPPLEMENTAL REPORT ""

PART A - OPERATOR INFORMATION	DOT USE ONLY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1. NAME OF COMPANY OR ESTABLISHMENT _____	3. OPERATOR'S 5 DIGIT IDENTIFICATION NUMBER (When Known) / / / / /
2. LOCATION OF OFFICE WHERE ADDITIONAL INFORMATION MAY BE OBTAINED	4. HEADQUARTERS NAME & ADDRESS, IF DIFFERENT
Number and Street _____	Number and Street _____
City and County _____	City and County _____
State and Zip Code _____	State and Zip Code _____
5. STATES IN WHICH SYSTEM OPERATES : _____	

PART B - SYSTEM DESCRIPTION Report miles of main and number of services in system at end of year.

1. GENERAL										
	STEEL				PLASTIC	CAST/ WROUGHT IRON	DUCTILE IRON	COPPER	OTHER	OTHER
	UNPROTECTED		CATHODICALLY PROTECTED							
	BARE	COATED	BARE	COATED						
MILES OF MAIN										
NO. OF SERVICES										

2. MILES OF MAINS IN SYSTEM AT END OF YEAR							
MATERIAL	UNKNOWN	2" OR LESS	OVER 2" THRU 4"	OVER 4" THRU 8"	OVER 8" THRU 12"	OVER 12"	
STEEL							
DUCTILE IRON							
COPPER							
CAST WROUGHT IRON							
PLASTIC							
1. PVC							
2. PE							
3. ABS							
OTHER							
OTHER							
SYSTEM TOTALS							

3. NUMBER OF SERVICES IN SYSTEM AT END OF YEAR								AVERAGE SERVICES LENGTH _____ FEET			
MATERIAL	UNKNOWN	1" OR LESS	OVER 1" THRU 2"	OVER 2" THRU 4"	OVER 4" THRU 8"	OVER 8"					
STEEL											
DUCTILE IRON											
COPPER											
CAST WROUGHT IRON											
PLASTIC											
1. PVC											
2. PE											
3. ABS											
OTHER											
OTHER											
SYSTEM TOTALS											

Form RSPA F 7100.1-1 (11-85)
 (Supersedes DOT F 7100.1-1)

Reproduction of this form is permitted.

PART C - TOTAL LEAKS			PART D - TOTAL NUMBER OF LEAKS ON FEDERAL LAND REPAIRED OR SCHEDULED FOR REPAIR
CAUSE	ELIMINATED/REPAIRED DURING YEAR		_____
	Mains	Services	
CORROSION			
THIRD PARTY			
OUTSIDE FORCE			
CONSTRUCTION DEFECT			
MATERIAL DEFECT			PART E - PERCENT OF UNACCOUNTED FOR GAS
OTHER			Unaccounted for gas as a percent of total
NUMBER OF KNOWN SYSTEM LEAKS AT END OF YEAR SCHEDULED FOR REPAIR _____			input for year ending 6/30 _____ %.
PART F - ADDITIONAL INFORMATION			
PART G - PREPARER AND AUTHORIZED SIGNATURE			
_____		_____	
Prepared by (type/print)		Area Code/Telephone Number	
_____		_____	
Name and Title of Person Signing		Area Code/Telephone Number	

Authorized Signature			

Form RSPA F 7100.1-1 (11-85)
(Supersedes DOT F 7100.1-1)

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2003
GAS DISTRIBUTION SYSTEM

GENERAL INSTRUCTIONS

Each operator of a distribution system, except those exempted in §191.11(b), is required to file an annual report. Definitions are as follows:

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 or storage facility;
 - b. Operates at a hoop stress of 20 percent or more of SMYS; or
 - c. Transports gas within a storage field.
4. "Operator" means a person who engages in the transportation of gas.

** If the operator determines that he has pipelines that fall under definition 3, he should refer to the instructions for completing Form RSPA F 7100.2-1 for transmission and gathering systems.*

The reporting requirements are contained in Part 191 of Title 49 of the Code of Federal Regulations, "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 distribution system 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. **Please note that Operators operating less than one (1) mile of pipeline are not required to file an annual report.**

Reports should be sent to the: Information Resources Manager (DPS-3), Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590. However, reports for intrastate pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. 60105 (the pipeline safety laws) 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 to the Information Resources Manager (DPS-13), Office of Pipeline Safety. The operator filing this report should ensure that the regulations of the State agency provide for further transmittal of one copy of the report to the Office of Pipeline Safety, as specified to be received by March 15 of each year.

Type or print the operator name and address data in the appropriate location.

The annual reporting period is on a calendar basis, beginning January 1 and ending on December 31 of each year.

It is preferred that each independent subsidiary or affiliate operation be reported separately. Satellite divisions that have independent operations and distribution systems should continue to be reported

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2003
GAS DISTRIBUTION SYSTEM

as separate distribution systems even though, through mergers and consolidations, they no longer are separate companies and function as a unified operation under a single corporate headquarters. If you have any questions concerning this report or these instructions, or if you need copies of Form RSPA F 7100.1-1 or the instructions, please write or call the Information Resources Manager (DPS-3), Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590, telephone number (202)366-4569.

SPECIFIC INSTRUCTIONS

An entry should be made in each block for which data are available. All figures are to be reported as whole numbers. DO NOT USE DECIMALS OR FRACTIONS. Decimals or fractions should be rounded to the nearest whole number—1/2 or .5 should be rounded up. Be careful to use "miles" of mains and not "feet;" use "number" of services rather than miles. The "number" of services is the number of service lines and not the number of customers served.

Check "Supplemental Report" if this is a follow-up report with additional or corrected information. 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.

Avoid "Unknown" entries if possible. Estimated data are preferable to unknown data.

Part A

The address shown should be the address where information regarding this report can be obtained. The operator's five digit identification number will be assigned by the Research and Special Programs Administration. If the identification number is not available to the person completing the report, this information may be omitted. If the pipeline system being reported on is located in more than one state, indicate all states in which this system operates.

Part B

"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."

"Other Pipe" means a pipe of any material not specifically designated on the form. An explanation should be included in Part F if "Other Pipe" is marked. If an operator has, in the past, kept records which have consolidated wrought iron pipe with steel pipe, then he may continue to do so.

"Number of services" is the number of service lines and not the number of customers served.

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2003
GAS DISTRIBUTION SYSTEM

Part C

This section includes all reportable incidents and nonreportable leaks, not reported in accordance with §191.50, repaired or eliminated during the one calendar year which is indicated by the operator on the "Annual Report" form.

Leaks are defined as follows:

An unintentional escape of gas from the pipeline.

A reportable incident is one which meets the specific criteria of §191.5.

Leaks/incidents are classified as follows:

"Corrosion" is the escape of gas resulting from a hole in the pipeline or component caused by galvanic, bacterial, chemical, stray current, or other corrosive action.

"Third Party" is an outside force damage directly attributed to the striking of gas pipeline facilities by earth moving equipment, other equipment, tools, vehicles, vandalism, etc. Damage is by personnel other than the operator or the contractor working for the operator.

"Outside Force" is damage resulting from earth movement, including earthquakes, washouts, land slides, frost, etc. Also included is damage by lightning, ice, snow, etc., and damage done by operator's personnel or operator's contractor.

A "Construction Defect" is one resulting from failure of original sound material that is due to external force being applied during field construction which caused a dent, gouge, excessive stress, or other defect which resulted in subsequent failure. Also included are faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site.

A "Material Defect" is one resulting from a defect within the material of the pipe or component or the longitudinal weld/seam that is due to faulty manufacturing procedures.

"Other" would be the result of any other cause, such as equipment operating malfunction, failure of mechanical joints, or connections not attributable to any of the above.

Indicate all leaks eliminated during the reporting year, including those reported on Form RSPA 7100.1, "Incident Report, Gas Distribution Systems." Do not include test failures.

Include all leaks eliminated by repair or by replacement of the pipe or other component.

Part D

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,

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2003
GAS DISTRIBUTION SYSTEM

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 data included in this report.

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 the "preparer" or an officer or other person the operator has designated to review and sign reports of this nature.



U.S. Department of Transportation
Research and Special Programs
Administration

ANNUAL REPORT FOR CALENDAR YEAR 20____
GAS DISTRIBUTION SYSTEM

INITIAL REPORT
SUPPLEMENTAL REPORT

PART A - OPERATOR INFORMATION

DOT USE ONLY

1. NAME OF OPERATOR _____

2. LOCATION OF OFFICE WHERE ADDITIONAL INFORMATION MAY BE OBTAINED

Number and Street

City and County

State and Zip Code

3. OPERATOR'S 5 DIGIT IDENTIFICATION NUMBER
(When Known) / / / / /

4. HEADQUARTERS NAME & ADDRESS, IF DIFFERENT

Number and Street

City and County

State and Zip Code

5. STATE IN WHICH SYSTEM OPERATES: / / (provide a **separate** report for each state in which system operates)

PART B - SYSTEM DESCRIPTION

Report miles of main and number of services in system at end of year.

1. GENERAL

	STEEL				PLASTIC	CAST/ WROUGHT IRON	DUCTIL E IRON	COPPER	OTHER	OTHER
	UNPROTECTED		CATHODICALLY PROTECTED							
	BARE	COATED	BARE	COATED						
MILES OF MAIN										
NO. OF SERVICES										

2. MILES OF MAINS IN SYSTEM AT END OF YEAR

MATERIAL	UNKNOWN	2" OR LESS	OVER 2" THRU 4"	OVER 4" THRU 8"	OVER 8" THRU 12"	OVER 12"
STEEL						
DUCTILE IRON						
COPPER						
CAST/WROUGHT IRON						
PLASTIC						
1. PVC						
2. PE						
3. ABS						
OTHER						
OTHER						
SYSTEM TOTALS						

3. NUMBER OF SERVICES IN SYSTEM AT END OF YEAR AVERAGE SERVICE LENGTH _____ FEET

MATERIAL	UNKNOWN	1" OR LESS	OVER 1" THRU 2"	OVER 2" THRU 4"	OVER 4" THRU 8"	OVER 8"
STEEL						
DUCTILE IRON						
COPPER						
CAST/WROUGHT IRON						
PLASTIC						
1. PVC						
2. PE						
3. ABS						
OTHER						
OTHER						
SYSTEM TOTALS						

4. MILES OF MAIN AND NUMBER OF SERVICES BY DECADE OF INSTALLATION										
	UN- KNOWN	PRE- 1940	1940- 1949	1950- 1959	1960- 1969	1970- 1979	1980- 1989	1990- 1999	2000- 2009	TOTAL
MILES OF MAIN										
NUMBER OF SERVICES										
PART C - TOTAL LEAKS ELIMINATED/REPAIRED DURING YEAR					PART D - TOTAL NUMBER OF LEAKS ON FEDERAL LAND REPAIRED OR SCHEDULED FOR REPAIR					
CAUSE OF LEAK					<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">_____</div> <p style="text-align: center;">PART E - PERCENT OF UNACCOUNTED FOR GAS</p> <p style="text-align: center; font-size: small;">Unaccounted for gas as a percent of total input for the 12 months ending June 30 of the reporting year.</p> <p style="text-align: center; font-size: x-small;">[(Purchased gas + produced gas) minus (customer use + company use + appropriate adjustments)] divided by (purchased gas + produced gas) equals percent unaccounted for.</p> <p style="text-align: center; margin-top: 20px;">Input for year ending 6/30 _____ %.</p>					
CORROSION										
NATURAL FORCES										
EXCAVATION										
OTHER OUTSIDE FORCE DAMAGE										
MATERIAL OR WELDS										
EQUIPMENT										
OPERATIONS										
OTHER										
NUMBER OF KNOWN SYSTEM LEAKS AT END OF YEAR SCHEDULED FOR REPAIR _____										
PART F - ADDITIONAL INFORMATION										
PART G - PREPARER AND AUTHORIZED SIGNATURE										
(type or print) Preparer's Name and Title						Area Code and Telephone Number				
Preparer's email address						Area Code and Facsimile Number				
Name and Title of Person Signing						Area Code and Telephone Number				
Authorized Signature										

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2004
GAS DISTRIBUTION SYSTEM

All 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 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 7th Street, S.W., DPS-13, 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, Research and Special Programs Administration, Department of Transportation, 400 7th Street, S.W., DPS-13, Washington, DC 20590.

IMPORTANT: We have modified the reporting requirement beginning with the report due by March 15, 2005 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)366-3731. 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;

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2004
GAS DISTRIBUTION SYSTEM

- 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 and 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.

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2004
GAS DISTRIBUTION SYSTEM

“PVC” means polyvinyl chloride plastic.

“PE” means polyethylene plastic.

“ABS” means acrylonitrile-butadiene-styrene plastic.

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

“Other” 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.

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
ANNUAL REPORT FOR CALENDAR YEAR 2004
GAS DISTRIBUTION SYSTEM

...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 leak**.

Leaks resulting from inadequate procedures or safety practices, or failure to follow correct procedures, or other operator error are an **OPERATIONS leak**.

...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: 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 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

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1-1
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GAS DISTRIBUTION SYSTEM

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

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. Please include the direct phone number and email address.

“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. Please include the direct phone number and email address.

Annual Report
Gas Transmission and Gathering Systems



ANNUAL REPORT FOR CALENDAR YEAR 20____
GAS TRANSMISSION & GATHERING SYSTEMS

INITIAL REPORT
 SUPPLEMENTAL REPORT

INSTRUCTIONS

Important: Please read the separate instructions for completing this form before you begin. They clarify the information requested and provide specific examples. If you do not have a copy of the instructions, you can obtain one from the Office of Pipeline Safety Web Page at <http://ops.dot.gov>.

PART A - OPERATOR INFORMATION

DOT USE ONLY

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1. NAME AND COMPANY OR ESTABLISHMENT _____ 2. LOCATION OF OFFICE WHERE ADDITIONAL INFORMATION MAY BE OBTAINED _____ Number & Street _____ City & County _____ State & Zip Code	4. OPERATOR'S 5 DIGIT IDENTIFICATION NUMBER (When Known) / / / / / / 5. HEADQUARTERS NAME & ADDRESS, IF DIFFERENT _____ Number & Street _____ City & County _____ State & Zip Code 3. STATE IN WHICH SYSTEM OPERATES: / / / (provide a separate report for each state in which system operates)
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PART B - SYSTEM DESCRIPTION

Report miles of pipeline in system at end of year.

1. GENERAL - MILES OF PIPELINE IN THE SYSTEM AT END OF YEAR THAT ARE JURISDICTIONAL TO OPS							
	STEEL				CAST IRON WROUGHT IRON PIPE	PLASTIC PIPE	OTHER PIPE
	CATHODICALLY PROTECTED		UNPROTECTED				
	BARE	COATED	BARE	COATED			
TRANSMISSION							
ONSHORE							
OFFSHORE							
GATHERING							
ONSHORE							
OFFSHORE							
SYSTEM TOTALS							

2. MILES OF PIPE BY NOMINAL SIZE							
	UNKNOWN	4" OR LESS	OVER 4" THRU 10"	OVER 10" THRU 20"	OVER 20" THRU 28"	OVER 28"	
TRANSMISSION							
ONSHORE							
OFFSHORE							
GATHERING							
ONSHORE							
OFFSHORE							
SYSTEM TOTALS							

3. MILES OF PIPE BY DECADE OF INSTALLATION										
	UNKNOWN	PRE-1940	1940-1949	1950-1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-2009	TOTAL
TRANSMISSION										
ONSHORE										
OFFSHORE										
GATHERING										
ONSHORE										
OFFSHORE										
SYSTEM TOTALS										

4. MILES OF PIPE BY CLASS LOCATION					
	CLASS 1	CLASS 2	CLASS 3	CLASS 4	TOTAL
TRANSMISSION					
ONSHORE					
OFFSHORE		N/A	N/A	N/A	
GATHERING					
ONSHORE					
OFFSHORE		N/A	N/A	N/A	
SYSTEM TOTALS					

PART C – TOTAL LEAKS ELIMINATED/REPAIRED DURING YEAR

PART D - TOTAL NUMBER OF LEAKS ON FEDERAL LAND OR OCS REPAIRED OR SCHEDULED FOR REPAIR

CAUSE OF LEAK	TRANSMISSION		GATHERING	
	ONSHORE	OFFSHORE	ONSHORE	OFFSHORE
CORROSION				
NATURAL FORCES				
EXCAVATION				
OTHER OUTSIDE FORCE DAMAGE				
MATERIAL AND WELDS				
EQUIPMENT AND OPERATIONS				
OTHER				

1. TRANSMISSION
 ONSHORE _____
 OFFSHORE _____
 OUTER CONTINENTAL SHELF _____

2. GATHERING
 ONSHORE _____
 OFFSHORE _____
 OUTER CONTINENTAL SHELF _____

PART E - NUMBER OF KNOWN SYSTEM LEAKS AT END OF YEAR SCHEDULED FOR REPAIR

1. TRANSMISSION _____

2. GATHERING _____

PART F - PREPARER AND AUTHORIZED SIGNATURE

 (type or print) Preparer's Name and Title

 Area Code and Telephone Number

 Preparer's E-mail Address

 Area Code and Facsimile Number

 Name and Title of Person Signing

 Area Code and Telephone Number

 Authorized Signature

 (type or print) Name and Title

 Date

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.2-1 (Rev.12/03)
ANNUAL REPORT FOR CALENDAR YEAR 2003
GAS TRANSMISSION AND GATHERING SYSTEMS

GENERAL INSTRUCTIONS

Each transmission system or non-rural gathering system operator is required to file an annual report. The terms operator, distribution line, gathering line, and transmission line are defined in §192.3. If an operator determines that pipelines fall under the definition for distribution lines, he or she should follow the instructions for Form RSPA F 7100.1-1.

Reporting requirements are in Part 191 of Title 49 of the Code of Federal Regulations (CFR) Transportation of Natural and Other Gas by Pipeline: Annual Reports, Incident Reports, and Safety-Related Condition Reports. Annual reports must be submitted by March 15 for the preceding calendar year. Report **TOTAL** miles of pipeline in the system at the end of the reporting year, including additions to the system during that year. **Please note that Operators operating less than one (1) mile of pipeline are not required to file an annual report.** Reports should be submitted to the address in the regulations, or as follows: Information Resources Manager, Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 7th Street, S.W., DPS-13, Washington, DC 20590.

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 **four areas** on the form which **are new or revised**:

- 1) Our revised form requires a separate report for each state in which the system operates;
- 2) a new section #3 has been added to "Part B- System Description" for reporting miles of pipe by decade of installation,
- 3) a new section #4 has been added to "Part B- System Description" for reporting miles of pipe by class location (see Appendix A) and,
- 4) cause categories for reporting total leaks eliminated/repaired during the year in Part C have been changed to reflect similar changes in cause categories for reporting transmission system incidents on RSPA Form 7100.2.

If you have questions about this report or these instructions, or need copies of Form RSPA F 7100.2-1, please contact Shauna Turnbull, Information Resources Manager, RSPA, Office of Pipeline Safety, at (202)366-3731. Copies of the form and instructions are on the Office of Pipeline Safety home page, <http://ops.dot.gov> in the FORMS section of the ONLINE LIBRARY. Please type or print all entries.

Please round all mileage to the nearest mile. **DO NOT USE DECIMALS OR FRACTIONS.** 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 and 1/2 or 0.5 should be rounded up. The total mileage reported in Part B in

each of sections 1 through 4 MUST all sum to the same total mileage. Please be careful to report miles of pipeline, not feet. If necessary, convert feet to decimal notation (e.g. 1,320 feet = .25 mile).

Make an entry in each block for which data is available. Estimate data if necessary. Please avoid entering mileage in the **UNKNOWN** columns where possible. We recognize that some companies may have very old pipe for which installation records may not exist. Enter estimate of the total of such mileage in the **UNKNOWN** section of item 3: "Miles of Pipe by Decade of Installation".

SPECIFIC INSTRUCTIONS

Enter the Calendar Year for which the report is being filed. Check **Initial Report** if this is the original filing for this calendar year. Check **Supplemental Report** if this is a follow-up to a previously filed report to amend or correct information. On Supplemental Reports, complete Parts A and F. On Parts B, C, D and E, please submit only amended, revised, or added information.

PART A - OPERATOR INFORMATION

Insert the operator name and address data. Report the address where additional information can be found.

The operator's five digit identification number appears on the RSPA mailing label. If the person completing the report does not have the identification number, they should contact the Information Resources Manager.

Enter the State for which information is being reported. An operator should submit a separate report for all company transmission or non-rural gathering operations for each State in which it operates. A company may submit separate reports for subsidiaries or affiliate operations. Please do not report a pipeline facility more than once.

PART B - SYSTEM DESCRIPTION

The mileage of pipeline supplied in Part B, sections 1 and 2, will be used to better protect people and the environment. Mileage reported should accurately reflect miles of pipe meeting the RSPA gas transmission and non-rural gathering line definitions. In the past, short segments of pipeline operated by distribution systems at less than 20 percent of the specified minimum yield strength (SMYS) have sometimes been inaccurately reported as transmission lines. Please carefully consider all reported pipelines classifications.

COATED means pipe coated with an effective hot or cold applied dielectric coating or wrapper.

OTHER PIPE means a pipe made of material not specifically designated on the form, such as copper, aluminum, etc. Enter the Other Pipe material, either in the column heading or by an

attachment if mileage of Other Pipe is shown.

Include Outer Continental Shelf pipelines under offshore in Part B, sections No. 1 and No. 2.

Provide miles of pipe by decade installed in Part B, section 3. Estimate if exact totals aren't known. Where decade of installation is not known because records do not exist for such information, enter an estimate of this mileage in the UNKNOWN column. The sum total of mileage reported for Part B, section 3 should match total mileage reported in sections 1,2, and 4 in Part B.

Provide miles of pipe by class location in Part B, section 4. Class location is defined in 49 Code of Federal Regulations (CFR) Part §192.5. These definitions are provided in Appendix A, below. All offshore mileage is Class 1.

PART C - TOTAL LEAKS ELIMINATED/REPAIRED DURING YEAR

Include all reportable leaks or ruptures and non-reportable leaks or ruptures repaired or eliminated including replaced pipe or other component during the calendar year. Do not include test failures.

Leaks are **unintentional escapes of gas from the pipeline**. A non-hazardous release that can be eliminated by lubrication, adjustment, or tightening is not a leak.

A reportable leak is one that meets the specific criteria of §191.5 and is reported on Form RSPA F 7100.2, Incident Report - Gas Transmission and Gathering Systems. A non-reportable leak is one that is not reported under §191.5.

Leaks are classified as:

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

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: 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 AND 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 AND OPERATIONS: 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. Also include 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.

OFFSHORE includes jurisdictional pipelines on the Outer Continental Shelf.

PART D - TOTAL NUMBER OF LEAKS ON FEDERAL LAND OR OCS REPAIRED OR SCHEDULED FOR REPAIR

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.", as defined in 30 USC Section 185.

Enter all leaks repaired, eliminated, or scheduled for repair during the reporting year, including those reported as incidents on Form RSPA F 7100.2.

OUTER CONTINENTAL SHELF pipelines are separated to differentiate from other Federal offshore areas, which could be within a lake or river.

PART E - NUMBER OF KNOWN SYSTEM LEAKS AT END OF YEAR SCHEDULED FOR REPAIR

Include all known leaks scheduled for elimination by repairing or by replacing pipe or some other component.

PART F - 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.

AUTHORIZED SIGNATURE may be the preparer or an officer or other person whom the operator has designated to review and sign reports. Please include the direct phone number and email address.

APPENDIX A

Sec. §192.5 Class locations.

(a) This section classifies pipeline locations for purposes of this part. The following criteria apply to classifications under this section.

(1) A "class location unit" is an onshore area that extends 220 yards (200 meters) on either side of the centerline of any continuous 1-mile (1.6 kilometers) length of pipeline.

(2) Each separate dwelling unit in a multiple dwelling unit building is counted as a separate building intended for human occupancy.

(b) Except as provided in paragraph (c) of this section, pipeline locations are classified as follows:

(1) A Class 1 location is:

(i) An offshore area; or

(ii) Any class location unit that has 10 or fewer buildings intended for human occupancy.

(2) A Class 2 location:

is any class location unit that has more than 10 but fewer than 46 buildings intended for human occupancy.

(3) A Class 3 location is:

(i) Any class location unit that has 46 or more buildings intended for human occupancy; or

(ii) An area where the pipeline lies within 100 yards (91 meters) of either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) that is occupied by 20 or more persons on at least 5 days a week for 10 weeks in any 12-month period. (The days and weeks need not be consecutive.)

(4) A Class 4 location is any class location unit where buildings with four or more stories above ground are prevalent.

(c) The length of Class locations 2, 3, and 4 may be adjusted as follows:

(1) A Class 4 location ends 220 yards (200 meters) from the nearest building with four or more stories above ground.

(2) When a cluster of buildings intended for human occupancy requires a Class 2 or 3 location, the class location ends 220 yards (200 meters) from the nearest building in the cluster.