

**Instructions (rev 10-2014) for PHMSA F 7100.3-1 (rev 10-2014)**  
**ANNUAL REPORT FOR CALENDAR YEAR 20\_\_ LIQUEFIED NATURAL GAS (LNG) FACILITIES**

**GENERAL INSTRUCTIONS**

All section references are to Title 49 of the Code of Federal Regulations (49 CFR). This Annual Report is required per §191.17 and must be filed per §191.7. Read through the Annual Report and instructions carefully before beginning to complete the Report. Where common data elements exist between this Report and an operator's NPMS submission, the data submitted by the operator on their Annual Report should be the same as the data submitted through NPMS when possible. (Additionally, and in order to align an operator's NPMS submission with their Annual Report data, PHMSA suggests that operators send their NPMS submission to PHMSA by March 15, representing LNG assets as of December 31 of the previous year.)

Each operator of a liquefied natural gas facility must submit an Annual Report for that system on DOT Form PHMSA F 7100.3-1. This report must be submitted each year, not later than March 15, for the preceding calendar year. In order to improve the accuracy of reported data, operators are requested to review prior years' Reports in order to validate that their reported numbers are accurate, or to identify and correct inconsistencies or errors that are either found or that may exist in any previously reported data. Operators should file Supplemental Reports as necessary, including those supplementing prior years' Reports.

The terms "component," "liquefied natural gas or LNG," "LNG Facility," "LNG Plant," and "operator", are defined in §193.2007.

If you need copies of the Form PHMSA F 7100.3-1 and/or instructions, they can be found on <https://www.phmsa.dot.gov/forms/pipeline-forms>. The documents are included in the section titled Accident/Incident/Annual Reporting Forms. If you have questions about this Report or these instructions, call PHMSA's Information Resources Manager at [InformationResourcesManager@dot.gov](mailto:InformationResourcesManager@dot.gov) or 202-366-8075.

**ONLINE REPORTING REQUIREMENTS**

Annual Reports must be submitted online through the PHMSA Portal at <https://portal.phmsa.dot.gov/portal>, unless an alternate method is approved (see Alternate Reporting Methods below).

You will not be able to submit reports until you have met all of the Portal registration requirements – see <https://portal.phmsa.dot.gov/PHMSAPortal2/staticContentRedesign/howto/PortalAccountCreation.pdf>. Completing these registration requirements could take several weeks. Plan ahead and register well in advance of the report due date.

**REPORTING METHOD**

Use the following procedure for online reporting:

1. Go to the PHMSA Portal at <https://portal.phmsa.dot.gov/portal>

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2. Enter PHMSA Portal Username and Password ; press *enter*
3. Select OPID; press “*continue*” button.
4. Under “**Create Reports**” on the left side of the screen, under *Annual* select “LNG ” and proceed with entering your data. Only one Annual Report for an OPID may be submitted per year.
5. To save intermediate work without formally submitting it to PHMSA, click **Save**. To modify a draft of an Annual Report that you saved, go to **Saved Reports** and click on *LNG Annual*. Locate your saved report by the date or report year. Select the record by clicking on it once, and then click **Modify** below the record.
6. Once all sections of the form have been completed, click on **Validate** to ensure all required fields have been completed and data meets all other requirements. A list of errors will be generated that must be fixed prior to submitting an Annual Report.
7. Click **Submit** when you have completed the Report (for either an Initial Report or a Supplemental Report), and are ready to initiate formal submission of your Report to PHMSA.
8. A confirmation message will appear that confirms a record has been successfully submitted. To save or print a copy of your submission, go to **Submitted Reports** on the left hand side, and click on *LNG Annual*. Locate your submitted report by the date or report year, and then click on the PDF icon to either open the file and print it, or save an electronic copy.
9. To submit a *Supplemental Report*, go to **Submitted Reports** on the left hand side, and click on *LNG Annual*. Locate your submitted report by the date or report year. Select the record by clicking on it once, and then click “Create Supplemental”.

**Alternate Reporting Methods**

Operators for whom electronic reporting imposes an undue burden and hardship may submit a written request for an alternate reporting method. Operators must follow the requirements in §191.7(d) to request an alternate reporting method and must comply with any conditions imposed as part of PHMSA’s approval of an alternate reporting method.

**SPECIFIC INSTRUCTIONS**

Make an entry in each block for which data is available. Estimate data only if necessary. Avoid entering any data as **UNKNOWN** or **0 (zero)** except where zero is appropriate to indicate that there were no instances or amounts of the attribute being reported.

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**PART A – OPERATOR INFORMATION**

Complete all sections of Part A before continuing to Part B.

**1. Operator's 5-digit Identification Number (OPID)**

For online entries, the OPID will automatically populate based on the selection you made when entering the Portal. If you have log-in credentials for multiple OPID, be sure the report is being created for the appropriate OPID. Contact PHMSA's Information Resources Manager at 202-366-8075 if you need assistance with an OPID. Business hours are 8:30 AM to 5:00 PM Eastern Time.

**2. Name of Company or Establishment**

This is the company name associated with the OPID. When completing the report online, the Name of Operator is automatically filled in based on the OPID entered in Part A, Question 1. If the name that appears is not correct, you need to submit an Operator Name Change (Type A) Notification.

If the company corresponding to the OPID is a subsidiary, enter the name of the parent company.

**3. Individual where additional information may be obtained**

Enter the name, title, email address, and telephone number of the individual who should be contacted if additional information regarding this Report submission is needed.

**4. Headquarters address**

For online entries, the headquarters address will automatically populate based on the OPID entered in A1. If the address that appears is not correct, you need to change it in the online Contacts module.

**PART B – PLANT DESCRIPTION, TYPE, AND FUNCTION**

Report in Part B all facilities associated with a geographically distinct plant as they existed at the end of the reporting year. Do not report facilities at the same plant in separate Parts B.

The Name, ID, and Status of the Plant/Facility, should be EXACTLY THE SAME as NPMS fields LNG\_NM, LNG\_ID, and STATUS\_CD, and the State where the fixed Plant/Facility is located must match the location submitted to NPMS. It should be noted that the LNG Facility ID (LNG\_ID in NPMS) is a unique ID for a specific facility and is assigned by the Operator.

When reporting the location for Mobile/Temporary facilities, enter the postal zip code where they are typically stored.

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**Interstate or Intrastate**

Select Interstate if the LNG Plant/Facility operates under a certificate from the Federal Energy Regulatory Commission (FERC). Select Intrastate if the LNG Plant/Facility does not operate under a FERC certificate.

The following descriptions apply to the Type of LNG Plant options:

**Base Load:** A plant that operates throughout the year to provide gas supply.

**Peak Shaving:** LNG peak shaving plants are used for storing surplus natural gas for use during peak demand periods such as winter and summer.

**Satellite:** Satellite peak shaving plants do not include process equipment to convert natural gas to LNG. Instead, trucks deliver LNG for storage on site. Satellite peak shaving plants typically inject natural gas into distribution pipeline systems.

**Mobile/Temporary:** Mobile LNG plants are those not characterized as permanent infrastructure that are designed to be easily moved, e.g. skid-mounted or trailer-mounted, or otherwise portable (see NFPA 59A). Temporary LNG plants are those used for short term applications to provide supply during planned construction and maintenance activities or in cases of unplanned events such as peakshaving to meet unanticipated demand.

**Other:** Describe the Plant type in the space provided.

**PART C – LEAKS IN PAST YEAR**

Report in Part C unintentional escapes of LNG, liquefied petroleum gas, refrigerant gas, or other gas from the plant that are not reportable as Incidents under §191.3. A non-hazardous release that can be eliminated by lubrication, adjustment, or tightening is not a leak. Report leaks originating in plant piping and equipment, storage tanks, or other locations separately as indicated on the form. Include all leaks repaired or eliminated, including by replaced pipe or other component during the calendar year. Do not include test failures.

**For the purposes of this Part C, Leaks are to be classified as either:**

**EXTERNAL CORROSION:** includes releases or failures in the pipe or other component due to galvanic, bacterial, chemical, stray current, or other corrosive action initiating on the outside surface of the pipe. For PHMSA's LNG Incident Reporting form, this includes the "External Corrosion" sub-cause under F1 – Corrosion Failure.

**INTERNAL CORROSION:** includes releases or failures in the pipe or other component due to galvanic, bacterial, chemical, stray current, or other corrosive action initiating on the inside surface of the pipe. From PHMSA's LNG Incident Reporting form, this includes the "Internal Corrosion" sub-cause under F1 – Corrosion Failure.

**NATURAL FORCE DAMAGE:** includes releases or failures resulting from earth movement, earthquakes, landslides, subsidence, lightning, heavy rains/floods, washouts, flotation, mudslide,

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scouring, temperature, frost heave, frozen components, high winds, or similar natural causes. For PHMSA's LNG Incident Reporting form, this includes main cause F2.

**EXCAVATION DAMAGE:** includes releases or failures resulting directly from excavation damage by operator's personnel (oftentimes referred to as "first party" excavation damage) or by the operator's contractor (oftentimes referred to as "second party" excavation damage) or by people or contractors not associated with the operator (oftentimes referred to as "third party" excavation damage). Also, includes releases or failures determined to have resulted from previous damage due to excavation activity. This category would include damage to aboveground facilities or piping when incurred during the conduct of excavation activity. For damage from outside forces OTHER than those associated with excavation activity, Natural Force Damage or Other Outside Force Damage will most likely apply. For PHMSA's LNG Incident Reporting form, this includes main cause F3.

**OTHER OUTSIDE FORCE DAMAGE:** includes, but are not limited to, releases or failures resulting from non-excavation-related outside forces, such as nearby industrial, man-made, or other fire or explosion; damage by vehicles or other equipment; releases or failures due to mechanical damage; and, intentional damage including vandalism and terrorism. For PHMSA's LNG Incident Reporting form, this includes main cause F4.

**IN-PLANT PIPING OR WELD:** Use one of these next three categories to report material failures only if the item involved in the Incident or leak is in-plant piping or welds. These include releases in or failures from defects or anomalies within the material of the pipe body or within the pipe seam or other weld due to faulty manufacturing procedures, defects resulting from poor construction/installation practices, and in-service stresses such as vibration, fatigue, and low temperature embrittlement. For PHMSA's LNG Incident Reporting form, this includes main cause F5.

**CONSTRUCTION-, INSTALLATION-, OR FABRICATION-RELATED:** includes releases or failures caused by a dent, gouge, excessive stress, or some other defect or anomaly introduced during the process of constructing, installing, or fabricating in-plant piping (or welds which are an integral part of in-plant piping), including welding or other activities performed at the facility. For PHMSA's LNG Incident Reporting form, this includes the sub-cause of the same name under F5.

**ORIGINAL MANUFACTURING-RELATED:** includes releases or failures caused by a defect or anomaly introduced during the process of manufacturing the pipe used in in-plant piping, including seam defects and defects in the pipe body. For PHMSA's LNG Incident Reporting form, this includes the sub-cause of the same name under F5.

**LOW TEMPERATURE EMBRITTLEMENT:** includes releases in or failures of in-plant piping or welds due to the effect of handling cryogenic fluids. Embrittlement failure of equipment other than in-plant piping or weld, including due to effects of spilled or leaking cryogenic fluids, should be reported under Equipment Failure. For PHMSA's LNG Incident Reporting form, this includes the sub-cause of the same name under F5.

**EQUIPMENT FAILURE:** includes releases from or failures of items other than in-plant piping or welds, and includes releases or failures resulting from: malfunction of control/relief equipment including valves, regulators, or other instrumentation; failures of pumps or compressors, or pump- or compressor-related equipment; failures of various types of connectors, connections, and

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appurtenances; failures of the body of equipment, vessel plate, or other material (including those caused by: construction-, installation-, or fabrication-related and original manufacturing-related defects or anomalies; and low temperature embrittlement); and, all other equipment-related releases or failures. For PHMSA's LNG Incident Reporting form, this includes main cause F6.

**INCORRECT OPERATION:** includes releases or failures resulting from operating, maintenance, repair, or other errors by facility personnel, including, but not limited to improper valve selection or operation, inadvertent overpressurization, or improper selection or installation of equipment. For PHMSA's LNG Incident Reporting form, this includes main cause F7.

**OTHER CAUSES:** includes releases or failures resulting from any other cause not listed above, including those of a miscellaneous or unknown or unknowable nature. For PHMSA's LNG Incident Reporting form, this includes main cause F8.

**PART D – OTHER EVENTS**

Do NOT report events that were reported as Safety-Related Conditions (SRC) under §191.23. If a SRC report was not filed because corrective action was completed before the filing deadline, include the event in Part D. Report the number of non-SRC events that were determined to be significant to safety that occurred at the plants during the reporting year, such as movement of tanks and/or tank foundations and impairment of the structural integrity or safety of tanks, piping, or other LNG plant equipment or components. Conditions or events that resulted in a release of LNG, liquefied petroleum gas, refrigerant gas, or other gas from the plant should be reported in Part C.

**Rollover** refers to an event in which significant stratification has occurred within a tank and, as a result, significant quantities of liquefied gas suddenly relocate due to differences in density. Rollovers have resulted in damage to storage facilities and are safety significant events for LNG carriers and their unloading operations at import terminals.

**Security Breach** refers to an actual breach of security. Actuation of security alarms due to circumstances other than an actual breach need not be reported.

**ESD (Emergency Shutdown Device) Actuations** that result from actual emergencies must be reported as Incidents (§§ 191.3 and 191.15). These events need not be reported again here. Report in this Part ESD Actuations that resulted from causes *other than* an actual emergency. Report ESD Actuations that resulted from a false signal separately from those resulting from maintenance or other non-emergency event at the facility. Do not report intentional, non-emergency ESD's.

**Insulation Degradation** refers to reduced effectiveness of insulation (e.g., loss of vacuum) requiring corrective action. Do not include instances of insulation degradation that contributed to or resulted in a leak or reportable incident.

**Other Types** should include major meteorological or geophysical disturbances or other events that the operator considers to have been significant to safety. Do not report again any events that have been included in other rows of Part D.

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**PART E – PREPARER SIGNATURE**

The Preparer is the person who compiled the information and prepared the responses to the Report. Enter the Preparer's name and title, and e-mail address if the Preparer has one, and the phone and fax numbers used by the Preparer.