

**Instructions (new 3-2022) for Form PHMSA F 7100.2-3 (new 3-2022)**  
**ANNUAL REPORT FOR CALENDAR YEAR 20\_\_**  
**TYPE R (Reporting-Regulated) GAS GATHERING PIPELINE SYSTEMS**

**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.

Each operator of a Type R (reporting-regulated) gas gathering pipeline system must submit this report. Operators of Type A, B, or C gas gathering pipeline system must submit an Annual Report on Form PHMSA F 7100.2-1.

This report must be submitted each year, not later than March 15, and provide information about the pipeline system as-of December 31 of the previous year. If an operator discovers an error in a submitted annual report, a supplemental report should be filed. Changes made to the pipeline system after the end of the reporting year should not result in a supplemental report.

If you need copies of the Form PHMSA F 7100.2-3 and/or instructions, they can be found on <https://www.phmsa.dot.gov/forms/operator-reports-submitted-phmsa-forms-and-instructions>.

**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>
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 “Type R (Reporting-Regulated) Gas Gathering” and proceed with entering your data. Only one annual report by commodity 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 *Type*

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*R (Reporting-Regulated) Gas Gathering.* Locate your saved report by the date, report year, or commodity. Select the record by clicking on it once, and then click **Modify** above 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 *Type R (Reporting-Regulated) Gas Gathering* . Locate your submitted report by the date, report year, or commodity, 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 *Type R (Reporting-Regulated) Gas Gathering*. Locate your submitted report by the date, report year, or commodity. 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 alternative reporting method. Operators must follow the requirements in §191.7(d) to request an alternative 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.

Do not report miles of pipe, pipe segments, or pipeline in feet. When mileage for the same set of pipelines is reported in different parts of the form, the online system will require the different parts to be consistent. Mileage values over 60 miles must be within 0.5% of the baseline and values under 60 miles must be within 0.3 miles. For example, if you report 60 miles in Part F, the miles in Parts E and G must be within 0.3 miles of 60. Use the number of decimal places needed to satisfy these consistency checks.

Enter the Calendar Year for which the Report is being filed, bearing in mind that the report should reflect the system as-of the end of that calendar year.

The **Initial Report** or **Supplemental Report** box will be populated by the online system.

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**For a given OPID, a separate Annual Report is required for each Commodity within that OPID. The separate Annual Report is to cover all pipeline facilities – both INTERstate and INTRAsate – included within that OPID that serve to transport that Commodity. As an example, if an operator uses a single OPID and has one set of pipeline facilities transporting natural gas and another transporting landfill gas, this operator must file two Annual Reports – one Annual Report covering natural gas facilities and a second for the landfill gas facilities. When a pipeline facility transports two or more Commodities, the pipeline facility should be reported only once under the predominantly transported Commodity.**

**Part A is completed once for each Annual Report.**

**PART A – OPERATOR INFORMATION**

Complete all sections of Part A before continuing to the next Part.

**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.

**2. Name of Operator**

This is the company name associated with the OPID. For online entries, the name will be automatically populated based on the OPID entered in A1. If the name that appears is not correct, you need to submit an Operator Name Change (Type A) Notification.

**3. Headquarters address**

This is the headquarters address associated with the OPID. For online entries, the 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.

**4. This Report pertains to the following Commodity**

It is a PHMSA requirement that operators submit separate Reports for each Commodity within a particular OPID.

**File a separate Annual Report for each** of the following commodities:

**Natural Gas**

**Landfill Gas** (includes biogas)

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**Other Gas** – If this commodity is selected, report the name of the other gas in the space provided.

Note: When a pipeline facility transports two or more of the above Commodities, the pipeline facility should be reported only once under the predominantly transported Commodity. For example, if an operator has a pipeline segment that is used to transport natural gas during the majority of the year and other gas for a couple of weeks, that operator should only file an annual report for the natural gas. If an operator has two pipeline segments with one pipeline segment used to transport natural gas and the other pipeline segment transporting landfill gas, that operator must file two annual reports - 1 report for natural gas and 1 report for landfill gas.

**5. INTERstate and INTRAsate pipeline**

For a given OPID, both INTERstate and INTRAsate pipeline facilities for a commodity can be entered in a single report. Enter each State for both the INTERstate and INTRAsate pipeline facilities. The States entered here create the set of Parts E through H in the online reporting system.

***Interstate gas pipeline*** means a gas pipeline facility or that part of a gas pipeline facility that is used to transport gas and is subject to the jurisdiction of the Federal Energy Regulatory Commission (FERC) under the Natural Gas Act (15 U.S.C. 717 et seq.).

***Intrastate gas pipeline*** means a gas pipeline facility or that part of a gas pipeline facility that is used to transport gas within a state and is not subject to the jurisdiction of FERC under the Natural Gas Act (15 U.S.C. 717 et seq.).

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**For the designated commodity, Parts B through D will be populated based on data submitted for combinations of State and INTERstate/INTRAsate combinations in Parts E through G respectively.**

**For the designated Commodity, complete PARTs E through H covering INTERstate pipeline facilities for each State in which INTERstate systems exist within this OPID and again covering INTRAsate pipeline facilities for each State in which INTRAsate systems exist within this OPID.**

**When mileage for the same set of pipelines is reported in different parts of the form, the online system will require the different parts to be consistent.** Mileage values over 60 miles must be within 0.5% of the baseline and values under 60 miles must be within 0.3 miles. Part F serves as the baseline. If you report 60 miles in Part F, the miles in Parts E and G must be within 0.3 miles of 60.

**PART E – MILES OF BY NOMINAL PIPE SIZE (NPS)**

Report the miles by Nominal Pipe Size (NPS). Enter the appropriate mileage in the corresponding nominal size blocks. Only integers are used for NPS. For example, report 6.625" diameter pipe in the NPS 6 category.

Pipe size which does not correspond to NPS measurements should be included in the "Other Pipe Sizes Not Listed" columns. Include both the pipe size and the corresponding mileage.

**PART F – MILES BY DECADE INSTALLED**

Report the miles of pipe by decade installed. When the decade of construction is unknown, enter estimates of the totals of such mileage in the "Unknown" section of Part F.

**PART G – MILES BY MATERIAL AND CORROSION PREVENTION STATUS**

For steel pipe, report the miles is cathodically protected and cathodically unprotected subdivided, in each case, into the amount that is bare and the amount that is coated pipe. **COATED** means pipe coated with an effective hot or cold applied dielectric coating or wrapper. For non-steel pipe, report the miles for each type listed.

**Composite** means pipe consists of two or more dissimilar materials layered together to be stronger than the individual materials. Examples include, but are not limited to, fiber reinforced thermoplastic composite pipe, fiber reinforced thermosetting plastic pipe, steel reinforced thermoplastic pipe, and metallic composite pipe. Report metallic and non-metallic reinforced composite pipe separately.

**Other** means a pipe made of a material not specifically designated on the form, such as copper, aluminum, etc. Describe the other material(s) in the "specify" field.

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**PART H – LEAKS AND REPAIRS**

**PART H1 – ALL LEAKS ELIMINATED/REPAIRED IN CALENDAR YEAR**

**Leaks** are **unintentional escapes of gas from the pipeline 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. Operators should report the number of leaks repaired based on the best data they have available. For sections replaced and retired in place, operators should consider leak survey information to determine, to the extent practical, the number of leaks in the replaced section.

**Incidents** are defined in §191.3 and are reported on Form PHMSA F 7100.2-2.

**For the purposes of this Part H1, Leaks are to be classified as one of the following:**

**EXTERNAL CORROSION:** includes galvanic, bacterial, chemical, stray current, or other corrosive action initiating on the outside surface of the pipe. This includes the “External Corrosion” sub-cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**INTERNAL CORROSION:** includes galvanic, bacterial, chemical, stray current, or other corrosive action initiating on the inside surface of the pipe. This includes the “Internal Corrosion” sub-cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**STRESS CORROSION CRACKING:** includes a form of environmental attack of the pipe metal involving an interaction of a local corrosive environment and tensile stresses in the metal resulting in formation and growth of cracks. This includes the “Environmental Cracking-related” sub-cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**MANUFACTURING:** includes a defect or anomaly introduced during the process of manufacturing the pipe, including seam defects and defects in the pipe body or pipe girth weld. This includes the “Original Manufacturing Defect-related” sub-cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**CONSTRUCTION:** includes leaks caused by a dent, gouge, excessive stress, or some other defect or anomaly introduced during the process of constructing, installing, or fabricating pipe (or welds which are an integral part of pipe), including welding or other activities performed at the facility. This includes the “Construction-, Installation-, or Fabrication-related” sub-cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**EQUIPMENT:** includes leaks from items other than pipe or welds, and includes releases or failures resulting from: malfunction of control/relief equipment including valves, regulators, or other instrumentation; compressors or compressor-related equipment; various types of connectors, connections, and appurtenances; 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. This includes all of the sub-causes under Equipment Failure on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

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**INCORRECT OPERATIONS:** includes operating, maintenance, repair, or other errors by operator or operator contractor personnel, including, but not limited to improper valve selection or operation, inadvertent overpressurization, or improper selection or installation of equipment. This includes all of the sub-causes under Incorrect Operations on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**THIRD PARTY DAMAGE/MECHANICAL DAMAGE:** includes damage caused by earth moving or other equipment, tools, or vehicles which occurs as a result of excavation activities or a release caused by vandalism or other similar intentional damage. Report separately, as indicated:

- **Excavation Damage** - includes 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) This includes the Excavation Damage by Operator (First Party), Excavation Damage by Operator's Contractor (Second Party), and Excavation Damage by Third Party sub-causes on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.
- **Previous Damage (due to Excavation Activity)** - includes leaks resulting from previous damage due to excavation activity. This includes only the Previous Damage due to Excavation Activity sub-cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.
- **Vandalism (includes all Intentional Damage)** – includes willful or malicious destruction of the operator's pipeline facility or equipment. This includes only the "Intentional Damage" sub-cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**WEATHER RELATED/OTHER OUTSIDE FORCE DAMAGE:** includes earth movement, earthquakes, landslides, subsidence, lightning, heavy rains/floods, washouts, flotation, mudslide, scouring, temperature, frost heave, frozen components, high winds, or similar natural causes, or a release from other, non-excavation-related outside forces, such as nearby industrial, man-made, or other fire or explosion; damage by vehicles, boats, fishing or maritime vessels or equipment; and, electrical arcing. Report separately, as indicated:

- **Natural Force Damage (all)** - This includes all of the sub-causes under Natural Force Damage on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.
- **Other Outside Force Damage (excluding Vandalism and all Intentional Damage)** - This includes all of the sub-causes under Other Outside Force Damage, *except* Intentional Damage, on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

**OTHER:** includes any other cause not listed above, including those of a miscellaneous or unknown or unknowable nature. This includes both of the two sub-causes under Other Incident Cause on the PHMSA Reporting-Regulated Gas Gathering Incident Report form.

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**PART H2 –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 M3 –LEAKS ON FEDERAL LAND 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 as defined in 30 USC 185.

Enter all leaks repaired, eliminated, or scheduled for repair during the reporting year, excluding those reported as incidents on Form PHMSA F 7100.2-2.

**PART I – PREPARER INFORMATION**

The Preparer is the person who compiled the information and prepared the responses to the Report. Enter the Preparer's name, title, e-mail address, phone number. PHMSA will contact the Preparer if data quality checks raise questions about the report.