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**Guidance for Selecting the Appropriate Notification Type****Type A – Operator Name Change**

Each PHMSA-issued Operator Identification Number (OPID) has a name associated with the number. Submit a Type A to change the name. PHMSA uses this official operator name in various data systems.

**Type C – Change in Safety Program**

Each operator has designated their Safety Program Relationships (SPR) through either OpID Validation or Assignment. There are up to eight Safety Program Relationships for each pipeline system type – Gas Distribution (GD), Gas Gathering (GG), Gas Transmission (GT), Hazardous Liquids (HL), Liquefied Natural Gas (LNG), and Underground Natural Gas Storage (UNGS). Operators either reported they do not share safety programs with other operators or reported the Primary OpID for shared safety programs. All operators sharing the safety program report the same Primary OpID.

*When is a Type C Notification required?*

When facilities remain within an OpID, but the operator begins using a new, shared safety program for that pipeline system type. For example, Operator A reported that no safety programs are shared with other operators when they Validated. Operator A begins using Operator B's Public Awareness program. Within 60 days of the change, Operator A must submit a Type C Notification changing the Public Awareness SPR from independent to shared. Operators A and B need to coordinate in advance to agree upon the Primary OpID to be reported. If Operator B had previously reported that Public Awareness was not shared with other operators, Operator B also must submit a Type C Notification. If Operator B had previously reported shared Public Awareness, Operator B does not need to submit a Type C Notification, unless the agreed upon Primary OpID has changed. If the Primary OpID is changed, Operator B and all other operators sharing the program must submit a Type C Notification to report a consistent Primary OpID for Public Awareness.

*When is a Type C Notification not required?*

If a facility is bought, sold, or the operator has changed. Also, if an existing safety program is revised, but there are no changes to the operators sharing the program. For example, assume Operators X, Y, and Z share a Damage Prevention program. If the program is revised, but there is no change in the operators sharing the program, then no Type C Notification is required.

**Selecting the correct notification***What action are you taking?*

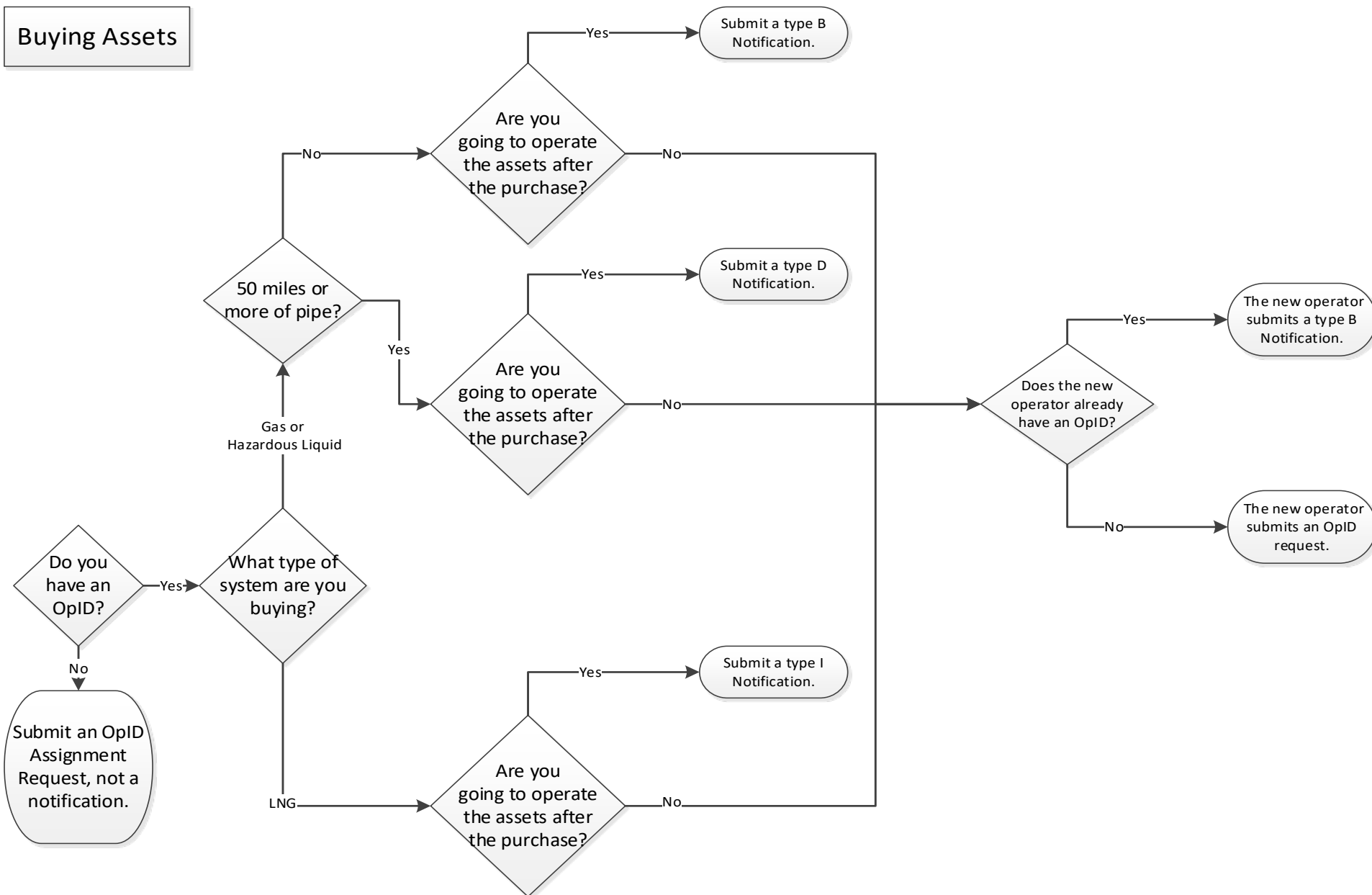
Buying Assets

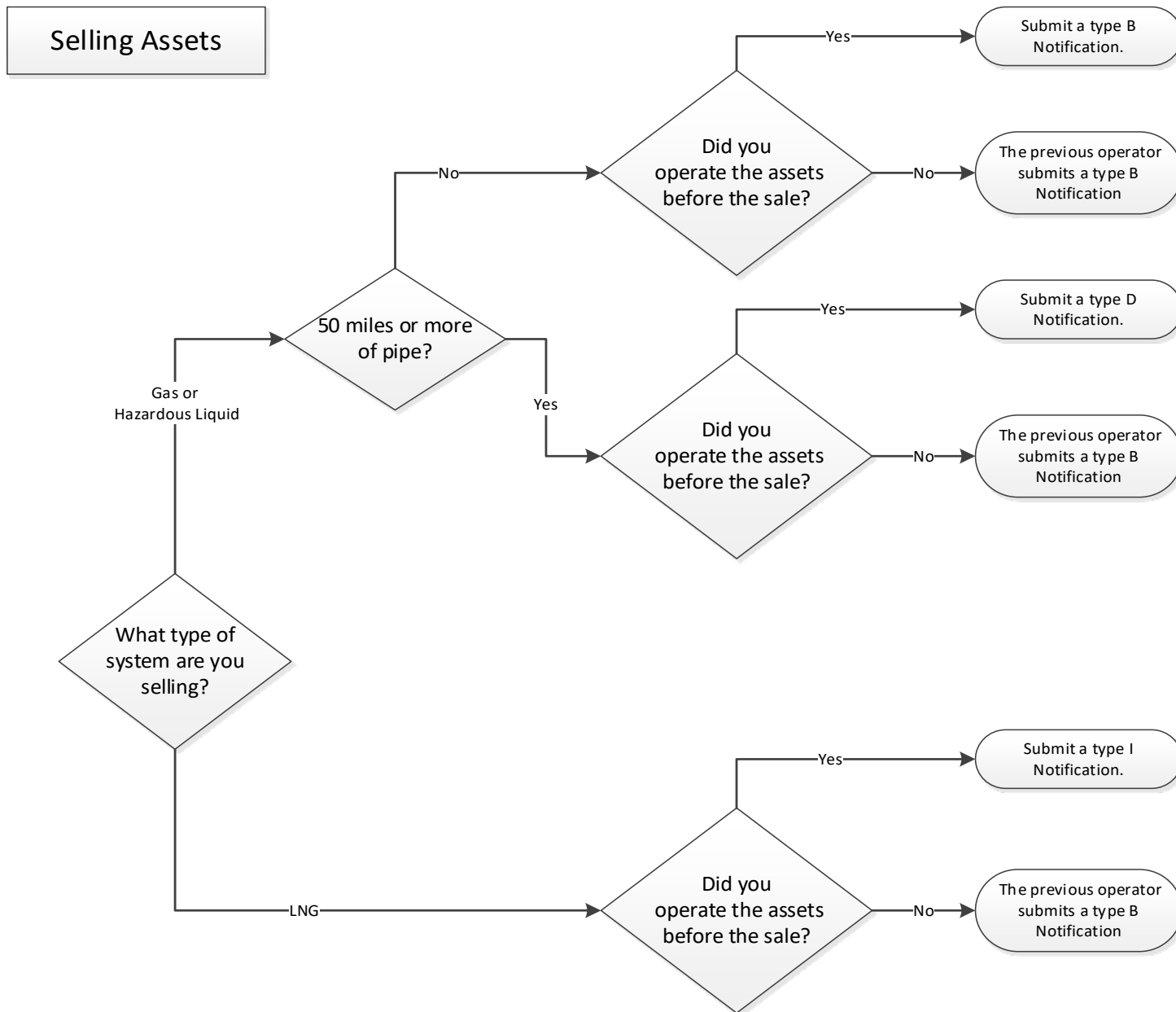
Selling Assets

Change in Entity Operating

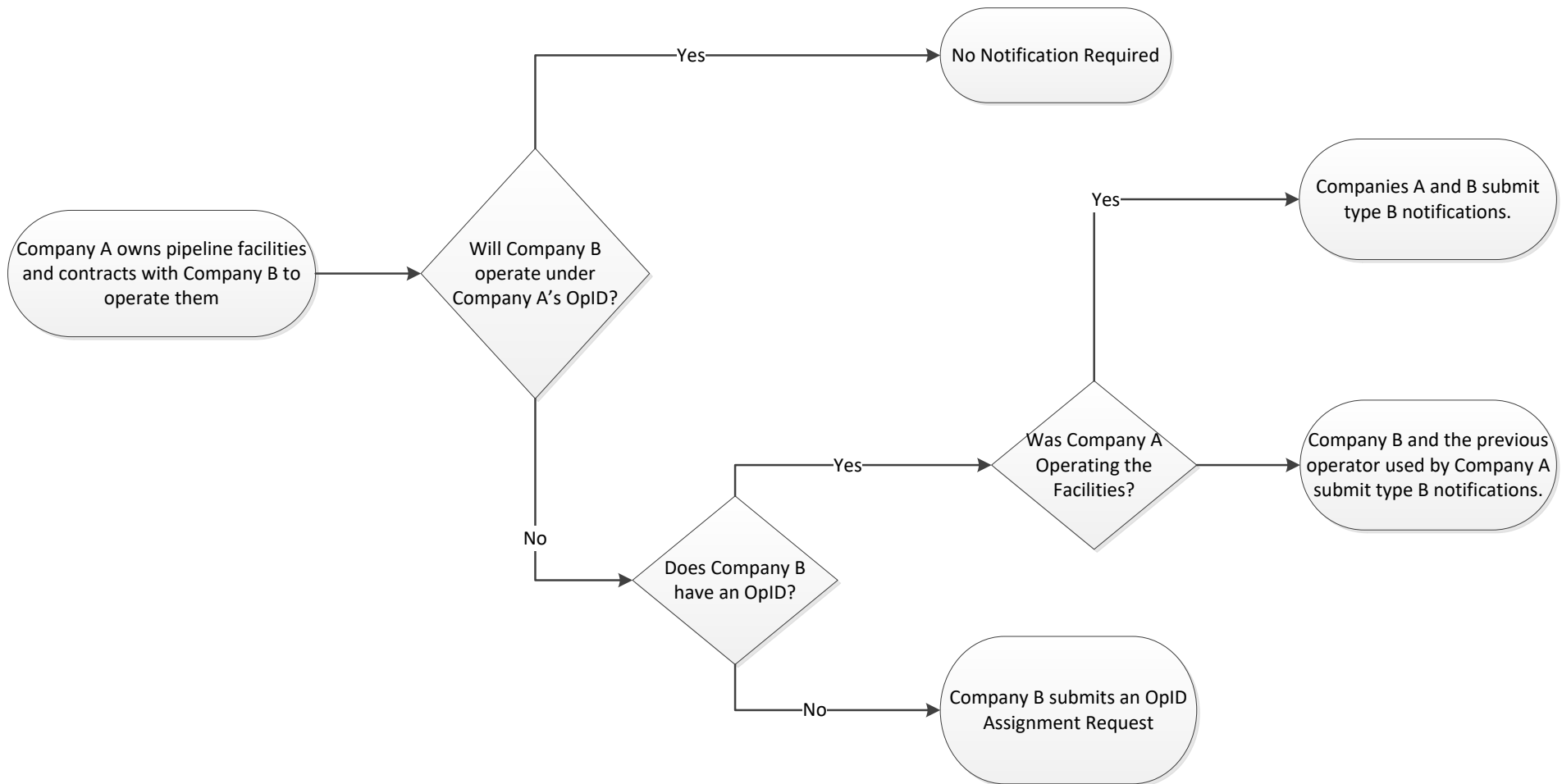
Construction or Rehabilitation of Facilities

Buying Assets



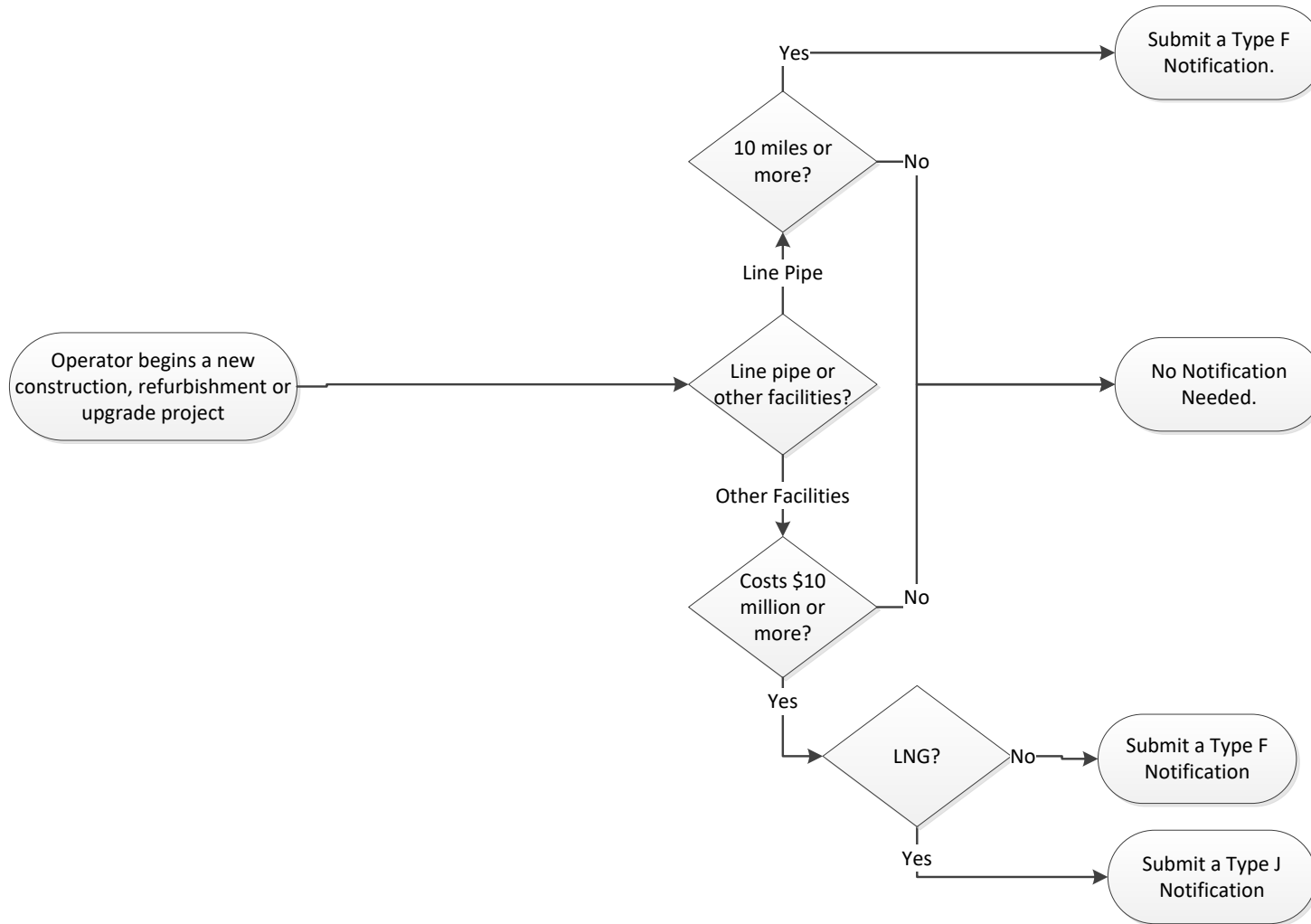


## Change in Entity Operating



Construction notifications are required 60 days prior to the “event.” On September 12, 2014, PHMSA published an [Advisory Bulletin](#) describing the activities that constitute the “event” of construction, which determines the due date for the notification.

Construction or Rehabilitation of Facilities



## GENERAL INSTRUCTIONS

All section references are to Title 49 of the Code of Federal Regulations (49 CFR). The National Registry Notification is used by operators to report certain asset-changing or program-changing events associated with pipelines, pipeline facilities, or LNG facilities.

**Each operator of a gas or hazardous liquid pipeline, or pipeline facility, or LNG facility is required to submit notification of specified events to PHMSA in accordance with §191.22(c) or §195.64(c). Operators must submit notification either 60 days (or more) before the planned occurrence or 60 days (or less) after the occurrence, as specified in these regulations. Construction notifications are required 60 days prior to the “event.” On September 12, 2014, PHMSA published an [Advisory Bulletin](#) describing the activities that constitute the “event” of construction, which determines the due date for the notification.**

**These notification requirements do not apply to an operator that either solely operates a petroleum gas system that serves fewer than 100 customers from a single source or master meter systems (11/10/11;76 FR 70217).**

If you need copies of the Form PHMSA F 1000.2 and/or instructions they can be found on the PHMSA website at <https://www.phmsa.dot.gov/forms/operator-reports-submitted-phmsa-forms-and-instructions>. If you have questions about this form or these instructions, contact the PHMSA Information Resources Manager at (202) 366-8075.

## ONLINE REPORTING REQUIREMENTS

Notifications 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 METHODS

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 the press Enter and then click the “Yes, I consent” button on the disclaimer page.
3. Select your OPID then press the Select button.
4. Under “Notifications and Validations” select “Create Notification” from the Action dropdown. Then press OK.

5. Select the type of Notification you wish to submit.
6. To save intermediate work without formally submitting it to PHMSA, click **Save**. To modify a draft of a Notification that you saved, locate your saved report by the Notification type and date under the “Notifications and Validations” section of the main screen. Select the record by clicking on it.
7. When you have finished entering all of the information required for the type of Notification you selected, click “Submit Notification” from the review page to formally submit the Notification 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, open the PDF version available on the “Please Click Here” link

### **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) or §195.58(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.

## **SPECIAL INSTRUCTIONS**

Make an entry in each block which is applicable. 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 pipeline miles in feet. When reporting mileages that are less than 10 miles or when reporting portions of a mile, convert feet into a decimal notation (e.g. 2,640 feet = .5 miles) and report mileage using decimals rounded to the nearest tenth of a mile. Operators may round all mileages that are greater than 10 miles to the nearest mile. Do not use fractions.



**STEP 1 – ENTER BASIC NOTIFICATION INFORMATION**

Complete all 7 questions of STEP 1 before continuing to STEP 2.

**1. Operator's OPS-issued Operator 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 Notification 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. Current name of Operator assigned to this OPID**

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

**3. Operator Headquarters address**

This is the headquarters address associated with the OPID. For online entries, the address will automatically populate based on the OPID. If the address that appears is not correct, you need to change it in the change it in the OPID Contacts Management module within the Portal.

**4. Date of this Notification**

The system will enter the date on which this notification is submitted.

**5. Name of Operator contact for this Notification**

Enter the name of the individual whom PHMSA should contact should they have questions about this notification.

**6. Phone number of Operator contact for this Notification**

Enter the phone number by which the Operator contact for this notification should be reached.

**7. Select the type of pipelines and/or facilities involved in this Notification:**

Check the appropriate box or boxes to indicate the pipelines and/or facilities to which this notification applies.

**STEP 2 – SELECT TYPE OF NOTIFICATION**

Check the box for the appropriate “Type” of notification being submitted, and complete the items for that selection.

If you need to submit more than one notification, the online system will re-use Step 1 data and allow the creation of another notification.

**Type A – Operator Name Change**

1. Enter the new operator name for use in all PHMSA data systems.
2. Include a brief explanation of the reason for the change.
3. Indicate the effective date for the name change.

Note: The purpose of this Notification type is simply to conform the identification of the Operator in PHMSA’s records and a given OPID with the name under which the Operator does business.

**Type B – Change in Entity Operating**

Check the appropriate box to indicate whether you are reporting an assumption or cessation of operatorship. If you need to report both an assumption and a cessation, then two separate notifications must be submitted.

1a. For an assumption, report the previous Operator’s OPID Number or indicate that no OPID was assigned to that Operator. The previous Operator name will automatically populate based on the OPID entered. If the name that appears is not correct or does not coincide with the OPID Number, contact the PHMSA Information Resources Manager at (202) 366-8075.

1b. For a cessation, report the OPID of the new Operator or indicate that no OpID has been assigned to that Operator. The new Operator’s name will automatically populate based on the OPID entered. If the name that appears is not correct or does not coincide with the OPID Number, contact the PHMSA Information Resources Manager at (202) 366-8075. If you have ceased operating the last of your jurisdictional assets and would like to deactivate your OpID, check the deactivation block.

2. Provide a brief description of the reason for the change in responsibility.
3. Indicate the date on which the responsible entity changed.

**Type C – Shared Safety Program Change**

*Note: Operators will complete Type C separately for each system type selected in STEP 1, Question 7. If Gas Transmission and Hazardous Liquid were selected in STEP 1, Question 7, Type C must be completed twice – once for Gas Transmission and once for Hazardous Liquid.*

Pipeline safety regulations require operators to prepare and implement a number of safety programs, depending on the type of pipelines and/or facilities they operate. These include:

- Anti-Drug Plan and Alcohol Misuse Plan (§§199.101, 199.202)
- Procedure Manual for Operations, Maintenance, and Emergencies (§§192.605, 192.615, 195.402, 193.2017, 192.12)
- Damage Prevention Program (§§192.614, 195.442)
- Public Awareness/Education Program (§§192.616, 195.440)
- Control Room Management Procedures (§§192.631, 195.446)
- Operator Qualification Program (§§192.805, 195.505)
- Integrity Management Program (§§192.907, 192.1005, 195.452, 192.12)
- Response Plan for Onshore Oil Pipelines (or Alternative State Plan) (§194.101)

1a through h. Check each safety program for which there is a new Primary OPID. Enter the new Primary OPID. The system will populate the Previous OPID. Enter the effective date for the new Primary OPID.

### **Type D – Change in Ownership for Gas or Liquid**

Check the appropriate box to indicate whether you are reporting an acquisition or a divestiture. If you need to report both an acquisition and a divestiture, then two separate notifications must be submitted.

2. For an acquisition, report the previous Operator's OPID Number or indicate that no OPID was assigned. For online Notifications, the previous Operator's name will automatically be entered based on the OPID entered. If the name that appears is not correct or does not coincide with the OPID Number, contact the PHMSA Information Resources Manager at (202) 366-8075.

3. For a divestiture, report the OPID of the new Operator or indicate that no OpID has been assigned. The new Operator's name will automatically populate based on the new OPID entered. If the name that appears is not correct or does not coincide with the OPID Number, contact the PHMSA Information Resources Manager at (202) 366-8075. If you have divested the last of your jurisdictional assets and would like to deactivate your OpID, check the deactivation block.

4. Indicate the effective date of the transaction.

### **Type F – Construction or Rehabilitation of Gas or Liquid Facilities**

**Construction notifications are required 60 days prior to the “event.” On September 12, 2014, PHMSA published an [Advisory Bulletin](#) describing the activities that constitute the “event” of construction, which determines the due date for the notification.**

1. Report the anticipated date that field activities will begin. Enter the anticipated date of operational start-up. Select the option that best describes the preponderance of the field activities.

### **Type I – Change in Ownership for LNG**

1. Check the appropriate box to indicate whether you are reporting an acquisition or a divestiture. If you need to report both an acquisition and a divestiture, then two separate notifications must be submitted.

2. For an acquisition, report the previous Operator's OPID Number or indicate that no OPID was assigned to that Operator. The previous Operator's name will automatically populate based on the OPID entered. If the name that appears is not correct or does not coincide with the OPID Number, contact the

PHMSA Information Resources Manager at (202) 366-8075.

3. For a divestiture, report the OPID of the new Operator or indicate that no OPID has been assigned to that Operator. The new Operator's name will automatically populate based on the OPID entered. If you have divested the last of your jurisdictional assets and would like to deactivate your OpID, check the deactivation block.

4. Indicate the effective date of the transaction.

5. Report the indicated information about the acquired or divested plant(s) or facility(ies).

**Onshore** and **offshore** are not defined in Part 193. For purposes of reporting here, operators should use the definition of **offshore** in §192.3, namely, "beyond the line of ordinary low water along that portion of the coast of the United States that is in direct contact with the open seas and beyond the line marking the seaward limit of inland waters." Any facility that is located in an area not meeting the definition of offshore is considered **Onshore**.

### **Type J – Construction for LNG**

**Construction notifications are required 60 days prior to the "event." On September 12, 2014, PHMSA published an [Advisory Bulletin](#) describing the activities that constitute the "event" of construction, which determines the due date for the notification.**

1a - 1d. Report the indicated information about the construction project(s).

1e and 1f. Report the anticipated dates that field construction activities will begin and the anticipated date of operational start-up.

1g. Select the option that best describes the preponderance of the field activities.

2a – 2g (and 3a – 3g, etc. as needed). Report the indicated information about the construction.

***IMPORTANT: For Type B, D, or F Notifications, proceed to STEP 3. For Type A, C, I or J Notifications, proceed to STEP 4.***

## **STEP 3 – INFORMATION FOR PIPELINES AND PIPELINE FACILITIES**

1. Check the appropriate box or boxes to indicate the type of pipelines and/or facilities for which this National Registry Notification applies. Also, select the commodities using the following definitions:

**Synthetic Gas** - examples include, and manufactured gas based on naphtha.

**Gas Gathering** - Regulated and Reporting-Regulated pipeline facilities are determined in accordance with the requirements of §192.8.

**Crude Oil** - unrefined oil consisting mainly of hydrocarbons.

**Refined and/or Petroleum Product (non-HVL)** – flammable, toxic, or corrosive products obtained from distilling and processing of crude oil, unfinished oils, natural gas liquids, blend stocks and other miscellaneous hydrocarbon compounds. Examples include motor gasoline, diesel fuel, fuel oil, aviation gasoline, jet fuel, kerosene, acetone, benzene, MTBE, naphtha, or other non-HVL petroleum products. In these instructions, "petroleum products" is meant to be synonymous with "refined products".

**Highly Volatile Liquids (HVLs)** – a hazardous liquid which will form a vapor cloud when released to the atmosphere and which has a vapor pressure exceeding 276 kPa at 37.8° C (100° F). Examples include ethane, ethylene, propane, propylene, butylene, and anhydrous ammonia (NH<sub>3</sub>).

**Carbon Dioxide (CO<sub>2</sub>)** – a fluid consisting of more than 90 percent carbon dioxide molecules compressed to a supercritical state.

**Fuel Grade Ethanol** – a clear, colorless, flammable oxygenated hydrocarbon. Ethanol is typically produced chemically from ethylene, or biologically from fermentation of various sugars from carbohydrates found in agricultural crops and cellulosic residues from crops or wood. This commodity is to be selected only if the pipeline and/or pipeline facility is used predominantly to transport ethanol which has NOT been blended with petroleum products. This commodity is sometimes also known as “neat” ethanol.

**Landfill Gas – includes biogas**

**Regulated Hazardous Liquid Gathering, Reporting-Regulated Hazardous Liquid Gathering, and Gravity Line** pipelines are as defined in Part 195.

2. Check the “Yes” box if any single pipeline or pipeline facility will transport both natural or other gas subject to 49 CFR Part 192 and a hazardous liquid or carbon dioxide subject to 49 CFR Part 195. Otherwise, check “No”.

3. Enter the requested information for each type of pipelines and/or facilities covered by the notification. Miles under 10 should be reported to the nearest tenth mile; miles over 10 may be rounded to the nearest mile.

For gas pipeline facilities, Interstate and Intrastate are defined by statute as:

***Interstate gas pipeline facility*** means a gas pipeline facility used to transport gas and 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 facility*** means a gas pipeline facility and transportation of gas within a State not subject to the jurisdiction of FERC under the Natural Gas Act (15 U.S.C. 717 et seq.).

For hazardous liquid and carbon dioxide pipeline facilities, Interstate and Intrastate are defined in §195.2 as:

***Interstate pipeline\**** means a pipeline or that part of a pipeline that is used in the transportation of hazardous liquids or carbon dioxide in interstate or foreign commerce.

***Intrastate pipeline\**** means a pipeline or that part of a pipeline to which Part 195 applies that is not an interstate pipeline.

\* The Part 195.2 definition of “pipeline” includes all parts of a pipeline facility through which a hazardous liquid or carbon dioxide moves in transportation

Appendix A to 49 CFR 195 contains PHMSA’s Statement of Policy and Interpretation on the delineation between interstate and intrastate pipelines, and provides additional

guidance.

**Offshore** is defined in §192.3 and §195.2 as “beyond the line of ordinary low water along that portion of the coast of the United States that is in direct contact with the open seas and beyond the line marking the seaward limit of inland waters.” Pipe that is located in areas not meeting the definition of offshore is considered **Onshore**.

#### **STEP 4 – DESCRIPTION OF PIPELINES AND PIPELINE FACILITIES**

Enter a brief and general description of the pipelines and/or facilities covered by this notification. Also, upload files including general overview maps, schematics, or drawings.