



## **Gas Emergency List and Summary of State Reporting Requirements**

### **Telephonic Reporting of Incidents and Service Failures**

- Incident:** An event that involves a release of gas from a pipeline and results in:
- 1) A death, or personal injury requiring overnight hospitalization;
  - 2) Estimated property damage of \$50,000 or more, including loss to the operator and others but excluding the cost of gas lost;
  - 3) Unintentional estimated gas loss of 3 million cubic feet or more;
  - 4) An event that is significant in the eyes of the operator.

Incidents must be reported to the State of Ohio within 30 minutes of discovery, unless notification within that time is impracticable under the circumstances. (*Ohio Administrative Code (OAC) 4901:1-16-05(A)*).

Notice of Incidents must also be given to the **Pipeline and Hazardous Materials Safety Administration (PHMSA)** at **1-800-424-8802** (*49 CFR 191.5*).

**Service Failure:** Interruption of service to 100 or more customers for two or more hours.

Service failures must be reported to the State of Ohio within 30 minutes of discovery, unless notification within that time is impracticable under the circumstances. (*OAC 4901:1-16-05(A)*).

**To report Incidents and Service Failures, call: 1-844-OHCALL1 (1-844-642-2551)**

### **Written Reports – General**

Operators must submit reports electronically to PHMSA (*49 CFR 191.7*) at <http://opsweb.phmsa.dot.gov>. Copies of PHMSA forms are available at [www.phmsa.dot.gov/pipeline/library/forms](http://www.phmsa.dot.gov/pipeline/library/forms).

Operators must submit reports electronically at [gps3@puc.state.oh.us](mailto:gps3@puc.state.oh.us) or in writing to the PUCO (*OAC 4901:1-16-05(A)*). Copies of PUCO specific forms are available at [www.puco.ohio.gov](http://www.puco.ohio.gov).

### **Incident and Safety Related Condition Reports – PHMSA and PUCO requirements**

**Incident Reports** (PHMSA form 7100.1 for Distribution, 7100.2 for Transmission/Gathering) must be submitted to PHMSA and the PUCO 30 days after discovery of an Incident.

**Investigative Reports** (*OAC 4901:1-16-05(B)(3)*) submitted to the PUCO 60 days after the discover of an Incident, and updates every 60 days after that until a final report is submitted.

**Safety Related Condition Reports** (*49 CFR 191.7 and 191.25*) must be submitted to PHMSA and the PUCO within five (5) working days after an operator determines a safety related condition exists as defined in 49 CFR 191.23. Safety related condition reports are not required to be submitted electronically.

### **Service Failure Reports – PUCO requirements**

**Service Failure Reports** (*OAC 4901:1-16-05(B)(2)*) submitted to the PUCO only, 30 days after the service failure occurred.

**Investigative Reports** (*OAC 4901:1-16-05(B)(3)*) submitted to the PUCO only, 60 days after the discover of a Service Failure, and updates every 60 days after that until a final report is submitted.

### **Annual Reports – PHMSA and PUCO requirements**

**Annual Reports** (*49 CFR 191.11 and 191.17*) are due to PHMSA and the PUCO by March 15<sup>th</sup>. Distribution operators complete PHMSA Form 7100.1-1, Transmission and Gathering operators complete PHMSA Form 7100.2-1.

**Mechanical Coupling Failure Reports** (*49 CFR 192.1009*) must be submitted for mechanical fitting failures resulting in a hazardous leak on PHMSA Form 7100.1-2. These forms may be submitted individually when failures are identified, or as a group for the proceeding year by March 15<sup>th</sup>.

### **Annual Reports – PUCO requirements**

**24-Hour Contact List** (*OAC 4901:1-16-05(D)*) of current emergency contact personnel (name, business address and phone number) and any emergency hotline number. Due March 15<sup>th</sup>.

**Incidents and Service Failures** (*OAC 4901:1-16-05(B)*) for the preceding calendar year, due March 15<sup>th</sup>.

**Important Additions** (*OAC 4901:1-16-06(C)*) Summary of reportable construction activities completed during the preceding calendar year. Due March 15.

**Throughput Report** (*Ohio Revised Code 4905.92*) of the total mcf of gas supplied or delivered in Ohio. Due March 30.

### **Construction Reports – PUCO requirements**

An “important addition” means construction or alteration of an operator’s pipeline facilities that costs:

- a) More than \$500,000, or
- b) More than 10% of the value of the operator’s gas pipeline system, provided that exceeds \$30,000.

**Construction Reports** for “important additions” are due (*OAC 4901:1-16-06(B)*):

- 1<sup>st</sup> report – 21 days before work starts;
- 2<sup>nd</sup> report – 7 days after work has started; and
- 3<sup>rd</sup> report – 7 days after work is completed.

**To contact the Gas Pipeline Safety Section for questions or comments, please call (614) 644-8983 or e-mail [gps3@puc.state.oh.us](mailto:gps3@puc.state.oh.us)**