

Instructions (rev MM-2023) for Form PHMSA F 7100.1-2 (rev MM-2023)
ANNUAL REPORT FOR CALENDAR YEAR 20__
SMALL LIQUEFIED PETROLEUM GAS SYSTEMS

GENERAL INSTRUCTIONS

All section 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 liquefied petroleum gas system that serves fewer than 100 customers from a single source must submit an annual report Form PHMSA F 7100.1-2 for the preceding calendar year not later than March 15th. Reporting is to be performed based on the number and mileage of Liquefied Petroleum Gas (LPG) systems and the number of identified, repaired, and unrepaired leaks at the end of the reporting year, including additions to the system during the year. The annual reporting period is on a calendar year basis ending on December 31st of each year.

Each operator of a small LPG pipeline system must submit this report. Operators of LPG systems with 100 or more customers must not complete this form and must complete the Form PHMSA F 7100.1-1 ANNUAL REPORT FOR GAS DISTRIBUTION SYSTEMS.

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 7100.1-2 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.

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4. Under “**Create Reports**” on the left side of the screen, under *Annual* select “Small LPG Annual Report” 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 *Small LPG Annual Report*. 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 *Small LPG Annual Report*. 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 *Small LPG Annual Report*. 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.

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.

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

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. Reserved

4. 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.

5. INTRAstate pipeline

For a given OPID, enter each State for INTRAstate pipeline facilities. The States entered here create Part B for each State in the online reporting system.

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.).

Part B is completed once for each State indicated in Question A.5.

PART B – SMALL LPG SYSTEM INFORMATION

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For each a given OPID, enter the total number of Small LPG Systems, the Mileage of those Small LPG Systems by number of customers served as indicated in the table in Part B. Further, report the number of leaks identified and repaired during the reporting calendar year and report any unrepaired leaks remaining in the Small LPG System as of Dec. 31 of the reporting calendar year, by the number of customers served as indicated in the table in Part B.

Do not report miles of pipe, pipe segments, or pipeline in feet. Leak means a leak that represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until the conditions are no longer hazardous.

PART C – 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.