

3.15 REPORTING ACCIDENTS, LEAKS, AND OUTAGES

Under certain conditions, accidents, leaks and outages must be reported to the U.S. Department of Transportation (US DOT) and the state regulatory agency.

a. **TELEPHONIC REPORTS TO U.S. DEPARTMENT OF TRANSPORTATION** -- At the earliest practicable moment following discovery (within 2 hours), the Pipeline and Hazardous Materials Safety Administration (PHMSA) must be given notice of any of the following events:

- 1) A release of gas from a pipeline (or LNG facility) involving a death or an injury requiring a person to be hospitalized or involving estimated damage to property of utility and others (including cost of gas lost) totaling \$50,000 or more; or
- 2) An event that, in the judgment of the utility, was significant even though it did not meet the above criteria.

The report should be made by telephone to the federal Emergency Response Center at 800/424-8802. (Note that the toll-free number may be answered "U.S. Coast Guard.") This phone numbers should be posted in a conspicuous place. The report shall include the following information:

- 1) The name and phone number of the operator and name and number of person making report.
- 2) The location of the incident.
- 3) The time of the incident.
- 4) The fatalities and personal injuries, if any.
- 5) All other significant facts that are known by the operator that are relevant to the cause of the leak or extent of the damage.
- 6) The name and phone number of a person to be contacted for additional information.

REFERENCE: 49 CFR 191.5 and 49 CFR 192.615

b. **WRITTEN REPORTS TO U.S. DEPARTMENT OF TRANSPORTATION** – A written report must be made to US-DOT as soon as possible but no longer than 30 days of any leak that requires to be reported under section 3.13(a).

REFERENCE: The report should be made on DOT Form RSPA F 7100.1 (Distribution), or form RSPA 7100.2 (Transmission). Additional relevant information should be reported as soon as practicable with a clear reference to the date and subject of the original report. (Refer to 49 CFR 191.7, 191.9).

c. **TELEPHONIC REPORTS TO IOWA DEPARTMENT OF COMMERCE, UTILITIES DIVISION** -- The IOWA UTILITIES BOARD (IUB) must be given prompt notice (generally within 2 hours during normal working hours and as soon as reasonably practical at other times) by phone of any event reportable to US DOT and any other event involving release of gas, failure of equipment, or interruption of facility operations which results in the following:

- 1) A death or personal injury requiring in-patient hospitalization;
- 2) Estimated property damage of \$15,000 or more to the property of the utility or others including the cost of gas lost;

- 3) Emergency shutdown of liquefied natural gas (LNG) facility;
- 4) Any interruption of service which extinguishes the pilot lights of fifty or more customers in one segment of a distribution system; or
- 5) Any other incident considered being significant by utility (will the media report it?)

Notify the Board Duty Officer by telephone at 515-745-2332. If the call goes to voicemail, leave a call-back number for a person who is knowledgeable about the incident. The other option is to report by e-mail to IUBDutyOfficer@iub.state.ia.us. Be sure to include a call-back contact number.

Note: Although not required by rule, the IUB staff has requested telephone notice also be made to the Engineering staff: see Appendix A, this division, for the additional IUB phone contacts. These phone numbers should be posted in a conspicuous place. The notification shall include:

- 1) Location and time of incident.
- 2) If any, the number of persons dead or injured and extent of injuries.
- 3) Initial damage estimate.
- 4) Number of services interrupted.
- 5) Summary of significant information available to utility as to cause and damages.
- 6) Any oral or written report required by the U. S. Department of Transportation and the name of the person who made the oral or written report.

REFERENCE: 199 IAC 19.17(1)(2)

d. WRITTEN REPORTS TO IOWA DEPARTMENT OF COMMERCE, UTILITIES DIVISION -- The IUB must be sent a written report within 30 days of the incident. The written report will include:

- 1) Location of incident
- 2) Time of incident
- 3) If any, the number of persons dead or injured and extent of injuries
- 4) Initial damage estimate
- 5) Number of services interrupted
- 6) Summary of significant information available to utility as to cause and damages
- 7) Copies of any written reports concerning an incident or safety related condition filed with or submitted to the U. S. DOT or the National Transportation Safety Board.

If additional information becomes available at a later date, a supplemental report shall be filed. Use the DOT Report if applicable. When faxing information to the IUB use 515/281-5329.

REFERENCE: 199 IAC 19.17(3).

TELEPHONIC REPORTS TO EMERGENCY RESPONSE AGENCIES -- Whenever a system operator or excavator hits a gas line that creates an emergency or badly damages the line, notification to emergency response agencies is required. Call 911 to notify these emergency response agencies. REFERENCE: Iowa Code 480.5 (2) and 49 USC 60114

3.16 REPORTING SAFETY RELATED CONDITIONS [49 CFR 191.23]

The purpose of this section is to inform operators of how to recognize a safety related condition subject to reporting.

a. **CONDITIONS TO BE REPORTED** -- The existence of any of the following safety-related conditions involving facilities in service must be reported to the federal Office of Pipeline Safety and the state regulatory agency:

- 1) In the case of the pipeline that operates at a hoop stress of 20 percent or more of its specified minimum yield strength, general corrosion that has reduced the wall thickness to less than that required for the maximum allowable operating pressure, and localized corrosion pitting to a degree where leakage might result;
- 2) Unintended movement or abnormal loading by environmental causes, such as an earthquake, landslide, or flood, that impairs the serviceability of a pipeline;
- 3) Any material defect or physical damage that impairs the serviceability of a pipeline operated at a hoop stress 20 percent or more of its specified minimum yield strength;
- 4) Any malfunction or operating error that causes the pressure of a pipeline to rise above its maximum allowable operating pressure plus the build-up allowed for operation of pressure limiting or control devices;
- 5) A leak in a pipeline that constitutes an emergency; or
- 6) Any safety-related condition that could lead to an imminent hazard and that causes (either directly or indirectly by remedial action of the utility), for purposes other than abandonment, a 20 percent or more reduction in operating pressure or shutdown of operation of a pipeline.

REPORTING EXCEPTIONS -- A report is not required if the condition:

- 1) Exists on a master meter system or a customer-owned service line;
- 2) Exists on a pipeline that is more than 220 yards from any building intended for human occupancy or outdoor place of assembly, unless the condition is within the right-of-way of an active railroad, paved road, street, or highway; or
- 3) Is corrected by repair or replacement in accordance with applicable safety standards before the deadline for filing the safety-related condition report, except that reports are required when general corrosion has reduced the wall thickness of a pipeline, operated at a hoop stress of 20 percent or more of its specified minimum yield strength, to less than that required for maximum allowable operating pressure.

NOTE: See additional reporting requirements for conditions in LNG facilities.

b. **FILING SAFETY-RELATED CONDITION REPORTS** -- Each report of a safety-related condition under 49 CFR 191.23 must be filed in writing within five working days (not including Saturday, Sunday, or federal holidays) after the day a representative of the utility first determines that the condition exists, but not later than 10 working days after the day a representative of the utility discovers the condition. Separate conditions may be

described in a single report if they are closely related. To file a report with the Office of Pipeline Safety by fax, dial 202/366-7128.

The report must be headed "Safety-Related Condition Report" and provide the following information:

- 1) Name and principal address of operator;
- 2) Date of report;
- 3) Name, job title, and business telephone number of person submitting the report;
- 4) Name, job title, and business telephone number of person who determined that the condition exists;
- 5) Date condition was discovered and date condition was first determined to exist;
- 6) Location of condition, with reference to the state, town, city, or county or offshore site, and as appropriate nearest street address, offshore platform, survey station, mile-post, landmark, or name of pipeline;
- 7) Description of the condition, including circumstances leading to its discovery, any significant effects of the condition on safety, and the name of the commodity transported or stored; and
- 8) The corrective action taken (including reduction of pressure or shutdown) before the report is submitted and the planned follow-up future corrective action, including the anticipated schedule for starting and concluding such action.

Where additional related information is obtained after a written report is submitted, the operator shall make a supplemental report as soon as practicable with a clear reference by date and subject to the original report.

REFERENCES: 191.9(b) & 191.15(b)