

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 --**
Within 1 hour of discovery, and also file additional telephonic reports if there are significant changes in the number of fatalities, injuries, product release estimates, or the extent of damages (per advisory bulleting ADB 2013-01). 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 (excluding cost of gas lost) totaling \$50,000 or more; unintentional estimated gas loss of three million cubic feet or more.
 - 2) An event that, in the judgment of the utility, was significant even though it did not meet the above criteria.

The report must be made by telephone to the **National Response Center at 800-424-8802** or the website at www.nrc.uscg.mil (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:

- i. The name and phone number of the operator and name and number of person making report.
- ii. The location of the incident.
- iii. The time of the incident.
- iv. The fatalities and personal injuries, if any.
- v. All other significant facts that are known by the operator that is relevant to the cause of the leak or extent of the damage.
- vi. 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 3.15(a).

Once reports are filled out, all reports are to be submitted electronically to PHMSA at <https://portal.phmsa.dot.gov/portal>

Note: A copy of all filed PHMSA reports to also be submitted to the IUB.

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, 191.15).

c. **TELEPHONIC REPORTS TO IOWA UTILITIES BOARD (IUB)** shall be given notice immediately, or as soon as practical (preferably within 1 hour of discovery), and also file additional telephonic reports if there are significant changes in the number of fatalities, injuries, product release estimates, or the extent of damages 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?) This includes exceeding the MAOP on distribution lines.

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 dutyofficer@iub.iowa.gov. The caller shall leave a call-back number for a person who can provide the following information:

- i. The name of the utility, the name and telephone number of the person making the report, and the name and telephone number of a contact person knowledgeable about the incident.
- ii. Location and time of incident.
- iii. If any, the number of persons dead or injured and extent of injuries.
- iv. Initial damage estimate.
- v. Number of services interrupted.
- vi. A summary of the significant information available to the utility regarding the probable cause of the incident and extent of damages.
- vii. Any oral or written report required by the U. S. Department of Transportation and the name of the person who made the oral or prepared the written report.

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.

REFERENCE: 199 IAC 19.17(1)(2)

d. **WRITTEN REPORTS TO IOWA UTILITIES BOARD --** The IUB must be sent a written report within 30 days of the incident. The written report will include:

- 1) The information required for telephone notice.
- 2) The probable cause as determined by the utility.
- 3) The number and cause of any deaths or personal injuries requiring in-patient hospitalization.

- 4) A detailed description of property damage and the amount of monetary damages.

If significant additional information becomes available at a later date, a supplemental report shall be filed. Copies of any written reports concerning an incident or safety-related condition filed with or submitted to the U.S. Department of Transportation or the National Transportation Safety Board shall also be provided to the board. **When faxing information to the IUB use 515-725-7399.**

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 and 49 USC 60114