Under certain conditions, accidents, leaks and outages must be reported to the U.S. Department of Transportation (US DOT) and the State regulatory agency through their EFS system, in a timely manner.

1. **TELEPHONIC REPORTS TO U.S. DEPARTMENT OF TRANSPORTATION**

   **Division Definition: Confirmed Discovery** - When it can be reasonably determined, based on information available to the operator at the time a reportable event has occurred, even if only based on a preliminary evaluation.

   At the earliest practicable moment following discovery, but no later than 1 hour after **confirmed discovery**, each operator must provide a telephonic notice to PHMSA of each incident as defined below in subparts a – e or as defined in 49 CFR 191.3.

   a. A release of gas from a pipeline (or LNG facility) resulting in a death or personal injury requiring in-patient hospitalization.
   b. Estimated damage to utility property or other property totaling $50,000 or more, but excluding the cost of gas lost in the release.
   c. An unintentional estimated gas loss of 3 million cubic feet or more.
   d. An event that results in the emergency shutdown of an LNG facility.
   e. An event that is significant in the judgement of the operator, even though it did not meet the reporting requirements.

   The report must be made by telephone to the **National Response Center at 800-424-8802** or the website at [www.nrc.uscg.mil](http://www.nrc.uscg.mil) (Note that the toll-free number may be answered "U.S. Coast Guard.") This phone number should be posted in a conspicuous place. The report shall include the following information:

   f. The name and phone number of the operator and name and number of person making report.
   g. The location of the incident.
   h. The time of the incident.
   i. The fatalities and personal injuries, if any.
   j. All other significant facts that are known by the operator that is relevant to the cause of the leak or extent of the damage.
   k. The name and phone number of a person to be contacted for additional information.

   **Within 48 hours after the confirmed discovery of an incident, to the extent practicable, an operator must revise or confirm its initial telephonic notice with an estimate of the amount of product released, an estimate of the number of fatalities and injuries, and all other significant facts that are known by the operator to be relevant to the cause of the incident or to the extent of the damages. If there are no changes or revisions to the initial report, the operator must confirm the estimates in its initial report.**
2. **WRITTEN REPORTS TO U.S. DEPARTMENT OF TRANSPORTATION –**

*Reference 49 CFR Part 191.7 & 191.9*

A written report must be made to US-DOT as soon as possible but no longer than 30 days of any leak that was required to be reported under section 1.15. Once reports are filled out, all reports are to be submitted electronically to PHMSA at
[https://portal.phmsa.dot.gov/pipeline](https://portal.phmsa.dot.gov/pipeline)

**Note:** A copy of all filed PHMSA reports must also be submitted to the IUB through their Electronic Filing System (EFS).

**Retracting a 30-day Written Notice:** An operator who reports an incident in accordance with §191.9 or §191.15 (oftentimes referred to as a 30-day written report) and upon subsequent investigation determines that the event did not meet the criteria in §191.3 may request that the report be retracted. Requests to retract a 30-day written report are to be emailed to InformationResourcesManager@dot.gov. Requests are to include the following information:

a. The Report ID (the unique 8-digit identifier assigned by PHMSA)
b. Operator name
c. PHMSA-issued OPID number
d. The number assigned by the National Response Center (NRC) when an immediate notice was made in accordance with §191.5. If Supplemental Reports were made to the NRC for the event, list all NRC report numbers associated with the event.
e. Date of the event
f. Location of the event
g. A brief statement as to why the report should be retracted.

If significant additional information becomes available at a later date, a supplemental report shall be filed as soon as practicable. 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 Iowa Utilities Board.

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3. **TELEPHONIC REPORTS TO IOWA UTILITIES BOARD (IUB)**

*Reference Iowa Code 199 19.17(1)(2)*

**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:**

a. A death or personal injury requiring in-patient hospitalization,
b. Estimated property damage of $15,000 or more to the property of the utility or others including the cost of gas lost,
c. Emergency shutdown of liquefied natural gas (LNG) facility,
d. Any interruption of service which extinguishes the pilot lights of fifty or more customers in one segment of a distribution system, or
e. 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:

a. 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.
b. Location and time of incident.
c. If any, the number of persons dead or injured and extent of injuries.
d. Initial damage estimate.
e. Number of services interrupted.
f. A summary of the significant information available to the utility regarding the probable cause of the incident and extent of damages.
g. 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.
4. **WRITTEN REPORTS TO IOWA UTILITIES BOARD**  
*Reference Iowa Code 199 19.7(3)*

The IUB must be sent a written report within 30 days of the incident. The written report will include:

   a. The information required for telephone notice.
   b. The probable cause as determined by the utility.
   c. The number and cause of any deaths or personal injuries requiring in-patient hospitalization.
   d. 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 as soon as practicable. 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 Iowa Utilities Board.

**Note:** All reports must be submitted to the IUB through their EFS system, in a timely manner.

5. **TELEPHONIC REPORTS TO EMERGENCY RESPONSE AGENCIES**  
*Reference 49 CFR Part 192.615(a)(8), Iowa Code 480.5 & USC 60114*

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

1. **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:

   a. 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,
   b. Unintended movement or abnormal loading by environmental causes, such as an earthquake, landslide, or flood, that impairs the serviceability of a pipeline,
   c. 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,
   d. 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,
   e. A leak in a pipeline that constitutes an emergency, or
   f. 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.

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

   a. Exists on a master meter system or a customer-owned service line,
   b. 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,
   c. 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.
3. **FILING SAFETY-RELATED CONDITION REPORTS**  
*Reference 49 CFR Part 191.23*

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. Reports may be submitted to the Office of Pipeline Safety by email to InformationResourcesManager@dot.gov or by fax to 202/366-7128.

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

a. Name and principal address of operator.

b. Date of report.

c. Name, job title, and business telephone number of person submitting the report.

da. Name, job title, and business telephone number of person who determined that the condition exists.

e. Date condition was discovered and date condition was first determined to exist.

f. 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.

g. 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

h. 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.

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4. **EXCEEDING MAOP ON TRANSMISSION LINES**

   **Reference 49 CFR Part 191.9(b), 191.15(b), 191.23, 191.25 & 192.605**

If the pipeline pressure exceeds the maximum allowable operating pressure (MAOP) plus the build-up allowed for operation of pressure-limiting or control devices, then the operator must report the exceedances to PHMSA and to the IUB on or before the fifth day following the date of the occurrence (calendar days). The report must be submitted to PHMSA by emailing the information to InformationResourcesManager@dot.gov or by fax to 202-366-7128, and to the IUB through their EFS system. PHMSA is working to allow electronic filing in the future. When that is completed, then filings will be accepted in the same method as Safety-Related Condition Reports (SRCR). The report should be titled “Gas Transmission MAOP Exceedance” and provide the following information:

a. The name and principal address of the operator, date of the report, name, job title, and business telephone number of the person submitting the report.
b. The name, job title, and business telephone number of the person who determined the condition exists or existed.
c. The date the condition was discovered and the date the condition was first determined to exist.
d. The location of the condition, with reference to the town/city/county and state, and as appropriate, nearest street address, milepost, landmark, and the name if the commodity transported.
e. Cause and the corrective action taken before the report was submitted and the planned follow-up or 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 practical with a clear reference by date and subject to the original report.*