



# IT Guide on How to Submit A Gas Distribution Annual Report



**PHMSA**  
**Office of Pipeline Safety**



# Accessing the Portal

- We recommend you navigate to the PHMSA portal via the ODES site under the 2010 Gas Distribution Annual Report or Mechanical Fitting Failure form links at <http://opsweb.phmsa.dot.gov>

| On-Line Data Entry                                     |                    |                  |   |           |
|--|--------------------|------------------|---|-----------|
| Form Name  | OMB Control Number | Form Number      | Date Range  | Form Date |
| Gas Transmission and Gathering Systems                 |                    |                  |   |           |
| Incident Report - Gas Transmission & Gathering Systems | 2137-0522          | PHMSA F 7100.2   | <a href="#">Incidents on or after Jan 1, 2010</a> | 01/10     |
|  |                    |                  | <a href="#">Incidents before Jan 1, 2010</a>      | 01/02     |
| Annual - Gas Transmission & Gathering System           | 2137-0522          | PHMSA F 7100.2-1 | <a href="#">Year 2009 and previous years</a>      | 12/05     |
|  |                    |                  | <a href="#">Year 2010 and later</a>               | 01/11     |
| Gas Distribution Systems                               |                    |                  |   |           |
| Incident Report - Gas Distribution Systems             | 2137-0522          | PHMSA F 7100.1   | <a href="#">Incidents on or after Jan 1, 2010</a> | 01/10     |
|  |                    |                  | <a href="#">Incidents before Jan 1, 2010</a>      | 03/04     |
| Annual - Gas Distribution System                       | 2137-0522          | PHMSA F 7100.1-1 | <a href="#">Year 2009 and previous years</a>      | 12/05     |
|  |                    |                  | <a href="#">Year 2010 and later</a>               | 01/11     |
| Annual – Mechanical Fitting Failures                   | 2137-0522          | PHMSA F-7100.1-2 | <a href="#">Year 2011 and later</a>               | 01/11     |

- The PHMSA Portal will be used to access all 2010 Annual Report forms and the Mechanical Fitting Failure Form.



# Entering the Portal

- Select your OPID in the drop down menu.
- If you have associated multiple OPIDs to your account, you need to select which OPID you would like to view/submit reports for at that time.

Department of Transportation  
and Hazardous Materials  
Administration

# PHMSA PORTAL

## Select an OPID

Which OPID would you like to view/submit data for in this session?

\* Select OPID

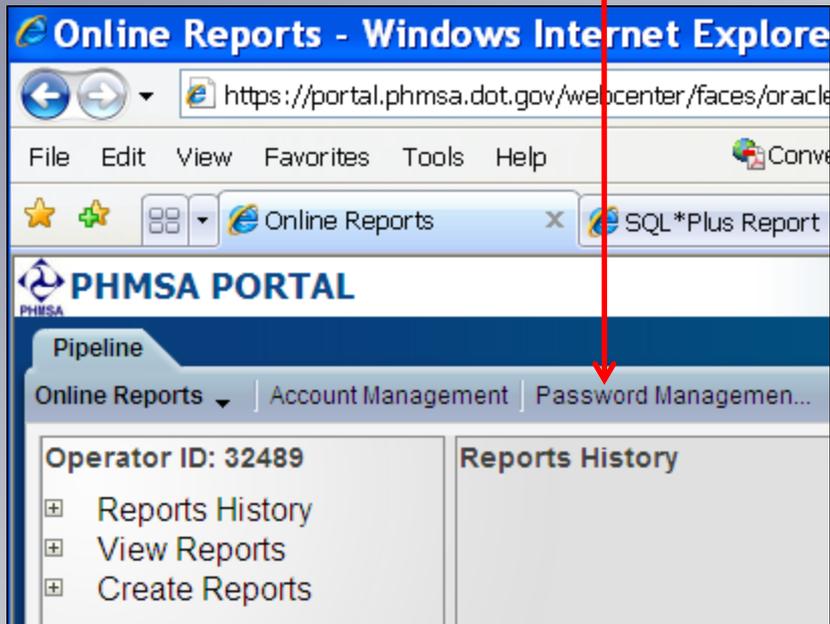
Initiate Proxy



# Changing Your Password

Upon entering the portal, please change your password.

**Step 1 – Click on Password Management**



**Step 2 – Enter Temporary Password, then enter a new password following criteria below**

## Password Management

### Change Password

**Please use the fields below to modify an existing password.**

Current User ID: jonbonesjones3

Old Password:\*

New Password:\*

Confirm Password:\*

**Password Rules**

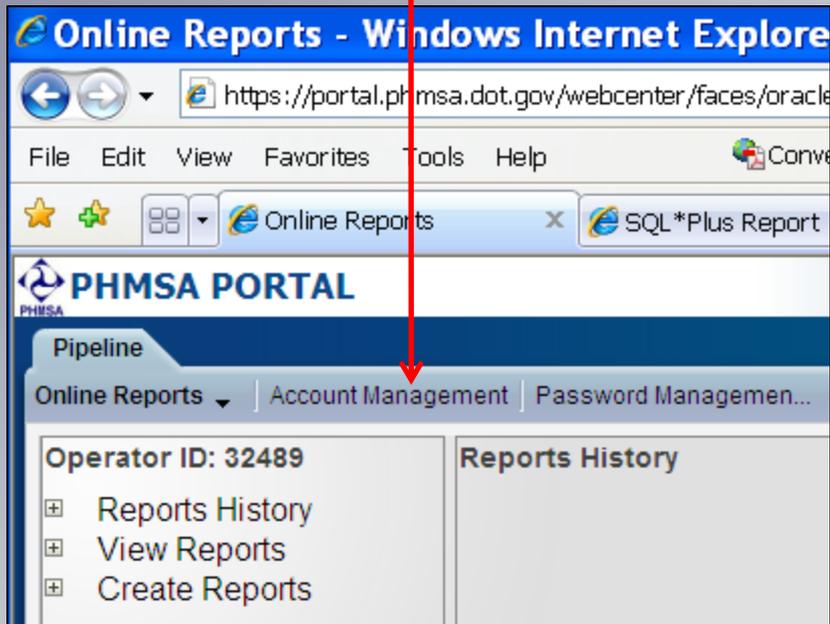
- 1) At least 8 characters in length
- 2) English upper-case characters (A-Z)
- 3) English lower-case characters
- 4) Numerical digits
- 5) Non-alphanumeric characters (special characters)
- 6) Not contain more than two repeating characters
- 7) Not contain all or part of the user's account name



# Adding/Removing Operator IDs

Follows steps below to add/remove Operator IDs to your account after registering

**Step 1 – Click on Account Management**



**Step 2 – Click “Add New Operator” then enter OPID and ODES PIN. Repeat as necessary**

**Account Management**

First Name:\*

Middle Initial:

Last Name:\*

Address:\*

City:\*

State:\*

Zip Code:\*

Work Phone:\*

Alt Phone:

Fax:

Work E-Mail:\*

| Select                   | Operator Id | Password |
|--------------------------|-------------|----------|
| <input type="checkbox"/> | 32519       |          |
| <input type="checkbox"/> |             |          |

**Step 3 –  
Click  
Submit**



# Navigating Through the Portal

Click on + to expand menu

Expand Create Reports (click on +), Expand Annual Reports (click on +), then click on Gas Distribution or Mechanical Fitting Failure

PHMSA PORTAL

Pipeline

Online Reports | Account Management | Password Management...

Operator ID: 32489

Reports History

- + Reports History
- View Reports
  - Saved Reports
  - Submitted Reports
- + Create Reports

Gas Distribution Reports History

PHMSA PORTAL

Pipeline

Online Reports | Account Management | Password Management...

Operator ID: 32489

Reports History

- + Reports History
- View Reports
  - Saved Reports
  - Submitted Reports
- + Create Reports
  - + Annual Reports
    - Gas Distribution
    - Gas Transmission
    - Hazardous Liquid
    - LNG
    - Mechanical Fitting Failure

Gas Distribution Reports History

| Operator ID         | Operator Name |
|---------------------|---------------|
| No data to display. |               |



# Creating Reports

To create a 2010 Gas Distribution Annual Report or Mechanical Fitting Failure Report expand “**Create Reports**” (by clicking on the “+”), then select the report you would like to create.

*Note: Annual Reports expands to list all system types.*

*The only option that will work at this time is Gas Distribution*

The screenshot shows the PHMSA PORTAL interface. On the left, a navigation menu is expanded to show 'Create Reports', with 'Annual Reports' and 'Mechanical Fitting Failure' visible. A red arrow points to the 'Create Reports' menu item. The main content area displays 'Reports History (Ver: 0.0.21)' with a table of report history. The table has columns for Operator ID, Operator Name, Report Type, Report Number, Report Date, Report Status, State Of Operation, Report Year, and View Report icon.

| Operator ID | Operator Name  | Report Type | Report Number | Report Date | Report Status | State Of Operation | Report Year | View Report |
|-------------|----------------|-------------|---------------|-------------|---------------|--------------------|-------------|-------------|
| 705         | ASHFORD GAS CO | ORIGINAL    | 20091168      | 4/8/2010    | SUBMITTED     | WV                 | 2009        |             |
| 705         | ASHFORD GAS CO | ORIGINAL    | 20091387      | 1/9/2011    | SUBMITTED     | WV                 | 2009        |             |



# Complete Gas Distribution Annual Report

To create a 2010 Gas Distribution Annual Report or Mechanical Fitting Failure Report expand **“Create Reports”** The Annual Reports option expands to list all system types.

Click on **“Gas Distribution”**

The screenshot shows the PHMSA PORTAL interface. The left sidebar contains a navigation menu with the following items: Operator Id: 705, Report History, View Reports, Saved Reports, Submitted Reports, Create Reports, and Annual Reports. The 'Annual Reports' item is expanded, showing sub-items: Gas Distribution, Gas Transmission, Hazardous Liquid, and LNG. A red arrow points from the text 'Click on “Gas Distribution”' to the 'Gas Distribution' sub-item. The main content area displays 'Reports History (Ver: 0.0.21)' and a table titled 'Gas Distribution Reports History'.

| Operator ID | Operator Name  | Report Type | Report Number | Report Date | Report Status | State Of Operation | Report Year | Vi Re For |
|-------------|----------------|-------------|---------------|-------------|---------------|--------------------|-------------|-----------|
| 705         | ASHFORD GAS CO | ORIGINAL    | 20091168      | 4/8/2010    | SUBMITTED     | WV                 | 2009        |           |
| 705         | ASHFORD GAS CO | ORIGINAL    | 20091387      | 1/9/2011    | SUBMITTED     | WV                 | 2009        |           |



# Creating a Gas Distribution Annual Report from your 2009 report

In an effort to reduce the reporting burden, the 2010 Gas Distribution Annual Report can be pre-populated with data submitted on your latest 2009 annual report, by selecting option **“Create New Report - with data import”** and Selecting the applicable State

Select State from 2009 submission

Select **“Continue”**

Use **“Create New Report – no data import”** to start from a blank form



# Gas Distribution - Part A

Operator ID, Name and Address pre-populate based on log in data

Pre-populate HQ Address or enter a new one

 Draft id:1644

U.S. Department of Transportation  
Pipeline and Hazardous Materials  
Safety Administration

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**ANNUAL REPORT FOR CALENDAR YEAR\*** 2010   
**GAS DISTRIBUTION SYSTEM**

DOT Tracking Number:-

INITIAL REPORT   
SUPPLEMENTAL REPORT

[Help](#)

**Part A** Part B Part C Part D Part E Part F Part G Part H Part I

**PART A – Operator Information.**

1. NAME OF OPERATOR: LENOIR CITY UTILITIES BOARD

2. LOCATION OF OFFICE WHERE ADDITIONAL INFORMATION MAY BE OBTAINED:

\* NUMBER AND STREET: 200 DEPOT STREET

\* CITY: LENOIR CITY

COUNTY: LOUDON

\* STATE: TN

\* Zip: 37771

3. OPERATOR'S 5 DIGIT IDENTIFICATION NUMBER: 11378

4. HEADQUARTERS NAME AND ADDRESS IF DIFFERENT:

\* NUMBER AND STREET: 200 DEPOT STREET

\* CITY: LENOIR CITY

COUNTY:

\* STATE: TN

\* Zip: 37771

5. STATE IN WHICH SYSTEM OPERATES: TN

**HQ Address Change**

Click on Part B to move to next section (also will auto-save)



# Gas Distribution - Part B1

Miles and Services will be pre-populated from last year's report

Only STEEL miles and services entered in B1

Cannot enter data into cells with gray font

Part B1 | Part B2 | Part B3 | Part B4

**PART B1 – SYSTEM DESCRIPTION - Report miles of main and number of services in system at end of year.**

Total B1 Miles of Mains:  Total B1 Services:

Total B1 Steel Miles of Mains:  Total B1 Steel Services:

**Note: All materials, except Steel Miles and Services, will be populated from B2 and B3 tables.**

| Material         | Sub Material            | Miles of Mains                   | Services                          |
|------------------|-------------------------|----------------------------------|-----------------------------------|
| CASTWROUGHT IRON |                         | <input type="text" value="0"/>   | <input type="text" value="0"/>    |
| COPPER           |                         | <input type="text" value="0"/>   | <input type="text" value="0"/>    |
| DUCTILE IRON     |                         | <input type="text" value="0"/>   | <input type="text" value="0"/>    |
| OTHER            |                         | <input type="text" value="0"/>   | <input type="text" value="0"/>    |
| PLASTIC          |                         | <input type="text" value="149"/> | <input type="text" value="3930"/> |
| STEEL            | CATHODICALLY PROTECT... | <input type="text" value="0"/>   | <input type="text" value="0"/>    |
| STEEL            | CATHODICALLY PROTECT... | <input type="text" value="40"/>  | <input type="text" value="1484"/> |
| STEEL            | UNPROTECTED BARE        | <input type="text" value="0"/>   | <input type="text" value="0"/>    |
| STEEL            | UNPROTECTED COATED      | <input type="text" value="0"/>   | <input type="text" value="0"/>    |

Update or enter new steel miles and services here



# Gas Distribution - Part B2

**Modify plastic and steel miles entered from 2009  
 and other miles for other materials**

|         |     |                  |    |
|---------|-----|------------------|----|
| PLASTIC | PE  | UNKNOWN          | 0  |
| PLASTIC | PE  | 2" OR LESS       | 96 |
| PLASTIC | PE  | OVER 2" THRU 4"  | 35 |
| PLASTIC | PE  | OVER 4" THRU 8"  | 18 |
| PLASTIC | PE  | OVER 8" THRU 12" | 0  |
| PLASTIC | PE  | OVER 12"         | 0  |
| PLASTIC | PVC | UNKNOWN          | 0  |
| PLASTIC | PVC | 2" OR LESS       | 0  |
| PLASTIC | PVC | OVER 2" THRU 4"  | 0  |
| PLASTIC | PVC | OVER 4" THRU 8"  | 0  |
| PLASTIC | PVC | OVER 8" THRU 12" | 0  |
| PLASTIC | PVC | OVER 12"         | 0  |
| STEEL   |     | UNKNOWN          | 0  |
| STEEL   |     | 2" OR LESS       | 29 |
| STEEL   |     | OVER 2" THRU 4"  | 6  |
| STEEL   |     | OVER 4" THRU 8"  | 5  |
| STEEL   |     | OVER 8" THRU 12" | 0  |
| STEEL   |     | OVER 12"         | 0  |

Miles pre-populated from last year's report

Update or enter miles here for all materials



# Gas Distribution - Part B3

**Modify plastic and steel services entered from 2009 and add services for all materials**

**Clicking on Part B4 to move to next section (also will auto-save)**

Part A **Part B** Part C Part D Part E Part F Part G Part H Part I

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Part B1 Part B2 **Part B3** Part B4 ←

**PART B3 – NUMBER OF SERVICES IN SYSTEM AT END OF YEAR**

\* AVERAGE SERVICE LENGTH

|                                   |                                |                                      |                                   |
|-----------------------------------|--------------------------------|--------------------------------------|-----------------------------------|
| Total B3 Services:                | <input type="text" value="0"/> | Total B3 Cast Wrought/Iron Services: | <input type="text" value="0"/>    |
| <input type="text" value="5414"/> |                                | Total B3 Copper Services:            | <input type="text" value="0"/>    |
| Total B1 Steel Services:          | <input type="text" value="0"/> | Total B3 Ductile Iron Services:      | <input type="text" value="0"/>    |
| <input type="text" value="1484"/> |                                | Total B3 Other Services:             | <input type="text" value="0"/>    |
|                                   |                                | Total B3 Plastic Services:           | <input type="text" value="3930"/> |
|                                   |                                | Total B3 Steel Services:             | <input type="text" value="1484"/> |

| Material     | Sub Material | Pipe Dimension  | Services                       |
|--------------|--------------|-----------------|--------------------------------|
| COPPER       |              | OVER 2" THRU 4" | <input type="text" value="0"/> |
| COPPER       |              | OVER 4" THRU 8" | <input type="text" value="0"/> |
| COPPER       |              | OVER 8"         | <input type="text" value="0"/> |
| DUCTILE IRON |              | UNKNOWN         | <input type="text" value="0"/> |
| DUCTILE IRON |              | 1" OR LESS      | <input type="text" value="0"/> |

**Summary of Services**



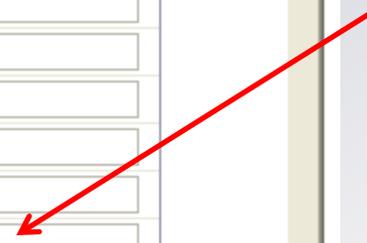
# Gas Distribution - Part B3 Continued

**Modify plastic and steel services entered from 2009 and add services for all materials**

|         |     |                 |      |
|---------|-----|-----------------|------|
| PLASTIC | PE  | 1" OR LESS      | 3912 |
| PLASTIC | PE  | OVER 1" THRU 2" | 18   |
| PLASTIC | PE  | OVER 2" THRU 4" | 0    |
| PLASTIC | PE  | OVER 4" THRU 8" | 0    |
| PLASTIC | PE  | OVER 8"         | 0    |
| PLASTIC | PVC | UNKNOWN         | 0    |
| PLASTIC | PVC | 1" OR LESS      | 0    |
| PLASTIC | PVC | OVER 1" THRU 2" | 0    |
| PLASTIC | PVC | OVER 2" THRU 4" | 0    |
| PLASTIC | PVC | OVER 4" THRU 8" | 0    |
| PLASTIC | PVC | OVER 8"         | 0    |
| STEEL   |     | UNKNOWN         | 0    |
| STEEL   |     | 1" OR LESS      | 1466 |
| STEEL   |     | OVER 1" THRU 2" | 12   |
| STEEL   |     | OVER 2" THRU 4" | 6    |
| STEEL   |     | OVER 4" THRU 8" | 0    |
| STEEL   |     | OVER 8"         | 0    |

Services pre-populated from last year's report

Update or enter new services here for any material





# Gas Distribution - Part B4

Miles and services installed by decade must match the total miles of mains and # of services listed in B1

| Part A  | <b>Part B</b>                   | Part C                            | Part D                           | Part E                    | Part F | Part G | Part H                            | Part I |
|---|---------------------------------|-----------------------------------|----------------------------------|---------------------------|--------|--------|-----------------------------------|--------|
| Part B1   | Part B2                         | Part B3                           | <b>Part B4</b>                   |                           |        |        |                                   |        |
| <b>PART B4 – MILES OF MAIN AND NUMBER OF SERVICES BY DECADE OF INSTALLATION</b> |                                 |                                   |                                  |                           |        |        |                                   |        |
| <b>Total B1 Miles of Mains:</b>   |                                 |                                   | <input type="text" value="189"/> | <b>Total B1 Services:</b> |        |        | <input type="text" value="5414"/> |        |
| <b>Total B4 Miles of Mains:</b>   |                                 |                                   | <input type="text" value="189"/> | <b>Total B4 Services:</b> |        |        | <input type="text" value="5414"/> |        |
| Decade  | Miles of Mains                  | Services                          |                                  |                           |        |        |                                   |        |
| UNKNOWN   | <input type="text" value="0"/>  | <input type="text" value="0"/>    |                                  |                           |        |        |                                   |        |
| PRE-1940  | <input type="text" value="0"/>  | <input type="text" value="0"/>    |                                  |                           |        |        |                                   |        |
| 1940-1949   | <input type="text" value="0"/>  | <input type="text" value="0"/>    |                                  |                           |        |        |                                   |        |
| 1950-1959   | <input type="text" value="18"/> | <input type="text" value="721"/>  |                                  |                           |        |        |                                   |        |
| 1960-1969   | <input type="text" value="11"/> | <input type="text" value="627"/>  |                                  |                           |        |        |                                   |        |
| 1970-1979   | <input type="text" value="7"/>  | <input type="text" value="96"/>   |                                  |                           |        |        |                                   |        |
| 1980-1989   | <input type="text" value="47"/> | <input type="text" value="510"/>  |                                  |                           |        |        |                                   |        |
| 1990-1999   | <input type="text" value="64"/> | <input type="text" value="2026"/> |                                  |                           |        |        |                                   |        |
| 2000-2009   | <input type="text" value="42"/> | <input type="text" value="1434"/> |                                  |                           |        |        |                                   |        |
| 2010-2019   | <input type="text" value="0"/>  | <input type="text" value="0"/>    |                                  |                           |        |        |                                   |        |

Miles and Services sum from B1 and fields below

Update or enter miles and services here



# Gas Distribution - Part C

## Leaks by Cause for Mains and Services

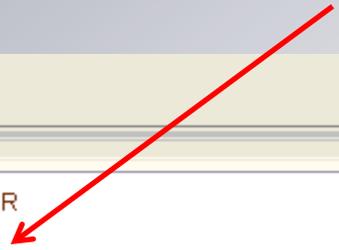
**Total Leaks must be greater than or equal to Total Hazardous Leaks**

Part A Part B **Part C** Part D Part E Part F Part G Part H Part I

**PART C – TOTAL LEAKS AND HAZARDOUS LEAKS ELIMINATED/REPAIRED DURING YEAR**

\* NUMBER OF KNOWN SYSTEM LEAKS AT END OF YEAR SCHEDULED FOR REPAIR

| Cause of Leak       | Total Leaks - Mains            | Total Haz Leaks - Mains        | Total Leaks - Services          | Total Haz Leaks - Services     |
|---------------------|--------------------------------|--------------------------------|---------------------------------|--------------------------------|
| CORROSION           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>  | <input type="text" value="0"/> |
| EQUIPMENT           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>  | <input type="text" value="0"/> |
| EXCAVATION DAMAGE   | <input type="text" value="4"/> | <input type="text" value="0"/> | <input type="text" value="21"/> | <input type="text" value="0"/> |
| INCORRECT OPERAT... | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>  | <input type="text" value="0"/> |
| MATERIAL OR WELDS   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="7"/>  | <input type="text" value="0"/> |
| NATURAL FORCES      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>  | <input type="text" value="0"/> |
| OTHER               | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>  | <input type="text" value="0"/> |
| OTHER OUTSIDE FO... | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>  | <input type="text" value="0"/> |





# Gas Distribution - Part D & E

## Part D - Excavation Damages – All fields Required

|                                   |        |        |               |                                |        |        |        |        |
|-----------------------------------|--------|--------|---------------|--------------------------------|--------|--------|--------|--------|
| Part A                            | Part B | Part C | <b>Part D</b> | Part E                         | Part F | Part G | Part H | Part I |
| <b>PART D - EXCAVATION DAMAGE</b> |        |        |               |                                |        |        |        |        |
| * Number of Excavation Damages    |        |        |               | <input type="text" value="0"/> |        |        |        |        |
| * Number of Excavation Tickets    |        |        |               | <input type="text" value="0"/> |        |        |        |        |

## PART E - Excess Flow Value Data – All fields Required

|   |        |        |        |               |        |        |                                |        |
|---|--------|--------|--------|---------------|--------|--------|--------------------------------|--------|
| Part A  | Part B | Part C | Part D | <b>Part E</b> | Part F | Part G | Part H                         | Part I |
| <b>PART E – EXCESS FLOW VALVE (EFV) DATA</b>  |        |        |        |               |        |        |                                |        |
| * Number of EFVs Installed This Calendar Year on Single-family Residential Services |        |        |        |               |        |        | <input type="text" value="0"/> |        |
| * Estimated Number of EFVs In System at the end of year                             |        |        |        |               |        |        | <input type="text" value="0"/> |        |



# Gas Distribution - Part F & G

## Part F – Leaks on Federal Land Repaired or Scheduled for Repair – Required

|   |        |        |        |        |               |        |        |        |
|---|--------|--------|--------|--------|---------------|--------|--------|--------|
| Part A  | Part B | Part C | Part D | Part E | <b>Part F</b> | Part G | Part H | Part I |
| <b>PART F - TOTAL NUMBER OF LEAKS ON FEDERAL LAND REPAIRED OR SCHEDULED FOR REPAIR</b>                  |        |        |        |        |               |        |        |        |
| * TOTAL NUMBER OF LEAKS ON FEDERAL LAND REPAIRED OR SCHEDULED FOR REPAIR <input type="text" value="0"/> |        |        |        |        |               |        |        |        |

## PART G – Percent of Accounted for Gas - Required

|  |        |        |        |        |        |               |        |        |
|--|--------|--------|--------|--------|--------|---------------|--------|--------|
| Part A   | Part B | Part C | Part D | Part E | Part F | <b>Part G</b> | Part H | Part I |
| <b>PART G - PERCENT OF UNACCOUNTED FOR GAS</b>   |        |        |        |        |        |               |        |        |
| Unaccounted for gas as a percent of total input for the 12 months ending June 30 of the reporting year. $[(\text{Purchased gas} + \text{produced gas}) \text{ minus } (\text{customer use} + \text{company use} + \text{appropriate adjustments})] \text{ divided by } (\text{purchased gas} + \text{produced gas}) \text{ equals percent unaccounted for.}$ |        |        |        |        |        |               |        |        |
| * Input for year ending 6/30 : <input type="text" value="6.55"/> %   |        |        |        |        |        |               |        |        |





# Gas Distribution - Part I

## Part I – Preparers Information - Required

|   |  |        |        |                     |   |        |        |               |
|---|--|--------|--------|---------------------|---|--------|--------|---------------|
| Part A  | Part B   | Part C | Part D | Part E              | Part F                                  | Part G | Part H | <b>Part I</b> |
| <b>PART I - PREPARER AND AUTHORIZED SIGNATURE</b> |  |        |        |                     |   |        |        |               |
| * Name:   | <input type="text" value="Pipeline extuser"/>        |        |        | * Telephone Number: | <input type="text" value="7033260888"/> |        |        |               |
| Title:  | <input type="text"/>                                 |        |        | Facsimile Number:   | <input type="text"/>                    |        |        |               |
| * E-mail Address:                                 | <input type="text" value="pipelineext@guident.com"/> |        |        |                     |   |        |        |               |



Pre-populated  
from Registration  
information



# Gas Distribution – Submitting a Report

When you click submit, if any errors are present in the report, a list will be displayed and will prohibit the report from being submitted.

Errors that need to be fixed  
prior to submitting

Save and  
Submit

The screenshot shows a web interface with a light gray header containing 'Save', 'Reset', and 'Submit' buttons. Below the header is a blue error message box with a red 'x' icon and the text 'Error'. Below the error box, it says 'Messages for this page are listed below.' followed by two error messages: 'Part B : Average service length in B3 is not provided.' and 'Part C: Number of Known System leaks is not provided.' At the bottom, there is a row of navigation tabs labeled 'Part A' through 'Part I', with 'Part I' being the active tab. A red arrow points from the text 'Errors that need to be fixed prior to submitting' to the error message box. Another red arrow points from the text 'Save and Submit' to the 'Submit' button.



# Modifying a Saved Report or Viewing a Submitted Report

**PHMSA PORTAL**

Pipeline

Online Reports | Account Management | Password Managemen...

Operator ID: 32489

- Reports History
  - View Reports
    - Saved Reports
    - Submitted Reports
- Create Reports

Reports History

Gas Distribution Reports History

**Click on Saved Reports**

**Saved Reports**

...ss enter (in any search field) to get all listed reports back after applying a filter to search.

Report Results for Operator ID **11376**

| Operator ID | Operator Name          | Form Name                             | Report Type | Report Number | Operation State | Created Date/Time | Updated Date/Time | View Report Format | Attachment |
|-------------|------------------------|---------------------------------------|-------------|---------------|-----------------|-------------------|-------------------|--------------------|------------|
| 11376       | LENOIR CITY UTILITI... | Gas Distribution System Annual Report | ORIGINAL    | 1644          | TN              | 02/08/2011 20:12  | 02/08/2011 20:15  |                    |            |

View   Modify   Delete

**Select Report Above & Modify**

**Click to download & print PDF or Excel**



# Report History

Report History will allow you to see all submitted versions  
(original and supplementals)

## Reports History

Click on a report or click [View History](#) link to view Report's history on the bottom table

Note: Please press enter (in any search field) to get all listed reports back after applying a filter to search.

### Gas Distribution Reports History

| Operator ID | Operator Name            | Report Type | Report Number  | History                      | Report Date      | Report Status | State Of Operation | Report Year |
|-------------|--------------------------|-------------|----------------|------------------------------|------------------|---------------|--------------------|-------------|
| 11216       | LANETT GAS DEPT, CITY OF | ORIGINAL    | 20100009-15002 | <a href="#">View History</a> | 01/27/2011 17:21 | SUBMITTED     | MD                 | 2010        |

Click  
"View  
History"



# Report History Continued

Report History will allow you to see all submitted versions  
(original and supplementals)

**Reports History**

Click on a report or click View History link to view Report's history on the bottom table

Note: Please press enter (in any search field) to get all listed reports back after applying a filter to search.

**Gas Distribution Reports History**

| Operator ID | Operator Name                  | Report Type | Report Number  | History                      | Report Date      | Report Status | State Of Operation | Report Year |
|-------------|--------------------------------|-------------|----------------|------------------------------|------------------|---------------|--------------------|-------------|
| 18432       | SOUTH FULTON GAS DEPT, CITY OF | ORIGINAL    | 20100030-15005 | <a href="#">View History</a> | 02/07/2011 20:51 | SUBMITTED     | TN                 | 2010        |

**Original and all supplementals filed will be below**

**You might have to scroll down to see the history of supplementals**

**Report's History**

| Operator | Form Name                             | Report Type  | Report Number | SupplementalId | Report Submitted/Saved Date | Operati... State | Report Status | View Report Format |
|----------|---------------------------------------|--------------|---------------|----------------|-----------------------------|------------------|---------------|--------------------|
| 18432    | Gas Distribution System Annual Report | SUPPLEMENTAL | 20100030      | 15006          | 02/07/2011 21:10            | TN               | SUBMITTED     |                    |



# Creating a Supplemental Report

**Step 1. Go to  
“View/Create  
Reports”**

**Step 2. Click on  
“Submitted  
Reports”**

**Step 3. Select the  
report you would  
like to  
supplement**

Operator ID: 11216

- Reports History
- QA Reports
- View/Create Reports
- View Reports
  - Saved Reports
  - Submitted Reports
- Create Reports
  - Annual Reports
    - Gas Distribution
    - Gas Transmission
    - Hazardous Liquid
    - LNG
    - Mechanical Fitting F

### Submitted Reports

Note: Please press enter (in any search field) to get all listed reports back after applying a filter to search.

Report Results for Operator ID 11216

| Operator ID | Operator Name         | Form Name                             | Report Type  | Report Number    | Report Submitted Date/Time | Operation State | Report Year | View Report Format |
|-------------|-----------------------|---------------------------------------|--------------|------------------|----------------------------|-----------------|-------------|--------------------|
| 11216       | LANETT GAS DEPT, C... | Gas Distribution System Annual Report | ORIGINAL     | 20090425-13031   | 02/24/2010 00:00           | AL              | 2009        |                    |
| 11216       | LANETT GAS DEPT, C... | Gas Distribution System Annual Report | ORIGINAL     | 20100009-15002   | 01/27/2011 17:21           | MD              | 2010        |                    |
| 11216       | LANETT GAS DEPT, C... | Mechanical Fitting Failure Report     | ORIGINAL     | 2011011211216... | 01/27/2011 11:14           | MD              | 2011        |                    |
| 11216       | LANETT GAS DEPT, C... | Mechanical Fitting Failure Report     | SUPPLEMENTAL | 2011011211216... | 01/27/2011 16:53           | MD              | 2011        |                    |

View Create Supplemental

**Step 4. Click  
“Create Supplemental”**