



# **Illinois Reporting Requirements**



# Annual Report Submission

- Reports to PHMSA by March 15
- Electronic Submission to PHMSA Required
- PDF of Report to be mailed to:
  - Pipeline Safety Program
  - 527 E. Capitol Avenue, Springfield, IL 62701
- ICC is required to review for accuracy
- Revised Reports must be provided to ICC
- NOPV for failure to report



# Frequent Annual Report Issues

- Failure to provide copies of reports to ICC
- Failure to accurately report 3<sup>rd</sup> party damage leaks
- Failure to report unaccounted for gas
- Entry errors regarding pipe size and material
- Pipe size and material entry errors (cast iron report in systems with no cast iron)



# Incident Reports

- Telephonic Reports
  - To the National Response Center (“NRC”)
  - To the ICC
  - Current expectation: Within 2 hours of discovery
  - No requirement to rescind telephonic reports to NRC
  - Send rescind letter to ICC Pipeline Safety



# Incident Reports

- Written Reports
  - Must be submitted within 30 days to PHMSA and ICC
    - Original Report
    - Supplemental Report
    - Final Report
  - IL Adm. Code Part 595 requires Supplemental reports every 90 days to ICC – also send to PHMSA
  - Use PHMSA Form 7100.1 (distribution) or 7100.2 (transmission)



# Retracting 30 Day Incident Reports

- [InformationResourcesManager@phmsa.dot.gov](mailto:InformationResourcesManager@phmsa.dot.gov)
- a. The Report ID (the unique 8-digit identifier assigned by PHMSA)
- b. Operator name
- c. PHMSA-issued OPID number
- d. NRC # when notice was made
- e. Date of the event
- f. Location of the event
- g. A brief statement as to why the report should be retracted.



# ODES Review

(On-line Data Entry System)

- ICC is required by PHMSA to conduct ODES review.
- Extensive checklist that reviews each line of an incident report
- Results must be reported to PHMSA Central Region
- ICC will request report revisions where errors or omissions are identified.



# Questions?



P  
I  
P  
E  
L  
I  
N  
E  
S  
A  
F  
E  
T  
Y