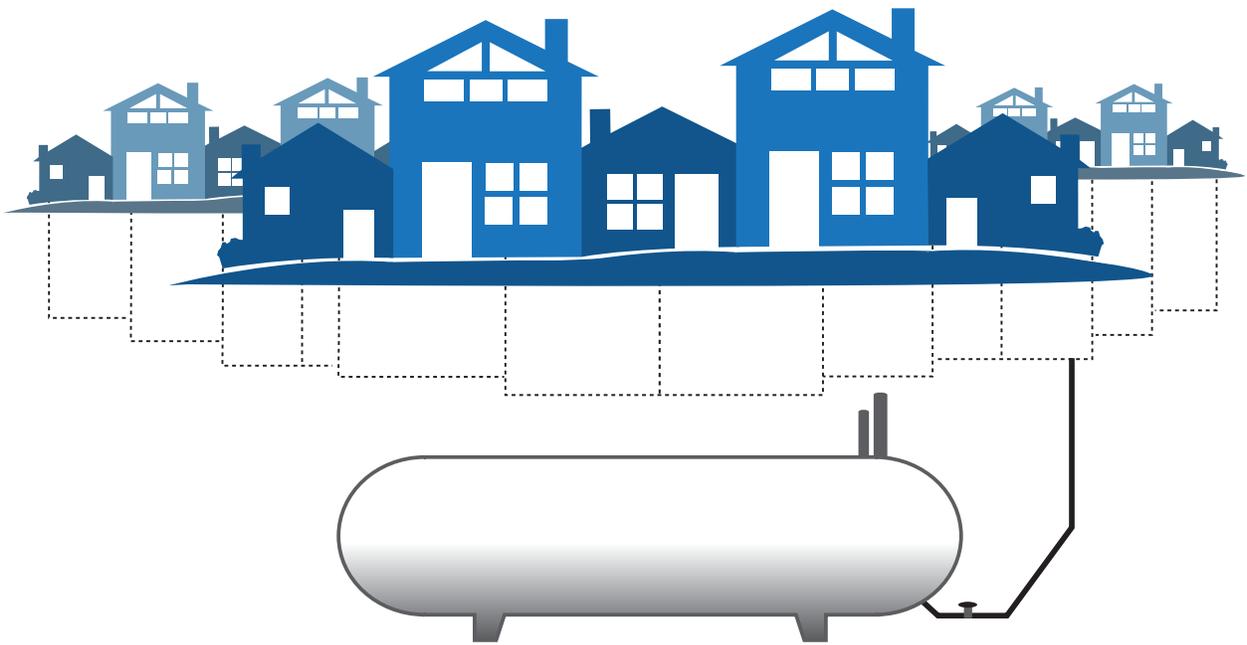


Propane Jurisdictional Systems:

A Guide to Understanding
Basic Fundamentals and Requirements



About This Booklet

Propane Jurisdictional Systems: A Guide to Understanding Basic Fundamentals and Requirements (“*Propane Jurisdictional Systems*”) is a simplified reference guide for propane industry professionals. This reference guide includes federal regulations, codes, and other helpful information regarding definitions, identification, operation, and safety of propane pipeline systems. *Propane Jurisdictional Systems* also includes information regarding the preparation of written plans, record keeping, and reporting required for operators of propane pipeline systems.

Propane Jurisdictional Systems is not intended to establish an industry custom, practice, or standard with respect to defining, identifying, operating, installing, maintaining, planning, or reporting a propane pipeline system. *Propane Jurisdictional Systems* is not intended to establish an industry custom, standard, or practice with respect to the interpretation of federal, state, or local codes, regulations, or standards. Operators are not required to adopt *Propane Jurisdictional Systems*’ definitions or explanations, or any part of this reference guide.

Propane Jurisdictional Systems’ definitions, explanations, and summaries are not intended to replace, modify, amend, or otherwise alter any federal, state, and local regulations, standards, or codes now in effect in any jurisdiction. It is the responsibility of the operator to be familiar with the federal, state, and local regulations, standards, and codes adopted in its particular jurisdiction. It is the responsibility of the operator to follow these regulations, standards, and codes when identifying, operating, installing, maintaining, planning, reporting, or otherwise working with propane pipeline systems in any respect whatsoever.

Propane Jurisdictional Systems provides examples of jurisdictional systems. This list may not be an exhaustive record of these systems. A particular system may be jurisdictional where conditions exist that are not described in *Propane Jurisdictional Systems*. A particular system may not be jurisdictional where it is similar to a condition provided in this guide. It is the responsibility of the operator to identify whether a particular system is jurisdictional.

Propane Jurisdictional Systems is not intended to replace, modify, amend, or otherwise alter any particular operator’s internal policies and procedures with respect to identifying, operating, installing, maintaining, planning, reporting, or otherwise working with propane pipeline systems in any respect whatsoever. It is the responsibility of the individual to be familiar with the particular operator’s internal policies and procedures and to follow them when identifying, operating, installing, maintaining, planning, reporting, or otherwise working with propane pipeline systems in any respect whatsoever.

Propane Jurisdictional Systems is not intended to provide training on the identification, operation, installation, maintenance, planning, reporting, or safety of propane pipeline systems or the regulations, standards, or codes governing these systems. *Propane Jurisdictional Systems* addresses items of interest with respect to propane pipeline systems. Any identification, operation, installation, maintenance, planning, reporting, or other work with a propane pipeline system should be performed by a trained and qualified individual familiar with the scope and nature of the work to be performed.

Note: This booklet was developed by ETS Associates and Logica3 Ltd. under contract to the Propane Education & Research Council – Docket Number 15283. For further information regarding propane safety, visit www.propanesafety.com.

Propane Education & Research Council

1140 Connecticut Ave. NW
Suite 1075
Washington, DC 20036
202.452.8975
www.propanecouncil.org

Table of Contents

Introduction	1
Common Terms Used in This Booklet	2
Finding the Rules to Follow	3
Who Enforces the Rules?	3
Who Is Responsible?	3
Defining a Jurisdictional System	3
Defining a Public Place	7
When Is a System Non-Jurisdictional?	7
Which Codes and Regulations Apply to Jurisdictional Systems?	9
Who Is Responsible for Enforcing the Regulations?	10
Requirements of a Propane Operator	10
Written Plan Requirements	11
Finding Model Plans	13
Qualifying Employees	13
Reporting Incidents on Jurisdictional Systems	14
Reporting Safety-Related Conditions	15
Annual Reports	15
Helpful Websites	15
Acknowledgments	16
Appendix A	17

Introduction

The purpose of this booklet is to guide propane industry professionals, facility managers, company safety officials, and other responsible employees (such as service technicians, drivers, and involved office support personnel) in recognizing jurisdictional systems and what responsibilities are required of companies that install and service jurisdictional systems.

“Jurisdictional system” is a term used to describe a propane gas system that is regulated primarily by the federal government. This booklet does not apply to propane gas systems that are regulated by state and local governments (which represent a majority of the systems in the U.S.). Propane systems that serve single customers (such as a private residence) are not considered jurisdictional and therefore are not addressed in this booklet.

It is our intent with this booklet to offer clear definitions of jurisdictional systems and give a clear picture of the regulatory obligations of propane marketers who install, deliver, and maintain such systems.

In addition, the booklet will offer explanations of applicable codes and regulations and guide the operator in the written plans necessary to fulfill the requirements of the codes and regulations.

The booklet will offer information that will guide the operator in understanding the roles between federal and state agencies charged with enforcing the regulations and how the two interact to achieve their code-enforcement goals.

The purpose of this booklet is to equip readers with the knowledge and tools to:

- Recognize where a jurisdictional system exists
 - Offer information that will assist operators in making informed decisions as to their involvement with jurisdictional systems
 - Gain a basic understanding of the written plans that are required for operators of jurisdictional systems
 - Understand the federal and state relationship
 - Recognize a reportable incident and the steps that must be followed in the aftermath of such an incident
-

Common Terms Used in This Booklet

CFR

Code of Federal Regulations

Customer

An end user who has control of the gas usage

Jurisdictional System

A propane system that serves multiple dwellings, buildings, or businesses. It can also include single dwellings, buildings, or businesses when the system is not entirely on the customer's premises and a portion of the system is in a public place. According to OPS enforcement policy, jurisdiction ends at the outlet swivel of the meter (customer meter) or the connection to a customer's piping, whichever is further downstream. (See page 4 for a complete definition and conditions.)

Master Meter System*

A pipeline system for distributing gas within, but not limited to, a definable area, such as a mobile home park, a housing project, or an apartment complex, where the operator purchases metered gas from an outside source for resale through a gas distribution pipeline system. The gas distribution pipeline system supplies the ultimate consumer, who purchases the gas directly through a meter or by other means, such as rents.

(Source: PHMSA website)

NFPA

National Fire Protection Association

Operator*

A person or company who engages in the transportation of gas. An operator could be a propane marketer, a gas utility company, a municipality, or an individual operating a propane system in a housing project, an apartment complex, a condominium, a mobile home park, a shopping center, or another system.

(Source: 49 CFR Part 192.3 and Training Guide for Operators of Small LP Gas Systems Definitions and Terms Intro-5)

OPS

The Office of Pipeline Safety (OPS) administers the Department of Transportation's Pipeline and Hazardous Material Safety Administration's national regulatory program to ensure the safe transportation of natural gas, petroleum, and other hazardous materials by pipeline.

Public Place*

A place that is generally open to all persons in a community as opposed to being restricted to specific persons. Examples of public places include churches, schools, and commercial buildings, as well as any publicly owned right-of-way or property frequented by a person.

(Source: PHMSA website)

Public Right-of-Way*

A way where the public has a right to walk, and in some cases, ride horses, bicycles, or motorcycles, or drive motor vehicles.

Transportation of Gas

The gathering, transmission, or distribution of gas by pipeline.

(Source: 49 CFR Part 192.3)

**The definition and interpretation of these terms may vary, depending on the enforcement agency.*

Finding the Rules to Follow

The “Accountable Pipeline Safety and Partnership Act of 1996” was passed into law. The law was enacted to reduce risk to public safety and the environment associated with pipeline transportation of gas and hazardous liquids. The relevant regulations are published in Title 49 of the Code of Federal Regulations (CFR). Special regulations for propane gas systems are contained in Parts 191 and 192 of 49 CFR.

In addition to the rules of the CFR, our industry is governed by NFPA 58 and, in some instances, NFPA 59. Part 192 of 49 CFR has adopted NFPA 58 and 59 by reference.

Propane operators are required to follow these safety regulations. If they fail to do so, they may be subjected to civil penalties, compliance orders, or both. If safety problems are severe, a “Corrective Action Order” may be issued, which could result in the shutdown of the system.

Who Enforces the Rules?

The federal government is primarily responsible for developing, issuing, and enforcing pipeline safety regulations. However, many states have partnered with the federal government to provide enforcement through state agencies for intrastate systems. To do this, a state must adopt the federal regulations. The state may also adopt additional or more stringent regulations as long as they are compatible with federal regulations. To do so, most states must go through their own legislative process to incorporate the regulations in their state’s “Gas Safety Rules.”

It is important for operators to understand the relationship between the two agencies and the requirements necessary that state entities must take to revise their regulations. Operators need to recognize and understand that they need to be constantly aware of proposed changes to state “Gas Safety Rules” and give voice to changes that could adversely affect the propane industry.

Who Is Responsible?

It is the responsibility of the propane marketer to understand the components and definitions of a jurisdictional system and to comply with applicable federal and state requirements.

Defining a Jurisdictional System

Jurisdictional systems typically serve multiple dwellings, buildings, and/or businesses. It is important for an operator to be able to accurately identify a jurisdictional system. Jurisdictional system regulations have associated requirements that affect 1) system installation, 2) personnel training, 3) system maintenance, and 4) jurisdictional system incident response. One or all of these requirements may have a financial impact on the operator.

Some jurisdictional systems are served by a master meter. This is a pipeline system for distributing gas within, but not limited to, a definable area, such as a mobile home park, a housing project, or an apartment complex where the operator purchases metered gas from an outside source for resale through a gas distribution pipeline system. The gas distribution pipeline system supplies the ultimate consumer, who either purchases the gas directly through a meter or by other means, such as rents.

The master meter operator is the person or company that engages in the transportation of propane through a pipeline. Often the master meter operator is the propane marketer. However, if the ownership of the propane changes hands at the tank from the propane company to another entity, such as a condo association or mobile home park owner, then that entity (i.e., condo association) is responsible for operating and maintaining the system.¹

According to OPS enforcement policy, jurisdiction ends at the outlet swivel of the meter (customer meter) or the connection to a customer’s piping, whichever is further downstream.

The federal government is primarily responsible for developing, issuing, and enforcing pipeline regulations. However, many states have partnered with the federal government to provide enforcement through state agencies for intrastate systems.

¹ The entity would be responsible for the operation and maintenance of the system, provided it is a jurisdictional system as defined by CFR 49 Part 192.1.

Please note that the final interpretation and determination of a jurisdictional system can vary. Always check with the appropriate enforcement agency in your area. Enforcement agencies are traditionally authorized to interpret the rules that it prescribes. (For an example of an alternative jurisdictional system interpretation, see Appendix A.)

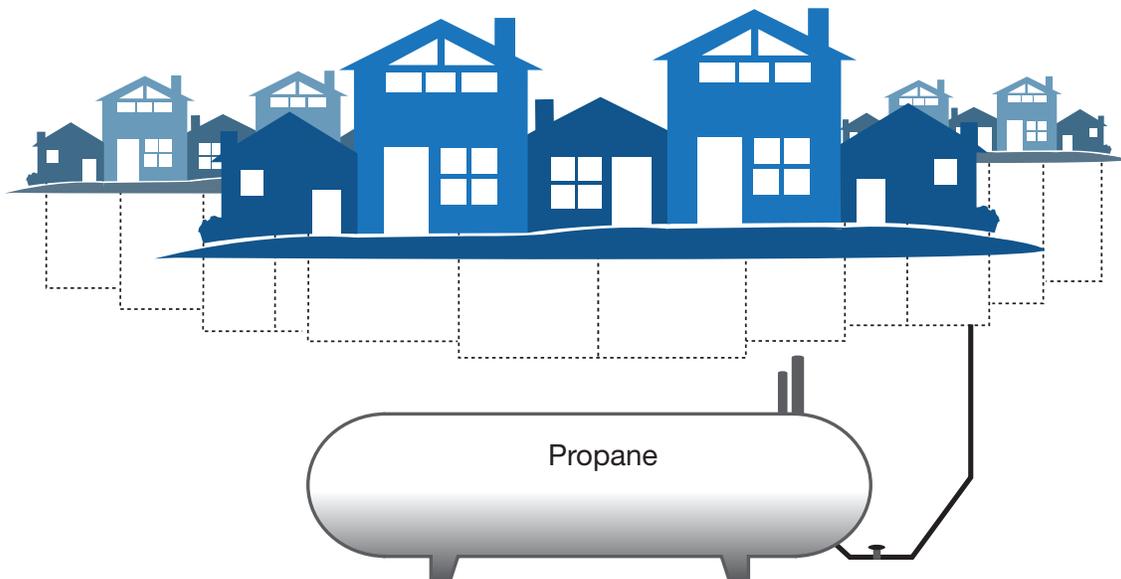
Upon reading the scope of application of the pipeline safety regulations, the federal rules actually define what *is not* a jurisdictional system, rather than defining what *is* a jurisdictional system. This booklet will focus on reversing this approach by defining and outlining what *is* a jurisdictional system. A propane system is jurisdictional where one of the following conditions exists:

Condition 1: Multiple customers (10+ supplied from a single source)

Ten or more customers are supplied from a single tank or multiple tanks manifolded together. The propane tank's/tanks' location in this scenario does not matter.

This system could be a single apartment building with 10 or more apartments, an apartment complex of two or more buildings, a condominium complex, a mobile home park, a campground, etc. As long as there are 10 or more customers serviced by the system, *it is jurisdictional*.

Jurisdictional Condition 1:
Multiple customers (10+) supplied from a single source.



Condition 2: Multiple customers, where a portion of the system is in a public place

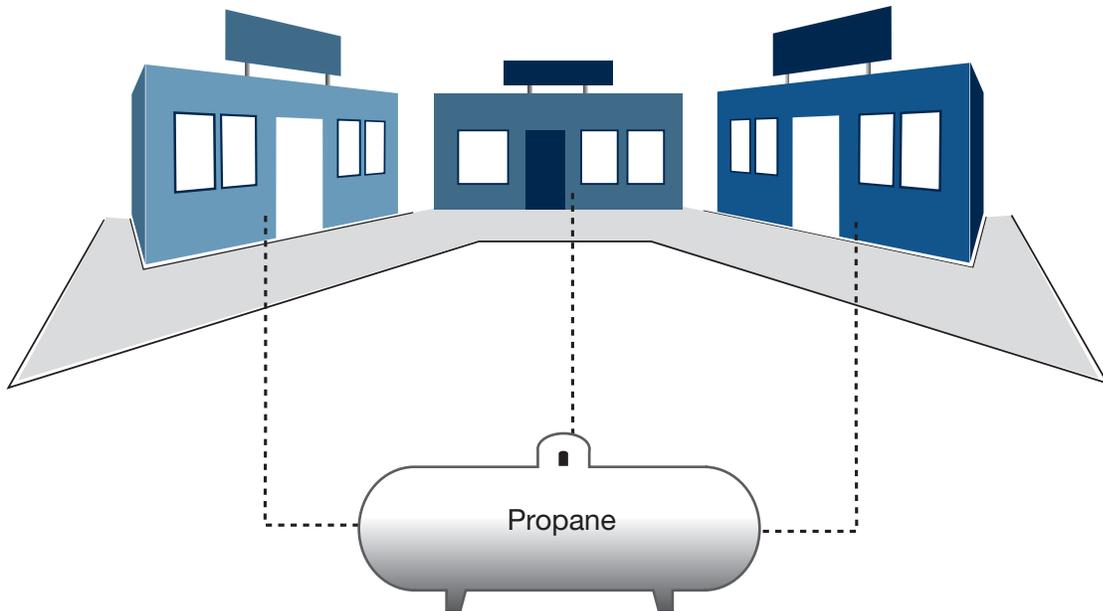
More than one customer is supplied from a single tank or multiple tanks manifolded together, where a portion of the system is located in a public place. A customer is defined as an end user who has control of the gas usage.

These propane systems commonly have meters that can help to identify them as jurisdictional systems. However, a meter is not always the only condition that identifies a system as jurisdictional.

This system could consist of a strip mall with several businesses; a manufacturing business that has a credit union within it (the credit union is open to the public); a condominium complex with less than 10 customers, if it has a laundromat open to the public (with gas dryers) and is tied into the same gas system; or a real estate office and a dentist in the same building, if both have a propane appliance controlled by each individual business.

Jurisdictional Condition 2:

Multiple customers where a portion of the system is in a public place.



Condition 3: Single customer, where a portion of the system is in a public place

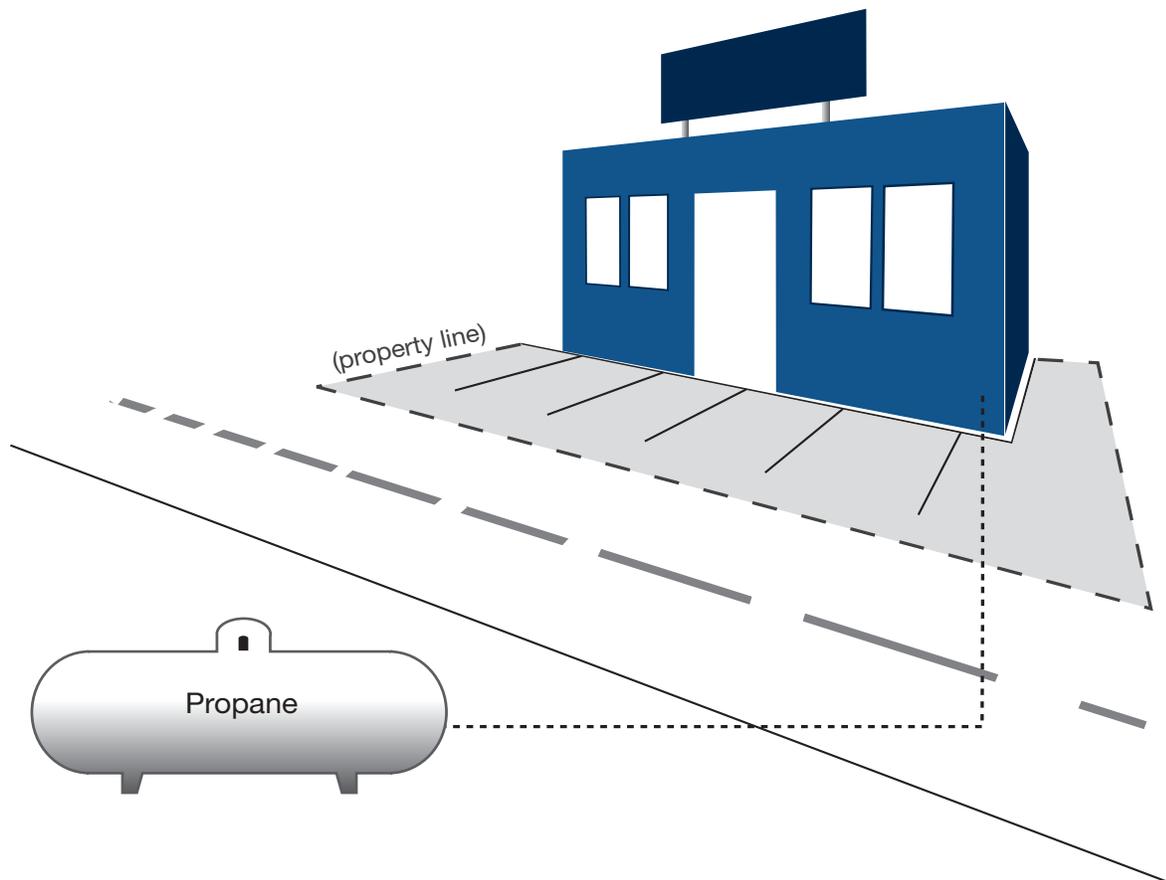
A jurisdictional system can also be present when a single customer's system is not entirely on the customer's premises and a portion of the system is in a public place.

This is typically a system where the tank(s) serving the customer is not located on the customer's property and part of the system is in a public place (e.g., the supply line crosses under a road or public right-of-way).

In this scenario, the customer does not have to be a commercial establishment, retail business, or multiple units. The criterion that makes it a jurisdictional system is the fact that the propane line passes under a public right-of-way.

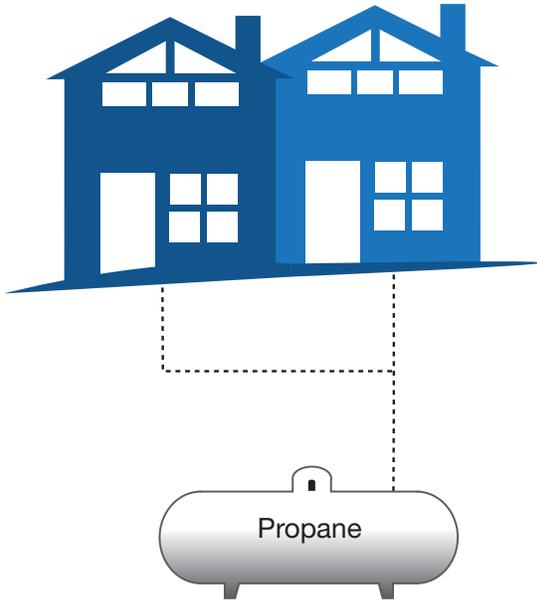
Jurisdictional Condition 3:

Single customer, where a portion of the system is in a public place.



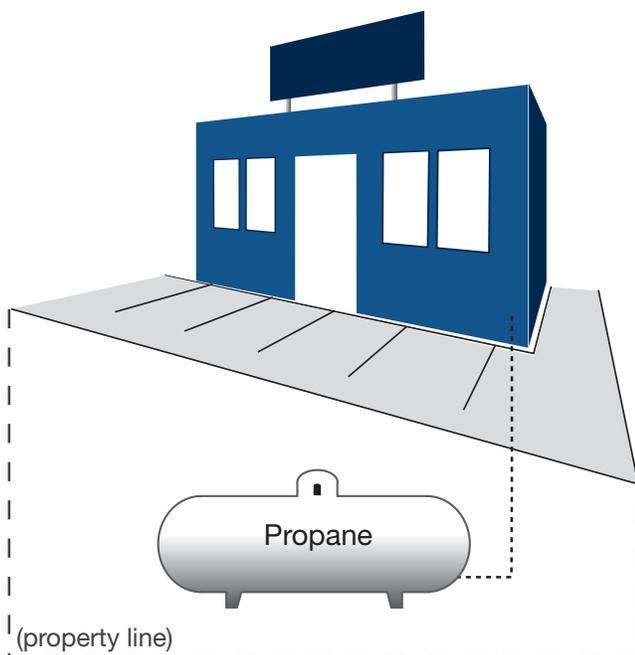
Example 1: Non-Jurisdictional

Multiple customers (less than 10) and no portion of the system is located in a public place.



Example 2: Non-Jurisdictional

Single customer, where the entire system is on the premises of the customer.



Defining a Public Place

The term “public place” is an integral part of determining whether a propane pipeline is a jurisdictional system. The federal government defines a public place as:

A place that is generally open to all persons in a community as opposed to being restricted to specific persons. Examples of public places include churches, schools, and commercial buildings, as well as any publicly owned right-of-way or property frequented by a person.

Often, it may be unclear as to whether a specific system meets the jurisdictional definition. On these occasions, it is suggested that the operator discuss the matter with the local authority having jurisdiction (AHJ) over these systems. In many states, the AHJ is the state public utility commission or comparable agency.

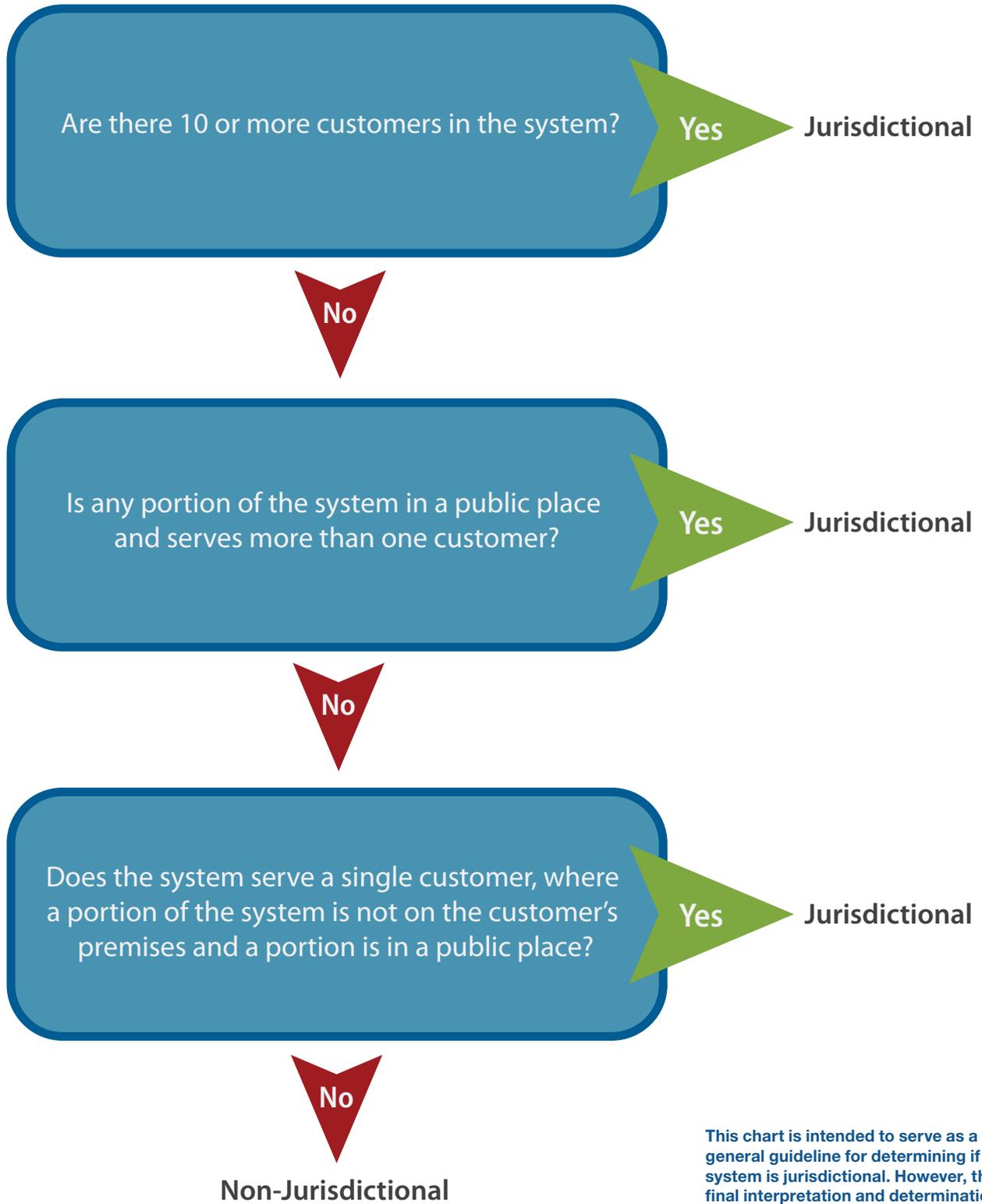
If there is not a designated state agency with jurisdiction, then the AHJ would default to the federal Office of Pipeline Safety (OPS) of the U.S. Department of Transportation’s Pipeline and Hazardous Materials Safety Administration (PHMSA). If there is a difference of opinion between the operator and the state AHJ as to whether a system is jurisdictional, the operator may submit a formal request for interpretation to the OPS. However, this process is often lengthy and there is no certainty that the official response from the OPS will differ from that of the state AHJ.

When Is a System Non-Jurisdictional?

A propane system is considered non-jurisdictional if it has fewer than 10 customers and no portion of the system is located in a public place. Also, it is considered non-jurisdictional if the system is located entirely on a single customer’s premises (no matter if a portion of the system is located in a public place).

A good example of a non-jurisdictional system would be a single residential home. Another example would be a small condominium complex with fewer than 10 customers, if the condo association owns the roads within the complex or none of the propane lines cross public roads or right-of-ways (Example 1). Another good example would be a fast food restaurant where the propane tank(s) is on the customer’s premises and the lines running under the driveway/parking area are also on the same customer’s premises. Because this is a single customer and the entire system is on the same customer’s premises, this system is non-jurisdictional (Example 2).

Is It a Jurisdictional System?



This chart is intended to serve as a general guideline for determining if a system is jurisdictional. However, the final interpretation and determination of a jurisdictional system can vary. Always check with the appropriate enforcement agency for your area.

Which Codes and Regulations Apply to Jurisdictional Systems?

The OPS sets forth the regulations to be followed by operators of jurisdictional systems.

In general, there are two primary codes an operator needs to comply with when installing, maintaining, and servicing a jurisdictional system:

- The Code of Federal Regulations, Title 49, Parts 191 and 192
- National Fire Protection Association's Liquefied Petroleum Gas Code (NFPA 58)

Summary and Application of 49 CFR Part 192

Part 192 of the federal pipeline safety regulations requires LP pipeline operators to follow the code provisions of NFPA 58, LP-Gas Code. NFPA codes are adopted by reference in the federal regulations; therefore, they are, in effect, federal regulations that must be followed for installing, operating, and maintaining propane pipeline systems.

Propane pipeline operators must also comply with 49 CFR Part 192 of the federal code when the applicable NFPA code is silent (does not address) or doesn't fully cover the subject.

Section 192.11 specifies that if the requirements of the two codes are in conflict, the NFPA code prevails, even if it is less stringent than the 192 code, unless the NFPA code is silent on pertinent 192 code subject matter.

Summary and Application of the LP-Gas Code (NFPA 58)

If the propane pipeline system has supply containers with an aggregate storage capacity of 4,000 gallons or less, or does not distribute propane or propane gas-air mixtures to 10 or more customers, only the requirements of NFPA 58 and non-conflicting requirements of 49 CFR Part 192 apply to the pipeline system. This application will cover the majority of jurisdictional systems.

For propane systems that are installed to serve utility distribution systems (often referred to as peak-shaving facilities), the requirements of NFPA 59, Utility LP-Gas Plant Code, would apply. Operators would be required to comply with NFPA 59 only if they provide propane to such systems.

In general, there are two primary codes an operator needs to comply with when installing, maintaining, and servicing a jurisdictional system:

- **The Code of Federal Regulations, Title 49, Parts 191 and 192**
 - **National Fire Protection Association's Liquefied Petroleum Gas Code (NFPA 58)**
-

Who Is Responsible for Enforcing the Regulations?

While the federal government is primarily responsible for developing, issuing, and enforcing pipeline safety regulations, the pipeline safety statutes provide for state assumption of the *intrastate* regulatory, inspection, and enforcement responsibilities under an annual certification. To qualify for certification, a state must adopt the minimum federal regulations and may adopt additional or more stringent regulations as long as they are not incompatible. A state must also provide for injunctive and monetary sanctions substantially the same as those authorized by the pipeline safety statutes.

The federal/state partnership is the cornerstone for ensuring uniform implementation of the pipeline safety program nationwide.

Every state is currently participating in the gas pipeline safety program, except for Alaska and Hawaii. However, many states do not enforce the federal regulations on jurisdictional systems. If your state does not regulate jurisdictional systems, you should contact the federal OPS and follow the applicable federal regulations.

Pipeline operators should check with the pipeline safety agency in their state to determine:

1. Whether a state agency has safety jurisdiction over their specific type of LP gas system;
2. Whether the state agency has pipeline safety requirements that exceed the federal regulations;
3. The inspection and enforcement procedures of the state agency.

Requirements of a Propane Operator

The pipeline safety regulations require operators of jurisdictional propane systems to:

1. Deliver gas safely and reliably to their customers;
2. Provide training and written instructions for employees;
3. Establish written procedures to minimize the hazards resulting from propane pipeline emergencies;
4. Keep records of inspection and testing.

Operators of propane jurisdictional systems are required to prepare a manual of written procedures before operations of a pipeline system commence.

Written Plan Requirements

Operators of propane jurisdictional systems are required to prepare and follow a manual of written procedures for conducting operations and maintenance activities and for emergency response. This is accomplished by preparing and maintaining the following manuals/plans:

1. Operations and Maintenance Manual
2. Emergency Plan
3. Damage Prevention Plan
4. Operator Qualification Plan
5. Public Awareness Plan
6. Integrity Management Plan*

The manuals must be prepared **before** operations of a pipeline system commence.

1. OPERATIONS AND MAINTENANCE MANUAL

The manual must be prepared before operations of a pipeline system commence. It must be reviewed and updated by the operator at intervals not exceeding 15 months, but at least once each calendar year.

Appropriate parts of the manual must be kept at locations where operations and maintenance activities are conducted. The location should be accessible to persons operating and maintaining the systems.

The OPS does not specifically define what must go into the manual. However, the operator will be required to meet all of the specifications once they are placed in the manual.

The Operations and Maintenance Manual should contain the following information:

1. Operating pressure
2. Pressure testing
3. Tapping and purging
4. Odorization
5. Testing for reinstating service lines
6. Abandonment or deactivation of facilities
7. Construction records, maps, and operating history
8. Unaccounted-for gas

The maintenance section of the manual should include procedures for:

1. Patrolling
2. Leakage surveys
3. Pressure-limiting devices
4. Key valves
5. Accidental ignition of gas
6. Corrosion testing and maintenance
7. Atmospheric corrosion control monitoring and maintenance
8. Requirements of NFPA 58

2. EMERGENCY PLAN

Each operator is required to maintain a written plan of procedures and other necessary information to meet LP gas emergency situations. The federal regulations for emergency plans are contained in 49 CFR Part 192.615 of the federal *Pipeline Safety Regulations*. It is also the responsibility of LP gas operators to be familiar with all state and local regulations as they apply to emergency situations regarding their piping systems.

The written emergency plan should contain the following information:

1. Emergency notification list
2. Map of key (critical) valve locations
3. Description and location of emergency equipment
4. Plan for responding to gas-leak reports and interruptions of service
5. Checklist for a major emergency
6. Reporting requirements, both telephonic and written
7. Plan for restoration of service after an outage
8. Accident investigation procedures
9. Education and training plan

See "Training Guide for Operators of Small LP Gas Systems" for more detailed information.

It is the responsibility of the operator to be familiar with all state and local regulations as they apply to emergency situations.

*At the time of publication of this document, the DOT was considering a proposal that would require the development of a written Integrity Management Plan.

3. DAMAGE PREVENTION PLAN

LP operators are exempt from having a written damage prevention program if the operator's primary activity is not the transportation of gas by pipeline (jurisdictional accounts). LP operators are required to provide a means for receiving and recording planned excavation activities by joining a qualified, one-call system. Some states may have additional requirements.

Operator Qualification

All operators of jurisdictional LP gas systems must have a written operator qualification program that meets the requirements of 49 CFR Part 192 Subpart N of the federal pipeline safety regulations.

It is the responsibility of the operator to:

- Identify covered tasks
- Determine who must be qualified
- Determine the method of qualification
- Determine re-qualification procedures
- Keep records

Covered Tasks

A covered task is an activity identified by the operator that fulfills all of the following four characteristics:

- Is performed on a pipeline facility
- Is an operations or maintenance task
- Is performed as a requirement of 49 CFR Part 192 of the federal pipeline safety regulations (or NFPA codes referenced by Part 192)
- Affects the operation or integrity of the pipeline.

Contractors performing covered tasks must meet operator qualification requirements. Also, propane companies performing operational functions for a private operator must meet operator qualification requirements.

4. OPERATOR QUALIFICATION PLAN

The written qualification program must include provisions to:

- Identify covered tasks.
- Ensure that individuals are qualified.
- Allow unqualified individuals to perform a covered task while under the observation of a qualified individual.
- Evaluate the individual's qualifications in the event of an incident.
- Evaluate the individual if there is reason to believe that the individual is no longer qualified.
- Inform the qualified individual of any changes affecting the covered task.
- Determine intervals for re-qualification.

Record Keeping

Qualification records must be maintained for as long as the individual is performing the covered task. Records of individuals no longer performing a covered task must be kept for five years.

Records must include:

- Identification of qualified individuals
- Covered tasks the individual is qualified to perform
- Date of current qualification
- Qualification method

5. PUBLIC AWARENESS PLAN

Operators of jurisdictional LP gas systems must have a written Public Awareness Plan. If the operator's primary activity is not the transportation of gas by pipeline (jurisdictional accounts), then the operator is allowed to have a reduced written Public Awareness Plan for the dissemination of public awareness messages to its customers.

Operator qualification records must be maintained for as long as the individual is performing the covered task.

These messages are to be provided twice annually to the operator's customers and, if the system is on property that the operator does not control, to the people who do control the property.

The messages must include the following:

1. A description of the purpose and reliability of the pipeline
2. An overview of the hazards of the pipeline and prevention measures used
3. Information about damage prevention
4. How to recognize and respond to a leak
5. How to get additional information

6. INTEGRITY MANAGEMENT PLAN

At the time of publication of this document, the DOT was considering a proposal that would require the development of a written Integrity Management Plan for gas distribution pipeline systems, which would apply to operators of jurisdictional systems. Operators should verify the applicability of Integrity Management Plan requirements prior to installation of any jurisdictional systems.

The proposal would require the written plan to:

1. Demonstrate knowledge of the pipeline infrastructure.
2. Identify threats to the system (e.g., corrosion, excavation damage, etc.).
3. Identify and implement measures to reduce the risks of pipeline failure.
4. Measure performance, monitor results, and evaluate the effectiveness of these measures.
5. Periodically evaluate the plan.
6. Maintain appropriate records.

Finding Model Plans

Several states have posted model plans on their websites to help their operators in the development of their individual plans.

In addition to the State Agency websites, there are several companies that offer plan writers' kits and/or consulting to assist operators in the development and writing of their plans.

Several states have posted model plans on their websites to help their operators in the development of their individual plans.

Qualifying Employees

Your written Operator Qualification Plan will outline how you will qualify and document the qualification of your employees on the tasks they perform on your jurisdictional systems.

All employees or contractors who perform tasks on jurisdictional systems must be qualified to perform those tasks and must be re-qualified periodically. The re-qualification term starts when you write your Operator Qualification Plan.

The code does not specify how to qualify or re-qualify your employees. It simply requires that the operator must provide training, as appropriate, to ensure that individuals performing covered tasks have the necessary knowledge and skills to perform the tasks in a manner that ensures the safe operation of the pipeline facilities.

Operator can develop their own training programs, or there are several training programs available through independent contractors. Oftentimes training programs will be offered through state propane gas associations.

However you choose to train your employees, you must be sure it is in compliance with what you wrote in your Operator Qualification Plan. The training must be documented as per 49 CFR 192 Subpart N.

Reporting Incidents on Jurisdictional Systems

When an incident occurs on a jurisdictional system, the operator is required to telephone an incident report to The National Response Center at the earliest possible moment, but in any case within two hours of:

- A release of propane from a jurisdictional system and:
 - ▶ A death or personal injury requiring hospitalization or damages of \$50,000 or more, including other associated costs such as the cost of propane gas loss.
 - ▶ An event that is significant in the judgment of the operator, even though it was not described above.

The telephone report of an incident should include:

- Identity of the reporting operator
- Name and phone number of individual reporting the incident
- Location of the incident (city, county, state, and street address)
- Time of the incident (date and hour)
- Number of fatalities and personal injuries, if any
- Type and extent of property damage (estimate)
- Description of the incident

Operators of LP gas systems making a telephone report of an incident must follow up with a written report.

See 49 CFR Parts 191.5, 191.7, and 191.9 for further information.

Telephone reporting:

The National Response Center
Toll-Free: (800) 424-8802
In Washington, DC: (202) 267-2675
24 hours every day

Send written reports to:

Office of Pipeline Safety
Pipeline and Hazardous Materials Safety Administration
U.S. Department of Transportation
PHP-10
1200 New Jersey Avenue, SE
Washington, DC 20590

Operators should be aware that there are significant penalties for failure to report an incident. IF IN DOUBT, MAKE THE CALL!

Reporting Safety-Related Conditions

OPS requires operators of propane jurisdictional systems to report certain safety-related conditions. The report must be filed within five working days after the operator first determines that a safety-related condition exists, but not later than ten working days after the day the operator discovers the conditions.

Conditions that require reporting include:

- Unintended movement or abnormal loading of pipeline facilities by environmental causes (i.e., earthquakes, floods, landslides) that impairs the serviceability of the pipeline
- Any malfunction or operating error that causes the pressure of the pipeline to rise above its maximum allowable operating pressure, plus the pressure build-up allowed for operation of the pressure-limiting devices
- A leak that constitutes an emergency and is not repaired within five days of determination

It is not necessary to report a safety-related condition when:

- It is on a customer-owned service line.
- It resulted in an incident, as defined in 49 CFR Part 191.3.
- It is on a pipeline more than 220 yards from any building or outdoor place of assembly, unless it is within the right-of-way of an active railroad, a paved road, or a highway.
- It is corrected before the report-filing deadline, except for certain corrosion-related conditions.

Send written reports to:

Pipeline and Hazardous Materials Safety Administration
U.S. Department of Transportation
PHP-10
1200 New Jersey Avenue, SE
Washington, DC 20590

An operator may also be required to file a report with the state agency.

Annual Reports

Operators of propane systems serving 100 or more customers from a single source must submit an annual report for that system. If a propane operator serves multiple systems within a state, one combined system report should be submitted. The report must be submitted on DOT Form RSPA F 7100.1-1. This report must be submitted each year, not later than March 15 for the preceding calendar year.

The report must be submitted to:

Information Resources Manager
Office of Pipeline Safety
Pipeline and Hazardous Materials Safety Administration
U.S. Department of Transportation
PHP-10
1200 New Jersey Avenue, SE
Washington, DC 20590

Helpful Websites

U.S. Department of Transportation

Pipeline and Hazardous Materials Safety Administration
www.phmsa.dot.gov/pipeline

Code of Federal Regulations (CFR)

www.gpoaccess.gov/cfr

Propane Education & Research Council Safety and Training

www.propanesafety.com

Propane Industry Resource Catalog

www.propanecatalog.com

Acknowledgments

The authors of this booklet would like to gratefully thank the following people for their valuable assistance, contributions, and comments in the preparation of this document:

Randy Warner — Jurisdictional System Task Force Chairman — Ferrellgas

Mike Walters — AmeriGas Propane, L.P.

Jay Hilliard — Revere Gas and Appliances

Stuart Flatow — Propane Education & Research Council

Ron Rogers — AmeriGas Propane, L.P.

Mike Caldarera — National Propane Gas Association

Carl Bisson — Inergy Propane

Chris Mastrup — Blue Star Gas

Eric Kuster — Fairmont Specialty

Eric Leskinen — Griffith Energy

Lyndon Rickards — Eastern Propane Gas, Inc.

Russ Rupp — Suburban Propane Partners, L.P.

John McCoy — McCoy & Hofbauer, S.C.

Carlton Revere — Revere Gas and Appliances

Robb Scott — Western Propane Gas Association

Ross Warnell — Ferrellgas (retired)

Rufus Youngblood — Ferrellgas