

# 1-B Incident Reporting

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### **1.0 SCOPE**

This chapter describes the procedures for federal and state *incident* reporting. It includes the following:

- Incident identification.
- Telephonic notification
- State specific requirements
- Written reports
- Drug and alcohol testing requirements

### **2.0 REGULATORY REFERENCES**

49 CFR PART 191 §§ [191.3](#), [191.5](#), [191.7](#), [191.9](#), [191.15](#); [40 CFR 1604](#)

South Carolina Chapter 103, Article 4, [103-414](#), [103-415](#)

### **3.0 PROCEDURE(S)**

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#### **3.1 Telephonic Notification of Incidents [191.5]**

At the earliest practicable moment following *discovery* but no later than one hour after confirmed discovery of an incident meeting the definition below, Pipeline Compliance or other designated person(s) *shall* make a telephonic notification to the National Response Center (NRC)/*USDOT PHMSA* at 800-424-8802, or electronic notification <http://www.nrc.uscg.mil>. The notification shall include the following information:

- Name of operator and person making report and their telephone numbers.
- The location of the incident.
- The time of the incident.
- The number of fatalities and personal injuries, if any.
- All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages.
- Reason for delay in the event that response time exceeded one hour.

Within 48 hours after the confirmed discovery and reporting of an incident, the Manager or other designated person(s) shall revise or confirm the information above provided in the initial telephonic or electronic notice and provide the additional significant facts that have been determined. As well as the estimated volume of gas released.

See [section 5.0 Documentation/Forms](#) for required documentation.

#### **Incident Definition [191.3]**

- (1) An event that involves a release of *gas* from a *pipeline*, or of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility, and that results in one or more of the following consequences:
  - (i) A death, or personal injury necessitating in-patient hospitalization;
  - (ii) Estimated property damage of \$123,900 or more, including loss to the operator and others, or both, but excluding cost of gas lost;
  - (iii) Unintentional estimated gas loss of three million cubic feet or more;
- (2) An event that results in an *emergency* shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
- (3) An event that is significant in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

#### **3.2 Notification Process**

Response personnel dispatched to the incident location shall assess the situation to determine if the incident is reportable to the National Response Center/USDOT PMHSA and/or state regulatory agencies as described below. This information shall be relayed to the responsible supervisor.

If reportable, upon receiving the initial report, the Supervisor or other designated person(s) shall notify the appropriate Managers and Directors or other designated personnel. A list of emergency contacts may be found in the Emergency Contacts List, see [7.0 Appendices](#)

In accordance with [Table 1-B-1](#) the responsible Manager or other designated person(s) shall make any required associated telephonic reports to the National Response Center/USDOT PHMSA, state regulatory agencies and all required internal communications. If the Manager is not available, the responsible Supervisor shall make any required associated telephonic reports.

### State Specific: South Carolina

Written notification to state agencies should be made using the appropriate State Reportable Incident Letter Template, see [7.0 Appendices](#).

**Table 1-B-1 - Telephonic Notification Guidelines**

OCCURRENCE	MANAGER	SC ORS	NRC/ USDOT PHMSA	CSB
1. Significant in judgment (1, 2, 3)	*	*	*	
2. Emergency shutdown LNG (1, 2, 3)	*	*	*	
3. Involves the release of gas and one or more of the following:				
• Death (1, 2, 3)	*	*	*	*
• Overnight hospitalization (1, 2, 3)	*	*	*	*
• Unintentional estimated gas loss of 3 million cubic feet or more (1, 2, 3)	*	*	*	
• Property damage >\$5,000 (1, 3)	*	*		
• Property damage >=\$129,300 (2, 3)			*	
• Property damage >\$1,000,000				*
4. Customers interrupted >50 (1, 3)	*	*		
5. Media coverage	*	*		
6. Transmission Grade 1 <i>leak</i>	*			

<sup>1</sup> Classified as SC ORS incidents; see South Carolina specific incident definition below.

<sup>2</sup> Classified as USDOT PHMSA incidents;

<sup>3</sup> Written form required to be submitted;

**Table 1-B-2 - DENC and DESC Internal Contact Information**

CENTRAL DISPATCH	First Responder Call Back Line: 1-800-296-0335 or 1-888-546-2288 or (1-877-776-2427)
GAS CONTROL PHONE	Gas Control: 803-217-4923 1-866-624-7289 Number on Pipeline Marker:  1-800-815-0083 (for DESC)
PUBLIC AFFAIRS SPECIALIST *please note: Please try to reach Public Affairs Specialist regardless of your location before dialing the DENC and DESC media line.	Eric Boomhower – DESC Office: 803-217-7701 Cell: 803-603-8462
DENC and DESC MEDIA LINE (after hours)	1-800-562-9308
CLAIMS AGENT	803-217-6666 or 1-800-768-0226 *or agent for your area directly
National Response Center USDOT PHMSA (1-800-424-8802)	Per the requirements specified in <a href="#">Table 1-B-1</a>
Chemical Safety Board (202-261-7600)	Per the requirements specified in <a href="#">Section 3.6</a>
ORS	803-737-0800
PSC	803-896-5100

### **State Specific: South Carolina**

#### **Chapter 103, Article 4, [103-415](#) Incidents**

South Carolina Regulation 103-415 Incidents states:

- A. Each gas system shall, as soon as possible, report to the ORS each incident occurring wherein there exist either: (a) serious injury or death of any person; (b) property damage in excess of \$5,000, in the gas system's commercially reasonable estimation, including the gas system's cost of lost gas exiting the gas system's lines to a customer's meter and the expense to make repairs to its facilities or property; or (c) an event that is significant in the judgment of the gas system.

Accordingly, incidents meeting the \$5,000 South Carolina property damage threshold, but not exceeding the USDOT PHMSA threshold are to be reported only to the SC ORS, if no other USDOT PHMSA criteria are met or exceeded.

#### **Chapter 103, Article 4, [103-414](#) Interruption Of Service**

Each gas utility shall keep a record of any condition resulting in any interruption of service affecting its entire system or major division thereof, or any major community or any important division, consisting of at least fifty customers, of a community, including a statement of the time, duration and cause of such interruption. The commission and ORS are to be notified by telephone of any such interruption as soon as practicable after it comes to the attention of the gas utility and a complete written report made to the commission and ORS after restoration of service, if such interruption is more than six hours in duration.

DESC will notify the ORS and the Public Service Commission of South Carolina (PSC) by telephone of any condition resulting in the interruption of service to 50 or more customers. This telephonic notice shall be made at the earliest practicable moment following discovery of the interruption. If the interruption is more than six hours in duration, a complete written report shall be submitted to the ORS and the PSC after service is restored. DESC shall maintain records of such interruptions for at least two years. The written notification and these records shall include the following information:

- Location of the interruption,
- Date and time of the interruption,
- Duration of the interruption,
- Number of customers involved,
- Cause of interruption, and
- All other significant facts relevant to the interruption.
- Reason for delay in the event that response time exceeded one hour.

#### **Notification Telephone Numbers and Addresses**

##### **a. Telephonic Incident Notification**

S.C. Office of Regulatory Staff

Telephone 803-737-0800

Mobile Phone & After Hours (Home) Numbers:

Johnny Eustace: 260-2849 [jeustace@ors.sc.gov](mailto:jeustace@ors.sc.gov)

##### **b. Written Incident Reports**

The State of South Carolina Office of Regulatory Staff

P.O. Drawer 11263

Columbia, SC 29211

##### **c. Interruption of Service Reports**

The State of South Carolina Office of Regulatory Staff

P.O. Drawer 11263

Columbia, SC 29211

S.C. Office of Regulatory Staff

Telephone 803-737-0800, or

Mobile Phone & After Hours (Home)

Numbers as listed above

Public Service Commission of South Carolina

101 Executive Center Drive, Suite 100

Columbia, SC 29210

Jocelyn Boyd - Contact at (803) 896-5100

Chief Clerk and Administrator - (do not communicate via email)

### 3.3 Notification Retractions

Please do not hesitate to report incidents as necessary to the USDOT PHMSA & ORS per federal and state regulations. However, if a follow-up investigation reveals that an incident reported via telephone to the NRC/USDOT PHMSA, or SC ORS was not caused by failures of your pipeline system and/or did not meet the reporting requirements of 49 CFR Part [191.3](#), a letter can be sent by the Director or designee to the USDOT PHMSA Information Resources Manager requesting that the telephonic report be retracted. In the event a retraction is warranted, please forward all retraction information including the date, location, and telephonic report number of the incident to the Director within 30 days of the telephonic notification.

### 3.4 Written Incident Reports [\[191.7\]](#) [\[191.9\]](#) [\[191.15\]](#)

A written report shall be submitted to the USDOT PHMSA and the SC ORS as soon as practicable but not more than 30 days after detection of an incident. If an incident occurs on a *distribution line*, DOT Form RSPA F 7100.1 shall be used. If an incident occurs on a *transmission line*, DOT Form RSPA F 7100.2 shall be used. If additional relevant information is obtained after the initial report is submitted, DENC and DESC shall make supplementary reports as deemed necessary with a clear reference by date and subject to the original report.

Reports submitted to USDOT PHMSA shall be submitted electronically according to 49 CFR [191.7](#), on the website at <https://portal.phmsa.dot.gov/pipeline>. Designated reporting personnel shall be provided with login credentials to access this website.

See [section 5.0 Documentation/Forms](#) for required documentation.

- (a) As soon as practical after an incident occurs that is reportable to the NRC/USDOT PHMSA, the appropriate supervisor/manager is responsible for having a urine sample and evidentiary breath test ("EBT") obtained from each employee and/or contractor employee whose performance, based on the preliminary information available to the supervisor/manager at the time, cannot be completely discounted as a contributing factor to the incident. The urine sample will be obtained within 32 hours and the EBT within 8 hours following the employee's last activity at the site.
- (b) The appropriate supervisor/manager is responsible to complete a [DOT Drug – Alcohol Testing Supervisor Written Record](#).  
  
**Note:** Attach documentation if other crew members are present and not drug & alcohol tested with the reason why. This includes contractors that are working on-site at the time of the event.
- (c) The Company *may* decide not to test under this policy but such a decision *must* be based on the best information available immediately after the incident that the employee's performance could not have contributed to the incident.
- (d) All employees sent for post-incident testing should be accompanied by a management employee or designee, and able to provide proper identification.
- (e) If the time between that employee's and/or contractor employee's performance and the incident is more than 2 hours but less than 8 hours, the operator shall prepare and maintain on file a record stating the reason(s) why the EBT was not administered within 2 hours of the incident. If the time between that employee's and/or contractor employee's performance and the incident is longer than 32 hours for the urine sample or 8 hours for an EBT, the sample need not be taken.
- (f) If an employee and/or contractor employee is injured, unconscious, or otherwise unable to evidence consent to the drug test and EBT, all reasonable steps must be taken to obtain a urine sample and EBT.

Company Contact:

Gayle Delaughter-Moore

gayle.delaughter-moore@dominionenergy.com

(803)217-7928

### 3.6 CSB Reportable Accidental Release [[40 CFR 1604](#)]

#### 1. Definition

A reportable "accidental release" as defined by the Chemical Safety Board (CSB), is an event involving an unanticipated emission of a regulated substance or other extremely hazardous substance into the ambient air from a stationary source resulting in:

- a. A fatality or personal injury necessitating inpatient hospitalization; or
- b. A serious injury defined as an injury or illness that results in death or inpatient hospitalization
- c. Estimated property damage of \$1,000,000 or more at or outside the stationary source.

#### 2. Reporting Methods

- a. If a report for the same event has been submitted to the National Response Center (NRC), the CSB reporting requirement may be satisfied by submitting the NRC identification number to the CSB within 30 minutes of submitting a report to the NRC.

- b. If a report for the same event is not reported to the NRC and notified the CSB per 2.a. above, the owner/operator must submit a report directly to the CSB within eight hours of the accidental release and must include the required information listed below:
- 1) The name of, and contact information for, the owner/operator
  - 2) The name of, and contact information for, the person making the report
  - 3) The location information and facility identifier
  - 4) The approximate time of the accidental release
  - 5) A brief description of the accidental release
  - 6) An indication whether one or more of the following has occurred:
    - i. Fire
    - ii. Explosion
    - iii. Death
    - iv. Serious Injury
    - v. Property Damage
  - 7) The name of the material(s) involved in the accidental release, the Chemical Abstract Service (CAS) number(s), or other appropriate identifiers
  - 8) If known, the amount of the release
  - 9) If known, the number of fatalities
  - 10) If known, the number of serious injuries
  - 11) Estimated property damage at or outside the stationary source
  - 12) Whether the accidental release has resulted in an evacuation order impacting members of the general public and other, and, if known:
    - i. The number of persons evacuated
    - ii. Approximate radius of the evacuation zone
    - iii. The type of person subject to the evacuation order (i.e., employees, members of the general public, or both)
- c. A report to the CSB may be made by email to [report@csb.gov](mailto:report@csb.gov), or by telephone at 202-261-7600
- d. An owner or operator of a stationary source, without penalty, may revise and/or update information reported to the NRC or CSB by sending a notification with revisions by email to: [report@csb.gov](mailto:report@csb.gov), or by correspondence to: Chemical Safety Board 1750 Pennsylvania Ave., NW, Suite 910,

original NRC identification number. No update or revisions should be sent to the NRC. In addition to the opportunity to revise and/or update information within 30 days, an owner or operator may also submit a revised report to the Board within 60 additional days if the submitter explains why the revised report could not have been submitted within the first 30 days.

- e. For the purpose of efficiency, multiple owner/operators may agree in advance or at the time of release to a single, consolidated report on behalf of one or more parties who are responsible for reporting an accidental release from a stationary source. However, any consolidated report must include all pertinent information required under Section 2.b. above.

### 3. Important Definitions

For CSB reporting, the following definitions apply;

"Accidental release" means an unanticipated emission of a regulated substance or other extremely hazardous substance into the ambient air from a stationary source.

"Serious injury" means any injury or illness that results in death or inpatient hospitalization.

"Stationary source" means any buildings, structures, equipment, installations, or substance-emitting stationary activities which belong to the same industrial group, which are located on one or more contiguous properties, which are under the control of the same person (or persons under common control), and from which an accidental release may occur.

"Substantial property damage" means estimated property damage at or outside the stationary source equal to or greater than \$1,000,000.

"Ambient Air" means any portion of the atmosphere inside or outside a stationary source

"Extremely Hazardous Substance" means any substance which may cause death, serious injury, or substantial property damage, including but not limited to, any "regulated substance" at or below any threshold quantity set by the EPA Administrator under 42 U.S.C. 7412(r)(5).

## 4.0 TRAINING/QUALIFICATIONS

None at this time.

## 5.0 DOCUMENTATION/FORMS

Required documentation for this chapter, as applicable.

Criteria	Form #	To Be Submitted	Submitted To
Telephonic notifications		As soon as practical within 1 hour	Responsible Manager
Telephonic		Within 1 hour	PHMSA
Reportable incidents Pipeline	LDF (completed)	Within 5 days of occurrence	Responsible Manager
Incident: Transmission	PHMSA F7100.2	As soon as practical within 20 days	Responsible Manager
		Within 30 days of occurrence	USDOT PHMSA and SC ORS
Incident: Distribution & Utilization	PHMSA F7100.1	As soon as practical within 20 days	Responsible Manager
		Within 30 days of occurrence	USDOT PHMSA and SC ORS

**NOTE:** Forms PHMSA F7100.1 and PHMSA F7100.2 shall be submitted to the USDOT PHMSA and SC ORS by the Director or designee within 30 days of an occurrence of a reportable incident. Dominion Energy has created a fillable PDF version of PHMSA F7100.1 [click here to open](#).

Current PDF versions of these forms can be found on the USDOT PHMSA website at <https://www.phmsa.dot.gov/forms/operator-reports-submitted-phmsa-forms-and-instructions>. These PDF forms may be used to assist in collecting and formatting information before submission on the website.

**Additional Forms:**

- [DOT Drug – Alcohol Testing Supervisor Written Record \(Form 742709\)](#) (PDF file)

**State Specific: South Carolina**

- [DESC State Reportable Incident Letter Template](#) (fillable PDF form)

**6.0 RELATED DOCUMENTS**

None at this time.

**7.0 APPENDICES**

**State Specific: South Carolina**

- [DESC Emergency Contact List](#) (Excel file)

(UNCONTROLLED IF PRINTED)