**INSTRUCTIONS FOR FILING PENNSYLVANIA PIPELINE ANNUAL OPERATOR REGISTRATION FORM**

***The attached Registration Form is for pipeline operators covered by the Gas and Hazardous Liquids Pipelines Act (Act 127 of 2011), for initial registration and annual renewal. Please remove this instruction sheet prior to filing.***

1. **Applicant or Registrant.** Provide the full name of the pipeline operator.
2. **Types of Pipelines and/or Facilities.** Select the pipelines and/or facilities covered by this registration as well as the types of commodities that are transported. **Please note that natural gas public utilities are not required to file this form.**
3. **Main Mailing Address.** Provide the address to which the Commission will serve all correspondence and other documents relating to this registration.
4. **Physical Address.** Provide the address of your primary Pennsylvania facility, if applicable. This address is needed by the Commission to perform inspections and other onsite visits. **Do not provide a post office box number.**
5. **US DOT Operator ID Number.** Provide the number assigned to you by the United States Department of Transportation (US DOT), Pipeline Hazardous and Materials Safety Administration (PHMSA).
6. **PA L&I Propane Registration Number.** If applicable, provide your propane registration number with the Pennsylvania Department of Labor and Industry (PA L&I).
7. **Regulatory Contact** **Information.**  Provide the name, email address, mailing address and telephone number of the person in your company the Commission can contact for questions and other matters pertaining to your registration and operations.
8. **Assessment Contact Information.** Provide the name, email address, mailing address and telephone number of the person in your company who will be responsible for receiving the Commission’s assessment (billing) invoices and paying the assessment under Act 127.
9. **Federal EIN Number.** Provide your Federal employer identification number.
10. **Pipeline Emergency (PEMA) Contact Information.** Provide the name, email address, mailing address and telephone number (preferably a cell phone number) of the person in your company who the Commission can call in an emergency situation. This information is critical to the Commission’s interactions with the Pennsylvania Emergency Management Authority (PEMA).

1. **Attorney. Complete this section only if an attorney is filing this registration form on your company’s behalf.** If you are represented by an attorney in this matter, provide us with your attorney’s name, email address, and telephone number.
2. **Operational Information**. (Attach additional sheets as necessary).

If the pipeline is transporting hazardous liquids, complete Attachment “A.” For gas distribution, transmission, or gathering by pipeline, complete Attachment “B.” On the appropriate chart, provide the in-state (PA) mileage of pipeline in operation as of December 31st of the prior year by class and by county. Mileage should be reported for each individual pipe. For natural gas pipeline, please include the mileage of Class 1 pipeline serving unconventional wells. For class 1 pipelines that have distribution service (farm taps), provide the number of farm taps in the appropriate column.

After completing either Attachment “A” or “B,” indicate, on the top right corner of page one of this form the total of Pennsylvania pipeline mileage in operation as of December 31st of the prior year for all Class 1 transmission and distribution, and Class 2, 3, and 4 gathering, transmission and distribution Pennsylvania gas pipelines or HCA hazardous liquids pipelines, as applicable.

On Attachment “C,” entitled “Country of Manufacture,” indicate the country of manufacture for all tubular steel products installed in Pennsylvania during the prior calendar year for the exploration, gathering, or transportation of natural gas or hazardous liquids. If more than one country of manufacture is indicated, list the pipeline mileage for all countries by the percentage of content from each country. If the percentage of content from each country is unknown, then divide the mileage evenly between the countries. Also indicate whether a Material Test Report form is available for the listed pipe in the appropriate column.

1. **Filing Fee.** The filing fee for this Registration Form is $250, payable to the “Commonwealth of Pennsylvania.” The filing fee can either be mailed or electronically paid when eFiling your form with the Commission’s eFiling system.  **Note: If you are a Propane Distributor registered with the PA L&I or a Borough, you are exempt from paying this filing fee.**
2. **Verification.** The person responsible (corporate officer or attorney) for filing your Registration Form must affix his or her signature and verify that all information provided on the form is true to the best of his knowledge, information and belief. **Note: Registration Forms that are not verified will not be accepted for filing.**
3. **Registration**.

**eFiling**. Registration forms may be eFiled using the following link:

<http://www.puc.pa.gov/efiling/default.aspx>.

**By mail.** Send original copy of registration form along with attachments and filing fee (if applicable) to:

Secretary, PA Public Utility Commission

Keystone Building, 2nd Floor

400 North Street

Harrisburg, PA 17120