

# Operator Submission And Validation Environment (OSAVE) User Guide

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## Overview

The Operator Submission And Validation Environment (OSAVE) is a one-stop shop for operators to:

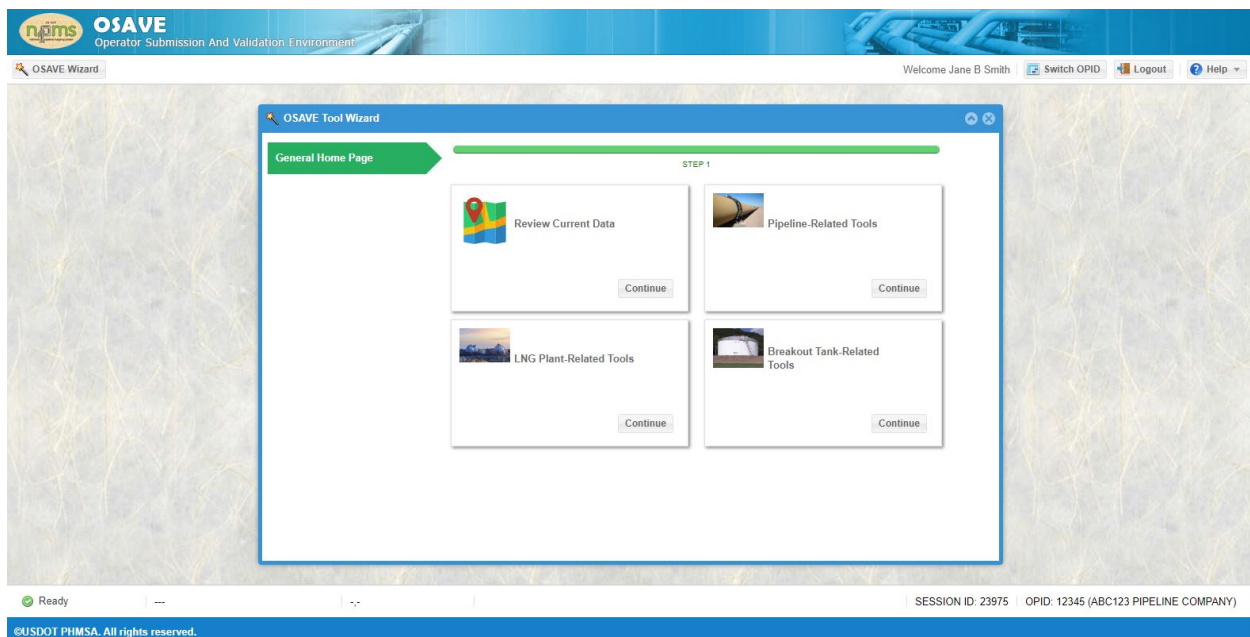
- Review the pipeline data currently in the NPMS national layer for the OPID via a web map viewer.
- Utilize pipeline related tools.
  - View the NPMS pipeline submission history for the OPID.
  - Update information for the OPID's pipeline-related primary, technical, and public contacts.
  - Convey a notification of no changes for the OPID's pipelines.
  - Mark desired attribute edits and spatial deletions for the OPID's pipelines via a web map.
  - Pre-validate data files before making a pipeline data submission.
  - Submit pipeline data to be added to existing data in the NPMS national layer for the OPID.
  - Submit pipeline data intended to fully replace existing feature(s) in the NPMS national layer for the OPID.
  - Request that all pipelines in the NPMS national layer for the OPID be removed.
- Utilize LNG plant related tools.
  - Upload data submission files.
- Utilize breakout tank related tools.
  - View the NPMS breakout tank submission history for the OPID.
  - Update information for the OPID's breakout tank-related primary and technical contacts.
  - Convey a notification of no changes for the OPID's breakout tanks.
  - Pre-validate data files before making a breakout tank data submission.
  - Submit breakout tank data to be added to existing data in the NPMS national layer for the OPID.
  - Submit breakout tank data intended to fully replace existing feature(s) in the NPMS national layer for the OPID.
  - Request that all breakout tanks in the NPMS national layer for the OPID be removed.

OSAVE is accessible from the web at <https://www.npms.phmsa.dot.gov/OSAVE/> and requires an NPMS account to log in. If you do not have an NPMS account, please complete the [online application](#). Sharing of NPMS accounts between individuals is expressly prohibited by multifactor authentication (MFA) protocols and in the NPMS Access Policy. A contractor (e.g., consultant, subcontractor) cannot request an NPMS account. However, a current NPMS account holder may act as a sponsor and request an NPMS contractor account on their contractor's behalf. A sponsor NPMS account holder must verify the individual is currently employed as a contractor by their pipeline operating company, and that the contractor should have access to the same NPMS data and applications as the sponsor. This sponsor must provide this verification by filling out the following [form](#), including all the requested information about the contractor, before the NPMS contractor account will even be considered. Otherwise, NPMS contractor accounts must meet the same requirements as other NPMS accounts, including an

official pipeline operator business email address for NPMS pipeline operator contractors. The NPMS GIS Manager can consider exceptions on a case-by-case basis if applicable contract staff will never have an official pipeline operating company email address. NPMS contractor accounts can access the same NPMS data and functionality in OSAVE as the sponsor NPMS account holder.

Once logged in, the OPIDs to which the user has access are listed. If the company operates and submits data to the NPMS under more than one OPID and/or asset type, the operator may only review/submit data for one of the OPIDs at a time. If an OPID is missing from your list in OSAVE, please email [npms@dot.gov](mailto:npms@dot.gov) requesting that it be added to your NPMS account.

Once a single OPID is selected, the OSAVE tools are categorized by asset type. The operator should select the tool/path that fulfills the intent of that particular visit. The user can easily change to another OPID while remaining logged in via the 'Switch OPID' button located on the top toolbar.



From the General Home Page, the operator has the option to:

- Review Current Data, which launches a map viewer for viewing and querying the current data in the NPMS national layer for the selected OPID.
- Select the Pipeline-Related Tools workflow to access the following tools.
  - View Submission History, which displays the pipeline submission history in tabular format for the selected OPID.
  - Update OPID Contact Information, which allows the operator to alter the pipeline-related primary, technical or public contact information associated with the OPID at any time throughout the year.

- Make a Submission, Notification of No Changes or Removal of OPID, which allows the operator to submit pipeline data for pre-validation, submit pipeline data or pipeline-related notifications to NPMS staff as the first step in fulfilling the annual NPMS submission requirement.
- Select the LNG Plant-Related Tools workflow to access the following tools.
  - Make a Submission which allows the operator to submit LNG plant data to NPMS staff as the first step in fulfilling the annual NPMS submission requirement.
- Select the Breakout Tank-Related Tools workflow to access the following tools.
  - View Submission History, which displays the breakout tank submission history in tabular format for the selected OPID.
  - Update OPID Contact Information, which allows the operator to alter the breakout tank-related primary and technical contact information associated with the OPID at any time throughout the year.
  - Make a Submission, Notification of No Changes or Removal of OPID, which allows the operator to submit breakout tank data for pre-validation, submit breakout tank data or breakout tank-related notifications to NPMS staff as the first step in fulfilling the annual NPMS submission requirement.

OSAVE has more workflow submission tools for the pipeline and breakout tank data asset types. LNG plant submissions are completed in OSAVE. However, LNG plant notification of no changes, notification of removal of all data in the NPMS national layer for the OPID, and changes to contact information are not submitted to NPMS staff via OSAVE; please refer to the content on the [Pipeline Operator](#) webpage for details on how to submit notifications and contact information changes for LNG plants.

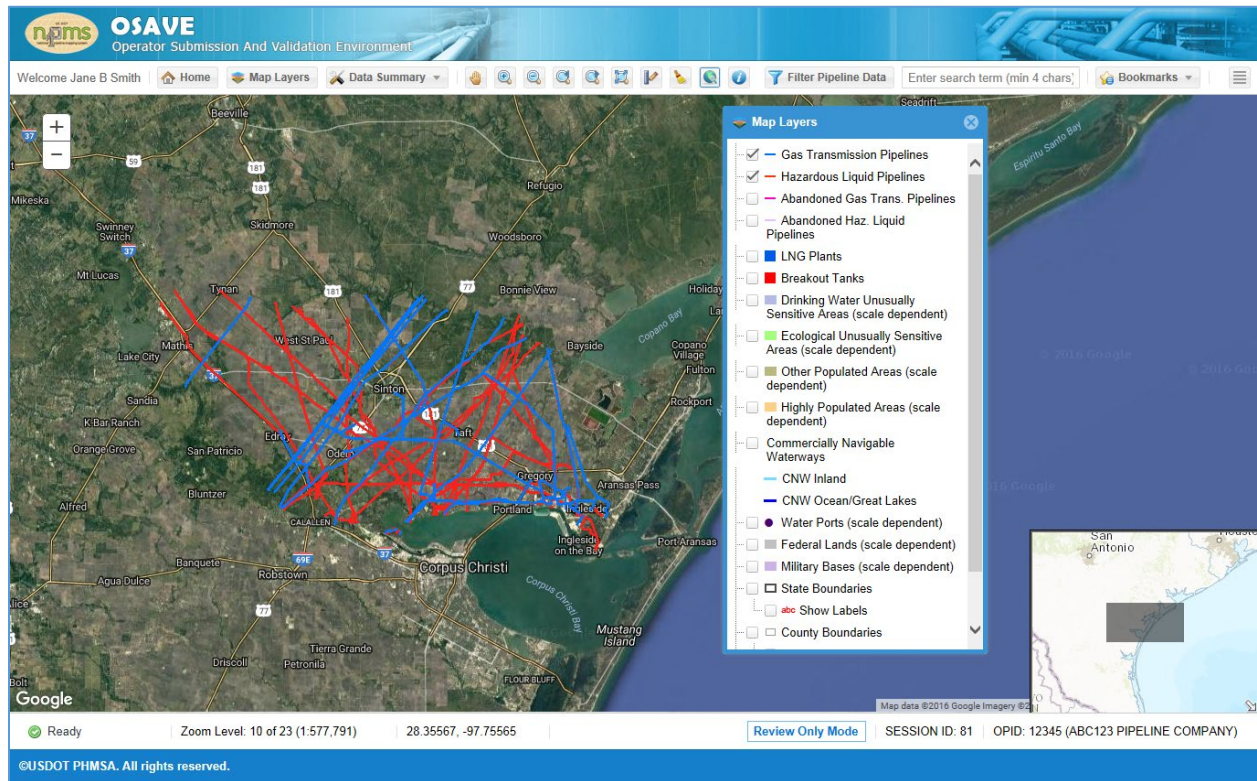
## Help with OSAVE

This OSAVE User Guide document is a comprehensive handbook regarding OSAVE's functionality. Additionally, a series of instructional videos have been created to demonstrate how to use some of the pipeline related-tools functionality and pathways. Both the user guide and the instructional videos are accessible from within OSAVE under the 'Help' button and from the [About Operator Submission And Validation Environment \(OSAVE\)](#) website page. For concerns or questions not addressed in the user guide or instructional videos or to discuss your unique submission scenario, please contact NPMS staff at [npms@dot.gov](mailto:npms@dot.gov) or 703-317-6294.

## Review Current Data

The OSAVE map viewer located under the 'Review Current Data' button on the General Home Page allows the operator to view the spatial location and attribute information of pipelines, LNG plants, and breakout tanks currently in the NPMS national layer for the OPID selected during the login. Additionally, the pipelines that the OPID previously reported as abandoned are also displayed. The Data Summary tools only reflect the pipelines in the NPMS national layer for the corresponding OPID. The map viewer

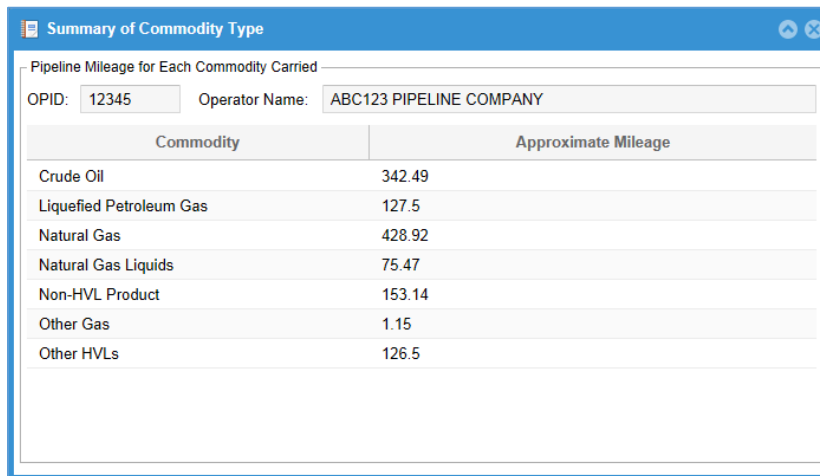
is intended to be used at any time throughout the year. Please note that since this data is the same data layer that is used in other NPMS map viewers, such as PIMMA and Public Viewer, the pipelines have been segmented by NPMS staff on the county boundaries.



Functionality includes:

- Exiting the map and returning to the General Home Page
  - Click on the Home button
- Zooming based on incremental zoom levels
- Panning
- Returning to a previous extent
- Zooming to a searched location
  - In the Search text box, enter a state, city, street address or latitude longitude coordinates in Decimal Degrees to be zoomed to that location.
  - This functionality uses a Google service to conduct the search.
- Viewing the extents of the map via an overview window to assist with orientation
- Setting layers to visible and invisible
  - Click the Map Layers button to open the dialog
  - Due to the density of features, some layers are only visible at particular scales/zoom extents. When the maximum scale has been exceeded and the features cannot be viewed at that zoom level, the layer name in the legend will be automatically changed from black to gray. Impacted layers include:

- Unusually Sensitive Areas
- Population areas
- Water ports
- Federal lands
- Military bases
- Labels on county boundaries
- Bookmarking locations of interest
  - Bookmarks are associated with the logged in user. Other users cannot access your saved bookmarks.
  - These bookmarks are specific to OSAVE; bookmarks created/edited/deleted in PIMMA are not synched to OSAVE.
- Measuring distance in miles
- Summarizing the pipeline data currently in the NPMS national layer for the OPID by commodity, system or state and county.
  - Summarize Mileage by Commodity
    - The mileage per commodity type for the OPID is summarized in a table.

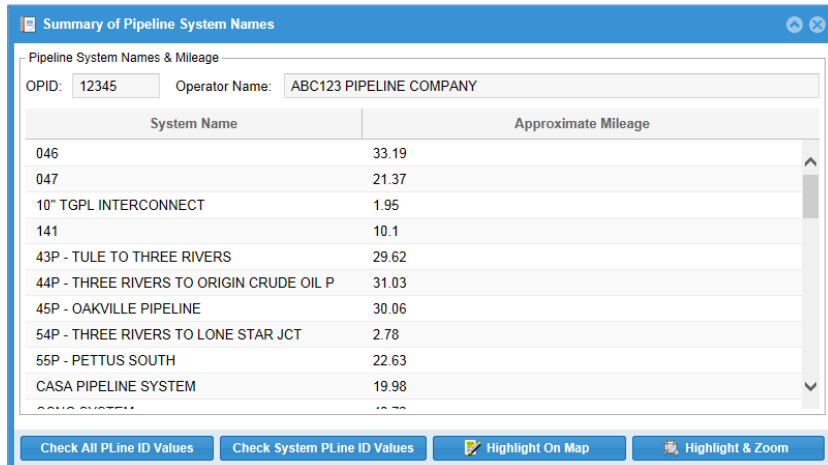


The screenshot shows a window titled "Summary of Commodity Type". Inside, there is a section "Pipeline Mileage for Each Commodity Carried" with input fields for "OPID: 12345" and "Operator Name: ABC123 PIPELINE COMPANY". Below these is a table with two columns: "Commodity" and "Approximate Mileage".

Commodity	Approximate Mileage
Crude Oil	342.49
Liquefied Petroleum Gas	127.5
Natural Gas	428.92
Natural Gas Liquids	75.47
Non-HVL Product	153.14
Other Gas	1.15
Other HVLs	126.5

- Summarize Mileage by System
  - The mileage per system name is summarized in a table.





**Summary of Pipeline System Names**

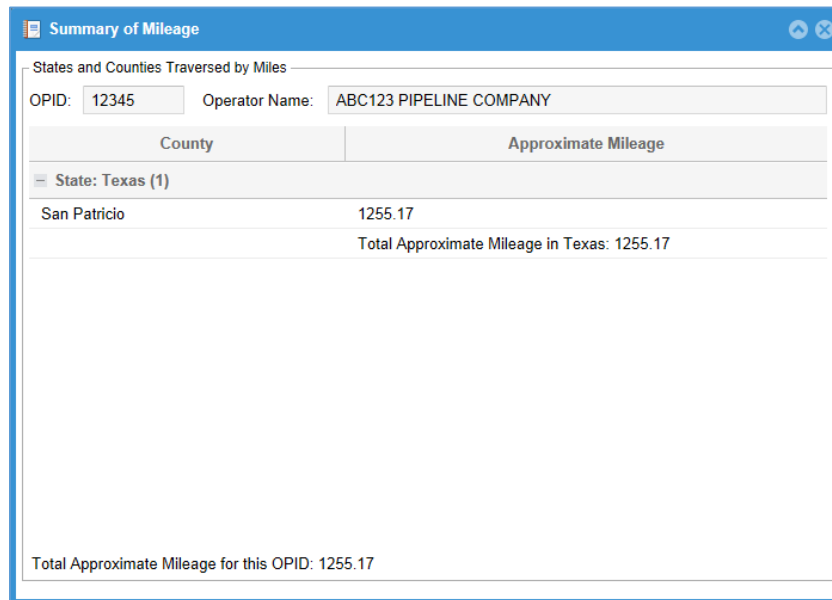
Pipeline System Names & Mileage

OPID: 12345 Operator Name: ABC123 PIPELINE COMPANY

System Name	Approximate Mileage
046	33.19
047	21.37
10" TGPL INTERCONNECT	1.95
141	10.1
43P - TULE TO THREE RIVERS	29.62
44P - THREE RIVERS TO ORIGIN CRUDE OIL P	31.03
45P - OAKVILLE PIPELINE	30.06
54P - THREE RIVERS TO LONE STAR JCT	2.78
55P - PETTUS SOUTH	22.63
CASA PIPELINE SYSTEM	19.98

Check All PLine ID Values Check System PLine ID Values Highlight On Map Highlight & Zoom

- Tools along the bottom of the dialog allow the operator to view a list of PLINE\_IDs and view pipelines within a specific system:
      - Check All PLine ID Values tool
        - When the button is clicked, a dialog pops up displaying the PLINE\_ID values for all segments/records within the OPID.
      - Check System PLine ID Values tool
        - The operator should first select a system from the table.
        - When the button is clicked, a dialog pops up displaying the PLINE\_ID values for all segments/records for the selected system.
      - Highlight on Map
        - The operator should first select a system from the table.
        - When the button is clicked, the segments/records with that system name are highlighted in yellow on the map.
        - To remove the highlight, click the Clear Graphic tool on the toolbar across the top of the viewer.
      - Highlight & Zoom
        - The operator should first select a system from the table.
        - When the button is clicked, the segments/records with that system name are highlighted in yellow on the map, and the map is zoomed to the extents of the highlighted segments.
        - To remove the highlight, click the Clear Graphic tool on the toolbar across the top of the viewer.
    - Summarize Mileage by States and Counties
      - The mileage per county and state is summarized in a table.
      - Click the "+" or "-" symbol next to the state name to expand and collapse the records as desired for easier viewing.



**Summary of Mileage**

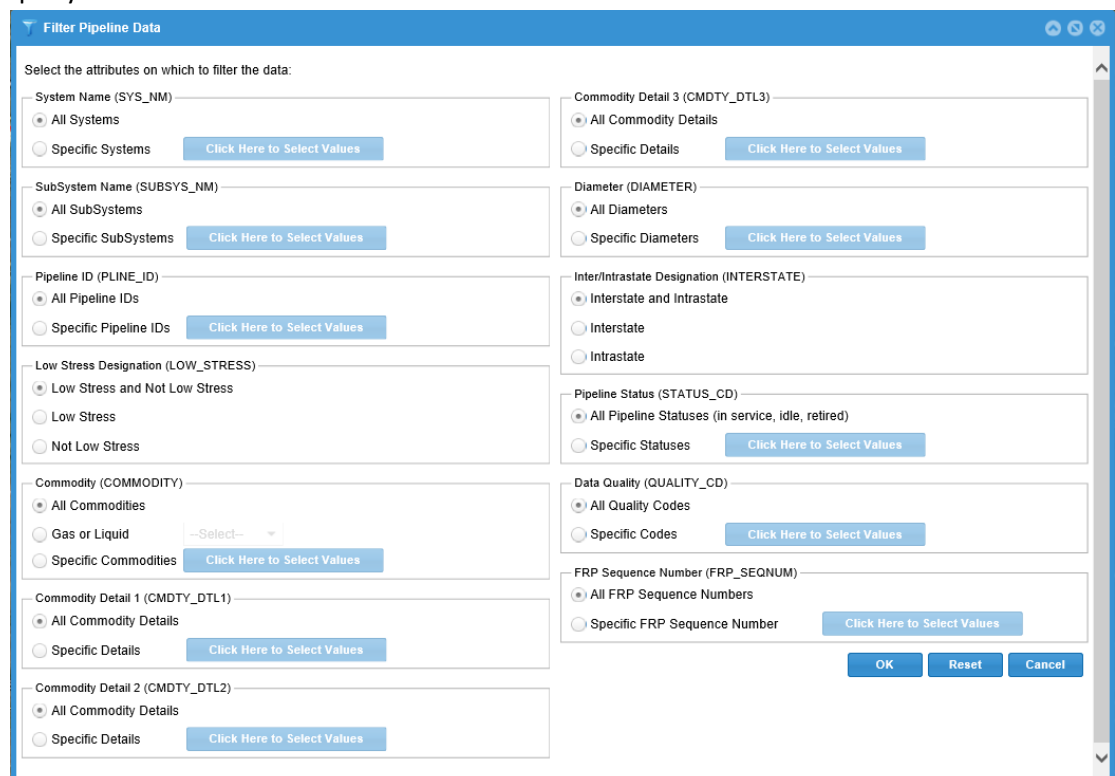
States and Counties Traversed by Miles

OPID: 12345 Operator Name: ABC123 PIPELINE COMPANY

County	Approximate Mileage
State: Texas (1)	
San Patricio	1255.17
Total Approximate Mileage in Texas: 1255.17	

Total Approximate Mileage for this OPID: 1255.17

- Identifying pipelines, LNG plants, and breakout tanks to view attribute information
  - Accessible either by right clicking the mouse at the location of interest or by clicking the Identify button on the top toolbar and then clicking the location of interest.
- Filtering pipeline data
  - Clicking the Filter Pipeline Data button opens a dialog that allows the user to build a query based on one or more criteria.



**Filter Pipeline Data**

Select the attributes on which to filter the data:

**System Name (SYS\_NM)**

☒ All Systems [Click Here to Select Values](#)

☐ Specific Systems

**SubSystem Name (SUBSYS\_NM)**

☒ All SubSystems [Click Here to Select Values](#)

☐ Specific SubSystems

**Pipeline ID (PLINE\_ID)**

☒ All Pipeline IDs [Click Here to Select Values](#)

☐ Specific Pipeline IDs

**Low Stress Designation (LOW\_STRESS)**

☒ Low Stress and Not Low Stress

☐ Low Stress

☐ Not Low Stress

**Commodity (COMMODITY)**

☒ All Commodities [Click Here to Select Values](#)

☐ Gas or Liquid [--Select--](#)

☐ Specific Commodities

**Commodity Detail 1 (CMDTY\_DTL1)**

☒ All Commodity Details [Click Here to Select Values](#)

☐ Specific Details

**Commodity Detail 2 (CMDTY\_DTL2)**

☒ All Commodity Details [Click Here to Select Values](#)

☐ Specific Details

**Commodity Detail 3 (CMDTY\_DTL3)**

☒ All Commodity Details [Click Here to Select Values](#)

☐ Specific Details

**Diameter (DIAMETER)**

☒ All Diameters [Click Here to Select Values](#)

☐ Specific Diameters

**Inter/Intrastate Designation (INTERSTATE)**

☒ Interstate and Intrastate

☐ Interstate

☐ Intrastate

**Pipeline Status (STATUS\_CD)**

☒ All Pipeline Statuses (in service, idle, retired)

☐ Specific Statuses [Click Here to Select Values](#)

**Data Quality (QUALITY\_CD)**

☒ All Quality Codes [Click Here to Select Values](#)

☐ Specific Codes

**FRP Sequence Number (FRP\_SEQNUM)**

☒ All FRP Sequence Numbers [Click Here to Select Values](#)

☐ Specific FRP Sequence Number

OK Reset Cancel

- Upon clicking the OK button, the NPMS national layer is queried for all the segments from that OPID which meet the criteria.
- The pipeline segments that meet the criteria are displayed in a separate layer, named Filtered Pipelines, which is automatically added to the legend and set to visible. The user will be prompted to answer if the map should zoom to the extents of the queried data.
- Additionally, the records for the pipeline segments that meet the criteria are listed in a table that pop-ups in a new dialog.

Filter Pipeline Data

<input type="checkbox"/>	OPID	SYS_NM	SUBSYS_NM	PLINE...	COMMODITY	CMDTY_D...	CMDTY_D...	CMDTY_DTL3	CMDTY_D...	CMDTY_G...	INTE
<input type="checkbox"/>	12345	046	SINTON, TEXAS (...)	46-1	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	046	TAFT, TEXAS (EN...	46-3	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	046	ODEM, TEXAS (E...	46-1-4	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	PORTLAND, TEX...	47-1	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	WHITE POINT TO ...	47	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	WHITE POINT TO ...	47	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	GREGORY, TEXA...	47-2	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	WHITE POINT TO ...	47	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	INGLESIDE, TEX...	47-8	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	10" T...		1	Natural Gas					GAS	N
<input type="checkbox"/>	12345	10" T...		1	Natural Gas					GAS	N
<input type="checkbox"/>	12345	10" T...		1	Natural Gas					GAS	N
<input type="checkbox"/>	12345	129FS	AGUA DULCE TO ...	129FS	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	141	MUSTANG ISLAN...	141	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	141	REGULATION AT I...	141-11	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	43P -...	TULE TO THREE ...	1368	Crude Oil				CRUDE OIL	LIQUID	N
<input type="checkbox"/>	12345	44P -...	OAKVILLE TO OR...	1365	Crude Oil				CRUDE OIL	LIQUID	N
<input type="checkbox"/>	12345	45P -...	OAKVILLE PL	1231	Crude Oil				CRUDE OIL	LIQUID	N
<input type="checkbox"/>	12345	475	TAFT LATERAL	475	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	54P -...	E. WHITE POINT ...	1125	Non-HVL Pro...				PRODUCTS	LIQUID	N
<input type="checkbox"/>	12345	54P -...	CR 67 TO E. WHI...	1123	Non-HVL Pro...				PRODUCTS	LIQUID	N

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Show Search Criteria

Displaying records 1 - 500 of 534

- Through this table the user may:
  - View the attribute values of the segments
    - The table is grouped into individual pages. The number of pages depend on the number of segments returned in the query. Each page can contain up to 500 segments/records.
    - Along the bottom of the table is an indicator showing the current page and navigator buttons to allow you to move between pages.
    - As you move between pages, for easier viewing, the checked record(s) will always be retained at the top of the table.
  - Sort the data based on an attribute in ascending or descending order by clicking on the drop-down menu that appears when the mouse is rolled over the column name.
  - Zoom the map to a single segment by checking the box on the left-hand side of the record then clicking the Zoom To Selected Feature button along the bottom of the dialog.

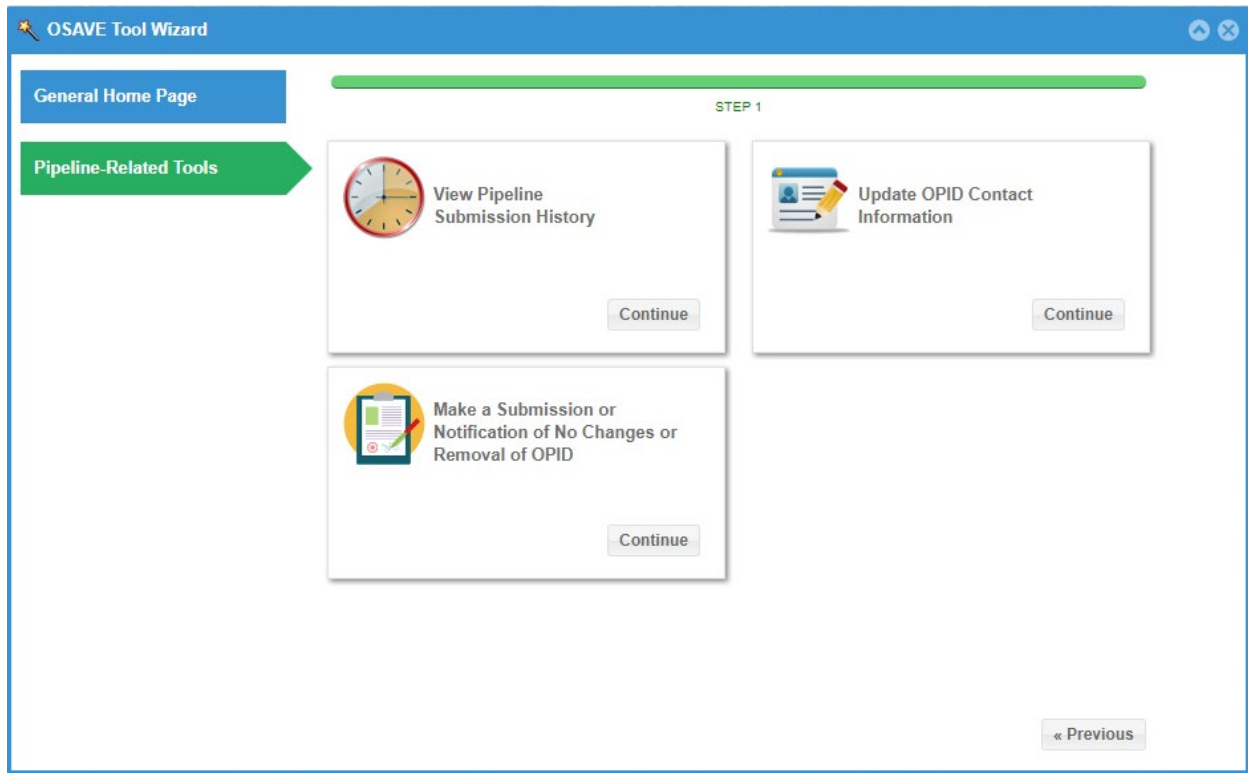
- To uncheck an individual record, click again on the checkbox to the left of the record.
- Clicking the checkbox next to the OPID column name will check all or uncheck all records on that page.
- Highlight on the map a single segment by checking the box on the left-hand side of the record then clicking the Highlight Selected Feature button along the bottom of the dialog. The highlighted feature will be shown in yellow. To clear this highlight, click the Clear Graphics button on the map viewer's top toolbar.
- Return to the dialog where the user defines the criteria. This dialog can be used to refresh your memory about what criteria was selected or to define a new criteria on which to filter the pipeline data (which overwrites the previously filtered data).
- If the user wishes to view all records in the NPMS national layer for the OPID in a table format, the user can opt to click the OK button without defining a specific criteria. In this case the "All" option for each of the criteria should be selected.

Data cannot be edited through this viewer. All changes that fulfill a pipeline, LNG plant or breakout tank annual submission requirement should be completed via the appropriate OSAVE workflow. If the operator determines that a change is needed outside of the normal submission period (for instance to correct an error), please contact NPMS staff to determine the preferred steps for your particular situation.

## Pipeline-Related Tools

The OSAVE workflow submission tools are categorized by asset type. Pipeline related tools allow a user to view pipeline submission history, update OPID contact information and complete submission workflows. The submission workflows cover notification of no changes, edits via a map viewer, pre-validate data files for adherence to data standards before making a pipeline data submission, additions to existing data, full submissions replacing all existing data, and notification/request for removal of all

pipelines. The operator should select the tool/path that fulfills the intent of that particular visit.



### [View Submission History](#)

The View Submission History tool lists the pipeline submissions/notifications that NPMS staff has received for the OPID since 2010.

**NPMS Pipeline Submission History**

History of Pipeline Submissions

OPID: 12345 Operator Name: ABC123 PIPELINE COMPANY

NOTE: For information regarding submission history prior to what is displayed in the table, please contact NPMS Staff.  
 \*Since 2020, if an operator reports both pipeline types to the NPMS (Pipeline Type column = Both Gas Trans. & Haz. Liquid), ...  
 \*\*Exact publication date was not captured prior to 2017. The placeholder date December 31 indicates that the submission was published ...

OPID	Operator Name	Submission ID	Data as of Year	Pipeline Type*	Submission Type	Submission I
12345	ABC123 PIPELINE ...	12345-0001	2015	Not Recorded	Removal; Abandon...	12/01/2016
12345	ABC123 PIPELINE ...	12345-0002	2015	Not Recorded	Full data submission	12/01/2016
12345	ABC123 PIPELINE ...	12345-0003	2012	Not Recorded	No change confirma...	03/08/2013
12345	ABC123 PIPELINE ...	12345-0004	2013	Not Recorded	Edits to existing data	03/12/2014
12345	ABC123 PIPELINE ...	12345-0006	2015	Not Recorded	Removed all pipe fr...	03/15/2016

Page 1 of 1

Records 1 - 5 of 5

Close

The type of submission or notification is displayed. The types of submissions/notifications represented are:

- Operator data submission
  - Represents a typical annual data submission
- No change notification
  - Represents a typical notification of no changes
- Operator-directed edits with change with REVIS\_DATE
  - Represents a data submission that did not require the operator to resubmit all data because NPMS staff assisted in the creation of the submission
  - This type of submission could have occurred for instance to add a single system to the existing pipelines or adjust attribute values
- Entire OPID abandoned
  - Notification that all pipelines under the OPID were abandoned
- Entire OPID sold
  - Notification that all pipelines under the OPID were sold/divested to another operator/OPID
- Entire OPID removed from production
  - Notification that all pipelines under the OPID were removed

- This type of notification could have occurred for instance when all of the existing pipelines were reclassified from transmission or when it was determined that all pipelines submitted to the NPMS in the past were done so in error

The date when submissions/notifications were reflected in the NPMS national layer within the NPMS map viewers, including OSAVE, PIMMA and the Public Viewer, is also displayed. When the value is blank it means that the submission/notification hasn't yet completed the NPMS processing workflow and isn't yet reflected in the NPMS map viewers.

For pipeline submission history prior to 2010, please contact NPMS staff.

Please note that this View Submission History tool only represents pipeline submissions. For questions regarding breakout tank submissions/notifications, use the View Submission History tool under the Breakout Tank-Related tools panel. For questions regarding LNG plant submissions/notifications, contact NPMS staff.

### Update OPID Contact Information

For pipeline OPIDs, there are three contacts - primary, technical, and public – that are associated with the OPID. The primary and technical contacts are used by NPMS staff to contact the operator, as needed. During the review and processing of the NPMS data submission, NPMS staff will reach out to the technical contact for clarification or re-submission, when required. If the communication is by email, NPMS staff will often include the primary contact as well. NPMS staff will also email both primary and technical contacts to alert the operator that the submission has passed the initial review and is progressing to the processing workflow step. The primary and technical contacts are also both included on the email NPMS staff sends alerting the operator that the submission data has been incorporated into the NPMS national layer and is viewable on the PIMMA and Public Viewer map viewers.

Once the data submission has completed the entire NPMS submission workflow, if a question about the pipeline data or OPID in general arises, NPMS staff will reach out to the primary contact for assistance. If the communication is by email, depending on the topic, the technical contact may also be included in the email. Additionally, the primary contact is the one to receive mass communication emails from NPMS staff to all operators, for instance when a change in the submission workflow or requirements has occurred (such as new functionality released in OSAVE) or when a reminder regarding submission dates is sent. Depending upon the topic, the technical contact may also be included on the mass communication emails.

The primary contact must be directly employed by the operating company. The technical contact may be directly employed by the operating company or may be a consultant/subcontractor that the operator designates to fill that role. In some cases, the same person that is directly employed by the operating company may fill the role of both the primary and technical contact.

Unlike the primary and technical contacts, the public contact is posted on the NPMS website and is available to every website visitor. Specifically, visitors may view this information via the [Find Who's Operating Pipelines in Your Area](#) tool, PIMMA, and the Public Viewer. The public contact may be a

person or an entity; however, both a person and an entity cannot be entered. The person/entity designated as the public contact should expect to receive communications from the general public, emergency responders, and local, state, and federal government staff with questions regarding the operator's pipelines. Like the primary contact, the public contact must be directly employed by the operating company; the public contact may not be a consultant/subcontractor.

Through the Update OPID Contact Information tool, the operator has the opportunity to view and update the pipeline-related primary, technical, and public contacts for the OPID at any time throughout the year. Please note that users must click on each tab (i.e. Primary Contact, Technical Contact, and Public Contact) in order to view/update each contact type for the OPID.

The screenshot shows a web application window titled "Contact Info". It has three tabs: "Primary Contact", "Technical Contact", and "Public Contact". The "Primary Contact" tab is selected. The form contains the following fields:

- Name: Roy Bivens
- Job Title: Compliance Manager
- Company: ABC123 Pipeline Company
- Mailing Address 1: 123 Main Street
- Mailing Address 2: (empty)
- City: Alexandria State: Texas ZIP Code: 0H0 0H0
- Phone: ( 777 ) 456 - 9898 Ext. (empty)
- Email: rbivens@abc123pipe.com

At the bottom right, there are "Cancel" and "Submit" buttons.

The screenshot shows the same "Contact Info" window, but with the "Technical Contact" tab selected. The form contains the following fields:

- ☐ Same as Primary Contact
- Name: Jane Smith
- Job Title: GIS Analyst
- Company: ABC123 Pipeline Company
- Mailing Address 1: 123 Main Street
- Mailing Address 2: (empty)
- City: Alexandria State: Texas ZIP Code: 12345-1234
- Phone: ( 777 ) 456 - 1412 Ext. (empty)
- Email: jsmith@abc123pipe.com

At the bottom right, there are "Cancel" and "Submit" buttons.



**Contact Info**

Primary Contact   Technical Contact   **Public Contact**

☐ Same as Primary Contact

Name: First Last

Job Title:

OR

Contact Entity: Customer Service

Mailing Address 1: 123 Main Street

Mailing Address 2:

City: Alexandria State: Texas ZIP Code: 1B4 6H3

Phone: ( 777 ) 564 - 9999 Ext.:

Fax: ( ) -

Email: customerservice@abc123pipe.com

Cancel Submit

The operator should alter the content in the textboxes in the form as needed to properly reflect the new contact information. When required information is missing, the textbox will be outlined in red text. The contact information cannot be submitted if information is missing. For the primary and technical contact, all textboxes must be populated except for the Mailing Address 2 and Phone Ext. For the public contact, the operator has the option to designate either a person or an entity but not both. If an individual is entered, the first and last names and the job title is required to be populated. If an entity is entered, the first and last names and job title textboxes must be blank/empty. All other textboxes for the public contact must be completed except for Mailing Address 2, Phone Ext., and Fax.

**Contact Info**

Primary Contact   Technical Contact   **Public Contact**

Name: Tom Johnson

Job Title: Compliance Manager

Company: ABC123 Pipeline Company

Mailing Address 1:

Mailing Address 2:

City: Alexandria State: Texas ZIP Code: 98765

Phone: ( 777 ) 564 - 1212 Ext.:

Email: tjohnson@abc123pipe.com

Cancel Submit

When the entered content exceeds the maximum character length allowed, the textbox will be outlined in red text. When you roll your mouse over the textbox, a message noting the maximum length appears. Edit the text as needed to fall within the maximum length. The red outline will automatically disappear when the text length no longer exceeds the maximum length.

**Contact Info**

Primary Contact | **Technical Contact** | Public Contact

☐ Same as Primary Contact

Name: First Last

Job Title:

OR

Contact Entity: Customer Service for Engineering and Pipeline Services

Mailing Address 1: 123 Main Street

Mailing Address 2:

City: Alexandria State: Texas ZIP Code: 1B4 6H3

Phone: ( 777 ) 564 - 9999 Ext.

Fax: ( ) -

Email: customerservice@abc123pipe.com

Cancel Submit

The maximum length for this value is 50 characters.

In some cases, the primary and technical and/or primary and public contacts may be the same individual. To ease data entry, the technical contact and/or public contact may be set to the same information as the primary contact. When the checkbox is checked, the information is automatically transferred; the textboxes on the technical/public form cannot be edited. To edit the values, uncheck the checkbox and then change as needed.

**Contact Info**

Primary Contact | **Technical Contact** | Public Contact

☒ Same as Primary Contact

Name: Roy Bivens

Job Title: Compliance Manager

Company: ABC123 Pipeline Company

Mailing Address 1: 123 Main Street

Mailing Address 2:

City: Alexandria State: Texas ZIP Code: 0H0 0H0

Phone: ( 777 ) 456 - 9898 Ext.

Fax:

Email: rbivens@abc123pipe.com

Cancel Submit

Saved changes to the pipeline-related primary, technical, and/or public contact information is immediately captured for NPMS staff use as entered by the operator. However, public contact information updates will be reflected on the NPMS website and mapping applications (Find Who's

Operating in Your Area tool, PIMMA, and Public Viewer) during the next pipeline mapping data update, which occurs approximately every two months. For fulfillment of the annual NPMS submission requirement, each applicable workflow (e.g., notification of no changes; submit data) requires the operator to review and update the contact information as one of the workflow steps. These forms function in the same way as those accessible via the Update OPID Contact Information tool.

In the PIMMA map viewer, the emergency 24/7 contact(s) for the OPID is available when the pipeline's attributes are displayed via the Identify tool. Unlike the NPMS primary, technical, and public contacts whose source is the NPMS database, the emergency contact is a periodic export received by NPMS staff from the PHMSA Portal database. If a change to the emergency contact information is needed, it is a two-step process:

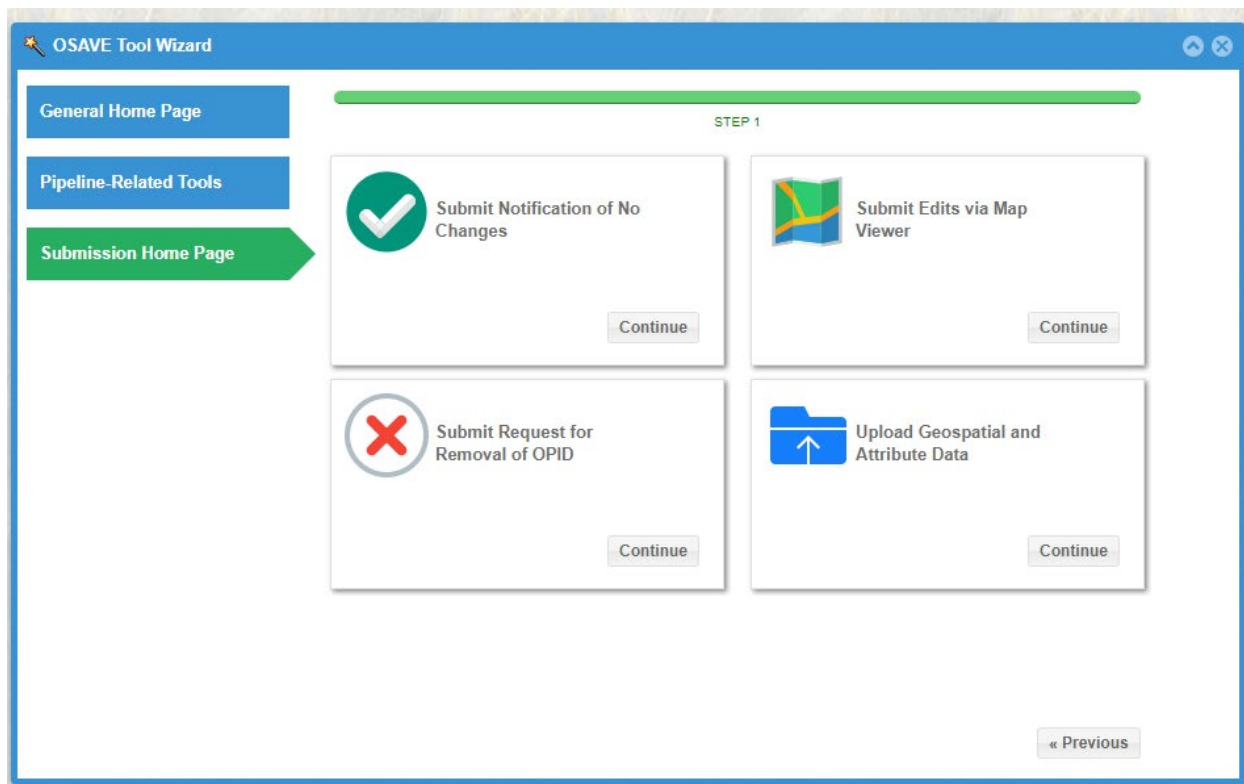
1. Log in to the PHMSA Portal and update the emergency 24/7 contact information as needed under the OPID Contact Management section. It is important that the PHMSA Portal be updated since any edit to the contact in the NPMS's version will be overwritten after the next export.
2. Notify NPMS staff via [npms@dot.gov](mailto:npms@dot.gov) that changes are needed to the emergency contact information. The email should contain the impacted OPID and the updated information.

This Update OPID Contact Information tool applies only to OPIDs with pipelines. To update contact information related to breakout tanks, please use the Update OPID Contact Information tool under the Breakout Tank-Related tools panel. To update contact information related to LNG plants please refer to the [Pipeline Operator](#) webpage.

### Make a Submission or Notification of No Changes or Removal of OPID

To fulfill the annual NPMS submission requirement, the operator should complete the relevant submission/notification pathway. The 'Make a Submission or Notification of No Changes or Removal of OPID' button on Pipeline-Related Tools panel routes the user to the Submission Home Page which has four workflow options listed below.

- Submit Notification of No Changes
- Submit Request for Removal of OPID
- Submit Edits via Map Viewer
- Upload Geospatial and Attribute Data
  - Pre-Validate Data Files (Optional)
  - Upload Submission to NPMS staff



The operator should follow the path that best fits/reflects this year's submission. The user can navigate back through the steps via the 'Previous' button or by clicking the navigation flags along the left-hand side of the interface.

For OPIDs that contain only gas transmission pipelines or only hazardous liquid pipelines, the submission/notification workflows are not combinable; you should only complete one workflow to fulfill the annual NPMS submission requirement. Submitting information to NPMS staff via multiple workflows will cause confusion and possibly misrepresentation of your data. If you complete one workflow and then determine that you took the wrong pathway, please contact NPMS staff so we can reset/clear the previously entered information. If your situation is unique and represents a combination of the available workflows, please contact NPMS staff to discuss your particular situation and determine the best route.

For OPIDs that contain both gas transmission and hazardous liquid pipelines, the use of a single workflow or a combination of workflows will depend upon what the submission represents. If the intent is to submit both gas transmission and hazardous liquid pipelines at the same time (and both reflect as of December 31 of the previous year), like the OPIDs with only gas transmission pipelines or only hazardous liquid pipelines, only one submission workflow pathway should be completed. If the intent is to make two separate submissions – one by March 15<sup>th</sup> for the gas transmission pipelines and one by June 15<sup>th</sup> for the hazardous liquid pipelines – then two different OSAVE workflows may be used. For instance, if there are no changes to the gas transmission pipelines, are changes to the hazardous liquid pipelines but the changes are not ready to be submitted in time for the March 15<sup>th</sup> gas transmission

submission due date, and, thus, two separate submissions are needed, the Submit Notification of No Changes workflow may be completed early in the year to fulfill the gas transmission pipeline requirement, and then the Upload Geospatial and Attribute Data workflow may be completed later to fulfill the hazardous liquid pipeline requirement. If you complete one workflow and then determine that you took the wrong pathway, please contact NPMS staff so we can reset/clear the previously entered information. If your situation is unique and represents a combination of the available workflows, please contact NPMS staff to discuss your particular situation and determine the best route.

For each submission/notification path, the content/notification must reflect the conditions in the field as of December 31 of the previous year. For instance, the submission sent on 3/15/2023 for gas transmission pipelines must reflect the pipelines as they were on 12/31/2022. The pipelines in the NPMS must also match/reflect the pipelines referenced in the Annual Reports related to gas transmission and hazardous liquid pipelines. The only exception is abandoned pipelines. Abandoned pipelines must be included in the NPMS submission (with the abandoned pipeline status code) but are never included in the Annual Report. If there are questions or concerns regarding these rules, please contact NPMS staff.

The submission and notification workflows in this menu relate only to pipeline OPIDs. Please refer to the LNG plant and breakout tank sections of this user guide for submission and notification workflow information for these asset types.

### Submit Notification of No Changes

If there have been no changes to the NPMS data since the last submission, or, in other words, the data in the NPMS national layer accurately represents the pipeline's spatial location and attribute values as of December 31 of the previous year, the operator should notify NPMS staff. This notification fulfills the annual submission requirement. The Submit Notification of No Changes workflow assists the operator in sending the notification to NPMS staff. The steps in this notification workflow are:

- 1) Indicate the type of pipelines the OPID operates: gas transmission, hazardous liquid, or both gas transmission and hazardous liquid pipelines.
  - a. If the OPID operates both gas transmission and hazardous liquid pipelines, the operator is prompted to indicate if the notification of no changes applies to the gas transmission pipelines only; the hazardous liquid pipelines only; or both the gas transmission and hazardous liquid pipelines.
- 2) Indicate if the existing NPMS national layer pipeline data for the OPID matches the PHMSA Annual Report in regard to mileage reported for each state and inter/intrastate designation. Both the NPMS and the Annual Report must reflect the same pipelines.
  - a. Because of differences in the NPMS's mapping environment and the operator's mapping environment, such as a continental versus a local projection or a 2D environment versus a 3D environment, we understand that the mileage numbers may not exactly match. We use 5% as a general threshold in which to determine if the discrepancies between

the two could be related to the mapping environment. For differences greater than 5%, we will seek an explanation from the operator. Please note the 5% is not intended to allow for differences in reported pipelines.

- b. The View Mileage Table displays the mileage values for the OPID from the last submitted Annual Report and the existing NPMS national layer data.

Commodity General Type	AR Calendar Year	State	Interstate Type	AR Miles	NPMS Miles	Percent Difference	AR Received Date	NPMS Revision Date
GAS TRANSMISSION								
GAS TRANSMISSION	2016	TEXAS	INTRASTATE	289.50	294.33	1.65	03/15/2017	02/28/2017
GAS TRANSMISSION	2016	TEXAS	INTERSTATE	455.71	474.10	3.96	03/15/2017	02/28/2017
<b>TOTAL GAS TRANSMISSION</b>				<b>745.21</b>	<b>768.43</b>			
HAZARDOUS LIQUID								
HAZARDOUS LIQUID	2016	TEXAS	INTERSTATE	375.60	380.62	1.33	06/15/2017	02/28/2017
HAZARDOUS LIQUID	2016	TEXAS	INTRASTATE	105.94	106.12	0.17	06/15/2017	02/28/2017
<b>TOTAL HAZARDOUS LIQUID</b>				<b>481.54</b>	<b>486.74</b>			

- i. The table is filtered to display the pipeline type indicated in the previous question.
  1. If indicated that the OPID operates only gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  2. If indicated that the OPID operates only hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  3. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  4. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  5. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates to both the gas transmission and hazardous liquid pipelines, the tool will query the mileage comparison for records in the database table for that OPID and both gas transmission and hazardous liquid.
- ii. In regard to the Annual Report date and values, the table is refreshed nightly. Thus, changes to/submission of the Annual Report today will not be reflected in this table until tomorrow.
- c. Indicate that the Annual Report and existing NPMS data match by selecting Yes or No, as appropriate. If No is selected, a text box will appear seeking an explanation.

- i. If there is a discrepancy because it is determined that the Annual Report values are incorrect and will be submitted/amended to correct the mileage, please explain that in the text box so that NPMS staff understand the situation and may proceed with accepting and processing the notification of no changes.
  - ii. If there is a discrepancy because it is determined that the NPMS national layer values are incorrect, do not proceed with submitting the notification of no changes to NPMS staff. The data must be corrected via one of the other OSAVE submission pathways.
  - iii. If there is a discrepancy because of differences in the mapping environment and it is certain that the Annual Report and the existing NPMS national layer data represent exactly the same pipelines, explain that in the text box so that NPMS staff understand the situation and may proceed with accepting and processing the notification of no changes.
- 3) Review and update the primary, technical, and public contact information as needed.
  - a. Refer to the pipeline Update OPID Contact Information tool section of this document for details.
- 4) Confirm that the pipelines in the NPMS national layer accurately represent the OPID as of December 31 of the previous year.
- 5) Submit the request to NPMS staff.
  - a. A “receipt” will be shown on screen. You should keep a copy of this message for your records.
  - b. Additionally, a “receipt” email will be sent to the primary contact, the technical contact, and the user logged into OSAVE. Once the email has been confirmed as received (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), you may wish to delete the copy of the on-screen message you captured.
  - c. If NPMS staff has any questions when addressing your notification, we will reach out to the primary and technical contacts for clarification.

### Submit Request for Removal of OPID

If all pipelines under the OPID should be removed from the NPMS national layer, the operator should follow the Submit Request for Removal of OPID workflow. Submitting this notification to NPMS staff 1) alerts the staff that a data submission or notification of no changes is not needed/expected for the OPID and 2) allows staff to take the appropriate action on the pipelines in the NPMS national layer. The steps in this notification workflow are:

- 1) Indicate if all the pipelines in the OPID will be removed or just a subset.
  - a. This workflow should only be used when all the pipelines in the NPMS national layer for the OPID should be removed.

- b. If just a subset of the pipelines should be removed, the tool will advise you to utilize the Submit Edits via Map Viewer workflow instead of the Submit Request for Removal of OPID workflow.
  - 2) Select the reason the pipelines should be removed.
    - a. The operator may select from the following reasons:
      - i. Pipelines previously submitted to the NPMS in error
      - ii. Pipelines reclassified and no longer defined as hazardous liquid or gas transmission pipelines (that must be reported to the NPMS)
      - iii. Pipelines abandoned
      - iv. Pipelines divested/transferred to another operator/OPID
      - v. Combination of above reasons
    - b. Because NPMS staff may treat the pipelines differently depending on the reason, it is important to accurately portray the reason for the removal.
    - c. If the pipelines were abandoned:
      - i. The operator is prompted to confirm that the abandonment reflects conditions as of December 31 of the previous year.
      - ii. The tool runs an on-the-fly intersection of the pipelines with the Commercially Navigable Waterways (CNW) and offshore areas to determine if any of the pipelines require a certification of abandonment. If pipelines are found that require certification, the operator is prompted to indicate if the certificate of abandonment is ready to be uploaded.
        1. If the certificate is ready to be uploaded, the operator will be provided with an interface to upload the file to be automatically transferred to NPMS staff. One or more files may be transferred through this upload tool.

The screenshot shows a web application window titled "Certificate(s) of Abandonment". At the top, there is a blue header bar with the title and window controls. Below the header, there is a section for uploading certificates. It includes a label "Upload certificate(s):", a text input field with the placeholder "Select a file to upload...", and two buttons: "Browse" and "Upload". Below this is a table with two columns: "SL NO" and "Uploaded Certificate(s)". The table is currently empty. At the bottom of the window, there are three buttons: "Download", "Delete", and "Close".

2. If the certificate is not ready to be uploaded at this time:
            - a. The operator can view a table of the pipelines that cross a CNW or fall offshore and, therefore, require certification. This information is provided to help ease the population of the certificate.



OBJE...	SYS_NM	SUBSYS_NM	PLINE_ID	COMMODITY	DIAMETER	DATASET
684552	SOUTH CRUDE SYSTEM	PONTIAC TO VIOLA...	60402020	Crude Oil	8	PODS.CNW
684485	DOUBLE_EAGLE	THREE RIVERS TO...	DE-CORP...	Crude Oil	16	PODS.CNW
684617	SHOUP TO MONT BELVIEU	ORIGIN STATION T...	SM100	Liquefied Petrole...	16	PODS.CNW
684954	CROSS COUNTRY C3	32 CORPUS - MKO, C3	32	Other HVLs	6	PODS.CNW
684938	TEXASETHANE	GCPL_LA GLORIA (I...	EC3ACF5...	Liquefied Petrole...	12	PODS.CNW
684618	SOUTH DEAN	DEAN TO FORMOS...	C53	Natural Gas Liquids	16	PODS.CNW
684824	SHOUP TO MONT BELVIEU	SHOUP TO MT BEL...	SM102	Other HVLs	16	PODS.CNW
684919	JAVELINA	JAVELINA	JVC-000181	Other HVLs	6	PODS.CNW
684721	CASA PIPELINE SYSTEM	132A-NUECES STA...	132A	Non-HVL Product	8	PODS.CNW

- b. The operator can download a blank template of the certificate in MS Word format from within this step. This template can also be downloaded from the [Pipeline Operator](#) webpage on the NPMS website.
  - c. The operator cannot move forward in the workflow until the certificate(s) of abandonment are uploaded. If the certificate is not ready and cannot quickly be prepared, please exit OSAVE and return to it when the certificate is ready for upload.
- iii. When pipelines are abandoned, generally the pipeline feature is not deleted from the NPMS national layer. Instead, the pipeline is converted from the abandoning company's OPID to a generic 99999 OPID (operator name "ABANDONED") and the public contact reference converted to NPMS staff. This route is preferable so that there is a better representation of pipelines in the ground for users of the NPMS data and map viewers.
- d. If the pipelines were divested/transferred:
  - i. The operator is prompted to confirm that the divestiture reflects conditions as of December 31 of the previous year.
  - ii. The operator is prompted to supply information about to whom the operation was divested/transferred. Information including a contact company and person, phone number and email address would be greatly appreciated. If known, the OPID/PHMSA Operator Name the pipelines will be reported under by the acquiring company would be appreciated. If it is simply not known and impossible to be determined, please include a note stating that so that NPMS staff do not reach out to you again seeking this information.
  - iii. NPMS staff follow up on divested/transferred pipelines with the company/contact that acquired the pipelines. If the acquiring company has not submitted the pipelines to the NPMS by the time the notification of removal is processed, NPMS staff reach out directly to the acquiring company/contact for information/clarification.

- iv. If the timing of the submission of the acquired pipelines is out of synch with the processing of the removal of the pipelines by the divesting company, NPMS staff will convert the pipelines in the NPMS national layer from the divesting company's OPID to a generic 88888 OPID (operator name "SOLD - PENDING NEW OPERATOR SUBMISSION") and the public contact reference converted to NPMS staff while we await the arrival of the NPMS submission from the acquiring company. Maintaining the pipelines in the NPMS national layer under this placeholder OPID is preferable to temporarily removing pipelines from the national layer since this is a better representation of pipelines in the ground for users of the NPMS data and map viewers.
- e. If pipelines should be removed for a variety of reasons:
  - i. The tool instructs the operator to contact NPMS staff ([npms@dot.gov](mailto:npms@dot.gov)) to discuss your unique situation.
  - ii. Since some pipelines are retained in the NPMS under a placeholder OPID, NPMS staff want to make sure that we treat the pipelines appropriately for the specific reason the pipelines are removed.
  - iii. The staff may opt to have you designate the specific pipelines per reason via the Submit Edits via Map Viewer workflow instead of the Submit Request for Removal of OPID workflow. Or the staff may opt to address your situation outside of OSAVE.
- 3) Confirm that all the pipelines in the NPMS national layer should be removed and that the removal reflects conditions in the field as of December 31 of the previous year.
- 4) Submit the request to NPMS staff.
  - a. A "receipt" will be shown on screen. You should keep a copy of this message for your records.
  - b. Additionally, a "receipt" email will be sent to the primary contact, the technical contact, and the user logged into OSAVE. Once the email has been confirmed as received (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), you may wish to delete the copy of the on-screen message you captured.
  - c. If NPMS staff has any questions when addressing your notification, we will reach out to the primary and technical contacts for clarification.

### Submit Edits via Map Viewer

Upon reviewing the pipeline data for the OPID in the NPMS national layer, the operator may find that the only changes needed to update the pipelines to reflect as of December 31 of the previous year relate to the attribute value(s) and/or the removal of a subset of pipelines. To ease the submission process in these cases, OSAVE contains an editable version of the map viewer where the operator may capture the needed changes for NPMS staff to implement. This map viewer is accessible through the Submit Edit via Map Viewer workflow. Please note that the Submit Edits via Map Viewer workflow is

not to be combined with the other submission/notification workflow; do not, for instance, submit changes via the map viewer and submit data via the Upload Geospatial and Attribute Data workflow.

The map viewer in Edit Mode is very similar in regard to look and feel and functionality to the map viewer while in Review Only Mode; please refer to the Review Current Data section of this document for details on general functionality. The Edit Mode does not include the Data Summary tools that the Review Only Mode contains. The Map Layers list includes two new layers: Edited Pipelines layer and Deleted Pipelines layer. The pipeline segments/records that are marked for attribute edits or deletion are displayed in these layers. The operator may opt to use the Identify tool to view the attributes of these layers; in the case of the segments in the Edited Pipelines layer, the marked edits are captured in the attributes that begin with "O\_" (e.g., O\_SYS\_NM, O\_PLINE\_ID).

In addition to the Filter Pipelines Data tool, the Edit Mode includes a Submit menu with three tools: Commit Edits; Commit Deletions; and Finalize Submission. Once your attribute edits or deletions are marked, they must be committed, and then finalized. Without all these steps, NPMS staff will be unaware of the changes and no action on them will be taken. The following subsections describe the workflow of designating edits and deletions, committing the edits and deletions, and finalizing the submission.

### Marking the Data for Attribute Edits

The first step in marking the desired attribute edits is to filter the data. The Review Current Data section of the document describes in detail how to filter the data.

Filter Pipeline Data											
<input type="checkbox"/>	OPID	SYS_NM	SUBSYS_...	PLINE...	COMMODITY	CMDTY_D...	CMDTY_D...	CMDTY_DTL3	CMDTY_D...	CMDTY_G...	INTERSTA..
<input type="checkbox"/>	12345	PRE...	13D-100	M&R S...	Natural Gas				NATURAL ...	GAS	Y
<input type="checkbox"/>	12345	046	SINTON, T...	46-1	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	046	TAFT, TEX...	46-3	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	046	ODEM, TE...	46-1-4	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	PORTLAN...	47-1	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	WHITE PO...	47	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	WHITE PO...	47	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	GREGORY...	47-2	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	WHITE PO...	47	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	047	INGLESID...	47-8	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	10" T...		1	Natural Gas					GAS	N
<input type="checkbox"/>	12345	10" T...		1	Natural Gas					GAS	N
<input type="checkbox"/>	12345	10" T...		1	Natural Gas					GAS	N
<input type="checkbox"/>	12345	129FS	AGUA DUL...	129FS	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	141	MUSTANG...	141	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	141	REGULATI...	141-11	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	43P -...	TULE TO T...	1368	Crude Oil				CRUDE OIL	LIQUID	N
<input type="checkbox"/>	12345	44P -...	OAKVILLE...	1365	Crude Oil				CRUDE OIL	LIQUID	N
<input type="checkbox"/>	12345	45P -...	OAKVILLE...	1231	Crude Oil				CRUDE OIL	LIQUID	N
<input type="checkbox"/>	12345	475	TAFT LAT...	475	Natural Gas				NATURAL ...	GAS	N
<input type="checkbox"/>	12345	54P -...	E. WHITE ...	1125	Non-HVL Pro...				PRODUCTS	LIQUID	N

Page 1 of 2
Show Search Criteria
Mark Edits
Mark for Deletion
Displaying records 1 - 500 of 534

In the Edit Mode viewer, the Filter Pipeline Data table contains two additional tools - Mark Edits and Mark for Deletion - that are not available while in Review Only Mode. These two tools assist the operator in marking which pipeline segments require changes. All pipeline segments/records which need exactly the same changes should be checked on the left-hand side of the table. Once you have the appropriate records checked, click the Mark Edits button to open the Edit Pipeline Data dialog.

**Edit Pipeline Data**

Mark the desired edits below (note that the edits will apply to all checked records):

<input type="checkbox"/> System Name (SYS_NM)	<input type="checkbox"/> Commodity Detail 1 (CMDTY_DTL1)	<input type="checkbox"/> Intra/Interstate Designation (INTERSTATE)
<input type="text"/>	--Select--	--Select--
Maximum 40 characters.	Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.	Pipelines regulated by FERC are interstate.
<input type="checkbox"/> Subsystem Name (SUBSYS_NM)	<input type="checkbox"/> Commodity Detail 2 (CMDTY_DTL2)	<input type="checkbox"/> Low Stress Designation (LOW_STRESS)
<input type="text"/>	--Select--	--Select--
Maximum 40 characters. Check and leave blank to remove existing value.	Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.	Pipelines operated at 20% or less of SYMS are low stress; only valid for in service hazardous liquid pipelines.
<input type="checkbox"/> Pipeline ID (PLINE_ID)	<input type="checkbox"/> Commodity Detail 3 (CMDTY_DTL3)	<input type="checkbox"/> Pipeline Status (STATUS_CD)
<input type="text"/>	--Select--	--Select--
Maximum 20 characters.	Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.	NPMS Staff will automatically calculate the Commodity to EPL (empty liquid) or to EPG (empty gas) based on the previous general commodity type for abandoned pipelines.
<input type="checkbox"/> Diameter (DIAMETER)	<input type="checkbox"/> Commodity Description (CMDTY_DESC)	<input type="checkbox"/> Data Quality (QUALITY_CD)
--Select--	<input type="text"/>	--Select--
<input type="checkbox"/> Commodity (COMMODITY)	Maximum 40 characters. Check and leave blank to remove existing value.	<input type="checkbox"/> FRP Sequence Number (FRP_SEQNUM)
--Select--		<input type="text"/>

OK Cancel

By default, the dialog opens with all options automatically disabled. Check the checkboxes for the attribute values that need to be updated. Once the checkbox is checked, the text box or drop-down list becomes enabled. Enter or select the appropriate value(s). If the intent is to delete an existing value and not replace it with another (i.e., the value should be Null/blank) for a voluntary/non-required attribute, check the box for the attribute but do not type any text in the enabled textbox. Click the OK button to save the changes and close the dialog. **The changes will be applied to all records that were checked in the Filter Pipeline Data table.**

After returning to the Filter Pipeline Data table, determine what is needed next. Are additional attribute changes needed, perhaps on a different subset of segments/records? Repeat this process of filtering the pipeline data (if necessary), checking records, and indicating attribute changes in the Edit Pipeline Data dialog until all attribute edits are captured. Please remember that the record stays checked until you uncheck it so don't forget to uncheck records as needed after returning to the Filter Pipeline Data table from the Edit Pipeline Data dialog so you don't inadvertently overwrite your edits. You may wish to check or uncheck the checkbox next to the OPID column name on the Filter Pipeline Data to check or uncheck all records displayed on that page.

When marking an edit, the NPMS national layer is not directly being edited. Instead, in a snapshot of the national layer, you are indicating which records need edits and what you want the edits to be. The requested edits are stored in that snapshot layer under new attributes/columns that begin with “O\_”. NPMS staff will translate your marked edits to the NPMS national layer when the “submission” is processed after being submitted via the Finalize Submission button. Please note that while the source data utilized by/displayed via the Hazardous Liquid Pipelines layer and Gas Transmission Pipelines layer in the Map Layer list is segmented on county boundaries, the snapshot used for filtering, marking edits, and marking deletions is not segmented on county boundaries.

When going through this cycle of filtering the pipeline data, checking segments/records, and marking the edits, you are creating cumulative edits or could be overwriting edits, depending on your action. For instance, consider the following examples:

#### Example 1:

You have filtered the data and have checked records for PLINE\_IDs “L43,” “LAT PRIM,” “NBP-16,” “21,” and “100 LINE.” You mark edits to change the SUBSYS\_NM value to “NORTH LINE” and the COMMODITY to “Natural Gas.”

<input type="checkbox"/>	OPID	SYS_NM	SUBSYS_...	PLINE_ID ↑	DIAMET...	COMMODI...	CMDTY_D...	CMDTY_D...	CMDTY_D...	CMDTY_D...	CMDTY...
<input checked="" type="checkbox"/>	12345	SOUTH TE...	MIDWAY S...	L43	4.50	Natural Ga...					LI
<input checked="" type="checkbox"/>	12345	PREMONT...	13D-100	LAT PRIM	2.38	Natural Gas				NATURAL...	
<input checked="" type="checkbox"/>	12345	PREMONT...	13D-100	LAT PRIM	2.38	Natural Gas				NATURAL...	
<input checked="" type="checkbox"/>	12345	PREMONT...	13D-100	LAT PRIM	2.38	Natural Gas				NATURAL...	
<input checked="" type="checkbox"/>	12345	NUECES...	16" NUEC...	NBP-16	16.00	Natural Gas				NATURAL...	
<input checked="" type="checkbox"/>	12345	SOUTH TE...	MIDWAY T...	21	30.00	Natural Gas				NATURAL...	
<input checked="" type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	18.00	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	NGPL GUL...	GULF CO...	0030010000	26.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	NGPL GUL...	GULF CO...	0030020000	30.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	NGPL GUL...	PLYMOUT...	0030490000	6.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	NGPL GUL...	PLYMOUT...	0030490000	4.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	10" TGPL I...		1		Natural Gas					
<input type="checkbox"/>	12345	10" TGPL I...		1		Natural Gas					
<input type="checkbox"/>	12345	10" TGPL I...		1		Natural Gas					
<input type="checkbox"/>	12345	PREMONT...	PREMONT	100 LINE	20.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	PREMONT...	PREMONT	100 LINE	20.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	12.75	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	PREMONT...	PREMONT	100 LINE	20.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	PREMONT...	PREMONT	100 LINE	20.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	18.00	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	12.75	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	18.00	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	18.00	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	18.00	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	PREMONT...	PREMONT	100 LINE	20.00	Natural Gas				NATURAL...	
<input type="checkbox"/>	12345	GEORGE...	3033 SWI...	100 LINE	18.00	Crude Oil				CRUDE	LI

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Show Search Criteria Mark Edits Mark for Deletion

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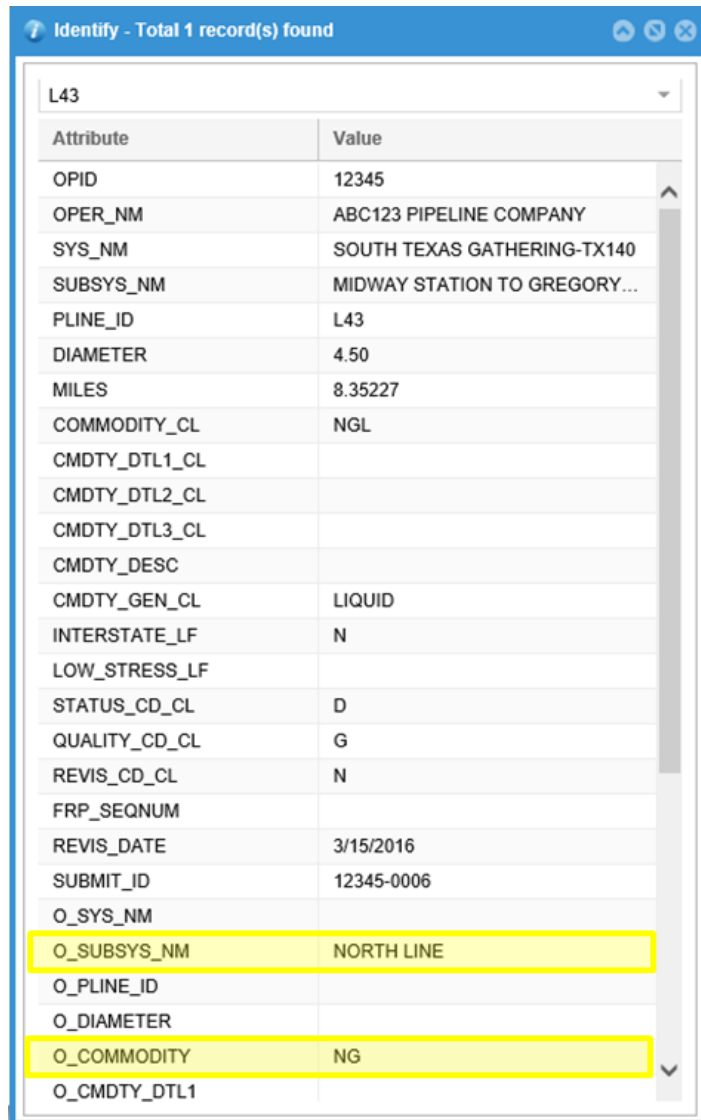
**Edit Pipeline Data**

Mark the desired edits below (note that the edits will apply to all checked records):

<input type="checkbox"/> System Name (SYS_NM) <input type="text"/> <i>Maximum 40 characters.</i>	<input type="checkbox"/> Commodity Detail 1 (CMDTY_DTL1) <input type="text" value="--Select--"/> <i>Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.</i>	<input type="checkbox"/> Intra/Interstate Designation (INTERSTATE) <input type="text" value="--Select--"/> <i>Pipelines regulated by FERC are interstate.</i>
<input checked="" type="checkbox"/> Subsystem Name (SUBSYS_NM) <input type="text" value="NORTH LINE"/> <i>Maximum 40 characters. Check and leave blank to remove existing value.</i>	<input type="checkbox"/> Commodity Detail 2 (CMDTY_DTL2) <input type="text" value="--Select--"/> <i>Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.</i>	<input type="checkbox"/> Low Stress Designation (LOW_STRESS) <input type="text" value="--Select--"/> <i>Pipelines operated at 20% or less of SYMS are low stress; only valid for in service hazardous liquid pipelines.</i>
<input type="checkbox"/> Pipeline ID (PLINE_ID) <input type="text"/> <i>Maximum 20 characters.</i>	<input type="checkbox"/> Commodity Detail 3 (CMDTY_DTL3) <input type="text" value="--Select--"/> <i>Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.</i>	<input type="checkbox"/> Pipeline Status (STATUS_CD) <input type="text" value="--Select--"/> <i>NPMS Staff will automatically calculate the Commodity to EPL (empty liquid) or to EPG (empty gas) based on the previous general commodity type for abandoned pipelines.</i>
<input type="checkbox"/> Diameter (DIAMETER) <input type="text" value="--Select--"/>	<input type="checkbox"/> Commodity Description (CMDTY_DESC) <input type="text"/> <i>Maximum 40 characters. Check and leave blank to remove existing value.</i>	<input type="checkbox"/> Data Quality (QUALITY_CD) <input type="text" value="--Select--"/>
<input checked="" type="checkbox"/> Commodity (COMMODITY) <input type="text" value="Natural Gas"/>	<input type="checkbox"/> FRP Sequence Number (FRP_SEQNUM) <input type="text"/>	

OK Cancel

All of the checked records are now saved with the requested change to the SUBSYS\_NM and COMMODITY values. For instance, when identifying one of these lines, you can see the edit captured in the O\_SUBSYS\_NM and O\_COMMODITY attributes.



Attribute	Value
OPID	12345
OPER_NM	ABC123 PIPELINE COMPANY
SYS_NM	SOUTH TEXAS GATHERING-TX140
SUBSYS_NM	MIDWAY STATION TO GREGORY...
PLINE_ID	L43
DIAMETER	4.50
MILES	8.35227
COMMODITY_CL	NGL
CMDTY_DTL1_CL	
CMDTY_DTL2_CL	
CMDTY_DTL3_CL	
CMDTY_DESC	
CMDTY_GEN_CL	LIQUID
INTERSTATE_LF	N
LOW_STRESS_LF	
STATUS_CD_CL	D
QUALITY_CD_CL	G
REVIS_CD_CL	N
FRP_SEQNUM	
REVIS_DATE	3/15/2016
SUBMIT_ID	12345-0006
O_SYS_NM	
O_SUBSYS_NM	NORTH LINE
O_PLINE_ID	
O_DIAMETER	
O_COMMODITY	NG
O_CMDTY_DTL1	

I now uncheck and check as needed to select the next set of segments/records that I want to mark for edits. In that set, I include the record for PLINE\_ID "L43." I mark that the DIAMETER should be "6." When I Identify pipeline "L43" again, I can see that the edits were cumulative and both my first and second edits were recorded for the pipeline segment:

Identify - Total 1 record(s) found

L43

Attribute	Value
OPID	12345
OPER_NM	ABC123 PIPELINE COMPANY
SYS_NM	SOUTH TEXAS GATHERING-TX140
SUBSYS_NM	MIDWAY STATION TO GREGORY...
PLINE_ID	L43
DIAMETER	4.50
MILES	8.35227
COMMODITY_CL	NGL
CMDTY_DTL1_CL	
CMDTY_DTL2_CL	
CMDTY_DTL3_CL	
CMDTY_DESC	
CMDTY_GEN_CL	LIQUID
INTERSTATE_LF	N
LOW_STRESS_LF	
STATUS_CD_CL	D
QUALITY_CD_CL	G
REVIS_CD_CL	N
FRP_SEQNUM	
REVIS_DATE	3/15/2016
SUBMIT_ID	12345-0006
O_SYS_NM	
O_SUBSYS_NM	NORTH LINE
O_PLINE_ID	
O_DIAMETER	6.00
O_COMMODITY	NG
O_CMDTY_DTL1	

When this “L43” segment/record is committed and the submission is finalized, NPMS staff will change the subsystem name, the diameter, and the commodity to the values stored in the “O\_” attributes.

#### Example 2:

Building on Example 1, instead of committing and submitting these edits, I opted to continue marking edits. Segment “L43” was once again in my selection set. In this edit I opted to change the COMMODITY to propane gas. When looking at the segment via Identify, I see that the O\_COMMODITY value is now “PG.”



Identify - Total 1 record(s) found

L43	
Attribute	Value
OPID	12345
OPER_NM	ABC123 PIPELINE COMPANY
SYS_NM	SOUTH TEXAS GATHERING-TX140
SUBSYS_NM	MIDWAY STATION TO GREGORY...
PLINE_ID	L43
DIAMETER	4.50
MILES	8.35227
COMMODITY_CL	NGL
CMDTY_DTL1_CL	
CMDTY_DTL2_CL	
CMDTY_DTL3_CL	
CMDTY_DESC	
CMDTY_GEN_CL	LIQUID
INTERSTATE_LF	N
LOW_STRESS_LF	
STATUS_CD_CL	D
QUALITY_CD_CL	G
REVIS_CD_CL	N
FRP_SEQNUM	
REVIS_DATE	3/15/2016
SUBMIT_ID	12345-0006
O_SYS_NM	
O_SUBSYS_NM	NORTH LINE
O_PLINE_ID	
O_DIAMETER	6.00
O_COMMODITY	PG
O_CMDTY_DTL1	

I have overwritten my original edit of changing the COMMODITY to natural gas. This is powerful in that the operator has ability to correct errors (e.g., I didn't mean to set that segment to natural gas), but shows how marking the edits should be done with keen attention to which segments/records are checked.

### Example 3:

In this example your intention is to remove the description stored in the voluntarily populated CMDTY\_DESC attribute for the selected records. The value should be updated from "NGL LIQUID" to Null/blank. First the data is filtered, the relevant records are checked, and the Mark Edits button is clicked. Within the Edit Pipeline Data dialog, you check the Commodity Description (CMDTY\_DESC) box, leave the associated textbox blank, and click the OK button to save the change.

**Filter Pipeline Data**

<input type="checkbox"/>	OPID	SYS_NM	SUBSY...	PLINE_ID	COMMODI...	CMDTY_D...	CMDTY_D...	CMDTY_D...	CMDTY_D...	CMDTY
<input type="checkbox"/>	12345	NORTH C...	MIDWAY T...	60506020	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	NORTH C...	MIDWAY T...	60506020	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	NORTH C...	MIDWAY T...	60506020	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	NORTH C...	MIDWAY T...	60504030	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	SOUTH TE...	MIDWAY T...	L27	Liquefied P...				BUTANE	LI
<input type="checkbox"/>	12345	SOUTH TE...	MIDWAY T...	21-8	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	141	MUSTANG...	141	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	MUSTANG	MUSTANG...	520100	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	45P - OAK...	OAKVILLE...	1231	Crude Oil				CRUDE OIL	LI
<input type="checkbox"/>	12345	44P - THR...	OAKVILLE...	1365	Crude Oil				CRUDE OIL	LI
<input type="checkbox"/>	12345	046	ODEM, TE...	46-1-4	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	MUSTANG	ONYX SA...	520117D	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	SHOUP T...	ORIGIN S...	SM100	Liquefied P...				PROPANE...	LI
<input type="checkbox"/>	12345	CCNG SY...	OXY CHE...	OCGS-12	Natural Gas					(
<input type="checkbox"/>	12345	PEARSAL...	PEARSAL...	PEARSAL...	Crude Oil				CRUDE OIL	LI
<input type="checkbox"/>	12345	NORTH C...	PETTUS T...	60504020	Crude Oil				CRUDE	LI
<input checked="" type="checkbox"/>	12345	PETTUS T...	PETTUS T...	PRT-00205	Natural Ga...				Y GRADE...	LI
<input checked="" type="checkbox"/>	12345	PETTUS T...	PETTUS T...	PRT-00202	Natural Ga...				Y GRADE...	LI
<input type="checkbox"/>	12345	NGPL GUL...	PLYMOUT...	0030490000	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	NGPL GUL...	PLYMOUT...	0030490000	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	SOUTH C...	PONTIAC...	60402020	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	SOUTH C...	PONTIAC...	60402020	Crude Oil				CRUDE	LI
<input type="checkbox"/>	12345	CHANNEL...	PORTLAN...	801J-100	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	CHANNEL...	PORTLAN...	801J-100	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	CHANNEL...	PORTLAN...	801J-100	Natural Gas				NATURAL...	(
<input type="checkbox"/>	12345	047	PORTLAN...	47-1	Natural Gas				NATURAL...	(

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**Edit Pipeline Data**

Mark the desired edits below (note that the edits will apply to all checked records):

☐ System Name (SYS\_NM)  
  
Maximum 40 characters.

☐ Subsystem Name (SUBSYS\_NM)  
  
Maximum 40 characters.  
Check and leave blank to remove existing value.

☐ Pipeline ID (PLINE\_ID)  
  
Maximum 20 characters.

☐ Diameter (DIAMETER)  
--Select--

☐ Commodity (COMMODITY)  
--Select--

☐ Commodity Detail 1 (CMDTY\_DTL1)  
--Select--  
Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.

☐ Commodity Detail 2 (CMDTY\_DTL2)  
--Select--  
Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.

☐ Commodity Detail 3 (CMDTY\_DTL3)  
--Select--  
Only valid when Commodity is Crude Oil (CRD), Natural Gas (NG) or Non-HVL Product (PRD); do not populate same value for all three detail attributes.

☐ Commodity Description (CMDTY\_DESC)  
  
Maximum 40 characters.  
Check and leave blank to remove existing value.

☐ Intra/Interstate Designation (INTERSTATE)  
--Select--  
Pipelines regulated by FERC are interstate.

☐ Low Stress Designation (LOW\_STRESS)  
--Select--  
Pipelines operated at 20% or less of SYMS are low stress; only valid for in service hazardous liquid pipelines.

☐ Pipeline Status (STATUS\_CD)  
--Select--  
NPMS Staff will automatically calculate the Commodity to EPL (empty liquid) or to EPG (empty gas) based on the previous general commodity type for abandoned pipelines.

☐ Data Quality (QUALITY\_CD)  
--Select--

☐ FRP Sequence Number (FRP\_SEQNUM)

OK Cancel

When identifying one of these lines, you can see the edit captured in the O\_CMDTY\_DESC attribute as "REMOVE." When this segment/record is committed and the submission is finalized, NPMS staff will remove the existing value in the CMDTY\_DESC attribute so that the attribute becomes Null/blank.

Identify - Total 7 record(s) found

PRT-00205	
Attribute	Value
CMDTY_DTL1_CL	
CMDTY_DTL2_CL	
CMDTY_DTL3_CL	
CMDTY_DESC	Y GRADE NGL
CMDTY_GEN_CL	LIQUID
INTERSTATE_LF	N
LOW_STRESS_LF	Y
STATUS_CD_CL	I
QUALITY_CD_CL	E
REVIS_CD_CL	N
FRP_SEQNUM	
REVIS_DATE	3/15/2016
SUBMIT_ID	12345-0006
O_SYS_NM	
O_SUBSYS_NM	
O_PLINE_ID	
O_DIAMETER	
O_COMMODITY	
O_CMDTY_DTL1	
O_CMDTY_DTL2	
O_CMDTY_DTL3	
O_CMDTY_DESC	REMOVE
O_INTERSTATE	
O_LOW_STRESS	
O_STATUS_CD	
O_QUALITY_CD	
O_FRP_SEQNUM	

A marked edit is automatically saved to the snapshot layer when it is created. The edit is not cancelled/rolled back, for instance, simply because the user's OSAVE session has expired or was not committed or finalized within the same session. The operator has the flexibility to return to the map viewer to continue where he/she left off, if needed.

Edits are not specific to the logged in user. Once the edit is marked, that marked edit is available for any user logged in as that OPID. For instance, if Tom, the primary contact for OPID 12345, marks edits (and/or deletions) and then later Jane, the technical contact for OPID 12345, opens the map viewer, she will see the edits Tom has made. Jane has the ability to undo Tom's edits, to commit Tom's edits, and to

finalize the submission. Please take care to coordinate within your company so edits (and/or deletions) are not unknowingly overwritten or undone by another.

### *Marking the Data for Deletions*

Like marking the data for edits, the first step in marking the pipeline segments that should be deleted is to filter the data. The Review Current Data section of the document describes in detail how to filter the data. Once the data is filtered as you like, check the checkboxes for every segment/record that should be deleted. Click the Mark for Deletion button. Within the snapshot staging layer, the checked records are now designated to be deleted. These segments become visible in the Deleted Pipelines layer. When the deletions are committed and finalized, NPMS staff will take the appropriate action to remove the pipeline segment(s) from the OPID in the NPMS national layer.

Please note that the last edit/deletion action overwrites any previous action and is what is stored in the snapshot layer. Building on the two examples above, if I now marked PLINE\_ID "L43" for deletion, committed, and finalized the submission, the segment will be deleted, not edited to reflect new attribute values. And vice versa exists as well; if the pipeline is marked for deletion but then is marked for edits, the segment will be edited, not deleted (assuming that the edit is committed, and the submission finalized).

Like marked edits, a marked deletion is automatically saved to the snapshot layer when it is created. The deletion is not cancelled/rolled back, for instance, simply because the user's OSAVE session has expired or was not committed or finalized within the same session. The operator has the flexibility to return to the map viewer to continue where he/she left off, if needed.

Like marked edits, marked deletions are not specific to the logged in user. Once the deletion is marked, that marked deletion is available for any user logged in as that OPID. For instance if Tom, the primary contact for OPID 12345, marks deletions (and/or edits) and then later Jane, the technical contact for OPID 12345, opens the map viewer, she will see the deletions Tom has made. Jane has the ability to undo Tom's deletions, to commit Tom's deletions, and to finalize the submission. Please take care to coordinate within your company so deletions (and/or edits) are not unknowingly overwritten or undone by another.

### *Committing Edits*

Once pipeline segments/records have been marked with the desired edits, the next step is to commit the edits. Committing the edits establishes that the operator's edits for that segment/record are no longer in progress but are ready for the next step. When the submission is finalized, NPMS staff will only consider changes which have been committed. For instance if the operator marked edits on ten segments but only committed six of them, NPMS staff will only incorporate the edits for the six committed records; the four edited-but-not-committed records will stay as is with no action from NPMS staff.

To commit edits, click the Commit Edits item under the Submit drop-down menu. The Modified Pipelines – Edits dialog opens on screen. All the pipeline segments/records which have been marked with edits but not yet committed are listed under the Edited Pipelines tab. All the pipeline segments/records which have already been committed are listed under the Committed Edits tab.

<input type="checkbox"/>	SUBMIT_STATUS	O_USER	O_DATE	OBJECTID	O_SYS_NM	O_SUBSY...	O_PLINE_ID	O_DIAM...	O_COMM...
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684488		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684489		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684490		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684491		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684750		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684822		NORTH LINE			Natural Gas

To commit edits, the first step is to check the checkboxes for the segments/records that you are ready to commit. Once the record(s) is checked, click the Commit button located along the bottom of the dialog. The status recorded within the snapshot layer is changed from “IN PROGRESS” to “COMMITTED.” Within the Modified Pipelines – Edits dialog, the record(s) moves from the Edited Pipelines tab to the Committed Edits tab.

Modified Pipelines - Edits

Edited Pipelines Committed Edits

<input type="checkbox"/>	SUBMIT_STATUS	O_USER	O_DATE	OBJECTID	O_SYS_NM	O_SUBSY...	O_PLINE_ID	O_DIAM...	O_COMM...
<input checked="" type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684488		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684489		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684490		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684491		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684750		NORTH LINE			Natural Gas
<input type="checkbox"/>	IN PROGRESS	jsmith4	11/04/2016	684822		NORTH LINE			Natural Gas

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Undo Edits Commit

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Modified Pipelines - Edits

Edited Pipelines Committed Edits

<input type="checkbox"/>	SUBMIT_STAT...	O_USER	O_DATE	OBJECTID	O_SYS_NM	O_SUBSY...	O_PLINE_ID	O_DIAM...	O_COMM...
<input type="checkbox"/>	COMMITTED	jsmith4	11/04/2016	684488		NORTH LINE			Natural Gas

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Undo Edits

Displaying records 1 - 1 of 1

Please note that for ease of reference, the edited segment that was committed is retained in the Edited Pipelines map layer. When viewing attributes via the Identify functionality for the committed segment, you may note that the SUBMIT\_STATUS value now says "COMMITTED."

Identify - Total 1 record(s) found

L43

Attribute	Value
INTERSTATE_LF	N
LOW_STRESS_LF	
STATUS_CD_CL	D
QUALITY_CD_CL	G
REVIS_CD_CL	N
FRP_SEQNUM	
REVIS_DATE	3/15/2016
SUBMIT_ID	12345-0006
O_SYS_NM	
O_SUBSYS_NM	NORTH LINE
O_PLINE_ID	
O_DIAMETER	
O_COMMODITY	NG
O_CMDTY_DTL1	
O_CMDTY_DTL2	
O_CMDTY_DTL3	
O_CMDTY_DESC	
O_INTERSTATE	
O_LOW_STRESS	
O_STATUS_CD	
O_QUALITY_CD	
O_FRP_SEQNUM	
O_USER	jsmith4
O_DATE	2/28/2017
O_DELETED	
SUBMIT_STATUS	COMMITTED
OBJECTID	481622

As you review/consider the edits you have marked or committed, you may realize that you have made an error and should not have recorded the edit. From within the Modified Pipelines – Edits dialog, you can use the Undo Edits button to erase the edits to the checked segments/records. This functionality is accessible from either the Edited Pipelines tab or the Committed Edits tab. Note that when clicked, the edits will be removed from all checked records on that tab so be sure to use with care.

#### *Committing Deletions*

Once pipeline segments/records have been marked for deletion, the next step is to commit the deletions. Committing the deletion establishes that the operator's intent to delete for that segment/record is no longer in progress but is ready for the next step. Like the attribute edits, when the submission is finalized, NPMS staff will only consider changes which have been committed.

To commit the deletions, select the Commit Deletions option under the Submit drop-down menu. The Modified Pipelines – Deletions dialog opens on screen. The Marked for Deletion tab displays all the

pipeline segments/records which have been marked for deletion but have not yet been committed. The Committed Deletions tab displays all the pipeline segments/records which have been committed. The functionality of the Modified Pipelines – Deletions dialog is very similar to the Modified Pipelines – Edits dialog. To commit the deletions, first the record(s) should be checked and then the Commit button clicked. As part of the commit process, the tool will prompt you to indicate the reason why the pipelines are being deleted. Depending on the reason selected, you may be prompted to supply additional information. Because NPMS staff may treat the pipelines differently depending on the reason, it is important to accurately portray the reason for the removal. The following are the reasons the operator may select from:

- Pipelines previously submitted to the NPMS in error
- Pipelines reclassified prior to the current year and were no longer defined as hazardous liquid or gas transmission (as of December 31 of the previous year)
- Pipelines abandoned prior to the current year
  - If selected, the operator will be prompted to indicate if one or more of the segments falls offshore or crosses a CNW.
  - If the operator indicates that one or more of the pipelines fall offshore or cross a CNW, the operator is asked if the certificate of abandonment is ready for upload.
  - If the operator indicates that the certificate is ready for upload, an Upload Certificate(s) tool is added to the interface. The operator should click on the button and add the certificate documents.

- If the certificate of abandonment is required (i.e., because one or more abandoned pipeline falls offshore or crosses a CNW), but the certificate is not yet ready for upload, the operator may opt to download a template document of the certificate. The operator should cancel out of the Delete Pipeline Data and return to committing the deletions when the certificate is ready for upload.
- When pipelines are abandoned, generally the pipeline feature is not deleted from the NPMS national layer. Instead, the pipeline is converted from the abandoning company's OPID to a generic 99999 OPID (operator name "ABANDONED") and the public contact reference converted to NPMS staff. This route is preferable so that there is a better representation of pipelines in the ground for users of the NPMS data and map viewers.



- Pipelines were divested prior to the current year to another operator/owner/OPID
  - The operator will be prompted to supply additional information about the divestiture.
  - A contact person with email address and phone number from the company that acquired/took over operation of the pipelines is appreciated. If the OPID under which these pipelines will be reported by the acquiring company is known, that information is also appreciated.
    - NPMS staff follow-up on divested/transferred pipelines with the company/contact that acquired the pipelines. If the acquiring company has not submitted the pipelines to the NPMS by the time the notification of removal is processed, NPMS staff reach out directly to the acquiring company/contact for information/clarification.
  - If the timing of the submission of the acquired pipelines is out of synch with the processing of the removal of the pipelines by the divesting company, NPMS staff will convert the pipelines in the NPMS national layer from the divesting company's OPID to a generic 88888 OPID (operator name "SOLD - PENDING NEW OPERATOR SUBMISSION") and the public contact reference converted to NPMS staff while we await the arrival of the NPMS submission from the acquiring company. Maintaining the pipelines in the NPMS national layer under this placeholder OPID is preferable to temporarily removing pipelines from the national layer since this is a better representation of pipelines in the ground for users of the NPMS data and map viewers.
- Combination of the above reasons
  - Because NPMS staff will process the removal differently depending on the reason for the removal, it is important that the checked records are all being deleted for the same reason. If there are a mix of multiple reasons, please cancel out of the Delete Pipeline Data dialog to return to the Modified Pipelines – Deletions dialog. Modify which records are checked so that all those that are checked should be deleted for the same reason. Then click the Commit Deletions button, indicate the reason for this particular set of records, and continue through the steps. Then return to the Modified Pipelines – Deletion dialog and repeat the process for the records that have a different reason to be deleted. Repeat until all the pipelines you intended to be deleted have been committed under the appropriate reason.

Upon committing the deletion(s), the status is changed from "IN PROGRESS" to "COMMITTED" and the record is transferred from the Marked for Deletion tab to the Committed Deletions tab. Like the committed edits, the committed deletions continue to be included in the Deleted Pipelines map layer for reference. Like the Modified Pipelines – Edits dialog, checked records can be removed from being marked for deletion either through the Mark for Deletion or the Committed Deletions tabs by clicking the Undo Delete button.

### *Finalizing the Submission*

Once all edits and/or deletions have been committed and the operator is confident that no other changes are needed, the submission should be sent to NPMS staff for their action. To finalize the submission, click the Finalize Submission option under the Submit drop-down menu. Upon doing so, the operator will be routed to a workflow with a series of questions collecting additional information about the submission:

- 1) Indicate the type of pipelines the OPID operates: gas transmission, hazardous liquid, or both gas transmission and hazardous liquid pipelines.
  - a. If the OPID operates only gas transmission pipelines, the operator is prompted to confirm that the committed edits and deletions include all necessary changes to the OPID and reflect as of December 31 of the previous year.
  - b. If the OPID operates only hazardous liquid pipelines, the operator is prompted to confirm that the committed edits and deletions include all necessary changes to the OPID and reflect as of December 31 of the previous year.
  - c. If the OPID operates both gas transmission and hazardous liquid pipelines, the operator is prompted to indicate:
    - i. If the committed edits and deletions represent all the needed changes to the gas transmission pipelines only to reflect conditions in the field as of December 31 of the previous year, and the submission/notification to fulfill the NPMS requirement for the hazardous liquid pipelines will be sent at a later time.
    - ii. If the committed edits and deletions represent all the needed changes to the hazardous liquid pipelines only to reflect conditions in the field as of December 31 of the previous year, and the submission/notification to fulfill the NPMS requirement for the gas transmission pipelines was already submitted this year.
    - iii. If the committed edits and deletions represent all the needed changes to both the gas transmission and hazardous liquid pipelines, and no other submission/notification will be submitted this year because this action fulfills the annual NPMS requirement.
- 2) Confirm that the changes will align the NPMS data with the mileage reported in the PHMSA Annual Report.
  - a. Note that the mileage by state and inter/intrastate designation included in the NPMS and the Annual Report should be within 5% to be considered a match. The 5% allowance is to accommodate for differences between the NPMS environment and operator's own environment in relation to projection, location of state boundaries, and vertical datum. For differences greater than 5%, NPMS staff will seek an explanation from the operator.
  - b. The Annual Report and the NPMS data should reflect exactly the same pipelines, with the exception of abandoned pipelines. Abandoned pipelines, which must be included in the NPMS submission but should not be included in the Annual Report, are not considered in the comparison.
  - c. The View Mileage Table displays the mileage values for the OPID from the last submitted Annual Report

Annual Report and NPMS Mileage Comparison Table					
Commodity General Type	AR Calendar Year	State	Interstate Type	AR Miles	AR Received Date
GAS TRANSMISSION					
GAS TRANSMISSION	2016	TEXAS	INTRASTATE	289.50	03/15/2017
GAS TRANSMISSION	2016	TEXAS	INTERSTATE	455.71	03/15/2017
TOTAL GAS TRANSMISSION				745.21	
HAZARDOUS LIQUID					
HAZARDOUS LIQUID	2016	TEXAS	INTERSTATE	375.60	06/15/2017
HAZARDOUS LIQUID	2016	TEXAS	INTRASTATE	105.94	06/15/2017
TOTAL HAZARDOUS LIQUID				481.54	

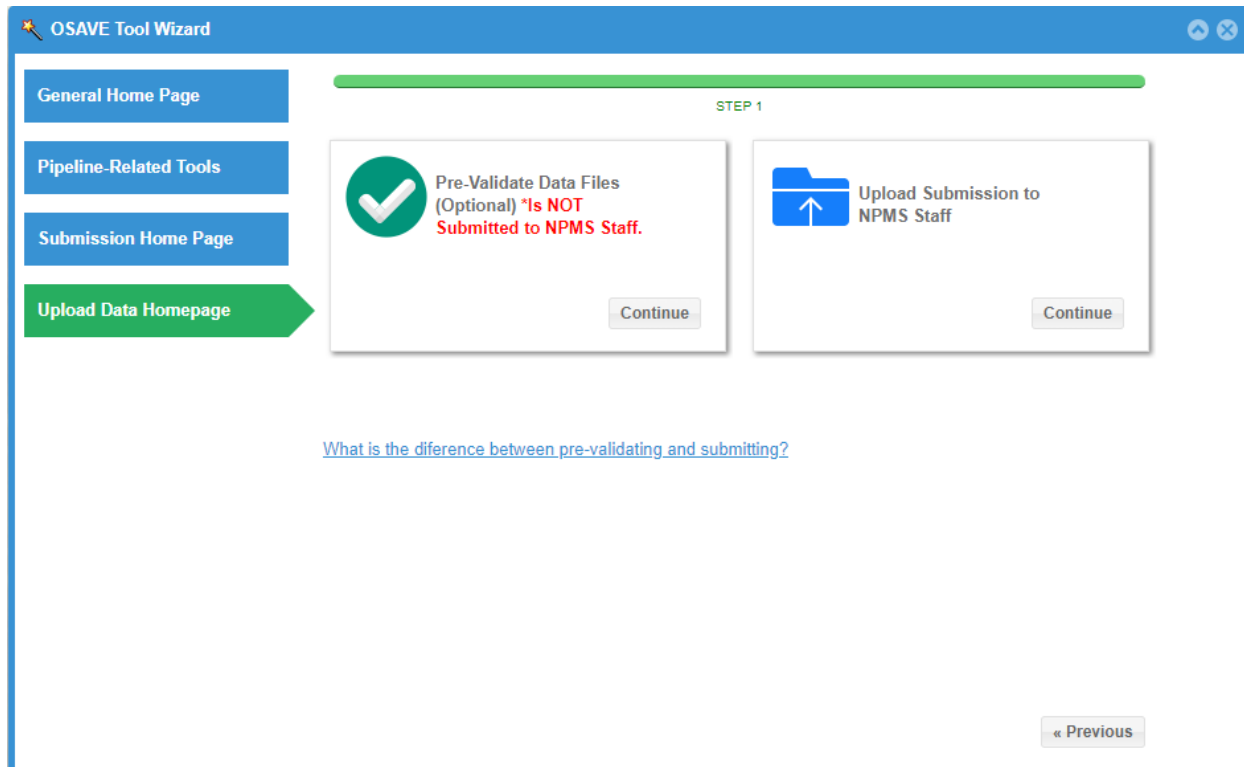
- i. The table is filtered to display the pipeline type indicated in the previous question.
  1. If indicated that the OPID operates only gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  2. If indicated that the OPID operates only hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  3. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  4. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  5. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates to both the gas transmission and hazardous liquid pipelines, the tool will query the mileage comparison for records in the database table for that OPID and both gas transmission and hazardous liquid.
- ii. In regard to the Annual Report date and values, the table is refreshed nightly. Thus, changes to/submission of the Annual Report today will not be reflected in this table until tomorrow.
- d. Indicate that the Annual Report and existing NPMS data match by selecting Yes or No, as appropriate. If No is selected, a text box will appear seeking an explanation.
  - i. If there is a discrepancy because it is determined that both the Annual Report values are incorrect and will be submitted/amended to correct the mileage and the committed edits and deletions resolve the errors in the NPMS data, please explain that in the text box so that NPMS staff understand the situation and may proceed with processing the committed map edits and deletions.

- ii. If there is a discrepancy because it is determined that the NPMS national layer values are incorrect and the committed edits and deletions indicated in this session do not rectify the error, do not proceed with submitting the committed edits and deletions to NPMS staff at this time. Re-evaluate what changes are needed and then either mark additional edits and deletions via the map or opt to disregard the already committed edits and deletions and resubmit the pipeline data via the OSAVE Upload Geospatial and Attribute Data pathway.
  - iii. If there is a discrepancy because of differences in the mapping environment and it is certain that the Annual Report and the NPMS national layer data represent exactly the same pipelines once these committed edits and deletions are taken into consideration, explain that in the text box so that NPMS staff understand the situation and may proceed with processing the committed map edits and deletions without contacting you for an explanation.
- 3) Review and update, if necessary, the primary, technical, and public contact information for the OPID.
  - a. Please see the Update OPID Contact Information section of this document for details about what each of these contacts represents.
- 4) Submit the submission to NPMS staff.
  - a. A “receipt” will be shown on screen. You should keep a copy of this message for your records.
  - b. Additionally, a “receipt” email will be sent to the primary contact, the technical contact, and the user logged into OSAVE. Once the email has been confirmed as received (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), you may wish to delete the copy of the on-screen message you captured.
  - c. If NPMS staff has any questions when addressing your attribute edits and/or deletions, we will reach out to the primary and technical contacts for clarification.

Once the OPID has been submitted, the operator should not complete any of the other pipeline submission workflows or the Submit Edits via Map Viewer workflow again. If you identify that there is a problem and the submission should not have been submitted in this way or not all edits were captured accurately, please contact NPMS staff to discuss the specific situation and resolution.

### Upload Geospatial and Attribute Data

For those OPIDs whose changes are not easily conveyed in a map viewer or contain spatial edits, the Upload Geospatial and Attribute Data workflow assists the operator in pre-validating data files (optional step) or uploading a data submission to NPMS staff.



As part of the submission workflow, the upload data is automatically evaluated to ensure adherence with the requirements identified in the Pipeline Attribute Table in the [NPMS Operator Standards](#). As an enhancement to OSAVE, functionality was added to assist the operator in validating their data before submitting to NPMS staff. This optional pre-validation of the data is for the operator's use and is not considered to be a submission to NPMS staff. Even if the submission is found to pass the pre-validation check, the operator must re-submit the data to NPMS staff via the Upload Submission to NPMS staff tool choosing either the Full Replacement or Addition sub-workflow.

### Pre-Validate Data Files (Optional)

Pre-validation allows you to send your data through the automated QC review tool as a test run before submitting it to NPMS staff as your formal submission. The questions in the pre-validation path focus on the data package itself, bypassing the questions related to changes that have occurred in your data.

Pre-validation of the data is optional and is at the discretion of the operator. **Pre-validation of the data, whether it passes or fails, does not count as a formal submission. NPMS staff will take no action on this data until it has passed through the QC review associated with the 'Upload Submission to NPMS Staff' submission pathway.**

Upon selecting the pre-validation pathway, you will be prompted to address the following questions:

- 1) Select the format of the geospatial data. Depending on which format is accepted, the operator will be prompted to answer follow-on questions. The accepted formats and their follow-on questions are:

- a. Esri file geodatabase (pipelines must be captured in a line feature class)
  - i. Are the NPMS-required attributes included in the file geodatabase?
    - 1. If the operator selects “No,” the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
      - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
- b. Shapefile (pipelines must be captured in a line layer)
  - i. Does the shapefile have a defined projection (i.e., has an associated .prj file)?
    - 1. If the operator selects “No,” the operator is prompted to define the projection, datum, and units based on a pre-set list:
      - a. Projection
        - i. Geographic Latitude/Longitude
        - ii. State Plane
        - iii. UTM
        - iv. Other
          - 1. If selected, the operator is prompted to enter the projection.
      - b. Datum
        - i. NAD83
        - ii. WGS84
        - iii. NAD27
        - iv. Other
          - 1. If selected, the operator is prompted to enter the datum.
      - c. Units
        - i. Decimal degrees (for longitude/latitude)
        - ii. Meters
        - iii. Feet
        - iv. Other
          - 1. If selected, the operator is prompted to enter the units.
  - ii. Are the NPMS-required attributes included in the shapefile?
    - 1. If the operator selects “No,” the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).

- b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - c. CAD file (pipelines must be captured in the polyline layer)
    - i. What is the projection?
      - 1. Geographic Latitude/Longitude
      - 2. State Plane
      - 3. UTM
      - 4. Other
        - a. If selected, the operator is prompted to enter the projection.
    - ii. What is the datum?
      - 1. NAD83
      - 2. WGS84
      - 3. NAD27
      - 4. Other
        - a. If selected, the operator is prompted to enter the datum.
    - iii. What are the units?
      - 1. Decimal degrees (for longitude/latitude)
      - 2. Meters
      - 3. Feet
      - 4. Other
        - a. If selected, the operator is prompted to enter the units.
    - iv. Are the NPMS-required attributes included in the CAD file?
      - 1. If the operator selects "No," the operator is prompted to:
        - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
        - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - d. Coordinate points (pipelines must be captured as latitude/longitude coordinate value pairs)
    - i. What is the datum of the data? (coordinate points must always be in Geographic Latitude/Longitude projection and decimal degrees units)
      - 1. NAD83
      - 2. WGS84
      - 3. NAD27
      - 4. Other
        - a. If selected, the operator is prompted to enter the datum.
    - ii. What is the file type of the attributes?
      - 1. MS Excel (.xls or .xlsx)

2. Comma or tab delimited text (.txt)
  - iii. Note that coordinate points are always coordinate pairs stored in a text or Excel file. Coordinate pairs already built as geographic point in a different data type, such as shapefile, is not accepted by OSAVE, and the submission will fail the automated QC review.
- 2) Upload the data files for pre-validation.
  - a. The operator is prompted to upload files, depending upon how the previous questions were answered:
    - i. If the operator indicated that the NPMS-required attributes were incorporated into the geospatial file, the operator is prompted to upload the file containing the geospatial and attribute data.
    - ii. If the operator indicated that the NPMS-required attributes were not incorporated into the geospatial file, the operator is prompted to upload the geospatial file and the attribute file as separate items.
  - b. The geospatial file must be contained within a zip file (.zip).
    - i. Note that the files must be stored at the root of the zip file. The data cannot be stored within folders within the zip file. Including folders within the zip file will prevent the automated QC review tool from being able to locate the data and the submission will automatically fail the review.
    - ii. If it is not possible to submit the submission data as a single, comprehensive layer and you must submit multiple files (not preferred), you must use different file names to differentiate between the data layers. Do not use folders within the zip file to store the separate data layers.
  - c. The attribute file, if submitted separately, should not be contained within a zip file.
- 3) Submit to the automated QC review tool.
  - a. When the Submit button is clicked, the operator is prompted to confirm that the intent is to send the data for pre-validation.

A message will be shown on screen confirming that the data files were transmitted via OSAVE.

Pre-validation uses the same automated QC tool that is utilized in the formal submission path. The tool examines the submitted data to determine its compliance with the requirements defined in the Pipeline Attribute Table within the [Operator Standards](#). NPMS staff also publishes data templates on the [Summary of required components – pipeline submissions](#) webpage that indicate attribute names and acceptable values. Specifically, the automated review is assessing the following items:

- Does the file contain records? Files that contain no data are marked as an error.
  - Example error message
    - The data was not validated.
- Were the required attributes included in the data file? Missing attributes are marked as an error.
  - The attribute name must match the Operator Standards.



- For instance, the Operator Standards says that the attribute “OPID” must be included. An attribute named “Operator\_ID” will not be considered as the “OPID,” and the submission will be marked as missing the “OPID” attribute.
  - Non-required attributes may or may not be included, depending on the operator’s system/preference.
    - Non-required attributes that are missing from the submission do not result in an error.
    - Non-required attributes that are included but whose names are spelled differently than what’s defined in the Operator Standards (e.g., SUBSYSTEM instead of SUBSYS\_NM) will not be checked/considered. Please take care to correctly name the attributes.
  - In the case where the attributes were submitted in a separate file and the operator indicated that OPER\_LINK is the connection between the geospatial and attribute data, the OPER\_LINK attribute must be included and populated.
  - Example error message
    - **SYS\_NM** attribute field is missing from your submission: Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on required attribute fields and properties.
- Do the required and non-required attributes have the correct field definitions? Incorrect definitions are marked as an error.
  - The attribute definition must match the Operator Standards.
    - For non-required attributes, if it is included in the data, it must be defined per the Operator Standards.
  - Example error message
    - **DIAMETER** attribute field type is text/character: Create a new DIAMETER field with field type of double to accommodate decimal numbers, as explained in section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#).
- Are the required attributes populated? Attributes with empty/<Null> values are marked as an error.
  - A non-required attribute that is included in the submission but is not populated (i.e., is empty/<Null>) is not an error.
  - Example error message
    - **PLINE\_ID** attribute field is missing an acceptable value for 1 feature(s): Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- If the required or non-required attribute is associated with a list of domain/acceptable values, was a value from the list used? Attributes that contain invalid values are marked as an error.
  - For non-required attributes, if the attribute is included, is associated with a list of acceptable values, and is populated (with a value other than empty/<Null>), the value must be from the list of acceptable values.

- Example error message
  - **QUALITY\_CD** attribute field has an unacceptable value for 2 feature(s): Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on acceptable values and rules for this attribute field.
- Note that the LOW\_STRESS attribute may only be populated for in service hazardous liquid pipelines. All gas transmission pipelines and idle/retired/abandoned hazardous liquid pipelines must store Null/be blank for this attribute. If the submission contains only gas transmission pipelines, the LOW\_STRESS attribute need not be included in the attribute data file.
- In the case where the CMDTY\_DTL\* attributes are included and populated (with a value other than empty/<Null>), is the same value repeated for the same record? The CMDTY\_DTL\* attributes must contain different values. Duplicate values are marked as an error.
  - For instance if the record contains “NG1” as the CMDTY\_DTL1 value, the value for CMDTY\_DTL2 and/or CMDTY\_DTL3 cannot be “NG1.”
  - Example error message

**CMDTY\_DTL2** or **CMDTY\_DTL3** attribute fields contain the same value as another **CMDTY\_DTL** field. Do not report a **CMDTY\_DTL2** or **CMDTY\_DTL3** value unless you are reporting 2 or 3 different **CMDTY\_DTL** values for this pipeline segment.

Once the automated review is complete, OSAVE will send an email to the primary contact, technical contact, and the user logged into OSAVE with the results of the pre-validation review. The next action is at the discretion of the operator. If the data fails the automated QC review, after correcting the data, you may opt to resubmit it through the pre-validation path again to verify that all is correct, or you may opt to submit it through the formal submission path. If the data passes the automated QC review, you will need to submit it to NPMS staff through the formal submission path. Pre-validation of the data, whether it passes or fails, does not count as a formal submission. NPMS staff will take no action on this data until it has passed through the QC review associated with the 'Upload Submission to NPMS Staff' submission pathway.

### Upload Submission to NPMS Staff

For the upload submission panel, the operator is prompted to choose between two sub-workflows. The user is prompted to indicate if the submission represents all the hazardous liquid and/or gas transmission pipelines to replace what is currently in the NPMS national layer or if the submission represents only an addition that will supplement the pipelines currently in the NPMS national layer for that OPID. An OPID which is being submitted for the first time ever (i.e., there are no pipelines in the NPMS national layer for that OPID) should follow the full replacement pathway. Each of these sub-workflows is described below.

The screenshot shows the 'OSAVE Tool Wizard' window. On the left is a sidebar with four buttons: 'General Home Page', 'Submission Home Page', 'Upload Data Homepage', and 'Type of Submission' (which is highlighted in green). The main area is titled 'STEP 1' and contains a section 'Type of Submission' with the instruction 'Select the type of submission:'. There are two radio button options: 'Submission is a full replacement of the current data in the NPMS for OPID 12345.' (which is selected) and 'Submission is an addition to the current data in the NPMS for OPID 12345.'. At the bottom right of the main area are two buttons: '« Previous' and 'Next »'.

#### *Full Replacement of the Current Data*

In this workflow, the intent is for all existing pipeline data in the NPMS national layer for the OPID to be replaced by the submitted data. This workflow has the following steps:

- 1) Indicate the type of NPMS pipelines the OPID operates: gas transmission, hazardous liquid, or both gas transmission and hazardous liquid pipelines.
  - a. If the OPID operates only gas transmission pipelines or only hazardous liquid pipelines, the operator is prompted to confirm that the submission reflects conditions in the field as of December 31 of the previous year.
  - b. If the OPID operates both gas transmission and hazardous liquid pipelines, the operator is prompted to indicate if the submission applies to the gas transmission pipelines only; the hazardous liquid pipelines only; or both the gas transmission and hazardous liquid pipelines.
- 2) Confirm that the submission content matches the PHMSA Annual Report.
  - a. Note that the mileage by state and inter/intrastate designation included in the NPMS and the Annual Report should be within 5% to be considered a match. The 5% allowance is to accommodate for differences between the NPMS environment and your own environment in relation to projection, location of state boundaries, and vertical datum.
  - b. The Annual Report and the NPMS data should reflect exactly the same pipelines, with the exception of abandoned pipelines. Abandoned pipelines, which must be included in

the NPMS submission but should not be included in the Annual Report, are not considered in the comparison.

- c. The View Mileage Table displays the mileage values for the OPID from the last submitted Annual Report.

Annual Report and NPMS Mileage Comparison Table					
Commodity General Type	AR Calendar Year	State	Interstate Type	AR Miles	AR Received Date
GAS TRANSMISSION					
GAS TRANSMISSION	2016	TEXAS	INTRASTATE	289.50	03/15/2017
GAS TRANSMISSION	2016	TEXAS	INTERSTATE	455.71	03/15/2017
<b>TOTAL GAS TRANSMISSION</b>				<b>745.21</b>	
HAZARDOUS LIQUID					
HAZARDOUS LIQUID	2016	TEXAS	INTERSTATE	375.60	06/15/2017
HAZARDOUS LIQUID	2016	TEXAS	INTRASTATE	105.94	06/15/2017
<b>TOTAL HAZARDOUS LIQUID</b>				<b>481.54</b>	

- i. The table is filtered to display the pipeline type indicated in the previous question.
  1. If indicated that the OPID operates only gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  2. If indicated that the OPID operates only hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  3. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  4. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  5. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates to both the gas transmission and hazardous liquid pipelines, the tool will query the mileage comparison for records in the database table for that OPID and both gas transmission and hazardous liquid.
- ii. In regard to the Annual Report date and values, the table is refreshed nightly. Thus, changes to/submission of the Annual Report today will not be reflected in this table until tomorrow.
- d. Indicate that the Annual Report and existing NPMS data match by selecting Yes or No, as appropriate. If No is selected, a text box will appear seeking an explanation.
  - i. If there is a discrepancy because it is determined that both the Annual Report values are incorrect and will be submitted/amended to correct the mileage,

please explain that in the text box so that NPMS staff understand the situation and may proceed with reviewing the NPMS data submission.

- ii. If there is a discrepancy because of differences in the mapping environment and it is certain that the Annual Report and the NPMS national layer data represent exactly the same pipelines once the NPMS submission data is taken into consideration, explain that in the text box so that NPMS staff understand the situation and may proceed with reviewing the NPMS submission data without contacting you for an explanation.

3) Indicate if the submission contains abandoned pipelines

a. If pipelines were abandoned:

- i. The operator is prompted to confirm that the abandoned pipelines have not been previously submitted as abandoned to NPMS staff.
- ii. The operator is prompted to indicate if any of the abandoned pipelines fall offshore or cross a CNW.

Any abandoned pipeline that falls offshore or crosses a CNW requires certification. The operator is prompted to indicate if the certificate of abandonment is ready to be uploaded.

1. If the certificate is ready to be uploaded, the operator will be provided with an interface to upload the file to be automatically transferred to NPMS staff. One or more files may be transferred through this upload tool.

2. If the certificate is not ready to be uploaded at this time:
  - a. The operator may download a blank template of the certificate in MS Word format from within this step. The template can also be downloaded from the [Pipeline Operator](#) webpage on the NPMS website.
  - b. The operator cannot move forward in the workflow until the certificate(s) of abandonment are uploaded. If the certificate is not ready and cannot quickly be prepared, please exit OSAVE and return to it when the certificate is ready for upload.
- iii. NPMS staff will look for pipelines marked with STATUS\_CD "B."

- iv. If there is a discrepancy (i.e., there are no STATUS\_CD "B" segments even though "Yes" was marked or, conversely, "No" was marked but the data contains STATUS\_CD "B"), NPMS staff will seek clarification.
  - v. When pipelines are abandoned, generally the pipeline feature is not deleted from the NPMS national layer. Instead, the pipeline is converted from the abandoning company's OPID to a generic 99999 OPID (operator name "ABANDONED") and the public contact reference converted to NPMS staff. This route is preferable so that there is a better representation of pipelines in the ground for users of the NPMS data and map viewers.
- 4) Indicate if there have been any pipelines added to the OPID that relate to new construction which adds mileage or is related to a re-route.
  - a. If the operator indicates "Yes," while processing the data submission, NPMS staff will look for pipelines marked with REVIS\_CD "C."
  - b. If there is a discrepancy (i.e., there are no REVIS\_CD "C" segments even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "C"), NPMS staff will seek clarification.
- 5) Indicate if there have been any pipelines added to the OPID that relate to changes in jurisdiction.
  - a. If the operator indicates "Yes," while processing the data submission, NPMS staff will look for pipelines marked with REVIS\_CD "J."
  - b. If there is a discrepancy (i.e., there are no REVIS\_CD "J" segments even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "J"), NPMS staff will seek clarification.
- 6) Indicate if there have been any pipelines added to the OPID that relate to correcting the error of not including these segments in the past.
  - a. If the operator indicates "Yes," while processing the data submission, NPMS staff will look for pipelines marked with REVIS\_CD "A."
  - b. If there is a discrepancy (i.e., there are no REVIS\_CD "A" segments even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "A" and there is no indication of an acquisition), NPMS staff will seek clarification.
- 7) Indicate if there have been any pipelines added to the OPID that relate to pipelines acquired from another OPID/operator.
  - a. If the operator indicates "Yes," the operator is prompted to describe which pipelines are impacted.
    - i. While processing the data submission, NPMS staff will look for pipelines marked with REVIS\_CD "A."
    - ii. If there is a discrepancy (i.e., there are no REVIS\_CD "A" segments even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "A" and there is no indication of a correction), NPMS staff will seek clarification.

- b. If the operator indicates “Yes,” the operator is prompted to state from whom the pipelines were acquired. Contact information (individual’s name, email, and telephone number) for the divesting company is appreciated. If the OPID under which the pipelines were previously submitted is known, including that information is also appreciated.
  - c. If the space allotted in the textboxes are not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of PLINE\_IDs), please upload a file(s) containing the information during Step 10. At this Step 7 include a note pointing NPMS staff to refer to the uploaded file.
- 8) Indicate if there have been any existing pipelines in the NPMS national layer that were reclassified or physically removed from the ground and, thus, are not included in the submission.
  - a. If the operator indicates “Yes,” the operator is prompted to describe the pipelines that were reclassified or removed from the ground. If the space allotted in the textbox is not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of PLINE\_IDs), please upload a file containing all necessary information during Step 10. At this Step 8 include a note pointing NPMS staff to refer to the uploaded file.
- 9) Indicate if there have been any existing pipelines in the NPMS national layer that were divested to another OPID/operator/owner and, thus, are not included in the submission.
  - a. If the operator indicates “Yes,” the operator is prompted to describe the pipelines that were divested.
  - b. If the operator indicates “Yes,” the operator is prompted to state to whom the pipelines were divested. Contact information (individual’s name, email, and telephone number) for the acquiring company is appreciated. If the OPID under which the pipelines will be submitted by the acquiring operator is known, including that information is also appreciated.
    - i. NPMS staff follow-up on divested/transferred pipelines with the company/contact that acquired the pipelines. If the acquiring company has not submitted the pipelines to the NPMS by the time the submission is processed, NPMS staff reach out directly to the acquiring company/contact for information/clarification.
  - c. If the timing of the submission of the acquired pipelines is out of synch with the processing of the removal of the pipelines by the divesting company, NPMS staff will convert the pipelines in the NPMS national layer from the divesting company’s OPID to a generic 88888 OPID (operator name “SOLD – PENDING NEW OPERATOR SUBMISSION”) and the public contact reference converted to NPMS staff while we await the arrival of the NPMS submission from the acquiring company. Maintaining the pipelines in the NPMS national layer under this placeholder OPID is preferable to temporarily removing pipelines from the national layer since this is a better representation of pipelines in the ground for users of the NPMS data and map viewers.

- d. If the space allotted in the textbox is not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of PLINE\_IDs), please upload a file containing all necessary information during Step 10. At this Step 9 include a note pointing NPMS staff to refer to the uploaded file.
- 10) Provide any comments or upload supporting files that you wish to convey to NPMS staff to assist them in the processing of the data submission.
- a. The uploaded file(s) should not be the actual geospatial or attribute data files – this is collected in a following step.
  - b. The uploaded files are intended to be any other information that may be of assistance, for instance:
    - i. Some operators send a separate shapefile or Excel spreadsheet containing the pipelines that were not included in the submission because they were divested/removed from the ground/reclassified.
    - ii. Some operators send a general map in PDF format to show what the pipeline will look like when built from their submitted coordinate points.
  - c. It is not required that the operator provide comment or uploaded files at this step.
- 11) Review and update, if necessary, the primary, technical, and public contact information for the OPID.
- a. Please see the Update OPID Contact Information section of this document for details about what each of these contacts represents.
- 12) Select the format of the geospatial data. Depending on which format is accepted, the operator will be prompted to answer follow-on questions. The accepted formats and their follow-on questions are:
- a. Esri file geodatabase (pipelines must be captured in a line feature class)
    - i. Are the NPMS-required attributes included in the file geodatabase?
      - 1. If the operator selects “No,” the operator is prompted to:
        - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
        - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - b. Shapefile (pipelines must be captured in a line layer)
    - i. Does the shapefile have a defined projection (i.e., has an associated .prj file)?
      - 1. If the operator selects “No,” the operator is prompted to define the projection, datum, and units based on a pre-set list:
        - a. Projection
          - i. Geographic Latitude/Longitude
          - ii. State Plane
          - iii. UTM
          - iv. Other



1. If selected, the operator is prompted to enter the projection.
    - b. Datum
      - i. NAD83
      - ii. WGS84
      - iii. NAD27
      - iv. Other
        1. If selected, the operator is prompted to enter the datum.
    - c. Units
      - i. Decimal degrees (for longitude/latitude)
      - ii. Meters
      - iii. Feet
      - iv. Other
        1. If selected, the operator is prompted to enter the units.
  - ii. Are the NPMS-required attributes included in the shapefile?
    1. If the operator selects "No," the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
      - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - c. CAD file (pipelines must be captured in the polyline layer)
    - i. What is the projection?
      1. Geographic Latitude/Longitude
      2. State Plane
      3. UTM
      4. Other
        - a. If selected, the operator is prompted to enter the projection.
    - ii. What is the datum?
      1. NAD83
      2. WGS84
      3. NAD27
      4. Other
        - a. If selected, the operator is prompted to enter the datum.
    - iii. What are the units?
      1. Decimal degrees (for longitude/latitude)
      2. Meters
      3. Feet

- 4. Other
      - a. If selected, the operator is prompted to enter the units.
  - iv. Are the NPMS-required attributes included in the CAD file?
    - 1. If the operator selects "No," the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
      - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - d. Coordinate points (pipelines must be captured as latitude/longitude coordinate value pairs)
    - i. What is the datum of the data? (coordinate points must always be in Geographic Latitude/Longitude projection and decimal degrees units)
      - 1. NAD83
      - 2. WGS84
      - 3. NAD27
      - 4. Other
        - a. If selected, the operator is prompted to enter the datum.
    - ii. What is the file type of the attributes?
      - 1. MS Excel (.xls or .xlsx)
      - 2. Comma or tab delimited text (.txt)
    - iii. Note that coordinate points are always coordinate pairs stored in a text or Excel file. Coordinate pairs already built as geographic point in a different data type, such as shapefile, is not accepted by OSAVE, and the submission will fail the automated QC review.
- 13) Upload the submission data files.
  - a. The operator is prompted to upload files, depending upon how the previous questions were answered:
    - i. If the operator indicated that the NPMS-required attributes were incorporated into the geospatial file, the operator is prompted to upload the file containing the geospatial and attribute data.
    - ii. If the operator indicated that the NPMS-required attributes were not incorporated into the geospatial file, the operator is prompted to upload the geospatial file and the attribute file as separate items.
  - b. The geospatial file must be contained within a zip file (.zip).
    - i. Note that the files must be stored at the root of the zip file. The data cannot be stored within folders within the zip file. Including folders within the zip file will prevent the automated QC review tool from being able to locate the data and the submission will automatically fail the review.

- ii. If it is not possible to submit the submission data as a single, comprehensive layer and you must submit multiple files (not preferred), you must use different file names to differentiate between the data layers. Do not use folders within the zip file to store the separate data layers.
  - c. The attribute file, if submitted separately, should not be contained within a zip file.
- 14) Submit to NPMS staff
- a. When the Submit button is clicked, the operator is prompted to confirm that the intent is to send the submission to NPMS staff.
  - b. A message will be shown on screen confirming that the data files were transmitted via OSAVE.

Once the data has been submitted to NPMS staff through OSAVE, it goes directly into a queue for an automated review of the attribute data. The tool examines the submitted data to determine its compliance with the requirements defined in the Pipeline Attribute Table within the [Operator Standards](#). NPMS staff also publishes data templates on the [Summary of required components – pipeline submissions](#) webpage that indicate attribute names and acceptable values. Specifically, the automated review is assessing the following items:

- Does the file contain records? Files that contain no data are marked as an error.
  - Example error message
    - The data was not validated.
- Were the required attributes included in the data file? Missing attributes are marked as an error.
  - The attribute name must match the Operator Standards.
    - For instance, the Operator Standards says that the attribute “OPID” must be included. An attribute named “Operator\_ID” will not be considered as the “OPID,” and the submission will be marked as missing the “OPID” attribute.
  - Non-required attributes may or may not be included, depending on the operator’s system/preference.
    - Non-required attributes that are missing from the submission do not result in an error.
    - Non-required attributes that are included but whose names are spelled differently than what’s defined in the Operator Standards (e.g., SUBSYSTEM instead of SUBSYS\_NM) will not be checked/considered. Please take care to correctly name the attributes.
  - In the case where the attributes were submitted in a separate file and the operator indicated that OPER\_LINK is the connection between the geospatial and attribute data, the OPER\_LINK attribute must be included and populated.
  - Example error message
    - **SYS\_NM** attribute field is missing from your submission: Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on required attribute fields and properties.

- Do the required and non-required attributes have the correct field definitions? Incorrect definitions are marked as an error.
  - The attribute definition must match the Operator Standards.
    - For non-required attributes, if it is included in the data, it must be defined per the Operator Standards.
  - Example error message
    - **DIAMETER** attribute field type is text/character: Create a new DIAMETER field with field type of double to accommodate decimal numbers, as explained in section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#).
- Are the required attributes populated? Attributes with empty/<Null> values are marked as an error.
  - A non-required attribute that is included in the submission but is not populated (i.e., is empty/<Null>) is not an error.
  - Example error message
    - **PLINE\_ID** attribute field is missing an acceptable value for 1 feature(s): Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- If the required or non-required attribute is associated with a list of domain/acceptable values, was a value from the list used? Attributes that contain invalid values are marked as an error.
  - For non-required attributes, if the attribute is included, is associated with a list of acceptable values, and is populated (with a value other than empty/<Null>), the value must be from the list of acceptable values.
  - Example error message
    - **QUALITY\_CD** attribute field has an unacceptable value for 2 feature(s): Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on acceptable values and rules for this attribute field.
  - Note that the LOW\_STRESS attribute may only be populated for in service hazardous liquid pipelines. All gas transmission pipelines and idle/retired/abandoned hazardous liquid pipelines must store Null/be blank for this attribute. If the submission contains only gas transmission pipelines, the LOW\_STRESS attribute need not be included in the attribute data file.
- In the case where the CMDTY\_DTL\* attributes are included and populated (with a value other than empty/<Null>), is the same value repeated for the same record? The CMDTY\_DTL\* attributes must contain different values. Duplicate values are marked as an error.
  - For instance if the record contains “NG1” as the CMDTY\_DTL1 value, the value for CMDTY\_DTL2 and/or CMDTY\_DTL3 cannot be “NG1.”
  - Example error message
    - **CMDTY\_DTL2** or **CMDTY\_DTL3** attribute fields contain the same value as another **CMDTY\_DTL** field. Do not report a **CMDTY\_DTL2** or **CMDTY\_DTL3** value

unless you are reporting 2 or 3 different **CMDTY\_DTL** values for this pipeline segment

Once the automated review is complete, OSAVE will send an email to the primary contact, technical contact, and the user logged into OSAVE with the results of the review and the operator's expected action. If the review found that data is missing or incorrect, the operator must correct the data on their own system, log in to OSAVE, and re-submit through the same pathway as the original submission. Note that the answers from the original session are not retained and must be addressed/entered again. The subsequent submission file will be assessed via the automated review. The findings of this new review will automatically be emailed to the primary contact, technical contact, and the user logged into OSAVE. This cycle continues until the automated review does not identify any issues. Please note that since submissions are queued and submissions are reviewed by the automated tool in the order in which they are received, during times when many submissions are received, the email conveying the results may be delayed. Similarly, submissions that have many segments will take longer for the automated tool to review and the email may be delayed. However, if you have not received a report email within 48 hours of submitting and have checked your email system (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), please contact for NPMS staff for assistance as it is unlikely to take beyond 48 hours.

Once the automated tool verifies that no issues were found, the submission is then automatically routed to the queue for NPMS staff's manual review steps; these steps include a consideration of how the submission questions were answered in comparison to the submitted data and a visual comparison of this year's submission data with existing data in the NPMS national layer. Once NPMS staff conducts these next steps, the staff member will email the primary and technical contacts with the findings. The contacts will receive either a "receipt" email notifying that the submission is progressing to the next step in the NPMS workflow or a request for clarification/additional information/resubmission. If clarification/additional information/resubmission is needed, the email will be clear regarding the route NPMS staff expects this information to be received (e.g., an email reply to NPMS staff; resubmission via OSAVE). For details regarding the pipeline submission workflow, please refer to the [Operator Submission Supplemental Instructions](#), specifically the Submission Review and Processing section.

#### *Addition to the Current Data*

In this workflow, the intent is for all existing pipeline data in the NPMS national layer for the OPID to be retained as is but be supplemented by the submitted data. This workflow has the following steps:

- 1) Confirm that the submission reflects conditions in the field as of December 31 of the previous year.
- 2) Indicate the type of NPMS pipelines the OPID operates: gas transmission, hazardous liquid, or both gas transmission and hazardous liquid pipelines.
  - a. If the OPID operates only gas transmission pipelines or only hazardous liquid pipelines, the operator is prompted to confirm that the additions that comprise the submission are the only changes for the OPID.

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Annual Report and NPMS Mileage Comparison Table					
Commodity General Type	AR Calendar Year	State	Interstate Type	AR Miles	AR Received Date
GAS TRANSMISSION					
GAS TRANSMISSION	2016	TEXAS	INTRASTATE	289.50	03/15/2017
GAS TRANSMISSION	2016	TEXAS	INTERSTATE	455.71	03/15/2017
TOTAL GAS TRANSMISSION				745.21	
HAZARDOUS LIQUID					
HAZARDOUS LIQUID	2016	TEXAS	INTERSTATE	375.60	06/15/2017
HAZARDOUS LIQUID	2016	TEXAS	INTRASTATE	105.94	06/15/2017
TOTAL HAZARDOUS LIQUID				481.54	

- i. The table is filtered to display the pipeline type indicated in the previous question.
  1. If indicated that the OPID operates only gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  2. If indicated that the OPID operates only hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  3. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the gas transmission pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and gas transmission.
  4. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates only to the hazardous liquid pipelines, the tool will only query the mileage comparison for records in the database table for that OPID and hazardous liquid.
  5. If indicated that the OPID operates both gas transmission and hazardous liquid pipelines and the notification relates to both the gas transmission and hazardous liquid pipelines, the tool will query the mileage comparison for records in the database table for that OPID and both gas transmission and hazardous liquid.
- ii. In regard to the currency of the Annual Report date and values, the table is refreshed nightly. Thus, changes to/submission of the Annual Report today will not be reflected in this table until tomorrow.
- d. Indicate that the Annual Report and existing NPMS data match by selecting Yes or No, as appropriate. If No is selected, a text box will appear seeking an explanation.
  - i. If there is a discrepancy because it is determined that the Annual Report values are incorrect and will be submitted/amended to correct the mileage, please explain that in the text box so that NPMS staff understand the situation and may proceed with reviewing the NPMS data submission.
  - ii. If there is a discrepancy because it is determined that the NPMS national layer values are incorrect and the additional pipeline in this data submission do not

- rectify the error, do not proceed with submitting the data to NPMS staff at this time. Re-evaluate what changes are needed before continuing with a full replacement or addition-only submission submitted via the OSAVE Upload Geospatial and Attribute Data pathway.
- iii. If there is a discrepancy because of differences in the mapping environment and it is certain that the Annual Report and the NPMS national layer data represent exactly the same pipelines once the additional NPMS submission data is taken into consideration, explain that in the text box so that NPMS staff understand the situation and may proceed with reviewing the NPMS submission data without contacting you for an explanation.
- 4) Select all the applicable reasons why there are additions. The operator selects from:
- a. Changes in jurisdiction (REVIS\_CD "J")
    - i. NPMS staff will look for pipelines marked with REVIS\_CD "J."
    - ii. If there is a discrepancy (i.e., there are no REVIS\_CD "J" segments even though this reason was marked or, conversely, this reason was not marked but the data contains REVIS\_CD "J"), NPMS staff will seek clarification.
  - b. Newly constructed pipelines that add mileage or are a re-route (REVIS\_CD "C")
    - i. NPMS staff will look for pipelines marked with REVIS\_CD "C."
    - ii. If there is a discrepancy (i.e., there are no REVIS\_CD "C" segments even though this reason was marked or, conversely, this reason was not marked but the data contains REVIS\_CD "C"), NPMS staff will seek clarification.
  - c. Correction to include pipeline previously excluded in error (REVIS\_CD "A")
    - i. NPMS staff will look for pipelines marked with REVIS\_CD "A."
    - ii. If there is a discrepancy (i.e., there are no REVIS\_CD "A" segments even though this reason was marked or, conversely, this reason was not marked but the data contains REVIS\_CD "A" and there is no indication of an acquisition), NPMS staff will seek clarification.
  - d. Acquired from another OPID/operator/owner (REVIS\_CD "A")
    - i. If the operator checks this reason, the operator is prompted to state from whom the pipelines were acquired. Contact information (individual's name, email, and telephone number) for the divesting company is appreciated. If the OPID under which the pipelines were previously submitted by the divesting operator is known, including that information is also appreciated.
    - ii. If the space allotted in the textbox is not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of PLINE\_IDs), please upload a file containing all necessary information during Step 5. At this Step 3 include a note pointing NPMS staff to refer to the uploaded file.
    - iii. NPMS staff will look for pipelines marked with REVIS\_CD "A."
    - iv. If there is a discrepancy (i.e., there are no REVIS\_CD "A" segments even though this reason was marked or, conversely, this reason was not marked but the data



contains REVIS\_CD “A” and there is no indication of a correction), NPMS staff will seek clarification.

- 5) Provide any comments or upload supporting files that you wish to convey to NPMS staff to assist them in the processing of the data submission.
  - a. The uploaded file(s) should not be the actual geospatial or attribute data files – this is collected in a following step.
  - b. The uploaded files are intended to be any other information that may be of assistance. For instance, some operators send a general map in PDF format to show what the pipeline will look like when we build it from their submitted coordinate points.
  - c. It is not required that the operator provide comment or uploaded files at this step.
- 6) Review and update, if necessary, the primary, technical, and public contact information for the OPID.
  - a. Please see the Update OPID Contact Information section of this document for details about what each of these contacts represents.
- 7) Select the format of the geospatial data. Depending on which format is accepted, the operator will be prompted to answer follow-on questions. The accepted formats and their follow-on questions are:
  - a. Esri file geodatabase (pipelines must be captured in a line feature class)
    - i. Are the NPMS-required attributes included in the file geodatabase?
      1. If the operator selects “No,” the operator is prompted to:
        - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
        - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - b. Shapefile (pipelines must be captured in a line layer)
    - i. Does the shapefile have a defined projection (i.e., has an associated .prj file)?
      1. If the operator selects “No,” the operator is prompted to define the projection, datum, and units based on a pre-set list:
        - a. Projection
          - i. Geographic Latitude/Longitude
          - ii. State Plane
          - iii. UTM
          - iv. Other
            1. If selected, the operator is prompted to enter the projection.
        - b. Datum
          - i. NAD83
          - ii. WGS84
          - iii. NAD27

- iv. Other
        - 1. If selected, the operator is prompted to enter the datum.
    - c. Units
      - i. Decimal degrees (for longitude/latitude)
      - ii. Meters
      - iii. Feet
      - iv. Other
        - 1. If selected, the operator is prompted to enter the units.
  - ii. Are the NPMS-required attributes included in the shapefile?
    - 1. If the operator selects “No,” the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
      - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
- c. CAD file (pipelines must be captured in the polyline layer)
  - i. What is the projection?
    - 1. Geographic Latitude/Longitude
    - 2. State Plane
    - 3. UTM
    - 4. Other
      - a. If selected, the operator is prompted to enter the projection.
  - ii. What is the datum?
    - 1. NAD83
    - 2. WGS84
    - 3. NAD27
    - 4. Other
      - a. If selected, the operator is prompted to enter the datum.
  - iii. What are the units?
    - 1. Decimal degrees (for longitude/latitude)
    - 2. Meters
    - 3. Feet
    - 4. Other
      - a. If selected, the operator is prompted to enter the units.
  - iv. Are the NPMS-required attributes included in the CAD file?
    - 1. If the operator selects “No,” the operator is prompted to:

- a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
    - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - d. Coordinate points (pipelines must be captured as latitude/longitude coordinate value pairs)
    - i. What is the datum of the data? (coordinate points must always be in Geographic Latitude/Longitude projection and decimal degrees units)
      - 1. NAD83
      - 2. WGS84
      - 3. NAD27
      - 4. Other
        - a. If selected, the operator is prompted to enter the datum.
    - ii. What is the file type of the attributes?
      - 1. MS Excel (.xls or .xlsx)
      - 2. Comma or tab delimited text (.txt)
    - iii. Note that coordinate points are always coordinate pairs stored in a text or Excel file. Coordinate pairs already built as geographic point in a different data type, such as shapefile, is not accepted by OSAVE, and the submission will fail the automated QC review.
- 8) Upload the submission data files.
  - a. The operator is prompted to upload files, depending upon how the previous questions were answered:
    - i. If the operator indicated that the NPMS-required attributes were incorporated into the geospatial file, the operator is prompted to upload the file containing the geospatial and attribute data.
    - ii. If the operator indicated that the NPMS-required attributes were not incorporated into the geospatial file, the operator is prompted to upload the geospatial file and the attribute file as separate items.
  - b. The geospatial file must be contained within a zip file (.zip).
    - i. Note that the files must be stored at the root of the zip file. The data cannot be stored within folders within the zip file. Including folders within the zip file will prevent the automated QC review tool from being able to locate the data and the submission will automatically fail the review.
    - ii. If it is not possible to submit the submission data as a single, comprehensive layer and you must submit multiple files (not preferred), you must use different file names to differentiate between the data layers. Do not use folders within the zip file to store the separate data layers.
  - c. The attribute file, if submitted separately, should not be contained within a zip file.

## 9) Submit to NPMS staff

- a. When the Submit button is clicked, the operator is prompted to confirm that the intent is to send the submission to NPMS staff.
- b. A message will be shown on screen confirming that the data files were transmitted via OSAVE.

Once the data has been submitted to NPMS staff through OSAVE, it goes directly into a queue for an automated review of the attribute data. The tool examines the submitted data to determine its compliance with the requirements defined in the Pipeline Attribute Table within the [Operator Standards](#). NPMS staff also publishes data templates on the [Summary of required components – pipeline submissions](#) webpage that indicate attribute names and acceptable values. Specifically, the automated review is assessing the following items:

- Does the file contain records? Files that contain no data are marked as an error.
  - Example error message
    - The data was not validated
- Were the required attributes included in the data file? Missing attributes are marked as an error.
  - The attribute name must match the Operator Standards.
    - For instance, the Operator Standards says that the attribute “OPID” must be included. An attribute named “Operator\_ID” will not be considered as the “OPID,” and the submission will be marked as missing the “OPID” attribute.
  - Non-required attributes may or may not be included, depending on the operator’s system/preference.
    - Non-required attributes that are missing from the submission do not result in an error.
    - Non-required attributes that are included but whose names are spelled differently than what’s defined in the Operator Standards (e.g., SUBSYSTEM instead of SUBSYS\_NM) will not be checked/considered. Please take care to correctly name the attributes.
  - In the case where the attributes were submitted in a separate file and the operator indicated that OPER\_LINK is the connection between the geospatial and attribute data, the OPER\_LINK attribute must be included and populated.
  - Example error message
    - **SYS\_NM** attribute field is missing from your submission: Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on required attribute fields and properties.
- Do the required and non-required attributes have the correct field definitions? Incorrect definitions are marked as an error.
  - The attribute definition must match the Operator Standards.
    - For non-required attributes, if it is included in the data, it must be defined per the Operator Standards.
  - Example error message

- **DIAMETER** attribute field type is text/character: Create a new DIAMETER field with field type of double to accommodate decimal numbers, as explained in section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#).
- Are the required attributes populated? Attributes with empty/<Null> values are marked as an error.
  - A non-required attribute that is included in the submission but is not populated (i.e., is empty/<Null>) is not an error.
  - Example error message
    - **PLINE\_ID** attribute field is missing an acceptable value for 1 feature(s): Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- If the required or non-required attribute is associated with a list of domain/acceptable values, was a value from the list used? Attributes that contain invalid values are marked as an error.
  - For non-required attributes, if the attribute is included, is associated with a list of acceptable values, and is populated (with a value other than empty/<Null>), the value must be from the list of acceptable values.
  - Example error message
    - **QUALITY\_CD** attribute field has an unacceptable value for 2 feature(s): Review section 3 and Appendix A.1 of the [NPMS Operator Standards Manual](#) for information on acceptable values and rules for this attribute field.
  - Note that the LOW\_STRESS attribute may only be populated for in service hazardous liquid pipelines. All gas transmission pipelines and idle/retired/abandoned hazardous liquid pipelines must store Null/be blank for this attribute. If the submission contains only gas transmission pipelines, the LOW\_STRESS attribute need not be included in the attribute data file.
- In the case where the CMDTY\_DTL\* attributes are included and populated (with a value other than empty/<Null>), is the same value repeated for the same record? The CMDTY\_DTL\* attributes must contain different values. Duplicate values are marked as an error.
  - For instance if the record contains “NG1” as the CMDTY\_DTL1 value, the value for CMDTY\_DTL2 and/or CMDTY\_DTL3 cannot be “NG1.”
  - Example error message
    - **CMDTY\_DTL2** or **CMDTY\_DTL3** attribute fields contain the same value as another **CMDTY\_DTL** field. Do not report a **CMDTY\_DTL2** or **CMDTY\_DTL3** value unless you are reporting 2 or 3 different **CMDTY\_DTL** values for this pipeline segment.

Once the automated review is complete, OSAVE will send an email to the primary contact, technical contact, and the user logged into OSAVE with the results of the review and the operator’s expected action. If the review found that data is missing or incorrect, the operator must correct the data on their own system, log in to OSAVE, and re-submit through the same pathway as the original submission. Note that the answers from the original session are not retained and must be addressed/entered again. The

subsequent submission file will be assessed via the automated review. The findings of this new review will automatically be emailed to the primary contact, technical contact, and the user logged into OSAVE. This cycle continues until the automated review does not identify any issues. Please note that since submissions are queued and submissions are reviewed by the automated tool in the order in which they are received, during times when many submissions are received, the email conveying the results may be delayed. Similarly, submissions that have many segments will take longer for the automated tool to review and the email may be delayed. However, if you have not received a report email within 48 hours of submitting and have checked your email system (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), please contact for NPMS staff for assistance as it is unlikely to take beyond 48 hours.

Once the automated tool verifies that no issues were found, the submission is then automatically routed to the queue for NPMS staff's manual review steps; these steps include a consideration of how the submission questions were answered in comparison to the submitted data and a visual comparison of this year's submission data with existing data in the NPMS national layer. Once NPMS staff conducts these next steps, the staff member will email the primary and technical contacts with the findings. The contacts will receive either a "receipt" email notifying that the submission is progressing to the next step in the NPMS workflow or a request for clarification/additional information/resubmission. If clarification/additional information/resubmission is needed, the email will be clear regarding the route NPMS staff expects this information to be received (e.g., an email reply to NPMS staff; resubmission via OSAVE). For details regarding the pipeline submission workflow, please refer to the [Operator Submission Supplemental Instructions](#), specifically the Submission Review and Processing section.

## LNG Plant-Related Tools

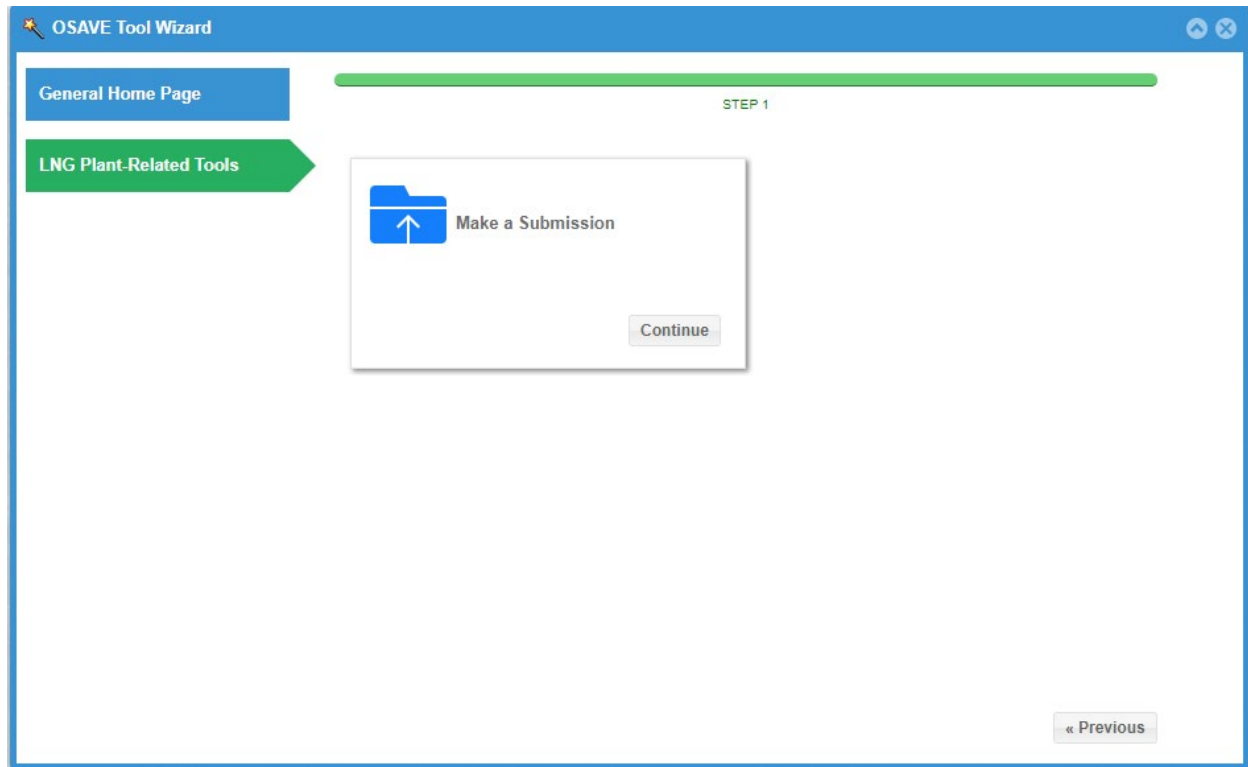
The OSAVE workflow submission tools are categorized by asset type. LNG Plant related tools provide steps for the making an annual data submission only.

LNG plant operators are required to make their submission by March 15 of each year. The LNG plant submissions should reflect the status of the data as of December 31 of the previous year (e.g., the March 15, 2023 submission reflects data as of December 31, 2022).

### Make a Submission

Make a Submission workflow assists the operator in submitting a data package to NPMS staff.

Please refer to the content on the [Pipeline Operator](#) webpage for required components of an LNG plant data submission.



The user can navigate back through the steps via the 'Previous' button or by clicking the navigation flags along the left-hand side of the interface.

- 1) Choose Continue on the Make a Submission panel.
- 2) Upload the submission data files.
  - a. Ideally you will attach one zip file containing all required submission components (cover letter with appropriate information, geospatial data and attribute data).
  - b. The zip file should contain your Operator ID as part of the file name.
  - c. Adding notes to NPMS staff is optional.
- 3) Submit to NPMS staff
  - a. When the Submit button is clicked, a message will be shown on screen confirming that the data files were transmitted via OSAVE.
  - b. OSAVE will send an email to the user logged into OSAVE with confirmation of the submission. This email message **does not indicate compliance with the NPMS LNG plant submission requirement (49 CFR 191.29) for this calendar year.**

Once NPMS staff receives your NPMS LNG plant submission, staff will verify that the submission contains the required components. You will be sent an email confirming receipt of your complete LNG plant data submission or requesting additional information. Once all the components are received and validated, NPMS staff will process your submission. Please note that submissions are processed in the order they arrive.

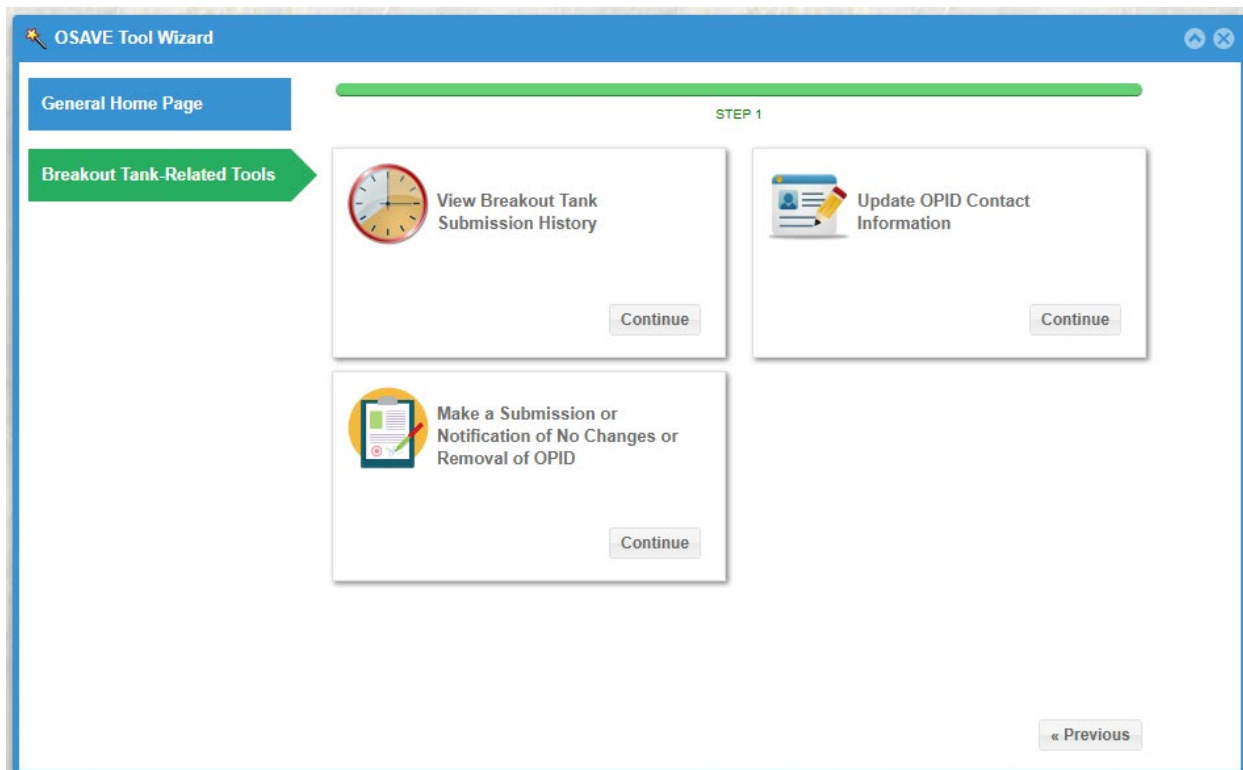
Once the submission has been processed, the NPMS submission is incorporated into the NPMS national layer. This step finalizes the NPMS submission and concludes the NPMS submission process. Once the submission data is available for viewing in the NPMS map viewers, NPMS staff sends an email notification to the primary and technical contacts. If an error is identified in the incorporated data, please contact NPMS staff to determine the best approach for making necessary corrections to your LNG plant data.

### Notification of No Changes or Removal of OPID or Change Contact Information

LNG plant notification of no changes, notification of removal of all data in the NPMS national layer for the OPID, and changes to contact information are not submitted to NPMS staff via OSAVE. Please refer to the [Pipeline Operator](#) webpage for details on how to submit notifications and contact information changes for LNG plant data.

## Breakout Tank-Related Tools

The OSAVE workflow submission tools are categorized by asset type. Breakout tank related tools allow a user to view breakout tank submission history, update OPID contact information and complete submission workflows. The submission workflows cover notification of no changes, pre-validate data files for adherence to data standards before making a breakout tank data submission, additions to existing data, full submissions replacing all existing data, and notification/request for removal of all breakout tanks. The operator should select the tool/path that fulfills the intent of that particular visit.





## View Submission History

The View Submission History tool lists the breakout tank submissions/notifications that NPMS staff has received for the OPID since 2024.

**NPMS Breakout Tank Submission History**

History of Breakout Tank Submissions

OPID: 12345 Operator Name: ABC123 PIPELINE COMPANY

NOTE: For information regarding history of voluntary submissions which occurred prior to 2024, please contact NPMS Staff.

OPID	Operator Name	Submission ID	Data as of Year	Submission Type	Submission Date
12345	ABC123 PIPELINE COMPA...	BOT12345-0001	2024	Submission unacceptable	04/01/2024
12345	ABC123 PIPELINE COMPA...	BOT12345-0002	2025	Full data submission	04/01/2025
12345	ABC123 PIPELINE COMPA...	BOT12345-0003	2026	No change confirmation	04/01/2026
12345	ABC123 PIPELINE COMPA...	BOT12345-0004	2027	Removed all breakout tanks from NPMS	04/01/2027
12345	ABC123 PIPELINE COMPA...	BOT12345-0005	2028	Full data submission	04/01/2028

Page 1 of 1 Records 1 - 5 of 5

Close

The type of submission or notification is displayed. The types of submissions/notifications represented are:

- Full data submission
  - Represents a typical annual data submission
- No change confirmation
  - Represents a typical notification of no changes
- Edits to existing data
  - Represents a data submission that did not require the operator to resubmit all data because NPMS staff assisted in the creation of the submission
  - This type of submission could have occurred for instance to add new tank features or adjust attribute values
- Removal; Abandoned all breakout tanks
  - Notification that all breakout tanks under the OPID were abandoned
- Removal; Divested all breakout tanks
  - Notification that all breakout tanks under the OPID were sold/divested to another operator/OPID

- Removed all breakout tanks from NPMS
  - Notification that all breakout tanks under the OPID were removed
  - This type of notification could have occurred for instance when all of the existing breakout tanks were reclassified and no longer defined as a PHMSA regulated asset or when it was determined that all breakout tanks submitted to the NPMS in the past were done so in error
- Submission unacceptable
  - Notification that the submission by the OPID was eventually rejected

The Submission Status column will indicate the date when submissions/notifications were reflected in the NPMS national layer within the NPMS map viewers, including OSAVE, PIMMA and the Public Viewer. When the value is blank it means that the submission/notification hasn't yet completed the NPMS processing workflow and isn't yet reflected in the NPMS map viewers.

For breakout tank voluntary submission history prior to 2024, please contact NPMS staff.

Please note that this View Submission History tool only represents breakout tank submissions. For questions regarding pipeline submissions/notifications, use the View Submission History tool under the Pipeline-Related tools panel. For questions regarding LNG plant submissions/notifications, contact NPMS staff.

### Update OPID Contact Information

For breakout tank OPIDs, there are two contacts – primary and technical – that are associated with the OPID. The primary and technical contacts are used by NPMS staff to communicate with the operator, as needed. During the review and processing of the NPMS data submission, NPMS staff will reach out to the technical contact for clarification or re-submission when required. If the communication is by email, NPMS staff will often include the primary contact as well. NPMS staff will also email both primary and technical contacts to alert the operator that the submission has passed the initial review and is progressing to the processing workflow step. The primary and technical contacts are also both included on the email NPMS staff sends alerting the operator that the submission data has been incorporated into the NPMS national layer and is viewable on the PIMMA and Public Viewer map viewers.

Once the data submission has completed the entire NPMS submission workflow, if a question about the breakout tank data or OPID in general arises, NPMS staff will reach out to the primary contact for assistance. If the communication is by email, depending on the topic, the technical contact may also be included in the email. Additionally, the primary contact is the one to receive mass communication emails from NPMS staff to all operators, for instance when a change in the submission workflow or requirements has occurred (such as new functionality released in OSAVE) or when a reminder regarding submission dates is sent. Depending upon the topic, the technical contact may also be included on the mass communication emails.

The primary contact must be directly employed by the operating company. The technical contact may be directly employed by the operating company or may be a consultant/subcontractor that the operator

designates to fill that role. In some cases, the same person that is directly employed by the operating company may fill the role of both the primary and technical contact.

Through the Update OPID Contact Information tool, the operator has the opportunity to view and update the breakout tank-related primary and technical contacts for the OPID at any time throughout the year. Please note that users must click on each tab (i.e. Primary Contact and Technical Contact) in order to view/update each contact type for the OPID.

**Contact Info**

Primary Contact   Technical Contact

Name: Jane Smith

Job Title: Compliance Manager

Company: ABC123 Pipeline Company

Mailing Address 1: 888 Main Drive

Mailing Address 2: Suite 102

City: Alexandria State: Texas ZIP Code: 98765

Phone: ( 555 ) 555 - 5555 Ext. 123

Email: npms@gswell.com

Cancel Submit

**Contact Info**

Primary Contact   Technical Contact

☒ Same as Primary Contact

Name: John Smith

Job Title: Compliance Manager

Company: ABC123 Pipeline Company

Mailing Address 1: 888 Main Drive

Mailing Address 2: Suite 102

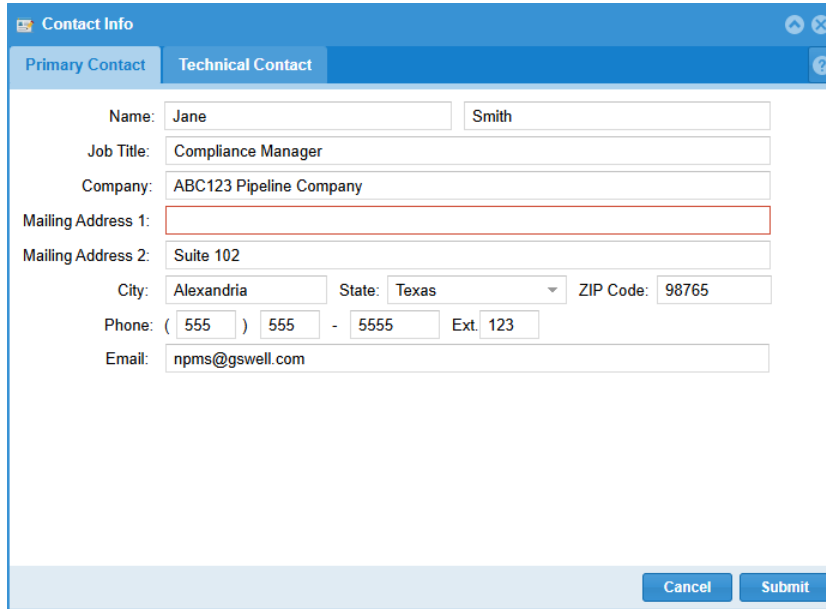
City: Alexandria State: Texas ZIP Code: 98765

Phone: ( 555 ) 555 - 5555 Ext. 124

Email: npms@gswell.com

Cancel Submit

The operator should alter the content in the textboxes in the form as needed to properly reflect the new contact information. When required information is missing, the textbox will be outlined in red text. The contact information cannot be submitted if information is missing. For the primary and technical contact, all textboxes must be populated except for the Mailing Address 2 and Phone Ext.



**Contact Info**

**Primary Contact** | Technical Contact

Name: Jane Smith

Job Title: Compliance Manager

Company: ABC123 Pipeline Company

Mailing Address 1:

Mailing Address 2: Suite 102

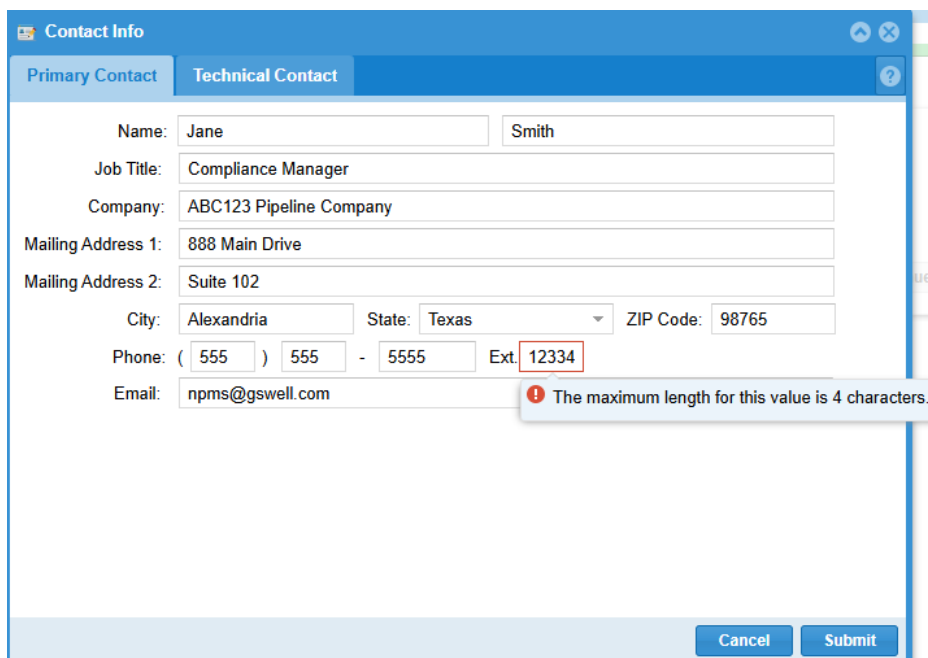
City: Alexandria State: Texas ZIP Code: 98765

Phone: ( 555 ) 555 - 5555 Ext. 123

Email: npms@gswell.com

Cancel Submit

When the entered content exceeds the maximum character length allowed, the textbox will be outlined in red text. When you roll your mouse over the textbox, a message noting the maximum length appears. Edit the text as needed to fall within the maximum length. The red outline will automatically disappear when the text length no longer exceeds the maximum length.



**Contact Info**

**Primary Contact** | Technical Contact

Name: Jane Smith

Job Title: Compliance Manager

Company: ABC123 Pipeline Company

Mailing Address 1: 888 Main Drive

Mailing Address 2: Suite 102

City: Alexandria State: Texas ZIP Code: 98765

Phone: ( 555 ) 555 - 5555 Ext. 12334

Email: npms@gswell.com

The maximum length for this value is 4 characters.

Cancel Submit

In some cases, the primary and technical contacts may be the same individual. To ease data entry, the technical contact may be set to the same information as the primary contact. When the checkbox is checked, the information is automatically transferred; the textboxes on the technical contact form cannot be edited. To edit the values, uncheck the checkbox and then change as needed.

Saved changes to the breakout tank-related primary and technical contact information is immediately captured for NPMS staff use as entered by the operator.

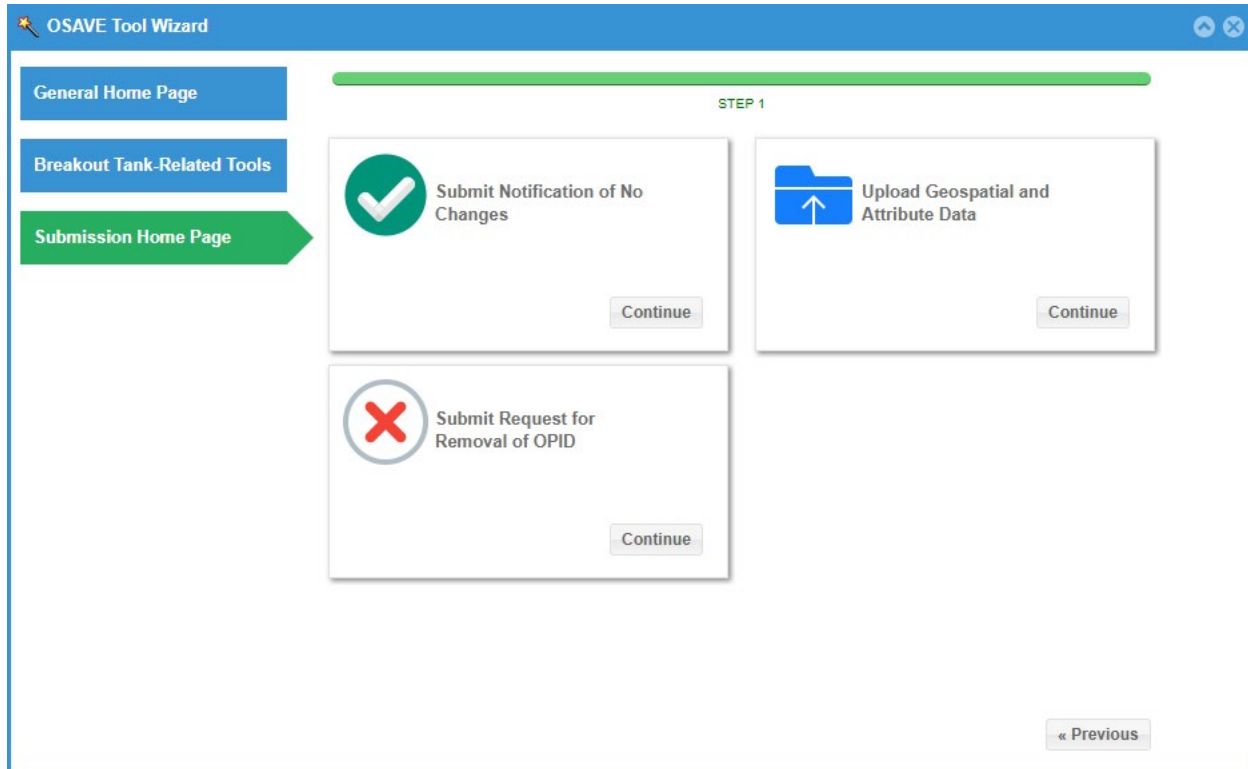
For fulfillment of the annual NPMS submission requirement, each applicable workflow (e.g., notification of no changes; submit data) requires the operator to review and update the contact information as one of the workflow steps. These forms function in the same way as those accessible via the Update OPID Contact Information tool.

This Update OPID Contact Information tool applies only to OPIDs with breakout tanks. To update contact information related to pipelines, please use the Update OPID Contact Information tool under the Pipeline-Related tools panel. To update contact information related to LNG plants please refer to the [Pipeline Operator](#) webpage.

### Make a Submission or Notification of No Changes or Removal of OPID

To fulfill the annual NPMS submission requirement, the operator should complete the relevant submission/notification pathway. The 'Make a Submission or Notification of No Changes or Removal of OPID' button on Breakout Tank-Related Tools panel routes the user to the Submission Home Page which has three workflow options listed below.

- Submit Notification of No Changes
- Submit Request for Removal of OPID
- Upload Geospatial and Attribute Data
  - Pre-Validate Data Files (Optional)
  - Upload Submission to NPMS staff



The operator should follow the path that best fits/reflects this year's submission. The user can navigate back through the steps via the 'Previous' button or by clicking the navigation flags along the left-hand side of the interface.

The submission/notification workflows are not combinable; you should only complete one workflow to fulfill the annual NPMS submission requirement. Submitting information to NPMS staff via multiple workflows will cause confusion and possibly misrepresentation of your data. If you complete one workflow and then determine that you took the wrong pathway, please contact NPMS staff so we can reset/clear the previously entered information. If your situation is unique and represents a combination of the available workflows, please contact NPMS staff to discuss your particular situation and determine the best route.

For each submission/notification path, the content/notification must reflect the conditions in the field as of December 31 of the previous year. For instance, the submission sent on 5/15/2025 must reflect the breakout tanks as they were on 12/31/2024. The breakout tanks in the NPMS must also match/reflect the breakout tanks referenced in the Annual Reports. The number of tanks per commodity type per state must be consistently reported in the Annual Report and the NPMS data. If there are questions or concerns regarding these rules, please contact NPMS staff.

The submission and notification workflows in this menu relate only to breakout tank OPIDs. Please refer to the pipeline and LNG plant sections of this user guide for submission and notification workflow information for these asset types.

### Submit Notification of No Changes

If there have been no changes to the NPMS data since the last submission, or, in other words, the data in the NPMS national layer accurately represents the breakout tanks' spatial location and attribute values as of December 31 of the previous year, the operator should notify NPMS staff. This notification fulfills the annual submission requirement. The Submit Notification of No Changes workflow assists the operator in sending the notification to NPMS staff. The steps in this notification workflow are:

- 1) Indicate if the existing NPMS national layer breakout tank data for the OPID matches the PHMSA Annual Report regarding the number of tanks per commodity type per state. Both the NPMS and the Annual Report must reflect the same breakout tanks.
  - a. Indicate that the Annual Report and existing NPMS data match by selecting Yes or No, as appropriate. If No is selected, a text box will appear seeking an explanation.
    - i. If there is a discrepancy because it is determined that the Annual Report values are incorrect and will be submitted/amended to correct the information, please explain that in the text box so that NPMS staff understand the situation and may proceed with accepting and processing the notification of no changes.
    - ii. If there is a discrepancy because it is determined that the NPMS national layer values are incorrect, do not proceed with submitting the notification of no changes to NPMS staff. The data must be corrected via one of the other OSAVE submission pathways.
- 2) Review and update the primary and technical contact information as needed.
  - a. Refer to the breakout tank Update OPID Contact Information tool section of this document for details.
- 3) Confirm that the breakout tanks in the NPMS national layer accurately represent the OPID as of December 31 of the previous year.
- 4) Submit the request to NPMS staff.
  - a. A "receipt" will be shown on screen. You should keep a copy of this message for your records.
  - b. Additionally, a "receipt" email will be sent to the primary contact, the technical contact, and the user logged into OSAVE. Once the email has been confirmed as received (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), you may wish to delete the copy of the on-screen message you captured.
  - c. If NPMS staff has any questions when addressing your notification, we will reach out to the primary and technical contacts for clarification.

### Submit Request for Removal of OPID

If all breakout tanks under the OPID should be removed from the NPMS national layer, the operator should follow the Submit Request for Removal of OPID workflow. Submitting this notification to NPMS staff 1) alerts the staff that a data submission or notification of no changes is not needed/expected for the OPID and 2) allows staff to take the appropriate action on the breakout tanks in the NPMS national layer. The steps in this notification workflow are:

- 5) Indicate if all the breakout tanks in the OPID will be removed or just a subset.
  - a. This workflow should only be used when all the breakout tanks in the NPMS national layer for the OPID should be removed.
  - b. If just a subset of the breakout tanks should be removed, the tool will advise you to contact NPMS staff (npms@dot.gov) to explain the unique situation.
- 6) Select the reason the breakout tanks should be removed.
  - a. The operator may select from the following reasons:
    - i. Breakout tanks previously submitted to the NPMS in error
    - ii. Breakout tanks reclassified and no longer defined as a PHMSA regulated asset
    - iii. Breakout tanks abandoned
    - iv. Breakout tanks divested/transferred to another operator/OPID
    - v. Combination of above reasons
  - b. Because NPMS staff may treat the breakout tanks differently depending on the reason, it is important to accurately portray the reason for the removal.
  - c. If the breakout tanks were reclassified:
    - i. The operator is prompted to confirm that the reclassification reflects conditions as of December 31 of the previous year.
  - d. If the breakout tanks were abandoned:
    - i. The operator is prompted to confirm that the abandonment reflects conditions as of December 31 of the previous year.
    - ii. When breakout tanks are abandoned, generally the breakout tank feature is not deleted from the NPMS national layer. Instead, the breakout tank is converted from the abandoning company's OPID to a generic 99999 OPID (operator name "ABANDONED"). This route is preferable so that there is a better representation of breakout tanks for users of the NPMS data and map viewers.
  - e. If the breakout tanks were divested/transferred:
    - i. The operator is prompted to confirm that the divestiture reflects conditions as of December 31 of the previous year.
    - ii. The operator is prompted to supply information about to whom the operation was divested/transferred. Information including a contact company and person, phone number and email address would be greatly appreciated. If known, the OPID/PHMSA Operator Name the breakout tanks will be reported under by the acquiring company would be appreciated. If it is simply not known and impossible to be determined, please include a note stating that so that NPMS staff do not reach out to you again seeking this information.
    - iii. NPMS staff follow up on divested/transferred breakout tanks with the company/contact that acquired the breakout tanks. If the acquiring company has not submitted the breakout tanks to the NPMS by the time the notification of removal is processed, NPMS staff reach out directly to the acquiring company/contact for information/clarification.
    - iv. If the timing of the submission of the acquired breakout tanks is out of synch with the processing of the removal of the breakout tanks by the divesting company, NPMS staff will convert the breakout tanks in the NPMS national layer from the divesting company's OPID to a generic 88888 OPID (operator name

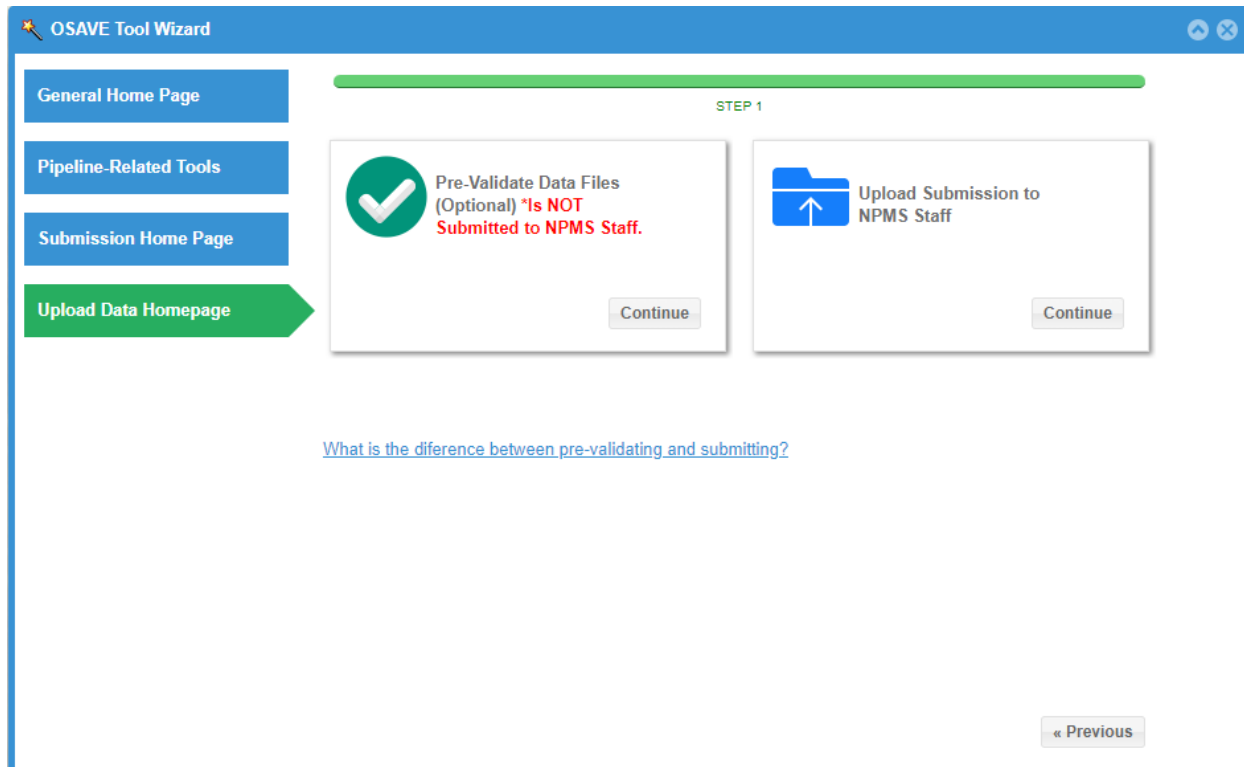


“SOLD - PENDING NEW OPERATOR SUBMISSION”) while awaiting the arrival of the NPMS submission from the acquiring company. Maintaining the breakout tanks in the NPMS national layer under this placeholder OPID is preferable to temporarily removing breakout tanks from the national layer since this is a better representation of breakout tanks for users of the NPMS data and map viewers.

- f. If breakout tanks should be removed for a variety of reasons:
  - i. The tool instructs the operator to contact NPMS staff (npms@dot.gov) to discuss your unique situation.
  - ii. Since some breakout tanks are retained in the NPMS under a placeholder OPID, NPMS staff want to make sure that we treat the breakout tanks appropriately for the specific reason the breakout tanks are removed.
  - iii. The staff may opt to address your situation outside of OSAVE.
- 7) Confirm that all the breakout tanks in the NPMS national layer should be removed and that the removal reflects conditions in the field as of December 31 of the previous year.
- 8) Submit the request to NPMS staff.
  - a. A “receipt” will be shown on screen. You should keep a copy of this message for your records.
  - b. Additionally, a “receipt” email will be sent to the primary contact, the technical contact, and the user logged into OSAVE. Once the email has been confirmed as received (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), you may wish to delete the copy of the on-screen message you captured.
  - c. If NPMS staff has any questions when addressing your notification, we will reach out to the primary and technical contacts for clarification.

### Upload Geospatial and Attribute Data

The Upload Geospatial and Attribute Data workflow assists the operator in pre-validating data files (optional step) or uploading a data submission to NPMS staff.



As part of the submission workflow, the upload data is automatically evaluated to ensure adherence with the requirements identified in the Breakout Tank Attribute Table in the [NPMS Operator Standards](#). This optional pre-validation of the data is for the operator's use and is not considered to be a submission to NPMS staff. Even if the submission is found to pass the pre-validation check, the operator must re-submit the data to NPMS staff via the Upload Submission to NPMS staff tool choosing either the Full Replacement or Addition sub-workflow.

#### Pre-Validate Data Files (Optional)

Pre-validation allows you to send your data through the automated QC review tool as a test run before submitting it to NPMS staff as your formal submission. The questions in the pre-validation path focus on the data package itself, bypassing the questions related to changes that have occurred in your data.

Pre-validation of the data is optional and is at the discretion of the operator. **Pre-validation of the data, whether it passes or fails, does not count as a formal submission. NPMS staff will take no action on this data until it has passed through the QC review associated with the 'Upload Submission to NPMS Staff' submission pathway.**

Upon selecting the pre-validation pathway, you will be prompted to address the following questions:

- 4) Select the format of the geospatial data. Depending on which format is accepted, the operator will be prompted to answer follow-on questions. The accepted formats and their follow-on questions are:
  - a. Esri file geodatabase (breakout tanks must be captured in a point feature class)
    - i. Are the NPMS-required attributes included in the file geodatabase?

1. If the operator selects “No,” the operator is prompted to:
  - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
  - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
- b. Shapefile (breakout tanks must be captured in a point layer)
  - i. Does the shapefile have a defined projection (i.e., has an associated .prj file)?
    1. If the operator selects “No,” the operator is prompted to define the projection, datum, and units based on a pre-set list:
      - a. Projection
        - i. Geographic Latitude/Longitude
        - ii. State Plane
        - iii. UTM
        - iv. Other
          1. If selected, the operator is prompted to enter the projection.
      - b. Datum
        - i. NAD83
        - ii. WGS84
        - iii. NAD27
        - iv. Other
          1. If selected, the operator is prompted to enter the datum.
      - c. Units
        - i. Decimal degrees (for longitude/latitude)
        - ii. Meters
        - iii. Feet
        - iv. Other
          1. If selected, the operator is prompted to enter the units.
    - ii. Are the NPMS-required attributes included in the shapefile?
      1. If the operator selects “No,” the operator is prompted to:
        - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
        - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - c. CAD file (breakout tanks must be captured in the point layer)
    - i. What is the projection?
      1. Geographic Latitude/Longitude
      2. State Plane

3. UTM
    4. Other
      - a. If selected, the operator is prompted to enter the projection.
  - ii. What is the datum?
    1. NAD83
    2. WGS84
    3. NAD27
    4. Other
      - a. If selected, the operator is prompted to enter the datum.
  - iii. What are the units?
    1. Decimal degrees (for longitude/latitude)
    2. Meters
    3. Feet
    4. Other
      - a. If selected, the operator is prompted to enter the units.
  - iv. Are the NPMS-required attributes included in the CAD file?
    1. If the operator selects "No," the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
      - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - d. Coordinate points (each breakout tank must be captured as a latitude/longitude coordinate pair)
    - i. What is the datum of the data? (coordinate points must always be in Geographic Latitude/Longitude projection and decimal degrees units)
      1. NAD83
      2. WGS84
      3. NAD27
      4. Other
        - a. If selected, the operator is prompted to enter the datum.
    - ii. What is the file type of the attributes?
      1. MS Excel (.xls or .xlsx)
      2. Comma or tab delimited text (.txt)
    - iii. Note that coordinate points format is always coordinate pairs stored in a text or Excel file. Coordinate pairs already built as geographic point in a different data type is not accepted by OSAVE when coordinate points data type is chosen. The submission will fail the automated QC review.

5) Upload the data files for pre-validation.

  - a. The operator is prompted to upload files, depending upon how the previous questions were answered:

- i. If the operator indicated that the NPMS-required attributes were incorporated into the geospatial file, the operator is prompted to upload the file containing the geospatial and attribute data.
    - ii. If the operator indicated that the NPMS-required attributes were not incorporated into the geospatial file, the operator is prompted to upload the geospatial file and the attribute file as separate items.
  - b. The geospatial file must be contained within a zip file (.zip).
    - i. Note that the files must be stored at the root of the zip file. The data cannot be stored within folders within the zip file. Including folders within the zip file will prevent the automated QC review tool from being able to locate the data and the submission will automatically fail the review.
    - ii. If it is not possible to submit the submission data as a single, comprehensive layer and you must submit multiple files (not preferred), you must use different file names to differentiate between the data layers. Do not use folders within the zip file to store the separate data layers.
  - c. The attribute file, if submitted separately, should not be contained within a zip file.
- 6) Submit to the automated QC review tool.
- a. When the Submit button is clicked, the operator is prompted to confirm that the intent is to send the data for pre-validation.

A message will be shown on screen confirming that the data files were transmitted via OSAVE.

Pre-validation uses the same automated QC tool that is utilized in the formal submission path. The tool examines the submitted data to determine its compliance with the requirements defined in the Breakout Tank Attribute Table within the [Operator Standards](#). NPMS staff also publishes data templates on the [Summary of required components – breakout tank submissions](#) webpage that indicate attribute names and acceptable values. Specifically, the automated review is assessing the following items:

- Does the file contain records? Files that contain no data are marked as an error.
  - Example error message
    - The validation was not completed because there is no valid uploaded data.
- Does the file contain a point layer? Files that contain no point layer are marked as an error.
  - Example error message
    - QC check failed: No Point layer was found in the input
- Were the required attributes included in the data file? Missing attributes are marked as an error.
  - The attribute name must match the Operator Standards.
    - For instance, the Operator Standards says that the attribute “OPID” must be included. An attribute named “Operator\_ID” will not be considered as the “OPID,” and the submission will be marked as missing the “OPID” attribute.
  - Non-required attributes may or may not be included, depending on the operator’s system/preference.
    - Non-required attributes that are missing from the submission do not result in an error.

- Non-required attributes that are included but whose names are spelled differently than what's defined in the Operator Standards (e.g., CMDTY2 instead of COMMODITY2) will not be checked/considered. Please take care to correctly name the attributes.
  - In the case where the attributes were submitted in a separate file and the operator indicated that OPER\_LINK is the connection between the geospatial and attribute data, the OPER\_LINK attribute must be included and populated.
  - Example error message
    - **OPER\_NM** attribute field is missing from your submission: Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on required attribute fields and properties.
- Are the required attributes populated? Attributes with empty/<Null> values are marked as an error.
  - A non-required attribute that is included in the submission but is not populated (i.e., is empty/<Null>) is not an error.
  - Example error message
    - **TANK\_ID** attribute field is missing a value that is required for 1 feature(s): Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- If the required or non-required attribute is associated with a list of domain/acceptable values, was a value from the list used? Attributes that contain invalid values are marked as an error.
  - For non-required attributes, if the attribute is included, is associated with a list of acceptable values, and is populated (with a value other than empty/<Null>), the value must be from the list of acceptable values.
  - Example error message
    - **QUALITY\_CD** attribute field is missing an acceptable domain value for 1 feature(s): Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- In the case where the COMMODITY\* attributes are included and populated (with a value other than empty/<Null>), is the same value repeated for the same record? The COMMODITY\* attributes must contain different values. Duplicate values are marked as an error.
  - For instance if the record contains "NGL" as the COMMODITY value, the value for COMMODITY2 and/or COMMODITY3 cannot be "NGL."
  - Example error message
    - **COMMODITY2** or **COMMODITY3** attribute fields contain the same value as another **COMMODITY** field. Do not report a **COMMODITY2** or **COMMODITY3** value unless you are reporting 2 or 3 different **COMMODITY** values for this breakout tank.
- In the case where the COMMODITY attribute has a value of CRD or PRD, FRP\_SEQ is required. Attributes that are required under certain conditions are marked as an error if not included.
  - Example error message

- **FRP\_SEQ** attribute field must be 4 numeric digits when **COMMODITY** = CRD or **COMMODITY** = PRD. The **FRP\_SEQ** attribute field should be blank/not populated/ when **COMMODITY** attribute field has any value other than CRD or PRD.

Once the automated review is complete, OSAVE will send an email to the primary contact, technical contact, and the user logged into OSAVE with the results of the pre-validation review. The next action is at the discretion of the operator. If the data fails the automated QC review, after correcting the data, you may opt to resubmit it through the pre-validation path again to verify that all is correct, or you may opt to submit it through the formal submission path. If the data passes the automated QC review, you will need to submit it to NPMS staff through the formal submission path. Pre-validation of the data, whether it passes or fails, does not count as a formal submission. NPMS staff will take no action on this data until it has passed through the QC review associated with the 'Upload Submission to NPMS Staff' submission pathway.

#### Upload Submission to NPMS Staff

For the upload submission panel, the operator is prompted to choose between two sub-workflows. The user is prompted to indicate if the submission represents all the breakout tanks to replace what is currently in the NPMS national layer or if the submission represents only an addition that will supplement the breakout tanks currently in the NPMS national layer for that OPID. An OPID which is being submitted for the first time ever (i.e., there are no breakout tanks in the NPMS national layer for that OPID) should follow the full replacement pathway. Each of these sub-workflows is described below.

The screenshot shows the 'OSAVE Tool Wizard' window. On the left is a sidebar with five buttons: 'General Home Page', 'Breakout Tank-Related Tools', 'Submission Home Page', 'Upload Data Home Page', and 'Type of Submission' (which is highlighted in green). The main area is titled 'STEP 1' and contains a section 'Type of Submission' with the instruction 'Select the type of submission:'. Below this are two radio button options: 'Submission is a full replacement of the current data in the NPMS for OPID 12345.' and 'Submission is an addition to the current data in the NPMS for OPID 12345.'. At the bottom right of the main area are two buttons: '« Previous' and 'Next »'.

### *Full Replacement of the Current Data*

In this workflow, the intent is for all existing breakout tank data in the NPMS national layer for the OPID to be replaced by the submitted data. This workflow has the following steps:

- 1) Confirm that the submission reflects conditions in the field as of December 31 of the previous year.
- 2) Confirm that the submission content matches the PHMSA Annual Report regarding the number of tanks per commodity type per state. Both the NPMS and the Annual Report must reflect the same breakout tanks.
  - a. Indicate that the Annual Report and existing NPMS data match by selecting Yes or No, as appropriate. If No is selected, a text box will appear seeking an explanation.
    - i. If there is a discrepancy because it is determined that the Annual Report values are incorrect and will be submitted/amended to correct the information, please explain that in the text box so that NPMS staff understand the situation and may proceed with accepting and processing the notification of no changes.
    - ii. If there is a discrepancy because it is determined that the NPMS national layer values are incorrect, do not proceed with submitting the notification of no changes to NPMS staff. The data must be corrected via one of the other OSAVE submission pathways.
- 3) Indicate if the submission contains permanently abandoned breakout tanks
  - a. If breakout tanks were abandoned:
    - i. The operator is prompted to confirm that the abandoned breakout tanks have not been previously submitted as abandoned to NPMS staff.



- ii. NPMS staff will look for pipelines marked with STATUS\_CD "PA."
  - iii. If there is a discrepancy (i.e., there are no STATUS\_CD "PA" segments even though "Yes" was marked or, conversely, "No" was marked but the data contains STATUS\_CD "PA"), NPMS staff will seek clarification.
  - iv. When breakout tanks are abandoned, generally the breakout tank feature is not deleted from the NPMS national layer. Instead, the breakout tank is converted from the abandoning company's OPID to a generic 99999 OPID (operator name "ABANDONED"). This route is preferable so that there is a better representation of breakout tanks for users of the NPMS data and map viewers.
- 4) Indicate if there have been any breakout tanks added to the OPID that relate to new construction.
  - a. If the operator indicates "Yes," while processing the data submission, NPMS staff will look for breakout tanks marked with REVIS\_CD "C."
  - b. If there is a discrepancy (i.e., there are no REVIS\_CD "C" attribute values even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "C"), NPMS staff will seek clarification.
- 5) Indicate if there have been any breakout tanks added to the OPID that relate to changes in jurisdiction.
  - a. If the operator indicates "Yes," while processing the data submission, NPMS staff will look for breakout tanks marked with REVIS\_CD "J."
  - b. If there is a discrepancy (i.e., there are no REVIS\_CD "J" attribute values even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "J"), NPMS staff will seek clarification.
- 6) Indicate if there have been any breakout tanks added to the OPID that relate to correcting an error of not including these breakout tanks in the past.
  - a. If the operator indicates "Yes," while processing the data submission, NPMS staff will look for breakout tanks marked with REVIS\_CD "E."
  - b. If there is a discrepancy (i.e., there are no REVIS\_CD "E" attribute values even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "E"), NPMS staff will seek clarification.
- 7) Indicate if there have been any breakout tanks added to the OPID that relate to breakout tanks acquired/transferred from another OPID/operator.
  - a. If the operator indicates "Yes," the operator is prompted to describe which breakout tanks are impacted.
    - i. Include information such as the specific TANK\_ID values or a statement that the acquisition relates to all tanks for a specific facility (FAC\_NAME).
    - ii. While processing the data submission, NPMS staff will look for breakout tanks marked with REVIS\_CD "Q."
    - iii. If there is a discrepancy (i.e., there are no REVIS\_CD "Q" attribute values even though "Yes" was marked or, conversely, "No" was marked but the data contains REVIS\_CD "Q"), NPMS staff will seek clarification.
  - b. If the operator indicates "Yes," the operator is prompted to state from whom the breakout tanks were acquired. Contact information (individual's name, email, and telephone number) for the divesting company is appreciated. If the OPID under which

- the breakout tanks were previously submitted is known, including that information is also appreciated.
- c. If the space allotted in the textboxes are not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of TANK\_IDs), please upload a file(s) containing the information during Step 10. At this Step 7, include a note pointing NPMS staff to refer to the uploaded file.
- 8) Indicate if there have been any breakout tanks in the NPMS national layer that no longer meet the NPMS reporting requirement, were physically removed/dismantled or submitted originally in error and, thus, are not included in the submission.
- a. If the operator indicates “Yes,” the operator is prompted to describe the breakout tanks this relates to and which of the situations applies. If the space allotted in the textbox is not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of TANK\_IDs), please upload a file containing all necessary information during Step 10. At this Step 8, include a note pointing NPMS staff to refer to the uploaded file.
- 9) Indicate if there have been any existing breakout tanks in the NPMS national layer that were divested to another OPID/operator/owner and, thus, are not included in the submission.
- a. If the operator indicates “Yes,” the operator is prompted to describe the breakout tanks that were divested.
  - b. If the operator indicates “Yes,” the operator is prompted to state to whom the breakout tanks were divested. Contact information (individual’s name, email, and telephone number) for the acquiring company is appreciated. If the OPID under which the breakout tanks will be submitted by the acquiring operator is known, including that information is also appreciated.
    - i. NPMS staff follow-up on divested/transferred breakout tanks with the company/contact that acquired the breakout tanks. If the acquiring company has not submitted the breakout tanks to the NPMS by the time the submission is processed, NPMS staff reach out directly to the acquiring company/contact for information/clarification.
    - ii. If the timing of the submission of the acquired breakout tanks is out of synch with the processing of the removal of the breakout tanks by the divesting company, NPMS staff will convert the breakout tanks in the NPMS national layer from the divesting company’s OPID to a generic 88888 OPID (operator name “SOLD - PENDING NEW OPERATOR SUBMISSION”) while awaiting the arrival of the NPMS submission from the acquiring company. Maintaining the breakout tanks in the NPMS national layer under this placeholder OPID is preferable to temporarily removing breakout tanks from the national layer since this is a better representation of breakout tanks for users of the NPMS data and map viewers.
  - c. If the space allotted in the textbox is not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of TANK\_IDs), please upload a file containing all necessary information during Step 10. At this Step 9, include a note pointing NPMS staff to refer to the uploaded file.

- 10) Provide any comments or upload supporting files that you wish to convey to NPMS staff to assist them in the processing of the data submission.
  - a. The uploaded file(s) should not be the actual geospatial or attribute data files – this is collected in a following step.
  - b. The uploaded files are intended to be any other information that may be of assistance, for instance:
    - i. Some operators send a separate shapefile or Excel spreadsheet containing the breakout tanks that were not included in the submission because they were divested/removed or dismantled/reclassified.
    - ii. Some operators send a general map in PDF format to show what the breakout tanks will look like when built from their submitted coordinate points.
  - c. It is not required that the operator provide comment or uploaded files at this step.
- 7) Review and update the primary and technical contact information as needed.
  - b. Refer to the breakout tank Update OPID Contact Information tool section of this document for details.
- 11) Select the format of the geospatial data. Depending on which format is accepted, the operator will be prompted to answer follow-on questions. The accepted formats and their follow-on questions are:
  - a. Esri file geodatabase (breakout tanks must be captured in a point feature class)
    - i. Are the NPMS-required attributes included in the file geodatabase?
      1. If the operator selects “No,” the operator is prompted to:
        - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
        - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - b. Shapefile (breakout tanks must be captured in a point layer)
    - i. Does the shapefile have a defined projection (i.e., has an associated .prj file)?
      1. If the operator selects “No,” the operator is prompted to define the projection, datum, and units based on a pre-set list:
        - a. Projection
          - i. Geographic Latitude/Longitude
          - ii. State Plane
          - iii. UTM
          - iv. Other
            1. If selected, the operator is prompted to enter the projection.
        - b. Datum
          - i. NAD83
          - ii. WGS84
          - iii. NAD27
          - iv. Other

1. If selected, the operator is prompted to enter the datum.
- c. Units
  - i. Decimal degrees (for longitude/latitude)
  - ii. Meters
  - iii. Feet
  - iv. Other
    1. If selected, the operator is prompted to enter the units.
- ii. Are the NPMS-required attributes included in the shapefile?
  1. If the operator selects "No," the operator is prompted to:
    - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
    - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
- c. CAD file (breakout tanks must be captured in the point layer)
  - i. What is the projection?
    1. Geographic Latitude/Longitude
    2. State Plane
    3. UTM
    4. Other
      - a. If selected, the operator is prompted to enter the projection.
  - ii. What is the datum?
    1. NAD83
    2. WGS84
    3. NAD27
    4. Other
      - a. If selected, the operator is prompted to enter the datum.
  - iii. What are the units?
    1. Decimal degrees (for longitude/latitude)
    2. Meters
    3. Feet
    4. Other
      - a. If selected, the operator is prompted to enter the units.
  - iv. Are the NPMS-required attributes included in the CAD file?
    1. If the operator selects "No," the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
      - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.

- d. Coordinate points (each breakout tank must be captured as a latitude/longitude coordinate pair)
  - i. What is the datum of the data? (coordinate points must always be in Geographic Latitude/Longitude projection and decimal degrees units)
    - 1. NAD83
    - 2. WGS84
    - 3. NAD27
    - 4. Other
      - a. If selected, the operator is prompted to enter the datum.
  - ii. What is the file type of the attributes?
    - 1. MS Excel (.xls or .xlsx)
    - 2. Comma or tab delimited text (.txt)
  - iii. Note that coordinate points format is always coordinate pairs stored in a text or Excel file. Coordinate pairs already built as geographic point in a different data type is not accepted by OSAVE when coordinate points data type is chosen. The submission will fail the automated QC review.
- 12) Upload the submission data files.
  - a. The operator is prompted to upload files, depending upon how the previous questions were answered:
    - i. If the operator indicated that the NPMS-required attributes were incorporated into the geospatial file, the operator is prompted to upload the file containing the geospatial and attribute data.
    - ii. If the operator indicated that the NPMS-required attributes were not incorporated into the geospatial file, the operator is prompted to upload the geospatial file and the attribute file as separate items.
  - b. The geospatial file must be contained within a zip file (.zip).
    - i. Note that the files must be stored at the root of the zip file. The data cannot be stored within folders within the zip file. Including folders within the zip file will prevent the automated QC review tool from being able to locate the data and the submission will automatically fail the review.
    - ii. If it is not possible to submit the submission data as a single, comprehensive layer and you must submit multiple files (not preferred), you must use different file names to differentiate between the data layers. Do not use folders within the zip file to store the separate data layers.
  - c. The attribute file, if submitted separately, should not be contained within a zip file.
- 13) Submit to NPMS staff
  - a. When the Submit button is clicked, the operator is prompted to confirm that the intent is to send the submission to NPMS staff.
  - b. A message will be shown on screen confirming that the data files were transmitted via OSAVE.

Once the data has been submitted to NPMS staff through OSAVE, it goes directly into a queue for an automated review of the attribute data. The tool examines the submitted data to determine its compliance with the requirements defined in the Breakout Tank Attribute Table within the [Operator Standards](#). NPMS staff also publishes data templates on the [Summary of required components –](#)

[breakout tank submissions](#) webpage that indicate attribute names and acceptable values. Specifically, the automated review is assessing the following items:

- Does the file contain records? Files that contain no data are marked as an error.
  - Example error message
    - The validation was not completed because there is no valid uploaded data.
- Does the file contain a point layer? Files that contain no point layer are marked as an error.
  - Example error message
    - QC check failed: No Point layer was found in the input
- Were the required attributes included in the data file? Missing attributes are marked as an error.
  - The attribute name must match the Operator Standards.
    - For instance, the Operator Standards says that the attribute “OPID” must be included. An attribute named “Operator\_ID” will not be considered as the “OPID,” and the submission will be marked as missing the “OPID” attribute.
  - Non-required attributes may or may not be included, depending on the operator’s system/preference.
    - Non-required attributes that are missing from the submission do not result in an error.
    - Non-required attributes that are included but whose names are spelled differently than what’s defined in the Operator Standards (e.g., CMDTY2 instead of COMMODITY2) will not be checked/considered. Please take care to correctly name the attributes.
  - In the case where the attributes were submitted in a separate file and the operator indicated that OPER\_LINK is the connection between the geospatial and attribute data, the OPER\_LINK attribute must be included and populated.
  - Example error message
    - **OPER\_NM** attribute field is missing from your submission: Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on required attribute fields and properties.
- Are the required attributes populated? Attributes with empty/<Null> values are marked as an error.
  - A non-required attribute that is included in the submission but is not populated (i.e., is empty/<Null>) is not an error.
  - Example error message
    - **TANK\_ID** attribute field is missing a value that is required for 1 feature(s): Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- If the required or non-required attribute is associated with a list of domain/acceptable values, was a value from the list used? Attributes that contain invalid values are marked as an error.
  - For non-required attributes, if the attribute is included, is associated with a list of acceptable values, and is populated (with a value other than empty/<Null>), the value must be from the list of acceptable values.

- Example error message
  - **QUALITY\_CD** attribute field is missing an acceptable domain value for 1 feature(s): Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- In the case where the COMMODITY\* attributes are included and populated (with a value other than empty/<Null>), is the same value repeated for the same record? The COMMODITY\* attributes must contain different values. Duplicate values are marked as an error.
  - For instance if the record contains “NGL” as the COMMODITY value, the value for COMMODITY2 and/or COMMODITY3 cannot be “NGL.”
  - Example error message
    - **COMMODITY2** or **COMMODITY3** attribute fields contain the same value as another **COMMODITY** field. Do not report a **COMMODITY2** or **COMMODITY3** value unless you are reporting 2 or 3 different **COMMODITY** values for this breakout tank.
- In the case where the COMMODITY attribute has a value of CRD or PRD, FRP\_SEQ is required. Attributes that are required under certain conditions are marked as an error if not included.
  - Example error message
    - **FRP\_SEQ** attribute field must be 4 numeric digits when **COMMODITY** = CRD or **COMMODITY** = PRD. The **FRP\_SEQ** attribute field should be blank/not populated/ when **COMMODITY** attribute field has any value other than CRD or PRD.

Once the automated review is complete, OSAVE will send an email to the primary contact, technical contact, and the user logged into OSAVE with the results of the review and the operator’s expected action. If the review found that data is missing or incorrect, the operator must correct the data on their own system, log in to OSAVE, and re-submit through the same pathway as the original submission. Note that the answers from the original session are not retained and must be addressed/entered again. The subsequent submission file will be assessed via the automated review. The findings of this new review will automatically be emailed to the primary contact, technical contact, and the user logged into OSAVE. This cycle continues until the automated review does not identify any issues. Please note that since submissions are queued and submissions are reviewed by the automated tool in the order in which they are received, during times when many submissions are received, the email conveying the results may be delayed. However, if you have not received a report email within 48 hours of submitting and have checked your email system (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), please contact for NPMS staff for assistance as it is unlikely to take beyond 48 hours.

Once the automated tool verifies that no issues were found, the submission is then automatically routed to the queue for NPMS staff’s manual review steps; these steps include a consideration of how the submission questions were answered in comparison to the submitted data and a visual comparison of this year’s submission data with existing data in the NPMS national layer. Once NPMS staff conducts

these next steps, the staff member will email the primary and technical contacts with the findings. The contacts will receive either a “receipt” email notifying that the submission is progressing to the next step in the NPMS workflow or a request for clarification/additional information/resubmission. If clarification/additional information/resubmission is needed, the email will be clear regarding the route NPMS staff expects this information to be received (e.g., an email reply to NPMS staff; resubmission via OSAVE). For details regarding the breakout tank submission workflow, please refer to the [Operator Submission Supplemental Instructions](#), specifically the Submission Review and Processing section.

#### *Addition to the Current Data*

In this workflow, the intent is for all existing breakout tank data in the NPMS national layer for the OPID to be retained as is but be supplemented by the submitted data. This workflow has the following steps:

- 1) Confirm that the submission reflects conditions in the field as of December 31 of the previous year.
- 2) Confirm that this addition represents the only breakout tank geospatial and attribute changes for the OPID.
- 3) Confirm that the submission content, when added to the existing NPMS national layer data for the OPID, matches the PHMSA Annual Report regarding the number of tanks per commodity type per state. Both the NPMS and the Annual Report must reflect the same breakout tanks.
  - a. Indicate that the Annual Report and existing NPMS data match by selecting Yes or No, as appropriate. If No is selected, a text box will appear seeking an explanation.
    - iii. If there is a discrepancy because it is determined that the Annual Report values are incorrect and will be submitted/amended to correct the information, please explain that in the text box so that NPMS staff understand the situation and may proceed with accepting and processing the notification of no changes.
    - iv. If there is a discrepancy because it is determined that the NPMS national layer values are incorrect, do not proceed with submitting the notification of no changes to NPMS staff. The data must be corrected via one of the other OSAVE submission pathways.
- 4) Select all the applicable reasons why there are additions. The operator selects from:
  - a. Changes in jurisdiction (REVIS\_CD “J”)
    - i. NPMS staff will look for pipelines marked with REVIS\_CD “J.”
    - ii. If there is a discrepancy (i.e., there are no REVIS\_CD “J” segments even though this reason was marked or, conversely, this reason was not marked but the data contains REVIS\_CD “J”), NPMS staff will seek clarification.
  - b. Newly constructed breakout tanks that entered service (REVIS\_CD “C”)
    - i. NPMS staff will look for pipelines marked with REVIS\_CD “C.”
    - ii. If there is a discrepancy (i.e., there are no REVIS\_CD “C” segments even though this reason was marked or, conversely, this reason was not marked but the data contains REVIS\_CD “C”), NPMS staff will seek clarification.
  - c. Correction to include breakout tanks previously excluded in error (REVIS\_CD “E”)
    - i. NPMS staff will look for pipelines marked with REVIS\_CD “E.”



- ii. If there is a discrepancy (i.e., there are no REVIS\_CD “E” segments even though this reason was marked or, conversely, this reason was not marked but the data contains REVIS\_CD “E”), NPMS staff will seek clarification.
    - d. Acquired/transferred from another OPID/operator/owner (REVIS\_CD “Q”)
      - i. If the operator checks this reason, the operator is prompted to state from whom the breakout tanks were acquired. Contact information (individual’s name, email, and telephone number) for the divesting company is appreciated. If the OPID under which the breakout tanks were previously submitted by the divesting operator is known, including that information is also appreciated.
      - ii. If the space allotted in the textbox is not sufficient to fully describe the scenario or if the information would be better conveyed in a formatted file (such as for a long list of TANK\_IDs), please upload a file containing all necessary information during Step 5. At this Step 3, include a note pointing NPMS staff to refer to the uploaded file.
      - iii. NPMS staff will look for pipelines marked with REVIS\_CD “Q.”
      - iv. If there is a discrepancy (i.e., there are no REVIS\_CD “Q” segments even though this reason was marked or, conversely, this reason was not marked but the data contains REVIS\_CD “Q”), NPMS staff will seek clarification.
- 5) Provide any comments or upload supporting files that you wish to convey to NPMS staff to assist them in the processing of the data submission.
  - a. The uploaded file(s) should not be the actual geospatial or attribute data files – this is collected in a following step.
  - b. The uploaded files are intended to be any other information that may be of assistance, for instance:
    - i. Some operators send a separate shapefile or Excel spreadsheet containing the breakout tanks that were not included in the submission because they were divested/removed or dismantled/reclassified.
    - ii. Some operators send a general map in PDF format to show what the breakout tanks will look like when built from their submitted coordinate points.
  - c. It is not required that the operator provide comment or uploaded files at this step.
- 8) Review and update the primary and technical contact information as needed.
  - b. Refer to the breakout tank Update OPID Contact Information tool section of this document for details.
- 6) Select the format of the geospatial data. Depending on which format is accepted, the operator will be prompted to answer follow-on questions. The accepted formats and their follow-on questions are:
  - a. Esri file geodatabase (breakout tanks must be captured in a point feature class)
    - i. Are the NPMS-required attributes included in the file geodatabase?
      - 1. If the operator selects “No,” the operator is prompted to:
        - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).

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1. NAD83
    2. WGS84
    3. NAD27
    4. Other
      - a. If selected, the operator is prompted to enter the datum.
  - iii. What are the units?
    1. Decimal degrees (for longitude/latitude)
    2. Meters
    3. Feet
    4. Other
      - a. If selected, the operator is prompted to enter the units.
  - iv. Are the NPMS-required attributes included in the CAD file?
    1. If the operator selects "No," the operator is prompted to:
      - a. Define the file type containing the NPMS-required attributes as either MS Excel (.xls or .xlsx) or comma or tab delimited text (.txt).
      - b. Indicate if the OPER\_LINK attribute is included in the geospatial data. If not, the operator is prompted to enter the name of the attribute that fulfills the role of the OPER\_LINK attribute.
  - d. Coordinate points (each breakout tank must be captured as a latitude/longitude coordinate pair)
    - i. What is the datum of the data? (coordinate points must always be in Geographic Latitude/Longitude projection and decimal degrees units)
      1. NAD83
      2. WGS84
      3. NAD27
      4. Other
        - a. If selected, the operator is prompted to enter the datum.
    - ii. What is the file type of the attributes?
      1. MS Excel (.xls or .xlsx)
      2. Comma or tab delimited text (.txt)
    - iii. Note that coordinate points format is always coordinate pairs stored in a text or Excel file. Coordinate pairs already built as geographic point in a different data type is not accepted by OSAVE when coordinate points data type is chosen. The submission will fail the automated QC review.
- 7) Upload the submission data files.
  - a. The operator is prompted to upload files, depending upon how the previous questions were answered:
    - i. If the operator indicated that the NPMS-required attributes were incorporated into the geospatial file, the operator is prompted to upload the file containing the geospatial and attribute data.
    - ii. If the operator indicated that the NPMS-required attributes were not incorporated into the geospatial file, the operator is prompted to upload the geospatial file and the attribute file as separate items.

- b. The geospatial file must be contained within a zip file (.zip).
    - i. Note that the files must be stored at the root of the zip file. The data cannot be stored within folders within the zip file. Including folders within the zip file will prevent the automated QC review tool from being able to locate the data and the submission will automatically fail the review.
    - ii. If it is not possible to submit the submission data as a single, comprehensive layer and you must submit multiple files (not preferred), you must use different file names to differentiate between the data layers. Do not use folders within the zip file to store the separate data layers.
  - c. The attribute file, if submitted separately, should not be contained within a zip file.
- 8) Submit to NPMS staff
- a. When the Submit button is clicked, the operator is prompted to confirm that the intent is to send the submission to NPMS staff.
  - b. A message will be shown on screen confirming that the data files were transmitted via OSAVE.

Once the data has been submitted to NPMS staff through OSAVE, it goes directly into a queue for an automated review of the attribute data. The tool examines the submitted data to determine its compliance with the requirements defined in the Breakout Tank Attribute Table within the [Operator Standards](#). NPMS staff also publishes data templates on the [Summary of required components – breakout tank submissions](#) webpage that indicate attribute names and acceptable values. Specifically, the automated review is assessing the following items:

- Does the file contain records? Files that contain no data are marked as an error.
  - Example error message
    - The validation was not completed because there is no valid uploaded data.
- Does the file contain a point layer? Files that contain no point layer are marked as an error.
  - Example error message
    - QC check failed: No Point layer was found in the input
- Were the required attributes included in the data file? Missing attributes are marked as an error.
  - The attribute name must match the Operator Standards.
    - For instance, the Operator Standards says that the attribute “OPID” must be included. An attribute named “Operator\_ID” will not be considered as the “OPID,” and the submission will be marked as missing the “OPID” attribute.
  - Non-required attributes may or may not be included, depending on the operator’s system/preference.
    - Non-required attributes that are missing from the submission do not result in an error.
    - Non-required attributes that are included but whose names are spelled differently than what’s defined in the Operator Standards (e.g., CMDTY2 instead of COMMODITY2) will not be checked/considered. Please take care to correctly name the attributes.

- In the case where the attributes were submitted in a separate file and the operator indicated that OPER\_LINK is the connection between the geospatial and attribute data, the OPER\_LINK attribute must be included and populated.
- Example error message
  - **OPER\_NM** attribute field is missing from your submission: Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on required attribute fields and properties.
- Are the required attributes populated? Attributes with empty/<Null> values are marked as an error.
  - A non-required attribute that is included in the submission but is not populated (i.e., is empty/<Null>) is not an error.
  - Example error message
    - **TANK\_ID** attribute field is missing a value that is required for 1 feature(s): Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- If the required or non-required attribute is associated with a list of domain/acceptable values, was a value from the list used? Attributes that contain invalid values are marked as an error.
  - For non-required attributes, if the attribute is included, is associated with a list of acceptable values, and is populated (with a value other than empty/<Null>), the value must be from the list of acceptable values.
  - Example error message
    - **QUALITY\_CD** attribute field is missing an acceptable domain value for 1 feature(s): Review section 3 and Appendix A.3 of the [NPMS Operator Standards Manual](#) for information on acceptable values for this attribute field and when this field is required.
- In the case where the COMMODITY\* attributes are included and populated (with a value other than empty/<Null>), is the same value repeated for the same record? The COMMODITY\* attributes must contain different values. Duplicate values are marked as an error.
  - For instance if the record contains “NGL” as the COMMODITY value, the value for COMMODITY2 and/or COMMODITY3 cannot be “NGL.”
  - Example error message
    - **COMMODITY2** or **COMMODITY3** attribute fields contain the same value as another **COMMODITY** field. Do not report a **COMMODITY2** or **COMMODITY3** value unless you are reporting 2 or 3 different **COMMODITY** values for this breakout tank.
- In the case where the COMMODITY attribute has a value of CRD or PRD, FRP\_SEQ is required. Attributes that are required under certain conditions are marked as an error if not included.
  - Example error message
    - **FRP\_SEQ** attribute field must be 4 numeric digits when **COMMODITY** = CRD or **COMMODITY** = PRD. The **FRP\_SEQ** attribute field should be blank/not populated/ when **COMMODITY** attribute field has any value other than CRD or PRD.

Once the automated review is complete, OSAVE will send an email to the primary contact, technical contact, and the user logged into OSAVE with the results of the review and the operator's expected action. If the review found that data is missing or incorrect, the operator must correct the data on their own system, log in to OSAVE, and re-submit through the same pathway as the original submission. Note that the answers from the original session are not retained and must be addressed/entered again. The subsequent submission file will be assessed via the automated review. The findings of this new review will automatically be emailed to the primary contact, technical contact, and the user logged into OSAVE. This cycle continues until the automated review does not identify any issues. Please note that since submissions are queued and submissions are reviewed by the automated tool in the order in which they are received, during times when many submissions are received, the email conveying the results may be delayed. However, if you have not received a report email within 48 hours of submitting and have checked your email system (since it may be blocked by your email system or automatically routed to the Junk/Clutter folder), please contact for NPMS staff for assistance as it is unlikely to take beyond 48 hours.

Once the automated tool verifies that no issues were found, the submission is then automatically routed to the queue for NPMS staff's manual review steps; these steps include a consideration of how the submission questions were answered in comparison to the submitted data and a visual comparison of this year's submission data with existing data in the NPMS national layer. Once NPMS staff conducts these next steps, the staff member will email the primary and technical contacts with the findings. The contacts will receive either a "receipt" email notifying that the submission is progressing to the next step in the NPMS workflow or a request for clarification/additional information/resubmission. If clarification/additional information/resubmission is needed, the email will be clear regarding the route NPMS staff expects this information to be received (e.g., an email reply to NPMS staff; resubmission via OSAVE). For details regarding the breakout tank submission workflow, please refer to the [Operator Submission Supplemental Instructions](#), specifically the Submission Review and Processing section.