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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,
- 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 pipelines,
- Mark desired attribute edits and spatial deletions for the OPID’s pipelines via a web map viewer in lieu of a traditional submission,
- Submit pipeline data to be added to existing data in the NPMS national layer for the OPID in lieu of a traditional data submission,
- Submit pipeline data intended to fully replace existing feature(s) in the NPMS national layer for the OPID, and
- Request that all pipelines 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 a PIMMA account to login. If you do not have a PIMMA account, please complete the online application. If you have a PIMMA account but have forgotten your login information, please complete the Forgot Password form or call NPMS staff directly. Only direct employees of the operating company may have PIMMA accounts. If you have a consultant/subcontractor working on the NPMS data submission on your behalf, you may opt to share your PIMMA account with your consultant provided you have a confidentiality agreement with the consultant in place that states that the login will only be used for the purposes of the project and will not be redistributed. The operator employee who holds the PIMMA account takes responsibility for the consultant’s usage. At the end of the contracted period, the operator should terminate the consultant’s access; the operator may wish to contact NPMS staff to change the login password to ensure access is restricted. Once logged in, the OPIDs to which the user has access are listed. If an OPID is missing from your list in OSAVE, please email NPMS staff requesting that it be added to your PIMMA account. Once an OPID is selected, you can easily change to another OPID while remaining logged in via the ‘Switch OPID’ button located on the top toolbar.

Within OSAVE is a set of pipeline-related tools and pathways. The operator should select the tool/path that fulfills the intent of that particular visit. 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 yearly 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 15th for the gas transmission pipelines and one by June 15th 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 15th 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.

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;
• 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; and
• Make a Submission or Notification of No Changes or Removal of OPID, which allows the operator to submit pipeline data or pipeline-related notifications to NPMS staff as the first step in fulfilling the yearly NPMS submission requirement.

OSAVE is geared specifically to pipeline OPIDs. While the LNG plants and breakout tanks for an OPID are viewable and identifiable in the map viewer, all other paths and functions relate only to pipelines. LNG plant and breakout tank submissions, notifications, and changes to contact information are not submitted to NPMS staff via OSAVE; please visit the Pipeline Operator webpage for specific instructions regarding LNG plants and breakout tanks.

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 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 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 pipelines, LNG plants, and breakout tank data 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 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.

- Summarize Mileage by System
  - The mileage per system name is summarized in a table.
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.
- 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.
Upon clicking the OK button, the NPMS national layer is queried for all of 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 indicate if he wishes the map to be zoomed 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.

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).
    o 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.

The data cannot be edited through this viewer. All changes that fulfill the yearly 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.

The OSAVE map viewer replaces NPMS Data Reviewer.

View Submission History
The View Submission History tool lists the pipeline submissions/notifications that NPMS staff has received for the OPID since 2010.
The type of submission or notification is displayed. The types of submissions/notifications represented are:

- Operator data submission
  - Represents a typical yearly 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 incorporated into the NPMS national layer by NPMS staff 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 national layer.

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

Please note that the View Submission History tool only represents pipeline submissions. For questions regarding LNG plant or breakout tanks 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; these contacts are not distributed. During the review and processing of the NPMS data submission, NPMS staff will reach out to the technical contact when clarification or re-submission is needed. 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 the release of 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 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.

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.
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.

Saved changes to the primary, technical, and/or public contact information is automatically reflected in the NPMS internal database. However, since the data on the NPMS website is a snapshot in time, the changes related to the public contact are not immediately visible. Instead, the changes to the public
contact will be reflected on the NPMS website (Find Who’s Operating in Your Area tool, PIMMA, and Public Viewer) after the next data update, which occurs approximately every 2 months.

For fulfillment of the yearly 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.

The Update OPID Contact Information applies only to OPIDs with pipelines. To update contact information related to LNG plants or breakout tanks, please refer to the Operator Submission Guide for instructions.

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

To fulfill the yearly 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 the General Home Page routes the user to the Submission Home Page which has four workflow options:

- Submit Notification of No Changes;
- Submit Request for Removal of OPID;
- Submit Edits via Map Viewer; and
- Upload Geospatial and Attribute Data.
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 yearly 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 15th for the gas transmission pipelines and one by June 15th 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 15th 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 3/15/2017 for gas transmission pipelines must reflect the pipelines as they were on 12/31/2016. 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 may 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 relate only to pipeline OPIDs. Please refer to the Operator Submission Guide for details on how to submit data or notifications for LNG plants or breakout tanks.

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 in lieu of a traditional data submission. This notification fulfills the yearly 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) Review and update the primary, technical, and public contact information as needed.
   a. Refer to the Update OPID Contact Information tool section of this document for details.

3) Confirm that the pipelines 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 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 of the pipelines in the OPID will be removed or just a subset.
   a. This workflow should only be used when all of 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 as of December 31 of the previous year.
      ii. The tool runs an on-the-fly intersection of the pipelines and 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.

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.

   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 page 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 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 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 the pipelines 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 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 regards 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 of 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.
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.
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 “16,” “3711400,” “C53C1,” and “L43.” You mark edits to change the SUBSYS_NM value to “NORTH LINE” and the COMMODITY to “Natural Gas.”
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.
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:
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.”
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.
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.
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 of the pipeline segments/records which have been marked with edits but not yet committed are listed under the Edited Pipelines tab. All of the pipeline segments/records which have already been committed are listed under the Committed Edits tab.
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 records(s) moves from the Edited Pipelines tab to the Committed Edits tab.
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.”
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 of the pipeline segments/records which have been marked for deletion but have not yet been committed. The Committed Deletions tab displays all of 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 divesture.
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 of 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 of 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 of 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 of 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 yearly 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 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 may be included in the NPMS submission but should not be included in the Annual Report, are not considered in the comparison.

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 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 submitting a data submission to NPMS staff. The operator is prompted to indicate if the submission represents all of 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.

Full Replacement of the Current Data
In this workflow, the intent is for all existing 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 may be included in the NPMS submission but should not be included in the Annual Report, are not considered in the comparison.

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.
      iii. 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.

         ![Certificate(s) of Abandonment]

         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 page 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.

   iv. 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 pipelines have been abandoned since the last submission but were not included in the submission data.
   a. The operator is prompted to describe which pipelines are abandoned but not included in the submission. 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 11. At this Step 4 include a note pointing NPMS staff to refer to the uploaded file.
   b. Please note that abandoned pipelines that fall offshore or cross a CNW must be included in the submission and must be accompanied by the certificate of abandonment.
   c. Even though the pipelines were not included in the submission as abandoned, NPMS staff will convert the status of the existing pipelines in the NPMS national layer to abandoned, on the operator’s behalf. As a result, it is important that the relevant pipelines are described with enough detail that it is clear which pipeline segments the abandonment applies to.

5) 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.

6) 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.

7) 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.
8) 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 11. 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 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 11. At this Step 9 include a note pointing NPMS staff to refer to the uploaded file.

10) 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 11. At this Step 10 include a note pointing NPMS staff to refer to the uploaded file.

11) 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 we build it from their submitted coordinate points.

   c. It is not required that the operator provide comment or uploaded files at this step.

12) 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.

13) 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 personal geodatabase (pipelines must be captured in a line feature class)

      i. Are the NPMS-required attributes included in the personal 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. 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.

c. 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.

d. 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.

e. 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.

14) 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.

15) 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. 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
    - There is no data in the file
• Were the required attributes included in the data file? Missing attributes are marked as an error.
  o 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 to be “OPID,” and the submission will be marked as missing the “OPID” attribute.
  o 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.
  o In the case where the attributes were submitted in a separate file, the OPER_LINK attribute must be included and populated.
  o Example error message
    ▪ Schema check failed for SYS_NM: Missing required attribute

• Do the required and non-required attributes have the correct field definitions? Incorrect definitions are marked as an error.
  o 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.
  o Example error message
    ▪ Schema check failed for DIAMETER: Invalid type (Actual: String, Expected: Double)

• Are the required attributes populated? Attributes with empty/<Null> values are marked as an error.
  o A non-required attribute that is included in the submission but is not populated (i.e., is empty/<Null>) is not an error.
  o Example error message
    ▪ Missing required value in PLINE_ID attribute: 2 rows

• 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.
  o 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.
  o Example error message
    ▪ Invalid value in domain-based INTERSTATE attribute for 1091 rows
  o 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
    - Duplicate value in CMDTY_DTL3 attribute for 3 rows

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 into 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, 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 Guide, specifically the Pipeline Submission Review and Processing section.

Addition to the Current Data
In this workflow, the intent is for all existing 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.
   b. If the OPID operates both gas transmission and hazardous liquid pipelines, the operator is prompted to indicate if the specific addition contains only gas transmission pipelines, only hazardous liquid pipelines, or both gas transmission and hazardous liquid pipelines.
      i. If the addition contains only gas transmission pipelines, the operator is prompted to indicate if the addition is:
         1. The only change to the gas transmission pipelines, and the hazardous liquid portion will be submitted by the June 15 due date.
         2. The only change to the gas transmission pipelines and there are no other changes needed for the hazardous liquid portion. This addition submission would fulfill the NPMS requirement for both the gas transmission and hazardous liquid pipelines and no other submissions/notifications would be submitted later in the year.
      ii. If the addition contains only hazardous liquid pipelines, the operator is prompted to indicate if the addition is:
         1. The only change to the hazardous liquid pipelines, and a notification of no changes was previously submitted to reflect the gas transmission pipelines as of December 31 of the previous year.
         2. The only change to the hazardous liquid pipelines and all changes related to the gas transmission pipelines to reflect as of December 31 of the previous year were already submitted to the NPMS.
      iii. If the addition contains both gas transmission and hazardous liquid pipelines, the operator acknowledges that this is the only submission being sent to the NPMS for this OPID for the year. No other submission/notification reflecting as of December 31 of the previous year will be sent.
3) Select all of the applicable reasons why there are additions. The operator selects from:
   a. Changes in jurisdiction (REVIS_CD “J”)
   b. Newly constructed pipelines that add mileage or are a re-route (REVIS_CD “C”)
   c. Correction to include pipeline previously excluded in error (REVIS_CD “A”)
   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 4. At this Step 3 include a note pointing NPMS staff to refer to the uploaded file.

4) 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.

5) 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.

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 personal geodatabase (pipelines must be captured in a line feature class)
      i. Are the NPMS-required attributes included in the personal 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. 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.
   c. 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.
   d. 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.

e. 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.

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 Pipeline Attribute Table within the Operator Standards. 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
    - There is no data in the file
- 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 to be “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, the OPER_LINK attribute must be included and populated.

Example error message
- Schema check failed for SYS_NM: Missing required attribute

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
  - Schema check failed for DIAMETER: Invalid type (Actual: String, Expected: Double)

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
  - Missing required value in PLINE_ID attribute: 2 rows

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
  - Invalid value in domain-based INTERSTATE attribute for 1091 rows
- 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
    - Duplicate value in CMDTY_DTL3 attribute for 3 rows

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 into 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, 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 Guide, specifically the Pipeline Submission Review and Processing section.