



Submitting your MIS Report



U.S. Department of Transportation
**Pipeline and Hazardous Materials
Safety Administration**

PHMSA: Your Safety is Our Mission



PHMSA MIS submission changes

It is the responsibility of the contractor's company to gain access to the DAMIS system and submit their own MIS statistical data reports.

Please follow the instructions provided in the slides to complete this process.

Setup a ***login.gov*** account

To enter the
DAMIS system,
you must have a
login.gov account.



Proceed to the
following pages to
learn how to set
up your account.




*proceed to page
8.*




*If you already
have an account
set up, with
Login.gov*


[Login.gov](https://login.gov)

Navigate to *login.gov* and click “Create an account”

 An official website of the United States government [Here's how you know](#) ▼

Language ▼

Sign in with  LOGIN.GOV


 **LOGIN.GOV**

[What is Login.gov?](#) [Who uses Login.gov?](#) [Create an account](#) [Help center](#)


Search

The public's one account for government.

Use one account and password for secure, private access to participating government agencies.




Login.gov is for you

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Use one account for secure, private access to participating government agencies.

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 **Agency partners**

Protect your users' information with the highest standards of digital security and user experience. Login.gov handles software development, security operations, and customer support so you don't have to.

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 **Agency developers**

Developer resources, real-time support and modern tools to help you implement and deploy your application with Login.gov

[See developer guide >](#)

Enter your *email* and *confirm*

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)



LOGIN.GOV

Check your email

We sent an email to **demo@testing.com** with a link to confirm your email address. Follow the link to continue creating your account.

You can close this window if you're done.

Having trouble? Here's what you can do:

[Resend the confirmation email](#) >

[Use a different email address](#) >

Create a *password* and choose a *multi-factor authentication* method

LOGIN.GOV

✓ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

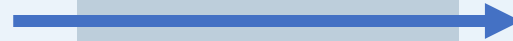
Confirm password

☐ Show password

Continue

Password safety tips +

[Cancel account creation](#)



LOGIN.GOV

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☒ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**
Connect your physical security key to your device. You won't need to enter a code.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

[Cancel account creation](#)

Add a *phone number* and enter the *one-time code*

Whichever multi-factor authenticator method chosen; you will receive a one-time code.

LOGIN.GOV

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

☒ Text message (SMS) ☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

[Send code](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. Read Login.gov's [Mobile Terms of Use](#).

[Choose another authentication method](#)

LOGIN.GOV

Enter your one-time code

We sent a text (SMS) with a one-time code to **7000**. This code will expire in 10 minutes.

One-time code
Example: 123456

☒ Remember this browser

[Submit](#)

[Send another code](#)

Having trouble? Here's what you can do:

[Use another phone number](#)

[I didn't receive my one-time code](#)

[Learn more about authentication options](#)

[Choose another authentication method](#)

Access the **DAMIS** system

<https://damis.dot.gov>

Once reviewed and approved your *full year statistical report*, you will take the numbers from the approved report and enter it, in the DAMIS system.

If you already have your login.gov account please login to the DAMIS website to submit your MIS.

Otherwise, you will receive an email invitation from PHMSA; click on the “*DAMIS Login*” hyperlink which will take you automatically to another screen.

This new screen should show your *32-digit code* that is noted in the body of the email; click on the “submit” button and a pop-up screen will appear asking you to agree to the terms. Then you are ready to access the DAMIS website and begin the submission process required by DOT/PHMSA.

1. Employer Information

Once in the DAMIS system, begin with the "Employer Information" tab.

The text shown with an *asterisk (*)*, should all be completed and be specific to your company.

I. Employer ?		
* Company Name ?		
Doing Business As (DBA) Name (if applicable) ?		
* Address ?		
* City ?		
* State ?		
* Zip Code ?		
* Email ?		
* Name of Certifying Official ?		
* Phone (and extension)		
Prepared by (if different) ?		
Phone (and extension)		
Consortium/Third Party Administrator ? (C/TPA) (if applicable) Phone (and extension)		
You are reporting MIS data to		PHMSA - Pipeline
GAS Gathering <input type="checkbox"/>	GAS Transmission <input type="checkbox"/>	GAS Distribution <input type="checkbox"/>
Transport Hazardous Liquid <input type="checkbox"/>	Transport Carbon Dioxide <input type="checkbox"/>	
Covered Employees >>		

1. Employer Information

The *PHMSA-Pipeline* section refers to the oil/gas operator's type of work.

Select one or all categories, depending on the oil/gas operator you work for.




When this page is complete, click the *Covered Employees* button to continue.

I. Employer ?											
* Company Name ?	VOPAK TERMINALS DEER PARK, INC.										
Doing Business As (DBA) Name (if applicable) ?											
* Address ?											
* City ?											
* State ?	unknown										
* Zip Code ?											
* Email ?											
* Name of Certifying Official ?											
* Phone (and extension)											
Prepared by (if different) ?											
Phone (and extension)											
Consortium/Third Party Administrator (C/TPA) (if applicable) ?											
Phone (and extension)											
<table><thead><tr><th colspan="2">You are reporting MIS data to</th><th>PHMSA - Pipeline</th></tr></thead><tbody><tr><td>GAS Gathering <input type="checkbox"/></td><td>GAS Transmission <input type="checkbox"/></td><td>GAS Distribution <input type="checkbox"/></td></tr><tr><td>Transport Hazardous Liquid <input type="checkbox"/></td><td>Transport Carbon Dioxide <input type="checkbox"/></td><td></td></tr></tbody></table>			You are reporting MIS data to		PHMSA - Pipeline	GAS Gathering <input type="checkbox"/>	GAS Transmission <input type="checkbox"/>	GAS Distribution <input type="checkbox"/>	Transport Hazardous Liquid <input type="checkbox"/>	Transport Carbon Dioxide <input type="checkbox"/>	
You are reporting MIS data to		PHMSA - Pipeline									
GAS Gathering <input type="checkbox"/>	GAS Transmission <input type="checkbox"/>	GAS Distribution <input type="checkbox"/>									
Transport Hazardous Liquid <input type="checkbox"/>	Transport Carbon Dioxide <input type="checkbox"/>										
Covered Employees >>											

2. Employees Subject to Testing

In the blank field, enter the *total number of employees* who are part of your testing pool that perform PHMSA covered job functions.

When completed click the *Drug Testing Data* button to continue.

Employer Information 	Covered Employees	Drug Testing Data	Alcohol Testing Data	Wrap Up
				Back to Status
II. Employees Subject to Testing 				
Employee Category		Total Number of Employees in this Category		
Operation/Maintenance/Emergency Response 		<input type="text"/>		
Total Number of Employees in all Categories:				
<< Employer Information		Drug Testing Data >>		

3. Drug Testing Data

Acquire your data –Enter your Data

When all applicable fields are completed click the "*Set blanks to zero*" button.

When completed click the *Alcohol Testing Data* button to continue.

Employer Information ✓

Covered Employees ✓

Drug Testing Data ✓

Alcohol Testing Data ✓

Wrap Up

Back to Status

COMPLETE
Operation/Maintenance/Emergency Response

III. Drug Testing Data : Operation/Maintenance/Emergency Response

Type of Test	1 Total Number of Test Results [Should equal the Sum of Columns 2,3,9,10,11 & 12]	2 Verified Negative Results	3 Verified Positive Results ~For One or More Drugs	4 Positive for Marijuana	5 Positive for Cocaine	6 Positive for PCP	7 Positive for Opioids	8 Positive for Amphetamines	9 Adulterated	10 Substituted	11 "Shy Bladder"~with No Medical Explanation	12 Other Refusals to Submit to Testing	13 Cancelled Results
Pre-Employment	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Random	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Post-Accident	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Reasonable Cause	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Return-to-Duty	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Follow-up	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0

Set blanks to zeroClear allUndo

<< Covered EmployeesAlcohol Testing Data >>

4. Alcohol Testing Data

If you had any alcohol tests for Post Accident (these should be PHMSA reportable accidents only), Reasonable Cause, Return to Duty, or Follow-up then you will document the number of tests in this section.

All fields must be completed; Once all applicable fields are completed click the *"Set blanks to zero"* button.

Lastly click on the *Wrap Up* button to complete your MIS report.

The screenshot shows the 'Alcohol Testing Data' section of a report. At the top, a navigation bar includes 'Employer Information', 'Covered Employees', 'Drug Testing Data', and 'Alcohol Testing Data' (highlighted with a red box). A 'Wrap Up' button is on the right, and a 'Back to Status' button is below it. Below the navigation bar, a status box indicates 'INCOMPLETE' for 'Operation/Maintenance/Emergency Response'. The main section is titled 'IV. Alcohol Testing Data : Operation/Maintenance/Emergency Response'. It contains a table with 10 columns: 'Type of Test', '1 Total Number of Screening Test Results [Should equal the Sum of Columns 2,3,7 & 8]', '2 Screening Tests With Results below 0.02', '3 Screening Tests with Results 0.02 or greater', '4 Number of Confirmation Tests Results', '5 Confirmation Tests with Results 0.02 through 0.039', '6 Confirmation Tests with Results 0.04 or greater', '7 Refusal Results "Shy Lung"-with No Medical Explanation', '8 Other Refusals to Submit to Testing', and '9 Cancelled Results'. The rows are 'Post-Accident', 'Reasonable Cause', 'Return-to-Duty', 'Follow-up', and 'Total:'. Each row has input boxes for columns 2 through 9. Below the table, there are three buttons: 'Set blanks to zero' (highlighted with a red box), 'Clear all', and 'Undo'. At the bottom, there are two buttons: '<< Drug Testing Data' and 'Wrap Up >>'.

Type of Test	1 Total Number of Screening Test Results [Should equal the Sum of Columns 2,3,7 & 8]	2 Screening Tests With Results below 0.02	3 Screening Tests with Results 0.02 or greater	4 Number of Confirmation Tests Results	5 Confirmation Tests with Results 0.02 through 0.039	6 Confirmation Tests with Results 0.04 or greater	7 Refusal Results "Shy Lung"-with No Medical Explanation	8 Other Refusals to Submit to Testing	9 Cancelled Results
Post-Accident		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reasonable Cause		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Return-to-Duty		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Follow-up		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:									

Set blanks to zero Clear all Undo

<< Drug Testing Data Wrap Up >>

Once complete, we recommend to check the ***Include PDF*** box to receive a PDF copy of your report.

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If you click *“Enter or Edit your Data”*, it will change the report back to Incomplete; If clicked by mistake, you will need to proceed through each page and “submit” the report once again, to receive the green dot completed status.

For questions or help with issues, email:

PHMSAPipelineDAMIS@dot.gov

When you have completed and submitted your MIS report, your status will display a green dot.

Next Steps

<https://damis.dot.gov>

If you return to your DAMIS account and want to view your information, ensure you click the *“View Your Data (Read Only)”* link.

VERY IMPORTANT

7.0 Supplemental Instructions

As explained in **Section 1.0** above, refer to the instructions for the DOT's *MIS Data Collection Form 1385* to complete the annual DAMIS reporting online: <https://www.transportation.gov/odapc/MISreporting>. The following Supplemental Instructions are PHMSA specific.

7.1 Section I. Employer

- If a primary or contractor operator submitted a DAMIS report in a previous calendar year, some of the contact information may be pre-populated. Enter and/or correct the information about the primary operator or contractor submitting the report.
- Each DAMIS report must be certified by the operator's or contractor's anti-drug manager or designated representative for accuracy and completeness and cannot be certified by a service agent.
- DOT Agency - select PHMSA (X) and select (X) all the pipeline systems operated by the primary operator and the business units, if any.

IMPORTANT: List the primary operator's OPID and all business unit OPIDs covered by the report on the Doing Business As (DBA) line. PHMSA recognizes these are not DBAs, but it helps us to cross-check the Safety Program Relationship (SPR) and DAMIS databases.

3.2 Large Operator vs Small Operator

Small operator – a primary operator with 50 or fewer covered employees. A DAMIS report is only required if the operator receives a “written notice” from PHMSA requesting a report. PHMSA transmits written notices as messages in the PHMSA Portal in late December each calendar year <https://portal.phmsa.dot.gov/pipeline>. If the PHMSA Portal message includes an online reporting Login.gov PIN, PHMSA has requested a DAMIS report from the small operator.

To calculate the number of D&A covered employees to determine whether you are a large or small primary operator

Include all covered employees of the primary operator plus all covered employees of any and all business units included in the DAMIS report under the D&A Program. See Sections 3.3 and 3.4.

If your covered employees are in a random drug testing pool managed by a consortium, count only your own covered employees.

If you have any covered employees subject to D&A testing under more than one DOT agency, count only those employees who were D&A tested under PHMSA. That is, the agency selected on the Federal Drug Testing Custody and Control Form (CCF) or on the Alcohol Testing Form.

Important: While contractor employees are covered employees requiring D&A testing, contractor employees are not used to calculate whether a primary operator is a large or small operator. Therefore, do not include contractor employees in the above calculations.

Helpful links

[Federal Transit Administration](#)

<https://transit-safety.fta.dot.gov/DrugAndAlcohol/DAMIS/default.aspx>

[ODAPC](#)

<https://www.transportation.gov/odapc>

[MIS DATA](#)

https://www.transportation.gov/odapc/DOT_Agency_MIS_Data

CONTRACTORS 199.115

The operator remains responsible for ensuring the requirements of this part are complied with.

What to expect if I get selected to submit

Did the collection site use the correct CCF form—Is the Collector qualified? Every 5 yrs, Ensure the specimen bottle is sealed when given to you the donor.

Ensure that there is no unauthorized access into the collection areas and that undetected access (e.g., through a door not in view) is not possible.

Make sure the collection site asks you to show proper picture ID.

Make sure you empty your pockets; remove outer garments (e.g., coveralls, jacket, coat, hat); leave briefcases, purses, and bags behind; and wash their hands, might even ask about removal of boots—specimens can be hidden—**Collection site usually asks you to do this**

Maintain personal control of the specimen and CCF at all times during the collection.

Ensure any water sources or otherwise are made unavailable to you (e.g., turn off water inlet, tape handles to prevent opening faucets, secure tank lids).

What to expect if I get selected to test

Ensure that the water in the toilet and tank (if applicable) has bluing (coloring) agent in it. Tape or otherwise secure shut any movable toilet tank top or put bluing in the tank.

Ensure that no soap, disinfectants, cleaning agents, or other possible adulterants are present.

Inspect the site to ensure that no foreign or unauthorized substances are present.

Secure areas and items (e.g., ledges, trash receptacles, paper towel holders, under-sink areas, ceiling tiles) that appear suitable for concealing contaminants.

QUESTIONS