Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

A completed **Standard Inspection Checklist, OQ Field Validation Protocol form and Cover Letter/Field Report** are to be submitted to the Senior Engineer within **30 days** from completion of the inspection.

Inspection Report			
Docket Number	080110		
Inspector Name & Submit Date	Stephanie Zuehlke - Patti Johnson 11.12.08		
Sr. Eng Name & Review/Date	David Lykken 11/14/08		
Operator Information			
Name of Operator:	City of Ellensburg	**OP ID #:**	4400
Name of Unit(s):	Municipality of Ellensburg		
Records Location:	Energy division, Ellensburg City Hall, 501		
Date(s) of Last (unit) Inspection:	November 17 thru 21, 2003 Standard Inspection May 6, 2005 Plan & Procedure March 19, 2007 Public Awareness September 22, 1994 Drug Testing Program	**Inspection Date(s):**	August 4-7, 2008

Inspection Summary:

ALL LOW CP OK, THE SAME DAY I WAS DOING PRE FIELD – ELLENSBURG turned up rectifiers the same day.

Joe Maxwell is CP consultant for the City. The City recently lost their only NACE certified person on staff.
IR drop, 100mv shift – Ellensburg provided me with a copy of an old study – presumable utilized to establish native. I will verify with Scott Rukke as he has previously reviewed. Darren identified that Scott had told them they needed a study to show native and the study that was conducted.

HQ Address:		**System/Unit Name & Address:**	
501 N. Anderson St. Ellensburg, WA 98926		Energy Services– Gas Division City of Ellensburg 501 N. Anderson St. Ellensburg, WA 98926	
Co. Official:	Bob Titus, Director	**Phone No.:**	509.962.7124
Phone No.:	509.962.7226	**Fax No.:**	509.925.8662
Fax No.:	509.925.8662	**Emergency Phone No.:**	509.925.8534
Emergency Phone No.:	509.925.8534		

Persons Interviewed	Title	Phone No.
Steve Prue	Gas Engineer	5099627229
Darren Larson	Gas Supervisor	5099627227
Heather Stringfellow	Gas Engineering Technician	5099258603

WUTC staff conducted an abbreviated procedures inspection on 192 O&M and WAC items that changed since the last inspection. This checklist focuses on Records and Field items per a routine standard inspection.
(check one below and enter appropriate date)

x	Team inspection was performed (Within the past five years.) or,	**Date:**	May 6, 2005
☐	Other WUTC Inspector reviewed the O & M Manual (Since the last yearly review of the manual by the operator.)	**Date:**	

Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

GAS SYSTEM OPERATIONS			
Gas Supplier	Williams Pipeline		
Services: *Residential* 3808- 12/31/07 *Commercial* 438- 12/31/07 *Industrial* 1- 12/31/07 *Other* 0			
Number of reportable safety related conditions last year 0		Number of deferred leaks in system 0	
Number of non-reportable safety related conditions last year 0		Number of third party hits last year	
Miles of transmission pipeline within unit (total miles and miles in class 3 & 4 areas) 0		Miles of main within inspection unit(total miles and miles in class 3 & 4 areas) Total 116 miles. 116 in Class 4	
Operating Pressure(s):		**MAOP (Within last year)**	**Actual Operating Pressure (At time of Inspection)**
Feeder:	145psig Williams & Main gate station inlet	150 psig	145psig
Town:	39-41.5 psig	42 psig	41 psig
Other:			
Does the operator have any transmission pipelines?	No		
Compressor stations? Use Attachment 1.	No		

Pipe Specifications:			
Year Installed (Range)	1956-2008	Pipe Diameters (Range)	½" – 8"
Material Type	Coated Steel & PE	Line Pipe Specification Used	API 5L Astm A53 , A106 PE – ASTM D2513, PE 3408/100
Mileage	Steel – 43, PE - 73	SMYS %	Steel < 10% - PE <1%

Operator Qualification Field Validation
Important: Per OPS, the OQ Field Inspection Protocol Form (Rev 3, Feb 08) shall be used by the inspector as part of this standard inspection. When completed, the inspector will upload this information into the PHMSA OQ Database (OQDB) located at http://primis.phmsa.dot.gov/oqdb/home.oq **Date Completed**

	REPORTING RECORDS		S	U	N/A	N/C
1.	191.5	Any incidents requiring telephonic reporting to the **NRC (800-424-8802)**	x			
2.	191.25	Filing the **Safety Related Condition Report** within 5 days of determination, but not later than 10 days after discovery None	x			
3.	192.727(g)	Abandoned facilities offshore, onshore crossing commercially navigable waterways reports				
4.	480-93-200(1)	Telephonic Reports to **UTC Pipeline Safety Incident Notification 1-888-321-9146** (Within **2 hours**) for events which results in;				
5.	480-93-200(1)(a)	A fatality or personal injury requiring hospitalization; None	x			
6.	480-93-200(1)(b)	Damage to property of the operator and others of a combined total exceeding fifty thousand dollars; None	x			
7.	480-93-200(1)(c)	The evacuation of a building, or high occupancy structures or areas;	x			
8.	480-93-200(1)(d)	The unintentional ignition of gas; None	x			
9.	480-93-200(1)(e)	The unscheduled interruption of service furnished by any operator to twenty five or more distribution customers;	x			
10.	480-93-200(1)(f)	A pipeline or system pressure exceeding the MAOP plus ten percent or the maximum pressure allowed by proximity considerations outlined in WAC 480-93-020; One instance reported due to overpressure but issue was with Williams and did not exceed 10%	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

		REPORTING RECORDS	S	U	N/A	N/C
11.	480-93-200(1)(g)	Is significant, in the judgment of the operator, even though it does not meet the criteria of (a) through (f) of this subsection; Reported to state due to potential gas problem in #10 above – turned out to be non-jurisdictional	x			
12.	480-93-200(2)	Telephonic Reports to **UTC Pipeline Safety Incident Notification 1-888-321-9146** (Within **24 hours**) for;				
13.	480-93-200(2)(a)	The uncontrolled release of gas for more than two hours;	x			
14.	480-93-200(2)(b)	The taking of a high pressure supply or transmission pipeline or a major distribution supply gas pipeline out of service; No	x			
15.	480-93-200(2)(c)	A gas pipeline or system operating at low pressure dropping below the safe operating conditions of attached appliances and gas equipment; or No low pressure	x			
16.	480-93-200(2)(d)	A gas pipeline or system pressure exceeding the MAOP Reference to Williams over-pressurization but did not exceed 10%	x			
17.	480-93-200(4)	Did written incident reports (within 30 days of telephonic notice) include the following				
18.	480-93-200(4)(a)	Name(s) and address(es) of any person or persons injured or killed, or whose property was damaged; None	x			
19.	480-93-200(4)(b)	The extent of injuries and damage;	x			
20.	480-93-200(4)(c)	A description of the incident or hazardous condition including the date, time, and place, and reason why the incident occurred. If more than one reportable condition arises from a single incident, each must be included in the report;	x			
21.	480-93-200(4)(d)	A description of the gas pipeline involved in the incident or hazardous condition, the system operating pressure at that time, and the MAOP of the facilities involved;	x			
22.	480-93-200(4)(e)	The date and time the gas pipeline company was first notified of the incident;	x			
23.	480-93-200(4)(f)	The date and time the ((operators')) gas pipeline company's first responders arrived on-site;	x			
24.	480-93-200(4)(g)	The date and time the gas ((facility)) pipeline was made safe;	x			
25.	480-93-200(4)(h)	The date, time, and type of any temporary or permanent repair that was made;	x			
26.	480-93-200(4)(i)	The cost of the incident to the ((operator)) gas pipeline company;	x			
27.	480-93-200(4)(j)	Line type;	x			
28.	480-93-200(4)(k)	City and county of incident; and	x			
29.	480-93-200(4)(l)	Any other information deemed necessary by the commission.	x			
30.	480-93-200(5)	Submit a supplemental report if required information becomes available; Not applicable – no jurisdictional reportable	x			
31.	480-93-200(6)	Written report within 45 days of receiving the **failure analysis** of any incident or hazardous condition due to **construction defects or material failure** None	x			
32.	480-93-200(7)	**Annual Reports** filed with the commission no later than **March 15** for the proceeding calendar year				
33.	480-93-200(7)(a)	A copy of PHMSA F-7100.1-1 and F-7100.2-1 annual report required by U.S. Department of Transportation, PHMSA/Office of Pipeline Safety; Reviewed 2006/2007/2008	x			
34.	480-93-200(7)(b)	Damage Prevention Statistics Report including the following;				
35.	480-93-200(7)(b)(i)	Number of gas-related one-call locate requests completed in the field; Reviewed 2006/2007/2008	x			
36.	480-93-200(7)(b)(ii)	Number of third-party damages incurred; and Reviewed 2006/2007/2008	x			
37.	480-93-200(7)(b)(iii)	Cause of damage, where cause of damage is classified as one of the following: (A) Inaccurate locate; (B) Failure to use reasonable care; (C) Excavated prior to a locate being conducted; or (D) Excavator failed to call for a locate. Reviewed 2006/2007/2008	x			
38.	480-93-200(7)(c)	Reports detailing all construction defects and material failures resulting in leakage. Categorizing the different types of construction defects and material failures. The report must include the following: (i) Types and numbers of construction defects; and (ii) Types and numbers of material failures.	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

REPORTING RECORDS			S	U	N/A	N/C
39.	480-93-200(8)	Providing updated emergency contact information to the commission and appropriate officials of all municipalities where gas pipeline companies have facilities Identified in O&M manual and UTC contacted as soon as changes. Manual updated 01.20.08	x			
40.	480-93-200(9)	Providing by email, reports of daily construction and repair activities no later than 10:00 a.m.	x			
41.	480-93-200(10) AOC	Submitting copy of DOT Drug and Alcohol Testing MIS Data Collection Form when required Provided by Judy Hawley HR Department during D & A. Changes to plan complete but not informed that corrected plan implemented due to belated council approval	x			

Documentation Reviewed:

Document Title	Document Number	Revision Date	Date Range Reviewed	Pct of Data Reviewed

Comments:

CUSTOMER and EXCESS FLOW VALVE INSTALLATION NOTIFICATION			S	U	N/A	N/C
42.	192.16	New customers notified, within **90 days**, of their responsibility for those service lines not maintained by the operator Mandatory installation on all services since June 2008, on Replacement svs prior to this – approx. 6 mos. – 1 yr. Documents folder contains Residential and developer packets. Ellensburg's installation is now mandatory.	x			
43.	192.381	Does the excess flow valve meet the performance standards prescribed under §192.381? R.W. Lyall & Co., Inc.- get from patti – Lyco EFV	x			
44.	192.383	Does the operator have a voluntary installation program for excess flow valves and does the program meet the requirements outlined in §192.383? Are records adequate? Page 17 of O&M Manual states Mandatory in June 2008	x			
45.	192.383	If no voluntary program for EFV installations, are customers notified in accordance with §192.383? Are records adequate?	x			

Documentation Reviewed:

Document Title	Document Number	Revision Date	Date Range Reviewed	Pct of Data Reviewed

Comments:

	CONSTRUCTION RECORDS		S	U	N/A	N/C
46.	480-93-013	OQ records for personnel performing New Construction covered tasks Bob Thorp - Foreman Curt Samuelson First qualified for purging first qual. In May 2001 for 1418.0 written – 4yrs May 2002 first written and april 2006 for second written exam 1418.01 – 05.21.01 next 03.06.03, 05.17.05 – practical – 3 yrs (no longer qual. On long sections – expired in 02.07.06) 1418.02 – 02.04/.02, next 07.11.05, 06.19.07- practical – 4 yrs Rod Paul Bart Bradshaw Erin Pascoe Marcello Martinez Mike Helgeson Darrin tries to keep him qualified on everything in case they need him on a crew. Qualified person – no NACE qualified person on staff. Use Joe Maxwell as consultant once a problem is recognized – Darrin and Steve have enough of an understanding to know whether problem exists. (192.453).	x			
47.	192.225	Test Results to Qualify Welding Procedures Reviewed results of Kevin Porter 03.01.02 under weld procedure qualification no. 1B. for SMAW – reviewed by Central WA University by Cr. Craig Johnson, PE in 2002 – Kevin Porter is no longer with Ellensburg.	x			
48.	192.227	Welder Qualification Mike Helgeson 01.23.08 Test 1B – Coupon Test report on 6" Butt, 6" Branch SMAW, 2" Oxy, 1" oxy- reviewed by Central WA University by Cr. Craig Johnson, PE	x			
49.	480-93-080(1)(a)(iv)	Appendix C Welders re-qualified **2/Yr (7.5Months)** None transmission	x			
50.	480-93-080(2)	Plastic pipe joiners re-qualified **1/Yr (15 Months)** Requalified Annually. Reviewed 2005-2008 records specifically for Bob Thorp qualified on 04.11.05, 03.21.06, 03.26.07, 03.27.08 – per Steve and Darrin: no one has ever failed.	x			
51.	480-93-080(2)(b)	Plastic pipe joiners re-qualified if no production joints made during any 12 month period No tracking of production welds – see below.	x			
52.	480-93-080(2)(c)	Tracking Production Joints or Re-qualify joiners **1/Yr (12Months)** Don't track production welds do on an annual basis so no forget anyone.	x			
53.	480-93-115(2)	Test leads on casings (without vents) installed after 9/05/1992 One casing on Sanders road above ground on bridge with ends of casing underground This casing is sealed – reviewed records – installed 12.06.99 , under desing assumptions it states that 8" does not have ends sealed but in accord. w/192 not required and WAC not req'd. until 2005. Sanders Rd. xing Wilson Creek.	x			
54.	480-93-115(3)	Sealing ends of casings or conduits on transmission lines and mains None installed since 2005 - See above #54. Ellensburg has installed main in intersections and at driveways presently not connected to system. Driveway conduit may be used for main or svc.	x			
55.	480-93-115(4)	Sealing ends (nearest building wall) of casings or conduits on services	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked

If an item is marked U, N/A, or N/C, an explanation must be included in this report.

		CONSTRUCTION RECORDS	S	U	N/A	N/C
56.	192.241(a)	Visual Weld Inspector Training/Experience Bob Thorp and Darrin Larson – National welding inspection school (recommended by S. Rukke) Reviewed these records. Training records for Bob and Darrin are in folder. Reviewed OQ task 2402.01 which is visual insp. Of welds and all welders are qualified to inspect their own welds. Oversight of staff required when all are OQ'd and trained to do their own visual Weld Inspection to verify correct inspection. Records show brief periods of time btwn re-certs. Visual weld inspector training is not in question – the following is additional training. After review of visual inspection training records it was found that there were brief periods of time when individual certifications had lapsed prior to re-certification wherein the possibility exists that visual inspections were performed without proper certification: Name / Cert. Expiration / Re-Cert. / Time between Certifications Robert Thorpe 02.08.05 02.25.08 18 Days 02.26.08 03.21.08 24 Days Darren Larsen 02.26.08 03.22.08 25 Days	x			
57.	192.243(b)(2)	Nondestructive Technician Qualification No meet any nondestructive test protocol – since <20% SMYS – use visual and destructive. None	x			
58.	192.243(c)	NDT procedures None since operate at 20% SMYS	x			
59.	192.243(f)	Total Number of Girth Welds None	x			
60.	192.243(f)	Number of Welds Inspected by NDT None	x			
61.	192.243(f)	Number of Welds Rejected None	x			
62.	192.243(f)	Disposition of each Weld Rejected None	x			
63.	192.303	Construction Specifications all design and construction specifications incl. in Section 3 – last review May 2008	x			
64.	192.325	Underground Clearance 4.4 Plastic & 5.4 Steel - trenching and underground clearance. Reviewed svc installation for 1704 Radio Rd. work order w/install depth at 24" – ½" Reviewed main installation for Reecer Ck R. & Trail view Lane work order w/install depth at 36" – 6".	x			
65.	192.327	Amount, location, cover of each size of pipe installed 4.4 Plastic & 5.4 Steel - trenching and underground clearance. Reviewed svc installation for 1704 Radio Rd. work order w/install depth at 24" – ½" Reviewed main installation for Reecer Ck R. & Trail view Lane work order w/install depth at 36" – 6".	x			
66.	480-93-160(1)	Report filed **45 days** prior to construction or replacement of transmission pipelines **≥ 100** feet in length No transmission	x			
67.	480-93-160(2)	Did report describe the proposed route and the specifications for the pipeline and must include, but is not limited to the following items: No Transmission	x			
68.	480-93-160(2)(a)	Description and purpose of the proposed pipeline; No Transmission	x			
69.	480-93-160(2)(b)	Route map showing the type of construction to be used throughout the length of the line, and delineation of class location as defined in 49 CFR Part 192.5, and incorporated boundaries along the route. No Transmission	x			
70.	480-93-160(2)(c)	Location and specification of principal valves, regulators, and other auxiliary equipment to be installed as a part of the pipeline system to be constructed No Transmission	x			
71.	480-93-160(2)(d)	MAOP for the gas pipeline being constructed; No Tranmission	x			
72.	480-93-160(2)(e)	Location and construction details of all river crossings or other unusual construction requirements encountered en route. No Transmission	x			
73.	480-93-160(2)(f)	Proposed corrosion control program to be followed inc specs for coating and wrapping, and method to ensure the integrity of the coating using holiday detection equipment; No Transmission	x			
74.	480-93-160(2)(g)	Welding specifications; and No transmission	x			
75.	480-93-160(2)(h)	Bending procedures to be followed if needed. No transmission	x			
76.	480-93-170(1)	Commission notified 2 day's prior to pressure testing pipelines with an MAOP producing a hoop stress **≥ 20% SMYS**? No transmission	x			

CONSTRUCTION RECORDS			S	U	N/A	N/C
77.	480-93-170(4) PV	All service lines that are broken, pulled, or damaged, resulting in the interruption of fas supply to the customer, must be pressure tested from the point of damage to the service termination valve (generally the meter set) prior to being placed back into service. Leak repair reports don't indicate that services have been properly pressure tested for Vista Views (1" service) on 05.14.08; 815 E. Tacoma on 04.03.08		x		
78.	480-93-170(6) PV	Each gas pipeline company must perform soap tests at the tie-in joints at not less than the current operating pressure of the gas pipeline. Some leak repair reports indicate soap testing others do not. Leak repair report does not indicate that tie-ins were soap tested at Stoney Creek Plat, S. of 26th, N. of Phase I on 06.18.07		x		
79.	480-93-170(7) PV	Pressure tests records at a minimum include required information listed under 480-93-170(a-h) (f) Pipe size and length; (g) Dates and times; and (h) Test results. Reviewed testing reqments from manual section 6.4 Test duration. Reviewed 3408 PE 6" main – 2754' tested at 98psig for 23hrs. at Turf Trails. Reviewed 3408 4" PE main – 920' tested at 98psig for 24 hrs. at Radio Rd. Reviewed PE svc. For 1704 Radio rd. ½" 98 psig for 20 min. (a) through (h) included on reports. Except: leak repair reports don't indicate length of replaced pipe: 2410 Nalder Greenfield Park Condo Unit 3 on 05.14.08; 211 Greenfield on 07.20.07		x		
80.	480-93-170(9)	Individual pressure test records maintained for single installations where multiple pressure tests were performed? 107/109/111 Kittitas St. – not a multiple 1445/1511/1515 University Way – (Railroad Ave. not University) - Not a multiple 310/304/220 Anderson Rd. – 1" 3 part service tested for 1 hr. each. Test report info on Form 16 dated 05.09.07 for above services. Reviewed stub N. of Dry Ck. Rd., N. on Reecer Ck. Rd. to Bender Rd. pipeline test report. Pressure test on 05.09.07, 04.13.07, and a 2nd location same site on 04.13.07 and 10.26.07.	x			

CONSTRUCTION RECORDS			S	U	N/A	N/C
81.	480-93-170(10) AOC	Pressure Testing Equipment checked for accuracy/intervals (Manufacturers Rec or Operators schedule) Calibration dates for equipment Pressure testing equipment must be maintained, tested for accuracy, or calibrated, in accordance with the manufacturer's recommendations. When there are no manufacturer's recommendations, then pressure testing equipment must be tested for accuracy at an appropriate schedule determined by the operator. Test equipment must be tagged with the calibration or accuracy check expiration date. The requirements of this section also apply to equipment such as pressure charts, gauges, dead weights or other devices used to test, monitor or check system pressures or set-points. Not following O&M procedure - Section 25.0 Introduction for O&M procedure. Received instrument calibration records showing how track instrument calibration recently updated on 07.28-29.08. Merical – monometer. 1. Equip. not tagged – gauges have not been identified by unique numbers and unable to identify/track when calibrated (other than on label) or what instrument was used to calibrate. 2. Two dial gauges used to monitor system pressure at the Seattle Reg. Sta. are labeled as being calibrated but with a correction factor written on the tags. Annual maintenance utilizes a calibrated guage. They have a Regulator Station Inspection and Maintenance Form. Section 9 page 13. Dial gauges under 6" in diameter are not used in any other situation. Section 25 identifies these dial gauges are pressure indicators. 3. O&M Section 25.3 – Recommended Calibration Intervals states that Calibration for Pressure gauges (Dial Type – less than or equal to 6" in diameter) is not required for those gauges designated as "Pressure Indicators" 4. No dates on equipment that pressure dial gauges are tested against. 5. No procedure to calibrate dial gauges utilitzing merical guage – field or otherwise. 6. No following own procedures in accordance with Section 25.0? Tagging & serial numbers of equipment. 7. They are testing using smart monometer in field. Did not find procedure in manual for this process. WAC states that if use must have procedure. They don't spell out any where how to utilize this piece of equipment or reference utilize manufacturer's specifications in manual. Above gauges are defined in the procedures as indicators only and not to be utilized for reads – that charts/other guage equipment will be used.	x			
82.	480-93-175(2)	Study prepared and approved prior to moving and lowering of metallic pipelines **> 60 psig** (2) Pipelines with mechanical or threaded joints must not be moved or lowered. Rarely lower steel pipeline per section 8.4.2. Have not lowered main since 2005 plastic or steel.	x			
83.	480-93-175(4)	Leak survey within **30 days** of moving or lowering pipelines **≤ 60 psig** If lower then leak survey according to section 8.4.2.d Also see 480-93-080(2) above.	x			

Documentation Reviewed:			
Document Title	**Document Number**	**Revision Date**	**Date Range Reviewed**

Comments:

		OPERATIONS and MAINTENANCE RECORDS	S	U	N/A	N/C
84.	192.517(a)	Pressure Testing (operates at or above 100 psig) – **useful life of pipeline**	x			
85.	192.517(b)	Pressure Testing (operates below 100 psig, service lines, plastic lines) – **5 years** Reviewed service records for 1445 W. University way, 1511 and 1515 University way 04.03.91	x			
86.	192.605(a)	Procedural Manual Review – Operations and Maintenance (**1 per yr/15 months**) Revision history identified in O&M manual Section 6. Not all sections are updated at once – they complete required updates throughout the year. Each section of the manual has a revision history. The last update was completed on February 19, 2008 and UTC was notified. Every vehicle has hard copy access in shop and computers in vehicles.. Two in gas shop one in each vehicle City manager, Police and Fire , Director , Darren and Steve has.	x			
87.	192.605(b)(3)	Availability of construction records, maps, operating history to operating personnel Maps on computer in vehicles which are updated monthly. History – on main and service history located in filing cabinet system up front in reception. All id'd by address in file and main file id'd on based maps number from base maps. Just starting move from autocad to gps – ongoing process. Beginning w/new construction and valves.	x			
88.	480-93-018(3)	Records, including maps and drawings updated within **6 months** of completion of construction activity? How identify if a main marker is missing – mapping not necess. Required. Bus. Districts on maps CP on maps Atmospheric Corr. On maps Now on state coordinate system. Computer mapping updated twice per month. Reviewed updates for 613 Matthews Rd. – 03.24.08; 2608 Millstone – 03.03.08; 1105 N. Centurbury – 05.19.08; 1306 Canturbury 02.27.08.	x			
89.	192.605(b)(8)	Periodic review of personnel work – effectiveness of normal O&M procedures Monthly safety metg. – Review proc. 02.19.2000 debrief staff and incl. director informed – usually in safety mtgs. Modification of manual/procedure addressed: modification to reg. sta. maintenance – changing steps and changes were made based upon staff suggestions/request. Section 9.3 completed in April of 2005.	x			
90.	192.609	Class Location Study (**If pipeline operating at >40% of SMYS)** No Transmission	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

		OPERATIONS and MAINTENANCE RECORDS	S	U	N/A	N/C
91.	192.614	Damage Prevention (**Miscellaneous**) Belong to one call system, Reviewed listing of contractors for notification of excavation and letters of notification indicating changes on 01.31.2008; 0221.08. Public Works will send if in conjunction with other City utility work. Personal contact if small number of neighbors affected. Central college CWU system used to be MM system but city took over and now acquired and maintain.	x			
92.	192.615(b)(1)	Location Specific Emergency Plan Furnish its supervisors who are responsible for emergency action a copy of that portion of the latest edition of the emergency procedures established under paragraph (a) of this section as necessary for compliance with those procedures. Provide information via circulation info form and plan to emergency required/necessary personnel. Received June 20.08 and October 31.05 and march 18.05. Upcoming info/plans provided to this list. Also see 192.605(b)(8).	x			
93.	192.615(b)(2)	Emergency Procedure training, verify effectiveness of training Debriefing with affected requests comments improvements.' Training usually occurs in safety meetings.	x			
94.	192.615(b)(3)	Employee Emergency activity review, determine if procedures were followed.	x			
95.	192.615(c)	Liaison Program with Public Officials Reviewed list of contacts including Kitt Comm (Dispatch), Police and Fire, etc. Other staff utilize scripted info – there is 24/7 call-out for staff. Steve notifies internal divisions as a reminder.	x			
96.	192.616	Public Awareness Program				
97.	192.616(e&f)	Documentation properly and adequately reflects implementation of operator's Public Awareness Program requirements - Stakeholder Audience identification, message type and content, delivery method and frequency, supplemental enhancements, program evaluations, etc. (i.e. contact or mailing rosters, postage receipts, return receipts, audience contact documentation, etc. for emergency responder, public officials, school superintendents, program evaluations, etc.). See table below: Stakeholder: effected public, LDC customers, Emerg. & Public & Excav/contractors & one call centers. APGA survey goal program – 1st survey results – changed : customers didn't know that city was gas provider – Addressed this issue by increased advertising and spoke to upper level management via verbal staff mtg.	x			
98.		Operators in existence on June 20, 2005, must have completed their written programs no later than June 20, 2006. See 192.616(a) and (j) for exceptions.				
99.		**API RP 1162 Baseline* Recommended Message Deliveries**				
100.		**Stakeholder Audience (LDC's)** / **Baseline Message Frequency (starting from effective date of Plan)** Residence Along Local Distribution System – Annual Reviewed Records – okay identified 2008 LDC Customers – Twice annually – reviewed records - okay Emergency Officials – Annual Okay Public Officials – 3 years More frequently Excavator and Contractors – Annual More frequently				
101.		* Refer to API RP 1162 for additional requirements, including general program recommendations, supplemental requirements, recordkeeping, program evaluation, etc.				
102.	192.616(g)	The program conducted in English and any other languages commonly understood by a significant number of the population in the operator's area. Ellensburg conducts their program in English. They have identified that they do not have a significant non-English speaking population.	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

OPERATIONS and MAINTENANCE RECORDS			S	U	N/A	N/C
103.	192.617	Analyzing accidents and failures including laboratory analysis where appropriate to determine cause and prevention of recurrence .617 None	x			
104.	192.619	Maximum Allowable Operating Pressure (**MAOP**) Class 4 at 42psig & 150psig	x			
105.	480-93-015(1)	Odorization of Gas – Concentrations adequate 1/5 of LEL Pipeline patrol book identifies 8 odorant sniff test locations w/number of miles located from odorizer – these sites are identified by Gas Engineer. Maps in mgmt office and shop office identifying test locations. Odorizer checked on a weekly basis including review of odorant injection. Monthly calculations reviewed for the Kittitas Tap Station at 3261 Kittitas Hwy. – okay Usually completed by same person with vacation replacement Odorization O&M manual is in Section 8.10 and includes procedures for determination of odorant capacity dated 8.10 Odorization	x			
106.	480-93-015(2) PV	Monthly Odorant Sniff Testing Monthly records are reviewed by management for significant/potential issues/calculations and mgmt will send employee out to check if .08% difference. Instruments utilized by Ellensburg to complete sniff tests are not properly documented on records or documentation is unavailable to demonstrate that calibrated units were utilized rather than expired units. Operator was unable to demonstrate the type of calibrated equipment utilized for conducting sniff tests on the following dates: 1-22-08, 2-20-2008, 3-26-08, 4-28-08, 5-30-08, 6-24-08, 7-28-08 Sniff test sites 1-3110 Airport DR, 2-2415 Canyon Rd, 3-2601 Willow Dale, 4- 1817 /sr 97, 5-607 Industrial Way, 6-400 E University Way, 7-2020 Vantage Hwy, 8-1921 Dry Creek. Received copies of Gas Odorization test report for 08.26.08 – now corrected (post audit) Ellensburg is now writing in SN and identifying instrument utilized.		x		
107.	480-93-015(3)	Prompt action taken to investigate and remediate odorant concentrations not meeting the minimum requirements Reference procedures and complete maintenance accordingly	x			
108.	480-93-015(4)	Odorant Testing Equipment Calibration/Intervals (Annually or Manufacturers Recommendation) Odorometer 5110-0200 SN VEO509 Missed calibration in 2005 (noted b Scott in 2005 inspection) next calibration taken out of service on 08.31.06. No documentation identifying this odorometer was taken out of service. Was told that crew just know not to use this piece of equipment. Calibrated 08.31.05, 2 pieces of equipment 1st the Bacharach odor meter, calibrated 2-11-08 , EXPIRES 2/10/2009 This is old equipment shelved for use when other calibrated. On 11.09.07 this piece of equipment retired and sent for recalibration on 02.11.08. 2nd piece of equipment is Heath, got in 12-06, calibrated 6-16-2007, 12-9-2007 and has been sent out for calibration	x			
109.	480-93-015(5) PV	Operators must keep all records of odorant usage, sniff tests performed, and equipment calibration for five years. Records did not indicate the type of equipment used and the equipment SN. Can't prove that calibrated sniff test equipment was utilized for taking sniff test. No way to know what equipment was utilized so no way to determine whether equipment used had been calibrated for the following dates: 1-22-08, 2-20-2008, 3-26-08, 4-28-08, 5-30-08, 6-24-08, 7-28-08. Ellensburg immediately corrected their gas Odorization test report deficiency to include the type of equipment used and equipment SN.		x		
110.	480-93-124(3)	Pipeline markers attached to bridges or other spans inspected? **1/yr(15 months)** Process in Ellensburg is more conservative than required. Markers are reviewed @ 2 months.	x			
111.	480-93-124(4)	Markers reported missing or damaged replaced within **45 days?** Markers are reviewed every two months. Pipeline patrol Report is contained pipeline patrol book. Received two documents to review pipeline markers. Reviewed in field. See pre-field list. Okay	x			
112.	480-93-140(2)	Service regulators and associated safety devices tested during initial turn-on Reviewed Gas Meter Set Connection Forms. It includes required equipment test equipment. Meters are turned on by Ellensburg Gas.	x			
113.	480-93-155(1)	Up-rating of system MAOP to **>60 psig**? Procedures and specifications submitted **45 days** prior? None	x			

		OPERATIONS and MAINTENANCE RECORDS	S	U	N/A	N/C
114.	480-93-180(1) PV	Each gas pipeline company must have and follow a gas pipeline plan and procedure manual (manual) for operation, maintenance, inspection, and emergency response activities that is specific to the gas pipeline company's system. The manual must include plans and procedures for meeting all applicable requirements of 49 CFR §§ 191, 192 and chapter 480-93 WAC, and any plans or procedures used by a gas pipeline company's associated contractors. 1. Ellensburg needs to have a written procedure – they do follow-up but has been practice without written procedure. 2. Stubs on maps 3. Paint and corrosion remediation – any wall loss is corrosion and fixed. 4. O&M Manual should state what issues/elements are to be considered when reviewing atmospheric corrosion. Section 12 Cp 2. For example: if solely needs paint - note it; if needs futher investigation - fill out exposed metal piping sheet. Good practice not in manual Ellensburg did not follow own procedures per their O & M Section 12.3 which is a general statement identifying that coating is required and that no installation of unprotected pipe should occur in their system. Section 21 identifies that the meter and service shut-off valve are to be located above ground. 600 N. Main - Buried riser valve approx. 6" below grade with corrosion/pitting on coupling; Gas meter approximately 1/3 buried with oxidation corrosion on meter 702 1st Ave. - Buried riser valve; Unpainted 400 S. Willow - Two buried valves on single riser; No coating on riser; No interface coating 710 E. Washington - Bare metal, no coating on pipe 205 W 5th Ave., Suite 180 - Interface coating buried Atmospheric corrosion monitoring was not properly completed in accordance with Ellensburg Procedures. Staff notes that had this service been properly monitored for atmospheric corrosion, as the riser and meter are normally located above grade and exposed to the atmosphere, the operator would have noticed the deterioration and coating issues and remedied them. 600 N. Main - Buried riser valve approx. 6" below grade with corrosion/pitting on piping; Gas meter approximately 1/3 buried with oxidation corrosion on meter; Bad coating at interface Ellensburg did not properly complete the following leak repair reports and did not indicate that they had properly pressure tested the following in accordance with their own procedures: 05.14.08 Vista Views 1" service; 04.03.08 815 E. Tacoma Did not properly complete the following leak repair reports and did not indicate that tie-ins were soap tested in accordance with their own procedures - 06.18.07 Stoney Creek Plat, S. of 26th, N. of Phase I Did not properly complete the following leak repair reports did not indicate the length of pipe replaced in accordance with their own procedures: 05.14.08 2410 Nalder Greenfield Park Condo Unit 3; 07.20.07 211 Greenfield Leak survey not identified as completed – to service tie-in after 3rd party damage 05.14.08 Vista Views 1" service 04.03.08 815 E. Tacoma 05.14.08 2410 Nalder Greenfield park Condo Unit 3 07.20.07 211 Greenfield 09.17.07 800 22nd		x		

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked

If an item is marked U, N/A, or N/C, an explanation must be included in this report.

OPERATIONS and MAINTENANCE RECORDS			S	U	N/A	N/C
115.	480-93-180(3) PV	The manual must be written in detail sufficient for a person with adequate training to perform the tasks described. For example, a manual should contain specific, detailed, step-by-step instructions on how to maintain a regulator or rectifier, conduct a leak survey or conduct a pressure test. Did not have a written procedure identifying AOC's (issues and elements) to be considered by meter readers when reviewing completing their Atmospheric Corrosion inspection nor did they have a procedure identifying the associated remediation process. Post inspection Steve devised procedure and conducted immediate training.		x		
116.	480-93-185(1)	Reported gas leaks promptly investigated? Graded in accordance with 480-93-186? Records retained? must promptly investigate any notification of a leak, explosion, or fire, which may involve gas pipelines or other gas facilities, received from any outside source such as a police or fire department, other utility, contractor, customer, or the general public. Where the investigation reveals a leak, the operator must grade the leak in accordance with WAC 480-93-186, and take appropriate action. The operator must retain the leak investigation record for the life of the pipeline. No leaks carried forward monitored Grade C but then fixed. All underground leaks identified on Gas Schematic Leaks responded to identify grade and remediation (inside or out) and complete a leak repair. 188 (4)(e) One letter was sent to a customer that was not at home. Reviewed 11.17.06 letter.	x			
117.	480-93-185(3)(a)	Leaks originating from a foreign source. Take appropriate action to protect life and property regarding the pipeline company's own facilities, and; None One propane letter sent..	x			
118.	480-93-185(3)(b)	Leaks originating from a foreign source reported promptly/notification by mail. Records retained? Reviewed one propane letter.	x			
119.	480-93-186(2) PV	Each gas pipeline company must establish a procedure for evaluating the concentration and extent of gas leakage. When evaluating any leak, the gas pipeline company must determine and document the perimeter of the leak area. Leak investigation/repair reports do not identify the leak perimeter for: 05.14.08 Hobart Ave. & Vista Views 07.20.07 211 Greenfield 08.28.07 109 W. Helena 09.17.07 800 E. 22nd		x		
120.	480-93-186(3)	Leak evaluations: Are follow-up inspections performed within **30 days** of a leak repair?	x			
121.	480-93-186(4)	Leak evaluations: Grade 1 and 2 leaks (if any), downgraded once to a grade 3 without physical repair? Does not downgrade leaks	x			

		OPERATIONS and MAINTENANCE RECORDS	S	U	N/A	N/C
122.	480-93-187 PV	Gas leak records: at a minimum include required information listed under 480-93-187(1-13) (1) Date and time the leak was detected, investigated, reported, and repaired, and the name of the employee(s) conducting the investigation; (2) Location of the leak (sufficiently described to allow ready location by other qualified personnel); (3) Leak grade; (4) Pipeline classification (e.g., distribution, transmission, service); (5) If reported by an outside party, the name and address of the reporting party; (6) Component that leaked (e.g., pipe, tee, flange, valve); (7) Size and material that leaked (e.g., steel, plastic, cast iron); (8) Pipe condition; (9) Type of repair; (10) Leak cause; (11) Date pipe installed (if known); (12) Magnitude and location of CGI readings left; and (13) Unique identification numbers (such as serial numbers) of leak detection equipment. Gas crews are grading inside leaks - (11) through (13) missing on many of the records. Leak survey needs to be completed from repair to structure 09.18.07 does not include a map of bar hole locations or date of recheck 800 E. 2nd Ave.. The 2007 folder contains everything including 3rd party and inside leaks/odors. They have a color coded map with URD leaks that doesn't include 3rd party. A leak investigation report means that they have responded to a call. They also make out a leak repair report if the repair includes inside problems. Reviewed leak report and in field inspection for 710 E. Washington – responder indicated there was a window above the meter. Bar hole locations not identified on all reports (12) Leak repair reports do not identify the magnitude and location of CGI readings left for: 09.20.06 Alley Btwn Capitol & 1st and Maple & Popular 05.14.08 Hobart Ave. & Vista Views 04.03.08 815 E. Tacoma 05.14.08 2410 Nalder Greenfield park Condo Unit 3 06.18.07 Stoney Creek Plat, S. of 26th, N. of Phase I (13) Follow-up equipment not indicated with serial number 09.20.06 Alley Btwn Capitol & 1st and Maple & Popular 04.03.08 815 E. Tacoma 07.20.07 211 Greenfield 06.18.07 Stoney Creek Plat, S. of 26th, N. of Phase I Leak under control time should be reported.		x		
123.	480-93-188(1)	Gas leak surveys None exceeding HOOP of 20%	x			
124.	480-93-188(2)	Gas detection instruments tested for accuracy/intervals (Mfct recommended or monthly not to exceed 45 days) Calibrated gas detection instruments. Merical(2)(meriam Monometer - listed on calibration instrument records does not include a serial number in same location - Rec'd 12.27.07 and placed in service okay. Flame pak calibration before each use documented with leak survey file. Sensit monthly not exceed 45 days. - okay 2nd Merical purchased 12-27-07. Errors on calibration instruments sheet- the Bristol recorder is really a Reynolds the Merical 2 is really a manometer with a totally different serial number but corrected.	x			
125.	480-93-188(3)	Leak survey frequency **(Refer to Table Below)** Operators must perform pressure tests for all new or replacement pipeline installations. Residential surveys completed every 3 yrs. Rather than 5 yrs. Map 1534 surveyed 08.17.06 Map 1229 surveyed 08.08.06; 07.24.06 Map 1426 surveyed 08.24.07 Maps are saved to document surveys.	x			

OPERATIONS and MAINTENANCE RECORDS			S	U	N/A	N/C
	Business Districts **(implement by 6/02/07)** 315 Sprague – 07.06.07 206 W. Tacoma Ave. – 07.06.08 815 6th Ave 501 Mt. View 07.05.07	**1/yr (15 months)** Identified on leak survey map with dates of survey (2007 reviewed) Reviewed business district boundary and expanded in 2007 to include additional area.				
	High Occupancy Structures 702 E. 1st review in field for HO 210 N. Ruby St – surveyed 07.09.07	**1/yr (15 months)** Reviewed outside business district boundary under annual leak survey public buildings & businesses. (2007 reviewed)				
	Pipelines Operating ≥ 250 psig	**1/yr (15 months)** **None**				
	Other Mains: CI, WI, copper, unprotected steel	**2/yr (7.5 months)** **None**				
126.	480-93-188(4)(a)	Special leak surveys - Prior to paving or resurfacing, following street alterations or repairs Greefield development surveyed due to heavy construction in area completed 03.07.07 Bonneville Substation 1306 Dolarway – new fence installation — 03.07.07 Greenfield developments special leak survey -no equipment identified or SN# of equipment used - no serial number. Bonneville substation new fence special survey on 3-2-06 Post construction leak surveys in several plats 4-5-06 NOTE in developments so much construction felt need for extra leak survey 2007 did not include SN. For 2008 operator included SN and calibration instruments for 13 developments. Leak survey alley prior to paving 7-8-08 alley between 2nd and 3rd.	x			
127.	480-93-188(4)(b)	Special leak surveys - areas where substructure construction occurs adjacent to underground gas facilities, and damage could have occurred	x			
128.	480-93-188(4)(c)	Special leak surveys - Unstable soil areas where active gas lines could be affected None	x			
129.	480-93-188(4)(d)	Special leak surveys - areas and at times of unusual activity, such as earthquake, floods, and explosions Irrigation areas are checked in regular patrolling.	x			
130.	480-93-188(4)(e) PV	Special leak surveys - After third-party excavation damage to services, operators must perform a gas leak survey from the point of damage to the service tie-in Documentation indicating completed leak surveys for following 3rd party damage are unavailable: 05.14.08 Vista Views 1" service 04.03.08 815 E. Tacoma 05.14.08 2410 Nalder Greenfield park Condo Unit 3 07.20.07 211 Greenfield 09.17.07 800 22nd		x		
131.	480-93-188(5)(c) & (f) PV	Gas Survey Records On special leak surveys – survey method & instrument SN has not been included on forms/reports. 09.20.06 Alley Btwn Capitol & 1st and Maple & Popular 04.03.08 815 E. Tacoma 07.20.07 211 Greenfield 06.18.07 Stoney Creek Plat, S. of 26th, N. of Phase I		x		
132.	480-93-188(6)	Leak program - Self Audits (a) Leak survey schedules meet the minimum federal and state safety requirements for gas pipelines; (b) Consistent evaluations of leaks are being made throughout the system; (c) Repairs are made within the time frame allowed; (d) Repairs are effective; and (e) Records are accurate and complete. Above not included verbatim but reviewed and appears to be considered in report entitled. Leakage Evaluation Exercise. However, records information is not always complete.	x			
133.	192.709	Patrolling (Transmission Lines) **(Refer to Table Below)** .705 No Transmission	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

OPERATIONS and MAINTENANCE RECORDS			S	U	N/A	N/C

Class Location	At Highway and Railroad Crossings	At All Other Places
1 and 2	2/yr (7½ months)	1/yr (15 months)
3	4/yr (4½ months)	2/yr (7½ months)
4	4/yr (4½ months)	4/yr (4½ months)

134.	192.709	Leak Surveys (Transmission Lines) (**Refer to Table Below**) .706 No Transmission	x			

Class Location	Required	Not Exceed
1 and 2	1/yr	15 months
3	2/yr	7½ months
4	4/yr	4½ months

135.	192.603(b)	Patrolling Business District (**4 per yr/4½ months**) Dry Creek and Whiskey Creek – okay – 4 times 08 Seattle Gate to Physical Plant – encroachments/construction in area – okay – 4 times plus 1 special leak survey. Pipeline, CP, rectifier, high low line Book 1005 S. Main St. Railroad xing – okay – 4 times 08 Section 9.1 Patrolling and surveillance Section 12.0 Cathodic Protection Abnormal Operating Conditions for specific areas listed on each separate sheet, as required. Total of 64 areas patrolled. This includes both inside and outside business districts. Distribution and business are in Reviewed Pipeline Patrol Note book looked at 6 sites and done every 2 months. Approximately there are about 150 sites.	x			
136.	192.603(b)	Patrolling Outside Business District (**2 per yr/7½ months**) 192.721(b)(2)	x			
137.	192.603(b)	Leakage Survey - Outside Business District (**5 years**) 192 .723(b)(1)	x			
138.	192.603(b)	Tests for Reinstating Service Lines 192.725 None	x			
139.	192.603(b)/.727(g)	Abandoned Pipelines; Underwater Facility Reports 192.727 Purged and sealed and abandoned in place.	x			
140.	192.709	Pressure Limiting and Regulating Stations (**1 per yr/15 months**) .739 Total number of stations. William @145 to Seattle gate @ 145 to Wheeler Reg. Sta. with Reg Station Kittitas 42psig MAOP on outlet. Seattle Station annual maint. records reviewed included AOC correction and Pipe support & insulation check – 07.08.08 also 08.22.07, 05.1.06, 04.11.05. Wheeler Station annual maint. records reviewed dated 07.09.08 (meas. To hundredths with handheld digital gauges.), 05.22.07 Leak repair reports included with these insp./maint. Records., 05.19.06, 04.06.05 Kittitas Station – Capacity check by Steve on 04.19.05, 06.01.06, 06.22.07, 07.25.08. Notes id'ing pipe support check & tightening & insulation – 07.28.08 Check of sta on 07.08.08, 05.22.07, 05.18.06, & 04.13.05 Always make work order for things found to do. Work orders are kept with the reg station maint file. No code found that requires gauges at the reg stations or documentation of dial gauges.	x			
141.	192.709	Pressure Limiting and Regulator Stations – Capacity (**1 per yr/15 months**) .743 Capacities were also verified and documented during above annuals with documentation showing adjustments as required. With one adjustment in 06.26.07 in pressure (reduce 1psig). Steve does annual checks on stations with information kept in a separate file.	x			
142.	192.709	Valve Maintenance – Transmission (**1 per yr/15 months**) .745 No Transmission	x			

		OPERATIONS and MAINTENANCE RECORDS	S	U	N/A	N/C
143.	192.709	Valve Maintenance – Distribution (**1 per yr/15 months**) .747 Ellensburg turned all valves/distr. & service valves. Isolation are sector valves for emergency shut-down. They call HO service valves – emergency service valves. Now all new commercial services receive a valve. Reviewed an emergency service valve list and Operating orders for corrections to valve issues/boxes and dates corrected. Reveiwed 2060 Vantage Highway where utilized a valve on the main to shut off HO bldgs. because services were short they would prevent safe emergency shut off. 2008 did every valve in system 809 valves. , do EOP every year. Do all steel every year. And do pe valves every 3 years. Tracking was a problem so they did every valve this year. Every valve has drawing.	x			
144.	192.365(b) PV	Location of service line valves: Each service line must have a shut-off valve in a readily accessible location 600 N. Main – buried riser valve approx 6" below grade 702 1st Ave. – Riser valve buried 400 S. Willow – 2 valve on this riser & both valves buried		x		
145.	480-93-100(3)	Service valve maintenance (**1 per yr/15 months**) (eff. 06/02/05) Service valves and distribution valves are listed together for complete annually. Reviewed 2008 and 2007 maintenance documentation.	x			
146.	480-93-100(4)	Service valve installation and maintenance program fully implemented by 6/01/07? Last revision - 09.17.07	x			
147.	192.709	Vault maintenance (**≥200 cubic feet**)(**1 per yr/15 months**) .749 None meeting requirements. 419 5th Ave. vault does not meet size requirements &Seattle St. vault does not meet size requirements.	x			
148.	192. 603(b)	Prevention of Accidental Ignition (hot work permits) .751 Reviewed Section 18.1.3 Prevention of Accidental Ignition and also 18.2 Confined space entry Procedure. They utilize a confined space permit. They have never had to issue this permit to date. 192.751- 1. The Seattle St. Regulator Station Building is a location where there is potential for accidental ignition. It did not contain a fire extinguisher. 2. The Williams Tap Station Building is a location where there is potential for accidental ignition. It did not contain a fire extinguisher. 3. Williams Tap Station Building – There is a compressed nitrogen tank laying and leaning up against odorant tank – improperly supported/located. Being addressed in operating order – to be completed Operator notified me that Fire Extinguishers have been placed at time of informal exit.	x			
149.	192. 603(b)	Welding – Procedure 192.225(b)) Reviewed procedures and qualifying tests earlier in this document.	x			
150.	192. 603(b)	Welding – Welder Qualification 192.227/.229	x			
151.	192. 603(b)	NDT – NDT Personnel Qualification .243(b)(2)	x			
152.	192.709	NDT Records (**pipeline life**) .243(f) Reviewed - okay	x			
153.	192.709	Repair: pipe (**pipeline life**); Other than pipe (**5 years**) No Transmission	x			

Documentation Reviewed:			
Document Title	**Document Number**	**Revision Date**	**Date Range Reviewed**

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

Comments:

Reviewed list of HOS preexisting and current, old ones do not have valves.
HOS structure list is outside business structure. Do bus. district annually so don't have a list of what is inside the bus. dist.
Buss Dist Reviewed maps for 2007

Residential leak survey done every 3 years with atmospheric survey.

Fairground has HOS valve
702 E 1st HOS Ellensburg not list as HOS it is an apt complex TO Field
210 N Ruby St 1st united Methodist church is HOS not in buss dist survey but surveyed 7-9-07
315 Sragué NOT HOS inside buss dist is dentist done on 7-6-07
400 block of Water is really 206 W Tacoma Ave (the side street) is Jim's glass is buss dist and surveyed 7-6-07
501 Mountain is buss dist done 7-5-07

Residential completed at 3 years rather than 5 –they did along with atmospheric corrosion for 2006. Reviewed:
Map 1534 done 8-17-06
Map 1229 7-8-06, 7-21-06 and various other dates
1426 business and residential completed in timely manner.

CORROSION CONTROL RECORDS			S	U	N/A	N/C
154.	192.455(a)(1) PV	External protective pipeline coatings meet requirements of 192.461 *(for buried pipelines installed after 7/31/71)* Improperly coated locations: 600 N. Main, CP-1.14, buried riser valve approx. 6" below grade w/corrosion/pitting on coupling, no label on meter, meter partially buried w/oxidation corrosion on meter, bad wrap w/none at interface. 702 1st Ave. pre-field CP -0.743, field CP -1.29 ;Riser valve buried, rocks on riser, unpainted, they will be boxing in. 400 S. Willow – 2 valves on single riser, both valves buried; no coating. 205 W 5th Ave., Suite 180 – interface buried and unprotected/wrapped		x		
155.	192.455(a)(2)	CP system installed on and operating within 1 yr of completion of pipeline construction *(after 7/31/71))* Only anode installed is at Sanders Rd. Bridge at Wilson Ck. With test station – this is only isolated steel not bonded/jumpered. Test stations at all isolated sections – unusual: they are using tracer wire and reads have been in range. Isolated services = 3. Reviewed Ridgeview Lane isolated svc. – abandoned in place svc and short main section. Reviewed 503-509 E. Helena – stl. Off plastic main. 109 E. Helena stl. Svc. Off stl. Main. Isolated Main = Willow, Helena (two reads taken off stl. Svcs.) Low two low (07.23.08 & 07.29.08) reads on isolated main on Willow and remedial action being completed within 90 days starting today.	x			
156.	192.465(a)	Annual Pipe-to-soil Monitoring (**1 per yr/15 months**) for short sections (**10% per year; all in 10 years**) Isloated steel is surveyed every 4 months this pipe is coated. Ellensburg replaces all isolated sections with plastic as required or when able. No scheduled replacement but as comes up in conjunction w/public works, etc. Willow Street reads have been low and scheduled to be replaced beginning 08.06.08. Reviewed records indicating completed every 4 months.	x			
157.	192.491	Maps or Records .491(a) Included in pipeline patrol book. Complete an exposed metal pipe report incl. in procedure CP-1. 1 copy in mains file and if service a copy goes in address file.	x			
158.	192.491	Examination of Buried Pipe when exposed .459 Reviewed 1106 E. 2nd Ave. in particular – had severe pitting. Reviewed exposed buried pipe forms.	x			
159.	480-93-110(8)	CP test reading on all exposed facilities where coating has been removed Locations read are included in Pre-field inspection at end of this report. All low CP reads (below -0.85 were re-read by operator and were determined to be above -0.90 and thereby meet Ellensburg O & M requirements. Day of pre-field inspection was the same day that Ellensburg turned up their rectifier.	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

CORROSION CONTROL RECORDS			S	U	N/A	N/C
160.	192.491	Annual Pipe-to-soil monitoring (**1 per yr/15 months**) .465(a)	x			
161.	192.491	Rectifier Monitoring (**6 per yr/2½ months**) .465(b) Rectifier locations: East side of Walnum – ½ blk. S. of Capitol – pole mounted rectifier. 9th & Maple – pole mounted. Alley btwn. Pine & Ruby @ 6th Ave.	x			
162.	192.491	Interference Bond Monitoring – Critical (**6 per yr/2½ months**) .465(c) None	x			
163.	192.491	Interference Bond Monitoring – Non-critical (**1 per yr/15 months**) .465(c) Kittitas Hwy test sta. Test stake W. side of station.	x			
164.	480-93-110(2)	Remedial action taken within 90 days (Up to 30 additional days if other circumstances. Must document) .465(d) FYI Waiver was given in 2002 to extend time on painting because weather turned bad. Section 12.3(d) of Procedures Manual.	x			
165.	480-93-110(3)	CP equipment/ instrumentation maintained, tested for accuracy, calibrated, and operated in accordance with manufactures recommendations, or at appropriate schedule determined by gas company if no recommendation.	x			
166.	192.491	Unprotected Pipeline Surveys, CP active corrosion areas (**1 per 3 cal yr/39 months**) .465(e) No unprotected pipeline in system.	x			
167.	192.491	Electrical Isolation (**Including Casings**) .467 seven casings w/test leads. Guidelines identified in manual. Range is -0.17 to -0.3 – conservative and reviewed Railroad Ave and 5th Ave. where monitoring casing short (seasonally, on & off) on a monthly basis until repaired/replaced. Short is currently cleared.	x			
168.	480-93-110(5)	Casings inspected/tested annually not to exceed **fifteen months**	x			
169.	480-93-110(5)(a)	Casings w/no test leads installed prior to 9/05/1992. Demonstrate other acceptable test methods	x			
170.	480-93-110(5)(b)	Possible shorted conditions – Perform confirmatory follow-up inspection within **90 days** Yes, do monthly	x			
171.	480-93-110(5)(c)	Casing shorts cleared when practical	x			
172.	480-93-110(5)(d)	Shorted conditions leak surveyed within 90 days of discovery. **Twice annually/7.5 months** Yes, do monthly	x			
173.	192.491	Interference Currents .473	x			
174.	192.491	Internal Corrosion; Corrosive Gas Investigation .475(a)	x			
175.	192.491	Internal Corrosion; Internal Surface Inspection; Pipe Replacement .475(b)	x			
176.	192.491	Internal Corrosion Control Coupon Monitoring (**2 per yr/7½ months**) .477 No corrosive gas.	x			
177.	192.491	Atmospheric Corrosion Control Monitoring (**1 per 3 cal yr/39 months onshore; 1 per yr/15 months offshore**) .481 Completed with leak survey and so all have been completed. Meter readers have had informal training. On June 17, 2008 Ellensburg discussed this training at Safety Meeting. Ellensburg utilizes a form entitled Leak Corrosion survey "meter sets/exposed piping requiring paint". Servicemen notate any problems accessing on their daily leak survey log. Darren receives these and forwards to finance as necessary. Done with leak survey. See 480-93-180 – included under procedures issues. Post inspection information provided to UTC: Ellensburg has recently revised their meter reader training to include an exam of sorts to identify atmospheric corrosion and other AOC to report.	x			
178.	192.491	Remedial: Replaced or Repaired Pipe; coated and protected; corrosion evaluation and actions .483/.485 Identified under WAC 480-93-180.	x			
179.	480-93-110(3)	CP Test Equipment and Instruments checked for accuracy/intervals (Mfct Rec or Opr Sched) Completed under earlier section	x			

Documentation Reviewed:			
Document Title	**Document Number**	**Revision Date**	**Date Range Reviewed**

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked

If an item is marked U, N/A, or N/C, an explanation must be included in this report.

Comments:

		PIPELINE INSPECTION (Field)	S	U	N/A	N/C
180.	192.161	Supports and anchors	x			
181.	480-93-080(1)(d)	Welding procedures located on site where welding is performed?	x			
182.	480-93-080(1)(b)	Use of testing equipment to record and document essential variables	x			
183.	480-93-080(2)(a)	Plastic procedures located on site where welding is performed?	x			
184.	480-93-080(3)	Identification and qualification cards/certificates w/name of welder/joiner, their qualifications, date of qualification and operator whose qualification procedures were followed.	x			
185.	480-93-013	Personnel performing "New Construction" covered tasks OQ qualified?	x			
186.	480-93-015(1)	Odorization	x			
187.	480-93-018(3)	Updated records, inc maps and drawings made available to appropriate operations personnel?	x			
188.	192.179	Valve Protection from Tampering or Damage No Transmission	x			
189.	192.455 PV	Pipeline coatings meet requirements of 192.461 *(for buried pipelines installed after 7/31/71)* Improperly coated locations identified during pre-field. 600 N. Main, CP-1.14, buried riser valve approx. 6" below grade w/corrosion/pitting on coupling, no label on meter, meter partially buried w/oxidation corrosion on meter, bad wrap w/none at interface. 702 1st Ave. pre-field CP -0.743, field CP -1.29 ;Riser valve buried, rocks on riser, unpainted, they will be boxing in. 400 S. Willow – 2 valves on single riser, both valves buried; no coating. 205 W 5th Ave., Suite 180 – interface buried and unprotected/wrapped See 192.455(a)(1) Same locations identified as PV under O & M 192.455(a)(1)		x		
190.	192.463	Levels of cathodic protection	x			
191.	192.465	Rectifiers				
192.	192.467	CP - Electrical Isolation 1. 400 S. Willow St.no pre-field read, field -1.12 2. 702 1st Ave. pre-field -0.743, field -1.29 Valve buried, rocks on riser, unpainted, they will be boxing in. 3. 316 E. 4th Ave. pre-field -0.01, field -0.971. Above ground branch svc., they will be installing new svc. To 320 4th Ave. (branch CP =-0.972 &at riser -1.19) 4. 315 Sprague pre-field -0.01, field -1.13 5. W. of 316 E. 4th pre-field -0.01, field -0.925	x			

PIPELINE INSPECTION (Field)			S	U	N/A	N/C
		6. 320 E. 4th no pre-field, field -1.19 7. 410 E. Main -0.995 pre-field -0.57 8. 417 Pearl -1.01, pre-field -0.38 Address venting location on stoop at rear door. 9. 104 5th Ave. -0.94, pre-field -0.01 10. 600 N. Main no pre-field, -1.14, buried valve approx. 6" below grade w/corrosion/pitting on coupling, no label on meter, meter partially buried w/oxidation corrosion Pre-field reads were taken the same day rectifier was turned up. Conditions were very hot and dry.				
193.	192.479 PV	Pipeline Components exposed to the atmosphere Bare/uncoated pipe at 710 E. Washington. Corrosion under removable supports at Albertson's Grocery Ruby St. & University Way Kittitas Tap Station - Wrap is damaged or missing at the following locations; N. leg of 150# outlet leg has exposed/uncoated pipe w/wrap at interface inadequate. S. leg – damaged wrap and bare uncoated pipe at structure E. side of station building on both station by-pass legs at interface – exposed metal and bad wrap (on either side of valve #169).		x		
194.	192.481 PV	Atmospheric Corrosion: monitoring Completed with leak survey and so all have been completed. Meter readers have had informal training. On June 17, 2008 Ellensburg discussed this training at Safety Meeting. Ellensburg utilizes a form entitled Leak Corrosion survey "meter sets/exposed piping requiring paint". Servicemen notate any problems accessing on their daily leak survey log. Darren receives these and forwards to finance as necessary. Done with leak survey. See 480-93-180 – included under procedures issues. Post inspection information provided to UTC: Ellensburg has recently revised their meter reader training to include an exam of sorts to identify atmospheric corrosion and other AOC to report. Pipe to soil interface improperly monitored: Atmospheric corrosion monitoring was not properly completed. 600 N. Main - had this service been properly monitored for atmospheric corrosion, as the riser and meter are normally located above grade and exposed to the atmosphere, the operator would have noticed the deterioration and coating issues and remedied. Buried riser valve approx. 6" below grade with corrosion/pitting on piping Gas meter approximately 1/3 buried with oxidation corrosion on meter Bad coating at interface Kittitas Tap Station - Fiberglass shields at support legs Pipe under adjustable in multiple locations within this structure have been painted over and onto pipe – corrosion on pipe may exist under these shields – much condensate on pipe within this structure Ellensburg High School – Chipping paint and slight atmospheric corrosion. Leak survey in progress (AC completed at same time as leak survey) and they will be adding to their paint list. Darren contacted to discuss piping to assist in educating to care for their own system.		x		
195.	192.483	Remedial: Replaced or Repaired Pipe; coated and protected; corrosion evaluation and actions .483/.485 There is a practice but not necessarily a procedure – they have not had a problem accessing to date. Surface rust is coating, pitting is corrosion according to Section 12 procedure CP 2. Manual should identify level of acceptable surface rust & corrosion levels. Rec'd copy of procedure document and placed in folder. Uncoated pipe has not been identified on leak survey or atmospheric corrosion survey or during meter read. Operator should address this remediation issue. Buried valves are also not identified. See # 170 above also. Identified under WAC 480-93-180.	x			
196.	192.491	Test Stations – Sufficient Number .469	x			
197.	192.491	Electrical Isolation (**Including Casings**) .467 – seven casings w/test leads. Guidelines identified in manual. Range is -0.17 to -0.3 – conservative and reviewed Railroad Ave and 5th Ave. where monitoring casing short (seasonally, on & off) on a monthly basis	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

PIPELINE INSPECTION (Field)			S	U	N/A	N/C
		until repaired/replaced. Short is currently cleared.				
198.	480-93-115(2)	Casings – Test Leads (casings w/o vents installed after 9/05/1992)	x			
199.	480-93-115(2)	Mains or transmission lines installed in casings/conduit. Are casing ends sealed?	x			
200.	480-93-115(4)	Service lines installed in casings/conduit. Are casing ends nearest to building walls sealed?	x			
201.	192.605(a)	Appropriate parts of manuals kept at locations where O&M activities are conducted	x			
202.	192.605	Knowledge of Operating Personnel	x			
203.	480-93-124	Pipeline markers installed Additional marker placed at irrigation ditch E. of 2840 Kittitas Hwy. Additional marker placed at pipeline deflection at Applegate on Kittitas Hwy. Additional marker placed at Williams/Ellensburg Tap Fence.	x			
204.	480-93-124(4)	Markers reported missing or damaged replaced within **45 days?**	x			
205.	192.707	Warning Signs	x			
206.	192.719	Pre-pressure Tested Pipe (**Markings and Inventory**)				
207.	192.195	Overpressure protection designed and installed where required?	x			
208.	192.739	Pressure Limiting and Regulating Devices (**Mechanical**)	x			
209.	192.743	Pressure Limiting and Regulating Devices (**Capacities**)	x			
210.	192.355 PV	Customer meters and regulators. Protection from damage 320 E. 4th meter set replaced due to vehicle damage – no meter guards reinstalled. 405 Main St., The Daily Record - protection of equipment inadequate for location. Ruby St. – Fair Point Communications – at time of pre-field inspection a 2x4 was used as door stop to protect equipment – but permanent protection had been pre-ordered and installed by time of field inspection.		x		
211.	192.353 PV	Service regulator vents and relief vent must terminate outdoors, and the outdoor terminal must (2) Be located at a place where gas from the vent can escape freely into the atmosphere and away from any opening into the building; 710 E. Washington on 09.27.07 where a new meter had been set earlier that day on an existing riser. Responding crew noted on investigation report there was an open/operable window above the meter set but did not remediate the vent terminus.		x		
212.	192.355(c)	Pits and vaults: Able to support vehicular traffic where anticipated.	x			
213.	480-90-328 PV	Gas utilities must identify each meter by a unique series of serial numbers, letters, or combination of both, placed in a conspicuous position on the meter, along with the utility's name or initials. Ellensburg has not properly labeled all of their meters. The utility's name or initials is missing at the following locations: N. end of 200 blk. Main St. Alley W. of Main St. behind Palace Café - Two meters this location: SN 12863 & SN 42268 607 N. Pearl St. 600 N. Main 119 5th Ave. Albertson's Grocery – Ruby St. & University Way		x		
214.	480-93-140(1) PV	Service regulators installed, operated and maintained per state/fed regs and manufacturers recommended practices? Sideways vent - 1880 Canyon Rd., Bar 14 Restaurant Sideways vent – 106 7th Ave.		x		
215.	480-93-178(2)	Plastic Pipe Storage facilities – Maximum Exposure to Ultraviolet Light (2yrs) Ellensburg manual does not identify an exact maximum exposure time frame. They do reference the standard that identifies 2years. Ellensburg will be specifying an exact time frame. They identify the specific pipe type they utilize and reference the code but will be detailing exactly.x	x			
216.	480-93-178(4)	Minimum Clearances from other utilities. For parallel lines a minimum of twelve inches. Where a minimum twelve inches of separation is not possible, must take adequate precautions, such as inserting the plastic pipeline in conduit, to minimize any potential	x			

PIPELINE INSPECTION (Field)			S	U	N/A	N/C
		hazards.				
217.	480-93-178(5)	Minimum Clearances from other utilities. For perpendicular lines a minimum of six inches of separation from the other utilities. Where a minimum six inches of separation is not possible, must take adequate precautions, such as inserting the plastic pipeline in conduit, to minimize any potential hazards	x			
218.	480-93-178(6)	Are there Temporary above ground PE pipe installations currently?				
219.	480-93-178(6)(a)	If yes, is facility monitored and protected from potential damage?	x			
220.	480-93-178(6)(b)	If installation exceeded 30 days, was commission staff notified prior to exceeding the deadline? No temp installed	x			
221.	192.745	Valve Maintenance (Transmission) No Transmission	x			
222.	192.747	Valve Maintenance (Distribution)	x			

Washington Utilities and Transportation Commission
Standard Inspection Report for Intrastate Gas Distribution Systems
Records Review and Field Inspection

S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

Facility Sites Visited:		
Facility Type	**Facility ID Number**	**Location**

Comments:
702 E. 1st review in field for HO

192.355 – 1. 417 Pearl Vent is located at a place where venting gas may enter rear door opening to restaurant. Ellensburg identified venting location corrected.

2. 710 E. Washington – Odor call response due to purging under open window at time of replacement meter set. Ellensburg is investigating.

192.365(b) – 600 N. Main St. – buried service valve.

1. 400 S. Willow St., Buried unprotected riser w/two valves – second valve installed directly above existing valve. Both valves were buried and uncoated. They will be correcting by boxing-in.
2. 702 1st Ave., Partially buried valve, unpainted – per Darren, they will correct by boxing-in.

1. Atmospheric Corrosion procedures and leak survey procedures do not identify AOC's to assist field personnel in identifying problems with services. Found several valves, one meter, two sideways vents. Inspections have not identified AOC's in the past – more training in this area is warranted.
2. Procedures for meters do not include adequate information to assure that field personnel relay issues and problems at meter sets to assure that problems are brought to the attention of upper level management for repairs/tracking.
3. Ellensburg field personnel consistently extend their leak investigation to inside the building. They have been evaluating and grading inside leaks at equipment even when no leak exists outside – this is outside of our jurisdiction. See leak evaluation sections above for further details on checking the perimeter of the leak and follow-up inspections of leaks.
4. Nothing to do with this inspection but just as a note. There is a CNG system operated by the Ellensburg Department of Public Works. Operations and Maintenance are performed internally by the Department of PW. This system has one public customer they provide sales to with the remainder being utilized internally by the City of Ellensburg Fleet a department of PW. Per Dept. of PW, Darren informed me that they will be completing their internal inspection soon. 08.12.08 we were informed that the City PW would be moth-balling the entire CNG system.- no date identified.

Ellensburg Pre-field 07.29-30.08

Regulator Stations

1. Kittitas Hwy and Williams – Tap
2. Macrae E. of Broadview
3. Rogers near 1301 Kittitas Hwy
4. Wheeler at Matthews Rd.
5. Seattle Ave. at Tamarack Lane

Casings

1.	Canyon Rd. & Berry	RRxing – 2" WSC
2.	5th Ave.	RRxing – 4" WSC (Casing – TL?)
3.	University Way	RRxing – 4" WSC (Casing – TL?)
4.	UW Campus E. of Mcconnell Auditorium	4" PE
5.	Alder St. (Map 1330)	

Comments:

Vaults

1. 419 5th Ave

Three Svcs.

1. 1700 Canyon Rd. Ellensburg Inn
2. 910 Anderson Rd. Hay
3. 401 & 403 Maple St. Catholic Church
4. 607 Industrial Way City Shops Same owner/same property SGS/MM?
5. 310/304/220 Anderson Rd.
6. 505 Pearl St. (Map 1129) Branding Iron Trailer Pk.
7. 500 E. Cherry Land & 501 Mt. View Ave. (Map 1129) Parkland Condos
8. 1100 & 1102 Capitol Ave.
9. 213 – 219 3rd Ave.
10. 107/109/111 Kittitas St. Inland Boats
11. 1106/1110 Craig Ave. @ Franklin St
12. 815 6th Ave. (Map 1230) City Pool/Home Ec/4H/Grandstand SGS/MM?
13. 2060 Vantage Hwy. (Map 1232) AMI
14. Kyler Lane (Map 1233)
15. (Map 1329) UW Campus Kamola Hall/Commons/Lombard Hall SGS/MM?
16. 1445/1511/1515 University Way (Map 1426)

Potential Issues

1. Ellensburg/Williams Gate Corrosion/Ground to Bldg. (2 photos)
   a. No markers outside gate station until 3041 Kittitas Hwy. - corrected
   b. Markers are required at changes in property ownership/fenceline - corrected
2. 3050 Mt. View Rd. Gas pipe coiled & laying in trench from house to outbuilding
3. Creek xing E. of 2840 Kittitas Hwy. Markers missing
   a. No markers located at irrigation/scour/creek xings btwn. Broadview and gate sta. - corrected
   b. No markers at creek xing W. of Broadview - corrected
4. Wheeler Reg. Sta.
   a. Bad wrap at adjustable pipe supports
   b. Distance from inlet leg to culvert – adequate spacing required to prevent hot spot – reviewed by Patti J. - okay
5. Seattle St. Reg. Sta. gates locked Visible piping okay. Vault?
6. Catholic Church on Maple St. Meter set unprotected and
   a. Construction debris and other materials stored on/behind set – debris removed/operator notified church
   b. CP -1.10 on main church svc.
7. Ellensburg High School +/-60' of unprotected pipe on customer side of loop
   a. SGS?
   b. Locked gates – unable to view – reviewed
   c. Operator informed UTC they notified customer of their unprotected pipe issues
8. 702 1st Ave.
   a. HO – Apartment Complex
   b. Low CP -0.743
9. 210 N. Ruby St. – First United Meth.
   a. HO/Bus. Distr.?
   b. Low CP -0.81
10. 316 E. 4th Ave.
    a. Low CP -0.01
    b. SGS - Underground piping/public bldg.
11. Bldg. W. of 316 E. 4th Ave. at Ruby & 4th
    a. Low CP – 0.01
12. 315 Sprague St. – NW Sprague & 5th
    a. Low CP -0.01
    b. HO
13. 1800 Canyon Rd. – Bar 14 Ranch House Restaurant
    a. Sideways vent on loop

Comments:

b. 1 – photo

14. 700 Canyon Rd. – Rite Aid
    a. Corrosion potential under stationary support
    b. 2 – photos
15. Pearl St. Trailer Park – Trailer #20
    a. CP -0.96
    b. Unprotected meterless riser – rocks on riser
    c. 2 – photos
16. 417 Pearl St. – Dakota Café
    a. Low CP -0.38
    b. Vent terminal issue
17. 104 5th Ave.
    a. Meter set N. of 417 Pearl St.
    b. Low CP -0.01
    c. 2 – photos
18. 410 Main St.
    a. Low CP -0.57
19. No end of 200 blk. Main St. Alley W. of Main St. behind Palace Cafe
    a. No permanent label on equipment for the following:
        i. SN 12863 & SN 42268
20. 405 Main St. – Daily Record
    a. Improper protection of equipment for location
    b. 4 – photos
21. Kittitas County Courthouse
    a. Possible corrosion
    b. Interface wrap missing/covered w/concrete
    c. 3 – photos
22. 607 N. Pearl St.
    a. No permanent label on equipment
    b. 1 – photo
23. Williams Florist Urban Sticks.
    a. No permanent label on equipment
    b. Under stairs – open risers
    c. Within 3' of source of ignition – open A/C – non-jurisdicational
    d. 3 – photos
24. 119 5th Ave. – Old Elks Building
    a. No permanent label on equipment
25. 108 7th Ave.
    a. Sideways vent
    b. Buried shut-off valve
26. 600 Pearl St. – Kelleher Motor Company
    a. Abraded wrap
    b. Venting into source of ignition – junction box w/open wiring – non-juridictional
27. Albertson's Grocery – Ruby St. & University Way
    a. No permanent label on equipment
    b. 4 – supports
        i. One support that moved to the west shows unattended corrosion
28. 1512 Hwy 97 – Pilot Truck Stop/Subway
    a. Pail hung on regulator – removed pail from reg.
    b. 3 - photos
29. 708 Wenas Way
    a. Damaged wrap
    b. 1 – photo
30. 5th Ave at Railroad St.
    a. Markers required at irrigation ditch – one marker missing – marker replaced
31. 422 !/2 N. Pine St.
    a. 2-meter manifold w/both services having underground piping after the meter – SGS
32. Fair Point Communications – Ruby St.
    a. Customer uses a 2x4 as a door stop to protect meter set interrupting door swing – corrected prior to field visit

Comments:

33. 206 3rd Ave. - Cone Gilwreath Law Offices
    a. Open piping on customer side of meter with open vent/unscreened to atmosphere – customer venting.
34. 204 2nd Ave. – Auto Salvage Center
    a. Car parts & debris on regulator
35. 116 3rd Ave. – China Inn Restaurant
    a. Riser is locked
    b. Customer piping obstructs exiting – believe building is unoccupied
36. 400 Block Water Street – Jim's Glass
    a. HO
37. Map 1627 (and others)
    a. 6" PE installed – not tied in – unmarked several locations incl. intersection
38. CGI system for the City
    a. Resale to Whom – Darrin checking on – City is selling; they don't use.

Pipeline Safety Advisory Bulletins:

OPS, PHMSA ADB-08-02 dated 3/04/2008 **Notice to Owners and Operators of Gas Pipelines to Consider the Potential Failure Modes for Mechanical Couplings Used for Joining and Pressure Sealing Pipe Joints**
Due to variables related to age of couplings, specific procedures and installation practices, and conditions specific to certain regions of the country, it is difficult to cite common criteria affecting all failures that operators should address. To ensure compliance with 49 CFR Part 192, PHMSA advises operators of gas distribution pipelines using mechanical couplings to take the 7 measures outlined in this notice.

OPS, PHMSA DB-06-03 dated 11/17/2006 **Notice to Operators of Natural Gas and Hazardous Liquid Pipelines to Accurately Locate and Mark Underground Pipelines Before Excavation Activities Commence Near the Pipelines**
Excavation damage continues to be one of the three leading causes of pipeline damage. PHMSA continues to find pipeline operators damaging regulated pipelines, production and gathering pipelines, and other utilities adjacent to where construction and maintenance is being performed. This damage jeopardizes the safety of excavators, pipeline employees, construction personnel, and others in the vicinity of the excavation. To guard the integrity of buried pipelines and prevent injury, death, and property and environmental damage, PHMSA advises pipeline operators to take the 15 damage prevention measures outlined in this notice.

OPS, PHMSA ADB-06-01 dated 1/17/06 **Integrate Operator Qualification Regulations into Excavation Activities**
Although excavation is not explicitly addressed in 49 CFR parts 192 and 195, excavation is considered a covered task under the pipeline operator qualifications regulations. These regulations require that pipeline operators and contractors be qualified to perform pipeline excavation activities. This advisory reminds operators to ensure all procedures and processes to perform excavation and backfilling are followed. Only qualified personnel must oversee all marking, trenching, and backfilling operations.

Attachment 1
Distribution Operator Compressor Station Inspection

Unless otherwise noted, all code references are to 49CFR Part 192. S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

			S	U	N/A	N/C
223.	.605(b)	**COMPRESSOR STATION PROCEDURES** 223 through 278 do not apply – Ellensburg has no compressor stations.				
224.		.605(b)(6) Maintenance procedures, including provisions for isolating units or sections of pipe and for purging before returning to service				
225.		.605(b)(7) Starting, operating, and shutdown procedures for gas compressor units				
226.		.731 Inspection and testing procedures for remote control shutdowns and pressure relieving devices (**1 per yr/15 months**), prompt repair or replacement				
227.		.735 (a) Storage of excess flammable or combustible materials at a safe distance from the compressor buildings				
228.		(b) Tank must be protected according to **NFPA #30**				
229.		.736 Compressor buildings in a compressor station must have fixed gas detection and alarm systems (**must be performance tested**), unless:				
230.		• **50% of the upright side areas** are permanently open, or				
231.		• It is an unattended field compressor station of **1000 hp or less**				

Documentation Reviewed:

Document Title	Document/Section Number	Revision Date

Comments:
223 through 278 do not apply – Ellensburg has no compressor stations.

			COMPRESSOR STATION O&M RECORDS 223 through 278 do not apply – Ellensburg has no compressor stations.	S	U	N/A	N/C
232.	.709	.731(a)	Compressor Station Relief Devices (**1 per yr/15 months**)				
233.		.731(c)	Compressor Station Emergency Shutdown (**1 per yr/15 months**)				
234.		.736(c)	Compressor Stations – Detection and Alarms (**Performance Test**)				

Documentation Reviewed:

Document Title	Document Number	Revision Date	Date Range Reviewed

Attachment 1
Distribution Operator Compressor Station Inspection

Unless otherwise noted, all code references are to 49CFR Part 192. S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

Comments:
223 through 278 do not apply – Ellensburg has no compressor stations.

			COMPRESSOR STATIONS INSPECTION (Field) (Note: Facilities may be "Grandfathered") 223 through 278 do not apply – Ellensburg has no compressor stations.	S	U	N/A	N/C
235.	.163	(c)	Main operating floor must have (at least) two (2) separate and unobstructed exits				
236.			Door latch must open from inside without a key				
237.			Doors must swing outward				
238.		(d)	Each fence around a compressor station must have (at least) 2 gates or other facilities for emergency exit				
239.			Each gate located within 200 ft of any compressor plant building must open outward				
240.			When occupied, the door must be opened from the inside without a key				
241.		(e)	Does the equipment and wiring within compressor stations conform to the **National Electric Code, ANSI/NFPA 70?**				
242.	.165	(a)	If applicable, are there liquid separator(s) on the intake to the compressors?				
243.		(b)	Do the liquid separators have a manual means of removing liquids?				
244.			If slugs of liquid could be carried into the compressors, are there automatic dumps on the separators, Automatic compressor shutdown devices, or high liquid level alarms?				
245.	.167	(a)	ESD system must:				
246.			- Discharge blowdown gas to a safe location				
247.			- Block and blow down the gas in the station				
248.			- Shut down gas compressing equipment, gas fires, electrical facilities in compressor building and near gas headers				
249.			- Maintain necessary electrical circuits for emergency lighting and circuits needed to protect equipment from damage				
250.			ESD system must be operable from at least two locations, each of which is:				
251.			- Outside the gas area of the station				
252.			- Not more than 500 feet from the limits of the station				
253.			- ESD switches near emergency exits?				
254.		(b)	For stations supplying gas directly to distribution systems, is the ESD system configured so that the LDC will not be shut down if the ESD is activated?				
255.		(c)	Are ESDs on platforms designed to actuate automatically by…				
256.			- For unattended compressor stations, when:				
257.			▪ The gas pressure equals MAOP plus 15%?				
258.			▪ An uncontrolled fire occurs on the platform?				
259.			- For compressor station in a building, when				
260.			▪ An uncontrolled fire occurs in the building?				
261.			▪ Gas in air reaches 50% or more of LEL in a building with a source of ignition (facility conforming to **NEC Class 1, Group D** is not a source of ignition)?				
262.	.171	(a)	Does the compressor station have adequate fire protection facilities? If fire pumps are used, they must not be affected by the ESD system.				

Attachment 1
Distribution Operator Compressor Station Inspection

Unless otherwise noted, all code references are to 49CFR Part 192. S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included in this report.

		COMPRESSOR STATIONS INSPECTION (Field) (Note: Facilities may be "Grandfathered") 223 through 278 do not apply – Ellensburg has no compressor stations.	S	U	N/A	N/C
263.	(b)	Do the compressor station prime movers (other than electrical movers) have over-speed shutdown?				
264.	(c)	Do the compressor units alarm or shutdown in the event of inadequate cooling or lubrication of the unit(s)?				
265.	(d)	Are the gas compressor units equipped to automatically stop fuel flow and vent the engine if the engine is stopped for any reason?				
266.	(e)	Are the mufflers equipped with vents to vent any trapped gas?				
267.	.173	Is each compressor station building adequately ventilated?				
268.	.457	Is all buried piping cathodically protected?				
269.	.481	Atmospheric corrosion of aboveground facilities				
270.	.603	Does the operator have procedures for the start-up and shut-down of the station and/or compressor units?				
271.		Are facility maps current/up-to-date?				
272.	.615	Emergency Plan for the station on site?				
273.	.619	Review pressure recording charts and/or SCADA				
274.	.707	Markers				
275.	.731	Overpressure protection – relief's or shutdowns				
276.	.735	Are combustible materials in quantities exceeding normal daily usage, stored a safe distance from the compressor building?				
277.		Is aboveground oil or gasoline storage tanks protected in accordance with **NFPA standard No. 30?**				
278.	.736	Gas detection – location				

Documentation Reviewed:

Document Title	Document Number	Revision Date	Date Range Reviewed

Comments:
223 through 278 do not apply – Ellensburg has no compressor stations.