

**Utilities and Transportation Commission  
Standard Inspection Report for Master Meter 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			
<b>Docket Number</b>	101397		
<b>Inspector Name &amp; Submit Date</b>	P Johnson 12-7-2010		
<b>Sr. Eng Name &amp; Review/Date</b>	Joe Subsits 12/15/2010		
Operator Information			
<b>Name of Operator:</b>	Mount Vernon Terrace Apartments	<b>OP ID #:</b>	
<b>Name of Unit(s):</b>			
<b>Records Location:</b>	office		
<b>Date(s) of Last (unit) Inspection:</b>		<b>Inspection Date(s):</b>	9-20-2010

<b>Inspection Summary:</b>
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<b>HQ Address:</b> Irina Robinson Mount Vernon Terrace Apartments 3118 S Mt Vernon Spokane, WA 99207	<b>System/Unit Name &amp; Address:</b> Mount Vernon Terrace Apartments 3118 S Mt Vernon Spokane, WA 99207	
<b>Co. Official:</b> Irina Robinson <b>Phone No.:</b> <b>Fax No.:</b> <b>Emergency Phone No.:</b>	<b>Phone No.:</b> <b>Fax No.:</b> <b>Emergency Phone No.:</b>	
<b>Persons Interviewed</b>	<b>Title</b>	<b>Phone No.</b>

<b>Gas Supplier</b> Avista	
<b>Year Installed (Range)</b>	unknown
<b>Material Type</b>	unknown
	<b>Pipe Diameters (Range)</b>
	<b>Length of System</b>

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Informed Mt Vernon of this requirement: §192.1015 What must a master meter or small liquefied petroleum gas (LPG) operator do to implement this subpart? (a) General. <u>No later than August 2, 2011 the operator of a master meter system or a small LPG operator must develop and implement an IM program</u> that includes a written IM plan as specified in paragraph (b) of this section. The IM program for these pipelines should reflect the relative simplicity of these types of pipelines.			S	U	N/A
1.	191.5	Any incidents requiring telephonic reporting to the National Response Center. <i>191.5</i> <b>No NRC required and Mt Vernon committed to do in the future</b>		X	
2.	480-93-200(1)	Telephonic Reports to UTC Pipeline Safety Incident Notification (Within 2 hours) <b>None and Mt Vernon committed to do in the future</b>		X	
3.	480-93-200(2)	Telephonic Reports to UTC Pipeline Safety Incident Notification (Within 24 hours) for; 480-93-200(2) <b>None and Mt Vernon committed to do in the future</b>		X	
4.	480-93-200(4)	30 day written incident report provided to the commission? WAC 480-93-200 (1) and (2). <b>None Required and Mt Vernon committed to do in the future</b>		X	
5.	480-93-200(7)	Annual Reports filed with the commission no later than March 15 for the proceeding calendar year <b>Mt Vernon has not filed any annual reported since 2008 but has committed to send them for 2010 and in the future</b>		X	
6.	480-93-200(7)(b)	File a "Damage Prevention Statistics" Report <b>Mt Vernon has not filed any reports since 2008 but has committed to send them for 2010 and in the future</b>		X	
7.	480-93-200(7)(c)	File a construction defects and material failures report <b>Mt Vernon has not filed any reports since 2008 but has committed to send them for 2010 and in the future</b>		X	
8.	480-93-200(8)	Provide emergency contact information to appropriate agencies,  1. <b>Mt Vernon was told by Avista to call them and 911. Mount Vernon thought they had met this requirement because this is HUD Housing and the Spokane Fire /Medical Department is aware of the Low income and elderly residence. However, Mt Vernon agreed to file with the commission and with appropriate officials in Spokane the names, addresses, and telephone numbers of the responsible officials Mount Vernon Terrace Apartments who may be contacted in the event of an emergency. In the event of any changes in such personnel, the gas pipeline company must immediately notify the commission and municipalities, in accordance with WAC 480-93-200 (8)</b>		X	
9.	480-93-013	OQ plan and records for personnel performing Construction covered tasks <b>Mt Vernon does not have an OQ plan. Ray is going to use the Georgia Municipal OQ Plan and train and certify Mt Vernon owner and maintenance person for emergency response within 30 days. Ray is a trainer for the Georgia Municipal Plan. The owner/manager has also committed to keep OQ records for anyone who works on the master meter system. Mt Vernon also committed to keep records for all contract employees working on the system going forward.</b>		X	

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10.	192.739	Copy of Local Gas Company's Regulator Station annual inspection. <b>Mt Vernon committed to get a copy of the district regulator (master meter) inspection for 2008 and 2009 from Avista.</b>		X	
11.	192.195	Overpressure protection designed and installed where required? <b>Overpressure protection provided by Avista at the meter which becomes a district regulator.</b>	X		
12.	480-93-140	Service regulators installed, operated and maintained per manufacturers recommendation? <b>Pressure leaving master meter is 2 pounds, entering buildings at 7"wc, or ¼ lb .</b>		X	
13.	192.616	Written Public Awareness procedure to provide its customers public awareness messages twice annually  <b>Need to develop public awareness plan. Etc Currently does not have one. NO</b>  <b>Reviewed Mt Vernon Evacuation Plan, Fire Procedure Guideline, and policy. NOT adequate and have not been doing. but they will beef it up and create procedure in manual to hand out 2 times a year.</b>		X	
14.	192.805	Written Operator Qualification Plan and certification for all employees or contractors <b>Plan portion included in question 9</b>		X	
15.	CFR Part 199	Written Drug and Alcohol Plan <b>Committed to keep Drug and Alcohol Records for all contractors performing work in the system going forward.</b>		X	
16.	192.605(a)	Procedural Manual Review – Operations and Maintenance (1 per yr/15 months) <i>192.605(a)</i> <b>Reviewed the Operations and Maintenance and Emergency Plan Review. Mt Vernon committed to do annual review in the future</b>		X	
17.	192.615	Written Emergency Plan <b>Reviewed Ray Allen's Emergency Plan. It is lacking detail, committed to incorporate it with the UTC MM O&amp;M manual and include any required updates</b>		X	
18.	192.617	Failure Analysis procedure <i>Each operator shall establish procedures for analyzing accidents and failures, including the selection of samples of the failed facility or equipment for laboratory examination, where appropriate, for the purpose of determining the causes of the failure and minimizing the possibility of a recurrence.</i> <b>Is aware of this, and committed to do in future</b>		X	
19.	192.605(a)	Appropriate parts of manuals kept at locations where O&M activities are conducted <i>192.605(a)</i> <b>Mt Vernon kept the O&amp;M written by Ray Allen in the office. His O&amp;M was not complete but it was kept where activities are conducted</b>	X		

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20.	480-93-018(3)	Records, including maps and drawings updated within 6 months of completion of construction activity? Updated records made available to appropriate operations personnel? <b>No construction planned. Committed to start keep records for all requirements.</b>		X	
21.	192.619	Maximum Allowable Operating Pressure (MAOP) and operating pressures <b>This is a 2 pound system and ¼ pound at buildings. Mt Vernon states the MAOP of the system is 60 but there is no documentation to prove it. Since, 2 pounds is adequate they have stated 2psig will be the MAOP.</b>		X	
22.	192.625 (f)	Local Gas Companies sniff test nearest master meter facility. WAC 480-93-015 exempts Master meter systems monthly Odorant Sniff Testing. <b>Ray to get Avista sniff test for area. Ray does sniff with his nose</b>		X	
23.	480-93-188(1)	Conducted the gas leak surveys in accordance with 480-93-188 (1) <b>Review the Leak Survey for 2002- 2008 and 11-02- 2009. Called Annual Cathodic Protection Survey. Ray leak surveys main and services prior to doing cp test. A ultra Tac 2000 electronic leak detector was used, manufacture recommends that it be recalibrated every 3 months. The machine locks out if not calibrated. It is tested prior to every use also. Ray has been doing this at this location since 1975 when he had cp installed.</b>	X		
24.	480-93-188(2)	Gas detection instruments tested for accuracy/intervals (Mfct recommended or monthly not to exceed 45 days) <b>See above</b>	X		
25.	192.723	Completed 5 year leak surveys 192.723 and required annual leak surveys 480-93-188 <b>Ray Allen has been conducting leak surveys annually since 1975.</b>	X		
26.	192.709, this should be 192.747	Valve Maintenance – Distribution (1 per yr/15 months) .74 <b>192.709 only valves are on mm and on riser, no maintenance</b>		X	
27.	192.455	Systems that do not have cathodic protection on their steel service must do testing to determine if a corrosive environment exists. If a corrosive environment exists, the Master Meter System must be cathodically protected in accordance with paragraph (a) (2) of this section. <b>Mt Vernon has cathodic protection since 1975.</b>	X		
28.	192.465	Have annual cathodic protection surveys been conducted? 192.465 <b>Yes, Reviewed Annual Cathodic protection survey since 1975</b>	X		
29.	192.491	Annual Pipe-to-soil monitoring (1 per yr/15 months) .465(a) 192.491 <b>Reviewed Annual Cathodic Protection Survey, takes 4 reads at buildings annually and one at mm annually.</b>	X		
30.	192.491	Rectifier Monitoring (6 per yr/2½ months) .465(b) <b>NA galvanic system</b>			X
31.	192.453	CP carried out by qualified person: design, installation, operation, and maintenance <b>Ray is NACE Qualified.</b>	X		

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32.	192.465 & .491	Rectifiers. If so, test stations – Sufficient Number .469 <b>NA, none</b>	X		
33.	480-93-110(8)	CP test reading on all exposed facilities where coating has been removed 480-93-110 (8) <b>NA pipe has never been exposed and wrap removed. Committed to do in future</b>		X	
34.	480-93-110(3)	CP equipment/ instrumentation maintained, tested for accuracy and calibrated. 480-93-110(3) (3) <b>Uses 2 volt meters, test together and compare 2 of them. Same equipment used for Inland Paper</b>		X	
35.	192.481	Atmospheric Corrosion: monitoring 192. <b>Last inspection done in 2007, inspection will be completed in 2010. This is reported on the annual cathodic protection survey.</b>	X		
36.	192.721	Patrols conducted as required <b>No patrol documentation and this will be added to Rays form. Review procedure to make sure it is adequate. Will do going forward</b>		X	
37.	192.747	Valves checked and serviced annually <b>No emergency valves. See question 26</b>		X	

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