1. Scope (49CFR192.631 (b)(1-4))

This standard describes the roles, responsibilities, and authority level of gas controllers during normal, abnormal, and emergency operating conditions.

2. Responsibilities

The *Manager Gas System Operations* shall be responsible for ensuring the requirements of this Operating Standard are met.

3. General Requirements

3.1. Gas controllers shall be trained in accordance with CRM Plan Standard 7700.9000, Gas Control Training Program.

3.2. It is the responsibility of the gas controller to aid in safeguarding the public, PSE employees, and service provider personnel by assisting in eliminating the cause of the emergency as safely and quickly as possible.

4. Normal Operating Conditions

4.1. Gas controllers are responsible for, and have authority to, take the following actions and make the following decisions during normal operations:

4.1.1. Monitor SCADA to maintain and ensure normal, safe and efficient operations.

4.1.2. Use SCADA to adjust remote control loaders and/or control valves, where applicable, to maintain sufficient pipeline pressures.

4.1.3. Predict gas load using pipeline system knowledge and historical data, and communicate to others as appropriate.

4.1.4. Request injection or withdrawal at Jackson Prairie in order to balance daily gas use after trade floor has closed.

4.1.5. Communicate with field personnel during the operation of the distribution system.

4.1.6. Complete the electronic Shift Handoff Form located on the Gas Control shared drive. Verbally review the form and system operation with the relief gas controller. Save the form in a Shift Handoff Log on the Gas Control shared drive.

4.1.7. Maintain the Gas Control Operator Log with system activity and notices.

4.1.8. Dispatch Pressure Control, Instrumentation, Alternative Fuels (Gig Harbor LNG and Swarr Station), and Industrial Meter Operations personnel when required.

4.1.9. Respond to calls from the public and take appropriate action.

4.1.10. During Cold Weather Season:

4.1.10.1. Participate in Cold Weather Action Plan development and follow the Cold Weather Action Plan.

4.1.10.2. Create the 4-8 AM Send-out Forecast to implement Cold Weather Action.

4.1.10.3. Dispatch assigned Cold Weather Action personnel to maintain sufficient pipeline pressures.

4.1.10.4. During shift handoff, communicate status of Cold Weather Action. (i.e., "Scheduled" or "On Site and Operating").

5. Abnormal Operating Conditions

5.1. In addition to the responsibilities given in Section 4, controllers are responsible for, and have authority to, take the following actions and make the following decisions during abnormal operations:

5.1.1. Monitor, analyze, and respond to SCADA alarms and events, unresponsive equipment, or abnormal conditions. Notify as appropriate the following personnel or departments:

5.1.1.1. Supervisor Gas Control

5.1.1.2. Manager Gas System Operations or Duty Manager

5.1.1.3. On Duty Response Planning Engineer

5.1.1.4. Energy Control Systems Duty Supervisor

5.1.1.5. Gas System Integrity

5.1.1.6. Gas System Engineering

5.1.1.7. Telecom Duty Supervisor

5.1.1.8. IT Help Desk

5.1.2. Dispatch field personnel from Pressure Control, Instrumentation, Alternative Fuels, and/or Industrial Meter Operations to investigate an abnormal condition and instruct them to take appropriate field response.

5.1.3. Initiate curtailment to maintain system integrity in accordance with the Curtailment and Emergency Plans.

5.1.4. Coordinate necessary PSE system pressure adjustments with Williams Northwest Pipeline personnel.

5.1.5. Notify appropriate personnel to respond to system alarms or notifications.

5.1.6. Note abnormal operating conditions in the Gas Control Operator Log.

5.2. If a Gas Controller becomes unfit to continue a shift, the Gas Controller shall contact the Supervisor Gas Control immediately:

5.2.1. If the Supervisor Gas Control cannot be reached, the Gas Controller shall contact the Sr Gas Control Analyst, then the Sr Gas Controller if the Analyst cannot be reached.

5.2.2. The Supervisor Gas Control shall find a replacement Gas Controller in accordance with the Hours of Service requirements and limitations as soon as practical.

5.2.3. The on-shift Gas Controller shall remain at the console until the replacement has arrived and accepted the shift.

5.3. If a Gas Controller will be late for a shift, the Gas Controller shall contact the Supervisor Gas Control immediately:

5.3.1. If the Supervisor Gas Control cannot be reached, the Gas Controller shall contact the Sr Gas Control Analyst, then the Sr Gas Controller if the Analyst cannot be reached.

5.3.2. The Supervisor Gas Control shall require the current Gas Controller to stay over and continue to operate the system until the late arriving Gas Controller arrives and completes Shift Change.

5.3.3. If necessary, the Supervisor Gas Control may call in another Gas Controller to prevent the current Gas Controller from exceeding the maximum allowable Hours of Service.

6. Emergency Conditions

6.1. In addition to the responsibilities given in Sections 4 and 5, controllers are responsible for, and have authority to, take the following actions and make the following decisions during emergency operations:

6.1.1. Notify personnel in accordance with the “Gas Control Emergency Notification Matrix” of the condition as soon as possible.

6.1.2. Coordinate communication between the Response Planning Engineer (RPE), System Control and Protection (SC&P) employees, and Gas First Response (GFR) first responders until relieved of this responsibility by the Incident Commander for the emergency.

6.1.3. Communicate required pressure and flow changes with Williams Northwest Pipeline personnel.

6.1.4. Dispatch Pressure Control, or coordinate with Gas Operations Dispatch to dispatch appropriate Gas First Response personnel to the emergency site.

6.1.5. Monitor SCADA and communicate changes in pipeline conditions that could affect the safety of responders or the emergency response effort.

6.1.6. Operate remotely controlled valves, where applicable, or direct personnel in the field to take necessary actions to eliminate emergency conditions as safely and quickly as possible.

6.1.7. Collect information from calls made directly to the Gas Control Center in accordance with the Gas Operating Standard 2425.1400, "Investigating Emergency Calls and Reports".

6.1.8. Note emergency conditions in the Gas Control Operator Log.

7. Records

7.1. The Gas Control Operator Log shall be maintained for five years.

7.2. The Shift Handoff Log shall be maintained for five years.

8. References

8.1. 7600.1000 Operator Qualification Plan

8.2. GOS 2425.1400 Investigating Emergency Calls and Reports

8.3. Cold Weather Action Plan

8.4. Gas Control Emergency Notification Matrix