

Form A- Annual Review 8631

UTC Standard Annual Review Inspection Report
 Intrastate Operators
 FORM A: Annual Review

Inspector and Operator Information

Inspection ID 8631	Inspection Link 8631	Inspector - Lead Derek Norwood	Inspector - Assist Hoxit, Jason
Operator Seaport Sound Terminal	Unit HQ	Records Location - City & State Tacoma, WA	
Inspection Start Date 11-08-2023	Inspection Exit Interview Date 11-08-2023	Engineer Submit Date 11-27-2023	

Inspection Summary

You must include the following in your inspection summary:

- *Inspection Scope and Summary
- *Facilities visited and Total AFOD
- * Summary of Significant Findings
- * Primary Operator contacts and/or participants

Inspection Scope and Summary

Inspection conducted at Seaport Sound Terminal in Tacoma. Reviewed annual reports, changes to procedures and damage prevention data. The most significant change to manuals was to the CRM plan based on findings from a previous inspection. No concerns or probable violations as a result of this inspection

Facilities visited and Total AFOD

Inspection completed at Seaport Sound Terminal, no facilities visited.

1 AFOD

Summary of Significant Findings

No concerns or probable violations as a result of this inspection

Primary Operator contacts and/or participants

Ted Lilyblade

Rob Cohee

Instructions and Ratings Definitions

INSPECTION RESULTS: Annual Review

Satisfactory Responses 16	Satisfactory List 1,3,8,14,15,16,17,24,26,27,28,29,30,31,32,37,	Number of Unanswered Questions 0	Unanswered List
Unsatisfactory Responses 0	Unsatisfactory List		
Area of Concern Responses 0	Area of Concern List		
Not Applicable Responses 22	Not Applicable List 4,5,6,7,9,10,11,12,13,18,19,20,21,22,23,25,35,39,40,42,43,44		
Yes Responses 1	Yes List 36,	No Responses 3	No List 34,38,41
Not Checked / Evaluated Responses 0	Not Checked / Evaluated List		

**If an item is marked Unsat, AOC, N/A, or N/C, an explanation must be included in the "Notes" block for that question and also summarized in the " SUMMARY OF REQUIRED COMMENTS" section at the end of this inspection form.

ANNUAL REPORT: ACCURACY/TRENDS

Question #1. Was the Annual Report reviewed for accuracy and trends? If any trends were discovered, please describe. **1. Result** Satisfactory

1. Notes

Reviewed annual report from 2022, data was accurate and consistent year to year, no trends

Access to Complete Distribution Annual Report

Year	Operator	SYSTEM TOTAL Miles of Main	Miles of Service	SYSTEM TOTAL NO. of Services	Average Service Length
No Report records found					

Access to Complete Transmission Annual Report

YEAR	Operator	Commodity Group	Total Total Miles
No Report records found			

Access to Complete Hazardous Liquid Annual Report

YEAR	Operator	Commodity Group
No Report records found		

DAMAGE PREVENTION

Annual Report Damage Prevention data

Year	Operator	Number of Excavation Tickets	Total Number of Excavation Damages By Apparent Root Cause:	Locating Practices Not Sufficient:	One-Call Notification Practices Not Sufficient:	Excavation Practices Not Sufficient:	Other:	Number of Services	Total Leaks - Excavation Damage	Total Main Leaks	Miles of Service MAIN	Number of Leaks per Mile of MAIN	Tc Lei
No Damages records found													

DIRT data on mismarks for prior year

DIRT Timeliness - Prior Year Reports must be submitted within 45 days of the damage.

Damage Cause	Number of Reports
No Report records found	

SubmitCompanyID - UTCfinalName	Number of Reports
No Report records found	

Question #2.

Review the following damage prevention items:

Q2. Is the damage prevention information in the annual report complete?

Yes, no damages

Q2.b. Is the annual report damages root cause information complete and accurate?

N/A, no damages

Q2.d. Does the operator follow a process to evaluate the cause of "Locating practices not sufficient" category?

N/A, no such events have occurred

Q2.e. Is the operator or its contractor qualified and following procedures for locating and RECON contracted for locating, verified OQs for Sean Franck

RECON contracted for locating, verified OQs for Sean Franck

Q2.g. What is the number of damages resulting from mismarks?

0

Q2.h. What is the number of damages resulting from not locating within the time require

0

Q2.j. Are mapping corrections timely and according to written procedures?

N/A, no mapping errors discovered

Q2.k. Does the operator follow a process to evaluate causes for damages listed "Excavati

N/A, no such events have occurred

2. Notes

NPMS SUBMISSIONS/CHANGES

Question #3.

For transmission operators, has the operator submitted information to the NPMS database, along with changes made after the original submission? Satisfactory

3. Result

3. Notes

OSAVE notifications submitted on 6/14/23

No changes

INCIDENT/SRC/AOC REPORTS REVIEW

Question #4

Were there any federally reportable incidents during the previous year? Are there any discernable trends to these incidents?

4. Results

Not Applicable

4. Notes

No incidents

Q4: Federally reportable incidents

NotificationID	Operator	Company	NRC #	Assigned Engineer	Date & Time of Incident	Street Address of event/incident	Incident Address: City	Closure Date	Reporting Level
----------------	----------	---------	-------	-------------------	-------------------------	----------------------------------	------------------------	--------------	-----------------

No Incident Notification records found

Question #5.

Review operator records of previous year's accidents and failures including reported third party damage and leak response. Is the operator ensuring appropriate evaluation and response as required in 192.617 (Gas) or 195.402 (HL) to determine cause of failure? Is the operator taking appropriate steps to minimize the possibility of recurrence?

5. Result
Not Applicable

5. Notes

No accidents or failures

Question #6.

Review incident reports for the previous year for accuracy and identify any trends. If any trends discovered please describe. (Please see list of incident data at end of this report)

Q6: Incident Reports

NotificationID	Inspector	Company	Street Address of event/incident	Date & Time of Incident	Is 30-Day Report Received?	Reporting Level
4002	Scott Anderson	Seaport Sound Terminal, LLC	538 East F St.	04-06-2022 10:00 AM	<input type="checkbox"/>	Non-Reportable

6. Result
Not Applicable

6. Notes

No incident reports

Question #7.

Were there reportable or unreportable safety related conditions during the previous year? If yes please describe.

Q7: Report of SRCs

NotificationID	Company	Safety-Related Condition	SafetyRelatedConditionChoices	Reportable?	Date & Time of Incident	Company Notified Date	Report Date
----------------	---------	--------------------------	-------------------------------	-------------	-------------------------	-----------------------	-------------

No Incident Notification records found

7. Result
Not Applicable

7. Notes

No SRCs

Question #8.

For transmission systems, were there any abnormal operating conditions (as described in 192.605 (c) or 195.402(d)) since the last annual review? If yes please describe.

8. Result
Satisfactory

8. Notes

Seaport conducts and annual review of AOCs, reviewed document for 2022, most common event is loss of communicationns (7 events in 2022)

Shutdown pipeline in event of comms loss

Other included Flow Inidicator malfunction, Power Loss, Leak Warn and Loss of Clear Path

O&M & EMERGENCY PROGRAMS

Question #9.

Is the O&M Manual up to date and were changes made in the previous year?

Operator Manuals on Sharepoint

9. Result
Not Applicable

9. Notes

Reviewed annually but no revisions to the manual since 2021

Question #10.

If changes to the O&M were made, are changes acceptable?

10. Result
Not Applicable

10. Notes

Reviewed annually but no revisions to the manual since 2021

Question #11.

Were emergency plans changed during the previous year?

11. Result

Not Applicable

11. Notes

Reviewed annually but no revisions to the manual since 2021

Question #12.

Were any changes to emergency plans satisfactory?

12. Result

Not Applicable

12. Notes

Reviewed annually but no revisions to the manual since 2021

INTEGRITY MANAGEMENT PROGRAMS

Question #13

Were there changes to the Integrity Management programs (TIMP, DIMP or both, as applicable)?

13. Result
Not Applicable

13. Notes

Reviewed annually but no revisions to the manual since 2021

Question #14.

Is the DIMP/TIMP up to date? What are the results of the operator's program review (effectiveness evaluation) (DIMP every 5 years)?

14. Result
Satisfactory

14. Notes

ILI Effectiveness completed by Integrity Solutions in 2022

Recommendations include develop formal procedure to incorporate API 1163 and validate ILI data, verify records have been gathered and archived, Look for opportunities to continually improve ILI System Quality Program

HCA analysis completed by TransMontaigne

Question #15

Are IMP program changes acceptable?

15. Result
Satisfactory

15. Notes

No findings from 2021 UTC inspection, recommendations from Integrity Solutions reviewed

Question #16

Was appropriate assessment/ repair work conducted during the past year? (monitor progress of IMP activities)

16. Results
Satisfactory

16. Notes

Last ILI was in 2020, no significant anomalies or repairs required

Next ILI is in 2025

Question #17

Does the operator's HCA location data correspond to the positional data located in UTC GIS?

17. Results
Satisfactory

17. Notes

Entire line is identified as an HCA or could affect an HCA

Question #18

What assessment work is planned for the upcoming year?

18. Results
Not
Applicable

18. Notes

No assessment planned until 2025

Question #19

Within the operator's DIMP, are low pressure systems evaluated for overpressure threats?

19. Results
Not
Applicable

19. Notes

Not a distribution operator

Question #20

Did the operator develop and follow specific procedures for low pressure system construction or maintenance projects? (Note: this question is revisited in greater detail in the ADB review section)

20. Results
Not
Applicable

20. Notes

No low pressure distribution

Question #21

Are plastic pipe and components that have shown a record of defects/leaks being mitigated through the DIMP plans?

21. Results
Not
Applicable

21. Notes

No PE

Question #22

Has appropriate DIMP remediation work occurred during the past year? (monitor progress of DIMP activities)

22. Results
Not
Applicable

22. Notes

Not a distribution operator

Question #23

What DIMP remediation work is anticipated for upcoming year?

23. Results
Not
Applicable

23. Notes

Not a distribution operator

QO PROGRAM

Question #24

Is the OQ program up to date? Were there changes to the Operator Qualification (OQ) program in the last year? If yes, please describe.

24. Results
Satisfactory

24. Notes

Use Veriforce for OQ qualification and tracking

No changes to the plan

Question #25

Are the OQ plan updates satisfactory?

25. Results
Not Applicable

25. Notes

No changes to the plan

Question #26

Are personnel performing covered tasks (including contractors) properly qualified and requalified at intervals determined in the operator's plan?

26. Results
Satisfactory

26. Notes

Reviewed a sample of OQs for personnel at Seaport, Sean Franck - Locating, Michael Affleje - Visual Inspection of Breakout Tank

Complete Annual program review with veriforce, reviewed records from 2023, no concerns

OQs are verified during each standard and programmatic inspection

PUBLIC AWARENESS PROGRAM

Question #27

Is the PA program up to date? And were there changes to the Public Awareness (PA) program within the last year?

27. Results
Satisfactory

27. Notes

No changes to the plan

Question #28

Are changes to the PA program satisfactory?

28. Results

Satisfactory

28. Notes

Update excavator list as dig tickets come in, no changes to the plan

CONTROL ROOM PROGRAM

Question #29

Is the CRM program up to date? And were there changes to the Control Room Management (CRM) program within the last year?

29. Results

Satisfactory

29. Notes

Revised procedure based on 2023 CRM inspection, Updated the training checklist and forms to include records for controller interviews

Question #30

Are the CRM program changes satisfactory?

30. Results

Satisfactory

30. Notes

Updated manual sent to UTC on October 30, 2023

SAFETY MANAGEMENT SYSTEM API 1173

Question #31

Is the operator developing and implementing an API 1173 Safety Management System?

31. Results

Satisfactory

31. Notes

Training for incident investigation, team training

Still looking at SMS to seek opportunities for implementation

Staff provided Pipeline SMS Booklet for reference

INSPECTOR ASSESSMENT OF INSPECTION UNITS

Question #32

Are inspection units broken down appropriately? Do you recommend any changes to inspection units?

32. Results

Satisfactory

32. Notes

2.78 mile pipeline and 1 breakout tank

Inspection unit is adequate

Q32: List of current inspection units

Unit Name	Distribution/Transmission	Intrastate or Interstate?	GAS or LIQUID	Operator - OPID	Unit ID
No Unit records found					

OPERATOR'S PUBLIC WEB PAGE

Question #33

For informational purposes: Using the drop down selections available in the "Results" block, indicate whether the operator's web page contains the information listed by placing a check in the box adjacent to all items that are present.

33. Results

Q33.A Pipeline Purpose and Reliability ; Q33.B Damage Prevention ; Q33.C Pipe Location Information ; Q33.D How to get additional information ; Q33.E National Pipeline Mapping System ; Q33.F On Call Requirements ; Q33.H Prevention Measures ; Q33.I Leak/Damage Recognition ; Q33.K Pipeline Location Information ; Q33.L Integrity Management Programs ; Q33.M Emergency Preparedness

33. Notes

https://www.transmontaignepartners.com/

Q33.A Pipeline Purpose and Reliability

Terminal Listing

Q33.B Damage Prevention

811 Brochure

Q33.C Pipe Location Information

Asset map on the website

Q33.D How to get additional information

811 Brochure talks about call before you dig

Q33.E National Pipeline Mapping System

811 brochure talks about NPMS

Q33.F One Call Requirements

811 Brochure talks about call before you dig

Q33.H Prevention Measures

811 Brochure talks about call before you dig

Q33.I Leak/Damage Recognition

811 Brochure has information on how to recognize a leak

Q33.K Pipeline Location Information

NPMS, Call before you dig

Q33.L Integrity Management Programs

811 brochure has info about maintaining pipeline integrity and safety

Q33.M Emergency Preparedness

811 brochure on website has emergency responder action in an emergency

ADVISORY BULLETIN REVIEW

Question #34

Is there potential for damage to the operator's pipeline facilities caused by flooding, river scour, or channel migration?

ADB 2019-01

ADB 2019-01 Flood Mitigation

34. Results

NO

34. Notes

Pipe is >80 feet below bottom of channel, puyallup river is not prone to scour or channel migration

Monitor conditions at Puyallup river and Hylebos waterway on ROW patrol

Question #35

If "YES" to Q34, did the operator take appropriate action in accordance with the guidance contained ADB 2019-01? Discuss ADB's guidance with operator's representative, and annotate any concerns.

ADB 2019-01

ADB 2019-01: Flood Mitigation

35. Results

Not
Applicable

35. Notes

Monitor conditions at Puyallup river and Hylebos waterway on ROW patrol

Question #36

Is there potential for the operator's system to be damaged by earth movement or other seismic/geological activities?

ADB 2019-02

ADB 2019-02: Earth Movement/Geological Hazards

36. Results

YES

36. Notes

No risk for land movement but operator has identified risk of seismic activity to be a threat

Reviewed Emergency response plan in the event of an earthquake

Emergency Response Plan Section 9

Question #37

If "YES" to Q36, did the operator take appropriate action according to ADB 2019-02? Discuss suggested actions from ADB with operator's representative and annotate any concerns.

ADB 2019-02

ADB 2019-02: Earth Movement/Geological Hazards

37. Results

Satisfactory

37. Notes

Reviewed Emergency response plan in the event of an earthquake

Emergency Response Plan Section 9

Question #38

Does the operator have any indoor meter sets or regulators in their system?

ADB 2020-01

ADB 2020-01 Inside Meter Sets

38. Results

NO

38. Notes

No indoor meters

Question #39

If operator's system has indoor meter sets/regulators, did the operator review ADB 2020-0115? Discuss ADB guidance with operator's representative and annotate any concerns. Particular attention must be given to the operator's plan to conduct leak surveys, AC inspections, and other maintenance activities in locations that are difficult to access, as well as the inclusion of inside meters/regulators within the operator's DIMP plan, as applicable.

ADB 2020-01

ADB 2020-01 Inside Meter Sets

39. Results

Not
Applicable

39. Notes

No indoor meters

Question #40

Is the operator's record of locations for all indoor meter sets/regulators within their system complete and sufficiently detailed??

ADB 2020-01

ADB 2020-01 Inside Meter Sets

40. Results

Not
Applicable

40. Notes

No indoor meters

Question #41

Does the operator have any low pressure systems?

ADB 2020-02

ADB 2020-02 Low Pressure Systems

41. Results

NO

41. Notes

No low pressure systems

Question #42

If "YES" to Q41, did the operator review ADB 2020-0025 for Overpressure Protection of Low-Pressure Natural Gas Distribution Systems? Review ADB guidance with operator and annotate any concerns.

ADB 2020-02

ADB 2020-02 Low Pressure Systems

42. Results

Not
Applicable

42. Notes

No low pressure systems

Question #43

For low pressure construction/maintenance projects, does the operator have a process for review of engineering plans and constructibility reviews that are carried out through all applicable departments? Do all applicable departments review project plans for accuracy, completeness and correctness? How are control procedures developed that could identify system threats that could result in a common failure mode? How is the operator mitigating risk in their low pressure system?

ADB 2020-02

ADB 2020-02 Low Pressure Systems

43. Results

Not
Applicable

43. Notes

No low pressure systems

Question #44

Does the operator include all low-pressure system risks in their DIMP program appropriately?

ADB 2020-02

ADB 2020-02 Low Pressure Systems

44. Results

Not
Applicable

44. Notes

No low pressure systems

SUMMARY OF REQUIRED COMMENTS

COMMENTS: Required for any ratings other than Satisfactory. Summarize/consolidate entries from the "Notes" blocks above. Ensure you annotate the question number for each comment.