

Inspection Output (IOR)

Generated on 2017.November.08 16:03

Inspection Information

Inspection Name	City of Ellensburg	Operator(s)	ELLENSBURG GAS DEPT, CITY OF (4400)	Plan Submitted	10/09/2017
Status	PLANNED	Lead	Anthony Dorrough	Plan Approval	10/11/2017 by Joe Subsits
Start Year	2017	Supervisor	Joe Subsits	All Activity Start	10/18/2017
System Type	GD	Director	Sean Mayo	All Activity End	10/19/2017
Protocol Set ID	WA.GD.2017.01			Inspection Submitted	--
				Inspection Approval	--

Scope (Assets)

#	Short Label	Long Label	Asset Type	Asset IDs	Excluded Topics	Planned	Required	Total Inspected	Required % Complete
1.	Ellensburg	City of Ellensburg	unit	--	Compressor Stations Storage Fields Bottle/Pipe - Holders Offshore GOM OCS Copper Pipe Aluminum pipe	25	25	25	100.0%

a. Percent completion excludes unanswered questions planned as "always observe".

Plans

#	Plan Assets	Focus Directives	Involved Groups/Subgroups	Qst Type(s)	Extent	Notes
1.	Ellensburg	Public Awareness Program Effectiveness (Form 21)	PRO, PRR, FR, ATT1PRO, ATT1FR, ATT1PRR, GDIM, MMLPGIM, MISCTOPICS, GENERIC	P, R	Detail	

Plan Implementations

#	Activity Name	SMAR T Act#	Start Date	End Date	Focus Directives	Involved Groups/Subgroup s	Asset s	Qst Type(s)	Planned	Required	Total Inspected	Required % Complete
1	City of Ellensburg	--	10/18/2017	10/19/2017	n/a	all planned questions	all assets	all types	25	25	25	100.0%

a. Since questions may be implemented in multiple activities, but answered only once, questions may be represented more than once in this table.

b. Percent completion excludes unanswered questions planned as "always observe".

Forms

No. Entity	Form Name	Status	Date Completed	Activity Name	Asset
1. Attendance List	7250 City of Ellensburg Attendance Form - COPY	COMPLETED	10/18/2017	--	--
2. Oil Pollution Act	City of Ellensburg	STARTED	--	City of Ellensburg	--

Results (all values, 25 results)

30 (instead of 25) results are listed due to re-presentation of questions in more than one sub-group.

PRO.SUBLPUBAWARE: Public Awareness Program

1. Question Result, ID, References	NA, PD.PA.MSTRMETER.P, 192.616(j) (192.616(h)) (also presented in: MISCTOPICS.PUBAWARE)
Question Text	Does the public awareness program for a master meter or petroleum gas system meet the requirements of Part 192?
Assets Covered	Ellensburg
Result Notes	The City of Ellensburg (COE) does not have any Master Meter (MM) or Petroleum (LPG) Gas Systems; there had been a MM system around 1996 but (COE) took it over and it has since been retired.

PRR.OM: Operations And Maintenance

2. Question Result, ID, References	Sat, EP.ERG.LIAISON.R, 192.605(a) (192.615(c)(1);192.615(c)(2);192.615(c)(3);192.615(c)(4);192.616(c);ADB-05-03) (also presented in: MISCTOPICS.PUBAWARE)
Question Text	Do records indicate liaisons established and maintained with appropriate fire, police and other public officials and utility owners in accordance with procedures?
Assets Covered	Ellensburg
Result Notes	Located in Section 14.7 - Stake Holder Audience and 14.8 - Message Type Content Frequency COE subscribes to the Pipeline Association through PAPA (next report from PAPA due in 2018). They have a liaison with KitCom (Kitsap County) and participate in face to face training sessions. The city utilizes SmartGov for their permitting process which in turn alerts the city to any new building or construction projects. The city also spearheads a quarterly Utility Coordinating Counsel; attendees include PSE, College PUD, Fair Point Tel, private water districts, school districts, and private locating companies.
3. Question Result, ID, References	Sat, PD.PA.EVALEFFECTIVENESS.R, 192.616(c) (API RP 1162 Section 8.4) (also presented in: MISCTOPICS.PUBAWARE)
Question Text	Have effectiveness evaluation(s) of the program been performed for all stakeholder groups in all notification areas along all systems covered by the program?
Assets Covered	Ellensburg
Result Notes	Located in Section 14.21 - Bill stuffers go to <u>ALL</u> city customers, not just gas their customers - All results are based upon these numbers.
4. Question Result, ID, References	Sat, PD.PA.LANGUAGE.R, 192.616(g) (API RP 1162 Section 2.3.1) (also presented in: MISCTOPICS.PUBAWARE)
Question Text	Were materials and messages developed and delivered in other languages commonly understood by a significant number and concentration of non-English speaking populations in the operator's areas?
Assets Covered	Ellensburg
Result Notes	Located in Section 14.9-D - Messages are in english per census data, which indicates the population to speaks 90.1% English - The info is accessed online from The US Census Bureau.
5. Question Result, ID, References	NA, PD.PA.MSTRMETER.R, 192.616(j) (192.616(h));API RP 1162 Section 2.7 (Step 12);API RP 1162 Section 8.5) (also presented in: MISCTOPICS.PUBAWARE)

Question Text	<i>Do records indicate the public awareness program for a master meter or petroleum gas system operator has met the requirements of Part 192?</i>
Assets Covered	Ellensburg
Result Notes	The City of Ellensburg (COE) does not have a Master Meter System (MM); there had been a MM system around 1996 but (COE) took it over and it has since been retired.

MISCTOPICS.PUBAWARE: Public Awareness Program Effectiveness

6. Question Result, ID, References	Sat, PD.PA.ASSETS.P, 192.616(b) (API RP 1162 Section 2.7 Step 4)
Question Text	<i>Does the program clearly identify the specific pipeline systems and facilities to be included in the program, along with the unique attributes and characteristics of each?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.6 - Includes the entire pipeline system.
7. Question Result, ID, References	Sat, PD.PA.AUDIENCEID.P, 192.616(d) (192.616(e);192.616(f);API RP 1162 Section 2.2;API RP 1162 Section 3)
Question Text	<i>Does the program establish methods to identify the individual stakeholders in the four affected stakeholder audience groups: (1) affected public, (2) emergency officials, (3) local public officials, and (4) excavators, as well as affected municipalities, school districts, businesses, and residents?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.7- COE uses their electric customer base in their definition of the affected area, meaning all customers are considered as affected.
8. Question Result, ID, References	Sat, PD.PA.AUDIENCEID.R, 192.616(d) (192.616(e);192.616(f);API RP 1162 Section 2.2;API RP 1162 Section 3)
Question Text	<i>Do records identify the individual stakeholders in the four affected stakeholder audience groups: (1) affected public, (2) emergency officials, (3) local public officials, and (4) excavators, as well as affected municipalities, school districts, businesses, and residents to which it sends public awareness materials and messages?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.7 and 14.8
9. Question Result, ID, References	Sat, PD.PA.AUDITMETHODS.R, 192.616(c) (192.616(i);API RP 1162 Section 8.3)
Question Text	<i>Was one or more of the three acceptable methods (i.e., internal assessment, 3rd-party contractor review, or regulatory inspections) used to complete the annual audit or review of program implementation?</i>
Assets Covered	Ellensburg
Result Notes	Located in Sections 14.10, 14.20, 14.21, and 14.22
10. Question Result, ID, References	Sat, PD.PA.CHANGES.R, 192.616(c) (API RP 1162 Section 2.7 (Step 12);API RP 1162 Section 8.5)
Question Text	<i>Were needed changes and/or modifications to the program identified and documented based on the results and findings of the program effectiveness evaluations?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.22 - There were no significant changes, COE will continue to come up with methods to get their message out.
11. Question Result, ID, References	Sat, PD.PA.EDUCATE.R, 192.616(d) (192.616(f))
Question Text	<i>Did delivered messages specifically include provisions to educate the public, emergency officials, local public officials, and excavators on: (1) Use of a one-call notification system prior to excavation and other damage prevention activities; (2) Possible hazards associated with unintended releases from a gas</i>

	<i>pipeline facility; (3) Physical indications of a possible release; (4) Steps to be taken for public safety in the event of a gas pipeline release; and (5) Procedures to report such an event?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.8- COE sends out their messages within their billings.
12. Question Result, ID, References	Sat, PD.PA.EVALIMPL.R, 192.616(c) (192.616(i));API RP 1162 Section 8.3)
Question Text	<i>Has an audit or review of the operator's program implementation been performed annually since the program was developed?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.21 - COE creates an annual summary.
13. Question Result, ID, References	Sat, PD.PA.EVALPLAN.P, 192.616(i) (192.616(c));API RP 1162 Section 8;API RP 1162 Appendix E)
Question Text	<i>Does the program include a process that specifies how program implementation and effectiveness will be periodically evaluated?</i>
Assets Covered	Ellensburg
Result Notes	Located in Sections 14.21 and 14.22 - Also included in the summary.
14. Question Result, ID, References	Sat, PD.PA.LANGUAGE.P, 192.616(g) (API RP 1162 Section 2.3.1)
Question Text	<i>Does the program require that materials and messages be provided in other languages commonly understood by a significant number and concentration of non-English speaking populations in the operator's areas?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.9 - D
15. Question Result, ID, References	Sat, PD.PA.LOCATIONMESSAGE.R, 192.616(e) (192.616(f))
Question Text	<i>Were messages developed and delivered to advise affected municipalities, school districts, businesses, and residents of pipeline facility locations?</i>
Assets Covered	Ellensburg
Result Notes	COE developed their messages using PAPA, and delivered to affected entities (verified).
16. Question Result, ID, References	Sat, PD.PA.MEASUREBEHAVIOR.R, 192.616(c) (API RP 1162 Section 8.4.3)
Question Text	<i>In evaluating program effectiveness, was evaluation made of whether appropriate preventive, response, and mitigative behaviors were understood and likely to be exhibited?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.21 and 14.24 - COE utilizes the WUTC Quarterly Damage Results.
17. Question Result, ID, References	Sat, PD.PA.MEASUREBOTTOM.R, 192.616(c) (API RP 1162 Section 8.4.4)
Question Text	<i>Were bottom-line results of the program measured by tracking third-party incidents and consequences including: (1) near misses, (2) excavation damages resulting in pipeline failures, (3) excavation damages that do not result in pipeline failures?</i>
Assets Covered	Ellensburg
18. Question Result, ID, References	Sat, PD.PA.MEASUREOUTREACH.R, 192.616(c) (API RP 1162 Section 8.4.1)
Question Text	<i>In evaluating effectiveness, was actual program outreach for each stakeholder audience tracked?</i>
Assets Covered	Ellensburg

19. Question Result, ID, References	Sat, PD.PA.MEASUREUNDERSTANDABILITY.R, 192.616(c) (API RP 1162 Section 8.4.2)
Question Text	<i>In evaluating program effectiveness, was the percentage of each stakeholder audience that understood and retained the key information from the messages determined?</i>
Assets Covered	Ellensburg
Result Notes	COE states the evidence of program effectiveness is a low damage count, and low survey counts and leak reporting numbers that are up.
20. Question Result, ID, References	Sat, PD.PA.MESSAGEFREQUENCY.R, 192.616(c) (API RP 1162 Table 2-1;API RP 1162 Table 2-2;API RP 1162 Table 2-3)
Question Text	<i>Did the delivery of materials and messages meet or exceed the baseline delivery frequencies specified in API RP 1162, Table 2-1 through Table 2.3?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.8
21. Question Result, ID, References	Sat, PD.PA.MESSAGES.P, 192.616(c) (API RP 1162 Section 3;API RP 1162 Section 4;API RP 1162 Section 5)
Question Text	<i>Does the program define the combination of messages, delivery methods, and delivery frequencies to comprehensively reach all affected stakeholder audiences in all areas where gas is transported?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.8
22. Question Result, ID, References	Sat, PD.PA.MGMTSUPPORT.P, 192.616(a) (API RP 1162 Section 2.5;API RP 1162 Section 7.1)
Question Text	<i>Does the operator's program documentation demonstrate management support?</i>
Assets Covered	Ellensburg
Result Notes	See the letter from the Director located in the manual - Management pledges to support the 4 staff charged with implementing the program.
23. Question Result, ID, References	Sat, PD.PA.PROGRAM.P, 192.616(a) (192.616(h))
Question Text	<i>Has the continuing public education (awareness) program been established as required?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.0 - Effective Jun 20, 2006
24. Question Result, ID, References	Sat, PD.PA.PROGRAMIMPROVE.R, 192.616(c) (API RP 1162 Section 8.3)
Question Text	<i>Were changes made to improve the program and/or the implementation process based on the results and findings of the annual audit(s)?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.22 - Also in the internal evaluation.
25. Question Result, ID, References	Sat, PD.PA.SUPPLEMENTAL.P, 192.616(c) (API RP 1162 Section 6.2)
Question Text	<i>Were relevant factors considered to determine the need for supplemental public awareness program enhancements for each stakeholder audience, as described in API RP 1162?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.8 - D
26. Question Result, ID, References	Sat, EP.ERG.LIAISON.R, 192.605(a) (192.615(c)(1);192.615(c)(2);192.615(c)(3);192.615(c)(4);192.616(c);ADB-05-03) (also presented in: PRR.OM)

Question Text	<i>Do records indicate liaisons established and maintained with appropriate fire, police and other public officials and utility owners in accordance with procedures?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.7 - Stake Holder Audience and 14.8 - Message Type Content Frequency COE subscribes to the Pipeline Association through PAPA (next report from PAPA due in 2018). They have a liaison with KitCom (Kitsap County) and participate in face to face training sessions. The city utilizes SmartGov for their permitting process which in turn alerts the city to any new building or construction projects. The city also spearheads a quarterly Utility Coordinating Counsel; attendees include PSE, College PUD, Fair Point Tel, private water districts, school districts, and private locating companies.
27. Question Result, ID, References	Sat, PD.PA.EVALEFFECTIVENESS.R, 192.616(c) (API RP 1162 Section 8.4) (also presented in: PRR.OM)
Question Text	<i>Have effectiveness evaluation(s) of the program been performed for all stakeholder groups in all notification areas along all systems covered by the program?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.21 - Bill staffers go to <u>ALL</u> city customers, not just gas their customers - All results are based upon these numbers.
28. Question Result, ID, References	Sat, PD.PA.LANGUAGE.R, 192.616(g) (API RP 1162 Section 2.3.1) (also presented in: PRR.OM)
Question Text	<i>Were materials and messages developed and delivered in other languages commonly understood by a significant number and concentration of non-English speaking populations in the operator's areas?</i>
Assets Covered	Ellensburg
Result Notes	Located in Section 14.9-D - Messages are in English per census data, which indicates the population to speaks 90.1% English - The info is accessed online from The US Census Bureau.
29. Question Result, ID, References	NA, PD.PA.MSTRMETER.P, 192.616(j) (192.616(h)) (also presented in: PRO.SUBLPUBAWARE)
Question Text	<i>Does the public awareness program for a master meter or petroleum gas system meet the requirements of Part 192?</i>
Assets Covered	Ellensburg
Result Notes	The City of Ellensburg (COE) does not have any Master Meter (MM) or Petroleum (LPG) Gas Systems; there had been a MM system around 1996 but (COE) took it over and it has since been retired.
30. Question Result, ID, References	NA, PD.PA.MSTRMETER.R, 192.616(j) (192.616(h));API RP 1162 Section 2.7 (Step 12);API RP 1162 Section 8.5) (also presented in: PRR.OM)
Question Text	<i>Do records indicate the public awareness program for a master meter or petroleum gas system operator has met the requirements of Part 192?</i>
Assets Covered	Ellensburg
Result Notes	The City of Ellensburg (COE) does not have a Master Meter System (MM); there had been a MM system around 1996 but (COE) took it over and it has since been retired.

Report Parameters: Results: all

Acceptable Use: Inspection documentation, including completed protocol forms, summary reports, executive summary reports, and enforcement documentation are for internal use only by federal or state pipeline safety regulators. Some inspection documentation may contain information which the operator considers to be confidential. In addition, supplemental inspection guidance and related documents in the file library are also for internal use only by federal or state pipeline safety regulators (with the exception of documents published in the federal register, such as advisory bulletins). Do not distribute or otherwise disclose such material outside of the state or federal pipeline

regulatory organizations. Requests for such information from other government organizations (including, but not limited to, NTSB, GAO, IG, or Congressional Staff) should be referred to PHMSA Headquarters Management.