

**Utilities and Transportation Commission  
Pipeline Safety  
Operator Annual Review Checklist**

A completed **Annual Review form and Cover Letter/Field Report** must be submitted to the Chief Engineer within **30 days** from completion of the inspection.

| Inspection Report                       |  |                 |      |
|---|--|-----------------|------|
| <b>Inspection ID/Docket Number</b>      | 7835                                     |                 |      |
| <b>Inspector Name &amp; Submit Date</b> | Scott Anderson<br>4/4/19                 |                 |      |
| <b>Chief Eng Name &amp; Review/Date</b> | Joe Subsits<br>4/8/2019                  |                 |      |
| Operator Information                    |  |                 |      |
| <b>Name of Operator:</b>                | City of Enumclaw, Natural Gas Department | <b>OP ID #:</b> | 4500 |
| <b>Records Location:</b>                | 2041 Railroad St, Enumclaw, WA 98002     |                 |      |
| <b>Inspection Date:</b>                 | April 4, 2019                            |                 |      |

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| <p><b>Review Summary:</b><br/>This inspection consisted of reviewing the items listed in the questions below</p> |
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|   |  |                  |
|---|--|------------------|
| <b>HQ Address:</b><br>2041 Railroad St<br>Enumclaw, WA 98022  | <b>System/Unit Name &amp; Address:</b><br>2041 Railroad St<br>Enumclaw, WA 98022                           |                  |
| <b>Co. Official:</b> Ed Hawthorne<br><b>Phone No.:</b> 360-825-5541<br><b>Fax No.:</b> 360-825-3252<br><b>Emergency Phone No.:</b> 360-615-5787 | <b>Phone No.:</b> 360-825-5541<br><b>Fax No.:</b> 360-825-3252<br><b>Emergency Phone No.:</b> 360-615-5787 |                  |
| <b>Persons Interviewed</b>  | <b>Title</b>   | <b>Phone No.</b> |
| Ed Hawthorne  | Gas Utility Manager  | 360-615-5787     |
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| SYSTEM OPERATIONS  |   |
|--|---|
| Number of reportable safety related conditions last year: 0  | Number of deferred leaks in system: 0   |
| Number of <u>non-reportable</u> safety related conditions last year: 0   | Number of excavation damage hits last year: 5   |
| Miles of transmission pipeline within unit (total miles and miles in Class 3 & 4 locations): Not a transmission operator | Miles of main within inspection unit (total miles and miles in Class 3 & 4 locations): 102.28 |
| <b>Operating Pressure(s):</b> 245 and 38   | <b>MAOP:</b> 250 and 40   |
| Does the operator have any transmission pipelines?   | No  |
| Compressor stations? Use Attachment 1.   | None  |

| Pipe Specifications:   |           |                              |            |
|------------------------|-----------|------------------------------|------------|
| Year Installed (Range) | 1957-2018 | Pipe Diameters (Range)       | 1/2"-6"    |
| Material Type          | Steel/PE  | Line Pipe Specification Used | ASTM A53 B |
| Mileage                | 102.28    | SMYS %                       | 7%         |

| REVIEW QUESTIONS |   | S/Yes | U/No | N/A |
|------------------|---|-------|------|-----|
| 1.               | Was the Annual Report reviewed for accuracy and trends? If any trends discovered, please describe:  | X     |      |     |
| 2.               | For transmission operators, has the operator submitted information to the NPMS database, along with changes made after the original submission?<br><b>Not a transmission operator</b> |       |      | X   |
| 3.               | Were there federally reportable incidents during the previous year?   |       | X    |     |
| 4.               | Were Incident reports reviewed for accuracy and trends? If any trends discovered please describe:<br><b>None in 2018</b>  |       |      | X   |
| 5.               | Were there reportable or unreportable safety related conditions during the previous year? If yes please describe.<br><b>None in 2018</b>  |       |      | X   |
| 6.               | Were there any abnormal operating conditions (as described in 49 CFR 192.605 (c) or 49 CFR 195.402(d))? If yes please describe<br><b>None in 2018</b>                                 |       |      | X   |
| 7                | Were there changes to the O&M Manual during the previous year?  |       | X    |     |
| 8                | Are the changes acceptable?   |       |      | X   |
| 9                | Is the O&M Manual up to date?   | X     |      |     |
| 10               | Were emergency plans changed during the previous year?  |       | X    |     |
| 11               | Were the changes satisfactory?  |       |      | X   |
| 12               | Were there changes to the Integrity management program (TIMP and DIMP for LDC's)?   |       | X    |     |
| 13               | Is the integrity management program up to date? What are the results of the operators program review (effectiveness evaluation) (DIMP every 5 years)?                                 | X     |      |     |
| 14               | Are the changes acceptable?   |       |      | X   |
| 15               | Is appropriate assessment/ repair work conducted during the past year? (monitor progress of IMP activities)<br><b>Not a transmission operator</b>                                     |       |      | X   |

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|----|---|---|---|---|
| 16 | What assessment work is planned for the upcoming year?<br><b>Not a transmission operator</b>  |   |   | X |
| 17 | Has appropriate DIMP remediation work occurred during the past year? (monitor progress of DIMP activities)<br><b>None in 2018</b>   |   |   | X |
| 18 | What DIMP remediation work is anticipated for upcoming year?<br><b>None</b>   |   |   | X |
| 19 | Were there changes to the Operator Qualification program? If yes, please describe.<br><b>During the March 14, 2019 OQ Program Inspection, it was observed that there were no changes to the City of Enumclaw OQ Program.</b>  |   | X |   |
| 20 | Is the Operator Qualification program up to date?<br><b>During the March 14, 2019 OQ Program Inspection records were complete, see Inspection ID 7834</b>   | X |   |   |
| 21 | Are plan updates satisfactory?<br><b>During the March 14, 2019 OQ Program Inspection it was found there were no updates</b>   |   |   | X |
| 22 | Are personnel performing covered tasks (including contractors) properly qualified and requalified at intervals determined in the operators plan?<br><b>During the March 14, 2019 OQ Program Inspection it was found personnel were properly qualified and requalified at the required intervals.</b>  | X |   |   |
| 23 | Were there changes to the public awareness program?   |   | X |   |
| 24 | Is the public awareness program up to date?   | X |   |   |
| 24 | Are changes to the public awareness program satisfactory?   |   |   | X |
| 26 | Is the following information on the operator's web page? (Not a regulatory question) <ul style="list-style-type: none"> <li>• Pipeline purpose and reliability</li> <li>• Damage Prevention</li> <li>• Pipe location information</li> <li>• How to get additional information</li> <li>• National Pipeline Mapping system</li> <li>• On call requirements</li> <li>• Potential Hazards</li> <li>• Prevention measures</li> <li>• Leak/ damage recognition</li> <li>• ROW encroachment</li> <li>• Pipeline location information</li> <li>• Integrity management programs</li> <li>• Emergency preparedness</li> </ul> <b>Reviewed City of Enumclaw Website</b> | X |   |   |
| 27 | Were there changes to the Control Room Management Program?<br><b>City of Enumclaw does not have a Control Room</b>  |   |   | X |
| 28 | Is the control room management program up to date?<br><b>City of Enumclaw does not have a Control Room</b>  |   |   | X |
| 29 | Are the control room management program changes satisfactory?<br><b>City of Enumclaw does not have a Control Room</b>   |   |   | X |
| 30 | Are inspection units broken down appropriately? Do you recommend any changes to inspection units in terms of size?<br><b>The City of Enumclaw is the only unit</b>  | X |   |   |
| 31 | Were there any flow reversals, product changes, or conversions to service since the last review?  |   | X |   |
| 32 | If yes, is the operator taking appropriate actions in accordance with ADB-2014-04?  |   |   | X |