

**Utilities and Transportation Commission**  
**Standard Inspection Report for Intrastate Gas Distribution Systems**  
**Records Review and Field Inspection**

S – Satisfactory    U – Unsatisfactory    N/A – Not Applicable    N/C – Not Checked  
**If an item is marked U, N/A, or N/C, an explanation must be included in this report.**

A completed **Standard Inspection Checklist and Cover Letter/Field Report** are to be submitted to the Chief Engineer within **30 days** from completion of the inspection.

REPORTING RECORDS			S	U	N/A	N/C
1.	RCW 81.88.080	Pipeline Mapping System: Has the operator provided accurate maps (or updates) of pipelines, operating over two hundred fifty pounds per square inch gauge, to specifications developed by the commission sufficient to meet the needs of first responders? ---Submitted annually, 03/6/20 Dylan Karaus	X			
2.	480-93-180(1)	Does the operator have a procedure for leaks caused by excavation damage near buildings and determine whether the procedures adequately address the possibility of multiple leaks and underground migration of gas into nearby buildings ---Located in Emergency and Service Handbook, Section 2 /Underground Leak Investigation/Pinpointing/Centering and Leak Repair and Residual Gas Checks.	X			
3.	Damage Prevention (Operator Internal Performance Measures) PHMSA – State Program Evaluation Questions	Does the operator have a quality assurance program in place for monitoring the locating and marking of facilities? Do operators conduct regular field audits of the performance of locators/contractors and take action when necessary? (CGA Best Practices v. 6.0, Best Practice 4-18. Recommended only, not required) ---Proactively doing QA audits with locating contractor (ELM) through QA Department. ELM has an internal QA audit process, including photographs of all completed locates. Avista takes action when necessary, usually facilitated as needed by the Damage Prevention Program Manager, Linda Burger. Actions taken in the Colville Dist. included: 2018 – QA ten audits with Locators – labeling – ELM 2019 – Terminated contract with AUUL do to logistics	X			
4.		Does operator include performance measures in facility locating services contracts with corresponding and meaningful incentives and penalties? ---Locating company will not get paid if they don't perform to the contract requirements. The Claims Department bills the locating Company for at fault damages as a result of locating shortcomings.	X			
5.		Do locate contractors address performance problems for persons performing locating services through mechanisms such as re-training, process change, or changes in staffing levels? ---ELM performs a large number of audits on their locators, looking for trends in order to appropriately address issues. If a locator is not performing satisfactorily, they either get retrained or let go depending on the situation.	X			
6.		Does the operator periodically review the Operator Qualification plan criteria and methods used to qualify personnel to perform locates? ---The Damage Prevention Program Administrator reviews the damage prevention (OQ) module and reviews locating evaluation.	X			
7.		Review operator locating and excavation procedures for compliance with state law and regulations. ---Located in Gas Standards Spec 3.15 and Spec 4.13	X			
8.		Are locates are being made within the timeframes required by state law and regulations? Examine record sample.	X			
9.		Are locating and excavating personnel properly <u>qualified</u> in accordance with the operator's Operator Qualification plan and with federal and state requirements? ---ELM's OQ records are housed in Avista's Learning Network System. Damage Prevention Administrator reviews qualifications on a regular basis and notifies ELM Local Managers of upcoming expirations.	X			
10.	480-93-200(10)	<b>Annual Reports</b> filed with the commission no later than <b>March 15</b> for the proceeding calendar year. ---Submitted annually to WUTC. This year on 2/11/20.	X			
11.	480-93-200(13)	Submitting copy of DOT Drug and Alcohol Testing MIS Data Collection Form when required. ---Submitted annually to WUTC. This year on 2/20/20.	X			

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<b>Comments:</b>
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<b>CONSTRUCTION RECORDS</b>			<b>S</b>	<b>U</b>	<b>N/A</b>	<b>N/C</b>
<b>12.</b>	480-93-160(1)	Report filed <b>45 days</b> prior to construction or replacement of transmission pipelines <b>≥ 100</b> feet in length.			<b>X</b>	
<b>13.</b>	480-93-160(2)	Did report describe the proposed route and the specifications for the pipeline and must include, but is not limited to the following items:			<b>X</b>	
<b>14.</b>	480-93-160(2)(a)	Description and purpose of the proposed pipeline;			<b>X</b>	
<b>15.</b>	480-93-160(2)(b)	Route map showing the type of construction to be used throughout the length of the line, and delineation of class location as defined in 49 CFR Part 192.5, and incorporated boundaries along the route.			<b>X</b>	
<b>16.</b>	480-93-160(2)(c)	Location and specification of principal valves, regulators, and other auxiliary equipment to be installed as a part of the pipeline system to be constructed.			<b>X</b>	
<b>17.</b>	480-93-160(2)(d)	MAOP for the gas pipeline being constructed;			<b>X</b>	
<b>18.</b>	480-93-160(2)(e)	Location and construction details of all river crossings or other unusual construction requirements encountered along the route.			<b>X</b>	
<b>19.</b>	480-93-160(2)(f)	Proposed corrosion control program to be followed including specs for coating and wrapping, and method to ensure the integrity of the coating using holiday detection			<b>X</b>	

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<b>20.</b>	480-93-160(2)(g)	Welding specifications; and			<b>X</b>	
<b>21.</b>	480-93-160(2)(h)	Bending procedures to be followed if needed.			<b>X</b>	
	480-93-110(5)(d)	Shorted conditions leak surveyed within 90 days of discovery. <b>Twice annually/7.5 months. ---No shorted casings in Colville District 2018 to present.</b>			<b>X</b>	
<b>22.</b>	480-93-180(1)	Remedial measures (cast iron and ductile iron pipelines) .489 ---No such pipelines.			<b>X</b>	

<b>Comments:</b> Q12-Q21 No such occurrence						
<b>PIPELINE INSPECTION (Field)</b>			<b>S</b>	<b>U</b>	<b>N/A</b>	<b>N/C</b>
<b>23.</b>	480-93-080(1)(e)	Welding procedures located on site where welding is performed? ---Spec. 3.22	<b>X</b>			
<b>24.</b>	480-93-080(1)(h)	Use of testing equipment to record and document essential variables	<b>X</b>			
<b>Comments:</b>						