

**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? <b>Note PSE has supplied maps previously, but no new lines in excess of 250 psi since last inspection.</b>			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. <b>Gas Field Procedures 0100.1040 Conducting an emergency assessment-Initial and Second Assessments GOS 2425.1400 Investigating Emergency Calls and Reports</b>	X			
3.	<b>Damage Prevention (Operator Internal Performance Measures) PHMSA – State Program Evaluation Questions</b>	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) <b>Quality Management Group performs target audits on ELM (locating services) Audit 2019-07 11/22/19 for high profile tickets (4” and larger or HP). Positive response is required. ELM’s Launch Point talks to One Call Concepts for ticket info and positive response ELM per contract with PSE, performs many audits per month eg 674 in Jan 2019 on ELM locators. This is then given to PSE as part of contract.</b>	X			
4.		Does operator including performance measures in facility locating services contracts with corresponding and meaningful incentives and penalties? <b>KPIs for ontime performance of at least 96% 1 damage in 2000 locate units (can have both gas and electric on same ticket) 2019 ELM 97% 23881 tickets 96% on time 2018-97.93% 22870 tickets 2017-1<sup>st</sup> year ELM took over all PSE units; had some issues 95.15%, 21251 tickets</b>	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? <b>Yes, what amounts to progressive discipline-after 4<sup>th</sup> damage termination ELM Employee Handbook Section 5 part 22</b>	X			
6.		Does the operator periodically review the Operator Qualification plan criteria and methods used to qualify personnel to perform locates? <b>2425.2100 Operator Qualification, also part of Annual Review process. PSE will find out who at PsE approves ELM’s plan-Justin Wahlburg in Standards reviews when there is a major or significant change. Last significant Jan 04, 2019 revised and approved</b>	X			
7.		Review operator locating and excavation <u>procedures</u> for compliance with state law and regulations. <b>CTS Job Title Matrix6/8/2020 4 tasks which are OQ required Locating Pipeings Protction during disturbance of segment support Inispection for damage Damage prevention during excavation activities</b>	X			
8.		Are locates are being made within the timeframes required by state law and regulations? Examine record sample. <b>Goal is 100%, and min is 96% by PSE contract with ELM. ELMs performce is 2019 ELM 97% 23881 tickets 96% on time 2018-97.93% 22870 tickets 2017-1<sup>st</sup> year ELM took over all PSE units; had some issues 95.15%, 21251 tickets</b>	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? <b>Looked at all ELM OQ’d personnel-good for 5 years before reevaluation 112 total PSE list of OQ’d locators 121 total</b>	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 <b>SAT 2018, 2019, 2020</b>			
11.	480-93-200(13)	Submitting copy of DOT Drug and Alcohol Testing MIS Data Collection Form when required. <b>Reviewed MIS forms submitted for employee and contractos 2017-2019</b>	X			

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**Comments:**

CONSTRUCTION RECORDS			S	U	N/A	N/C
12.	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>No applicable construction since last inspection.</b>			X	
13.	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>No applicable construction since last inspection.</b>			X	
14.	480-93-160(2)(a)	<b>No applicable construction since last inspection.</b>			X	
15.	480-93-160(2)(b)	<b>No applicable construction since last inspection.</b>			X	
16.	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>No applicable construction since last inspection.</b>			X	
17.	480-93-160(2)(d)	MAOP for the gas pipeline being constructed; <b>No applicable construction since last inspection.</b>			X	
18.	480-93-160(2)(e)	Location and construction details of all river crossings or other unusual construction requirements encountered en route. <b>No applicable construction since last inspection.</b>			X	
19.	480-93-160(2)(f)	Proposed corrosion control program to be followed inc specs for coating and wrapping, and method to ensure the integrity of the coating using holiday detection equipment; <b>No applicable construction since last inspection.</b>			X	
20.	480-93-160(2)(g)	Welding specifications; and <b>No applicable construction since last inspection.</b>			X	
21.	480-93-160(2)(h)	Bending procedures to be followed if needed. <b>No applicable construction since last inspection.</b>			X	
	480-93-110(5)(d)	Shorted conditions leak surveyed within 90 days of discovery. <b>Twice annually/7.5 months. See IA question TD.CPMONITOR.DEFICIENCY.R</b>	X			
22.	480-93-180(1)	remedial measures (cast iron and ductile iron pipelines) .489 <b>No cast iron or ductile in system</b>			X	

**Comments:**

PIPELINE INSPECTION (Field)			S	U	N/A	N/C
23.	480-93-080(1)(e)	Welding procedures located on site where welding is performed? <b>Did not observe any welding during the inspection.</b>			X	
24.	480-93-080(1)(h)	Use of testing equipment to record and document essential variables <b>Did not observe any welding during the inspection.</b>			X	

**Comments:**