SCOPE
These procedures are in accordance with the applicable rules and regulations of the New Mexico Public Regulation Commission, Pipeline Safety Bureau, adopted pursuant to the Pipeline Safety Act [70-3-10 to 70-3-20 NMSA 1978, 1995 Repl. Pamphlet].

OBJECTIVE
The purpose of this document is to outline the procedures for operations and maintenance (O&M Plan) necessary for the safe operation of the gas distribution pipeline system and procedures for handling gas emergencies. The effectiveness of these procedures will depend on the knowledge and understanding of the procedures by the appropriate personnel through a continuing training program. Communication and liaison established with public assistance agencies is necessary in creating awareness of mutual assistance in a gas emergency.

REVIEW & UPDATING
Section 192.605(a) - This manual for operations, maintenance, and emergencies will be reviewed and updated each calendar year but at intervals not exceeding 15 months. A written record of the reviews will be maintained. [Refer to Sec. 192.605(a) in this manual].

SYSTEM DESCRIPTION
The gas distribution system was constructed in ________________. The gas mains are constructed of ___________________pipe and add up to an approximate length of _______ feet. The system has _______ service lines that add up to an approximate total length of _________ feet. The operating pressure is ______oz./psig.

<table>
<thead>
<tr>
<th>Type of Pipe</th>
<th>Mains</th>
<th>Service Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Size</td>
<td></td>
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<tr>
<td></td>
<td>(Outside Diameter)</td>
<td>Length</td>
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<tr>
<td>Bare Steel</td>
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<tr>
<td>Coated Steel</td>
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<tr>
<td>Plastic (PVC)</td>
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<td>Plastic (PE)</td>
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<tr>
<td></td>
<td>TOTAL LENGTH</td>
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</tbody>
</table>

PROCEDURES
Section 192.13(c) - The procedures for operation & maintenance contained herein will be followed as stated in accordance with an established schedule, and modified as needed.

Section 192.16 - Customer notification on customer owned service lines shall be given in accordance with the memorandum issued by the Pipeline Safety Bureau; Attachment 1A.

Section 192.225 - Welding on steel pipe will be performed in accordance with a welding procedure for the particular type of pipe and will be done by a welder qualified in the welding procedure used, and possessing current qualifications.
Records will be prepared and retained in file for any plastic pipe joining or welding performed on the gas system including joiner and welder qualification records.

Section 192.283 - Installation of plastic pipe will be done using pipe manufacturer's procedures or other approved and qualified joining procedures, and the procedures will be kept in file.

Plastic pipe will be installed in a manner that ensures against damage to the pipe during installation. Soil will be free of rock or debris that could damage the pipe. For locating the buried pipe later, tracer wire or metallic caution tape will be installed with the pipe according to the best-recommended practice. Tracer wire will not be wrapped around the pipe.

Section 192.285 - The person(s) joining plastic pipe must be qualified under the applicable joining procedure for the pipe used. If a person has not joined pipe in a specific procedure for 12 months, the person will re-qualify in that procedure prior to joining.

Section 192.355 - The pressure regulator will be located where it can properly vent to the atmosphere and away from any opening into a building, and out from under any skirted mobile home. The regulator vent shall be protected from rain or insect penetration.

Section 192.365 - When a building or home is set up and gas service is connected, there shall be a service line valve in a readily accessible location located outside the building.

Section 192.455 - Any steel pipe that is installed will be externally coated. All steel pipe installed will be cathodically protected within one year of installation. Design and installation of cathodic protection will be performed by a qualified person in accordance with Appendix A of this document.

Section 192.459 - Whenever buried steel pipe is exposed it will be examined for evidence of external corrosion and coating damage by a person qualified to do the inspection. A record will be kept and maintained on the condition of the pipe and/or coating that was examined.

Section 192.465(a) - After installation the cathodic protection system will be tested each calendar year at intervals not exceeding 15 months. Isolated pipe segments or separately protected service lines, will be surveyed on a sampling basis. At least 10%, distributed over the entire system, will be tested each calendar year so that 100% of the isolated lines are tested over a ten-year period.

Application of the -.85 volt criterion for anode systems - Pipe-to-soil potential measurements are taken at points at least 5 to 10 feet away from anode locations and/or by disconnecting the anode at the test stations and taking “Instant-Off” measurements off the pipe test lead. Testing should be done when there is adequate moisture in the soil. The copper-copper sulfate half-cell should be placed solidly into the soil. If testing needs to be done under extreme dry conditions water may be added where the half-cell is being placed into the soil.

Section 192.465(b) – If a rectifier is used for cathodic protection, it will be inspected on an established schedule, six times a year at intervals not exceeding 2½ months to ensure that it is operating. The rectifier will be inspected by _________________________________.

---

Plan for Operations, Maintenance and Emergencies - 3 -
Section 192.465(d) – Prompt remedial action will be taken to correct any deficiencies found during cathodic protection monitoring or pipe inspection. When deficiencies are indicated in the cathodic protection monitoring further testing and evaluation will be conducted to determine the cause, including examination of dielectric insulators, short detection survey, and consideration of anode life. New anodes will be installed as necessary. Corrective measures will begin within 90 days of discovery of the deficiency in cathodic protection and will be completed within a monitoring period.

Section 192.467(d) - Each steel gas service riser must have dielectric fittings installed for electrical isolation of the underground piping. Except for anodeless risers, each cathodically protected isolated gas service riser will be visually checked to ensure that no metallic object is in contact with the steel pipe or with the dielectric (insulating) union, and that no wire, chain or other device of any type is tied to the riser that can short out the cathodic protection system.

Section 192.475 - Whenever any pipe is cut out, it will be examined for internal corrosion and the conditions found will be documented. Where internal corrosion is found, the pipe condition will be verified by wall thickness testing before being allowed to remain in service.

Section 192.479 - For pipelines installed after July 31, 1971: each aboveground pipeline or portion of a pipeline exposed to the atmosphere will be cleaned and either coated or jacketed with a material suitable for prevention of atmospheric corrosion. Pipelines installed before August 1, 1971: for each aboveground pipeline or portion of a pipeline exposed to the atmosphere, we will determine the areas of atmospheric corrosion. If found, we will take remedial measures and clean and either coat or jacket the areas of atmospheric corrosion with a material suitable for the prevention of atmospheric corrosion.

Section 192.481 - Steel Pipe Exposed to the Atmosphere: At least once every 3 years we will check for atmospheric corrosion. If atmospheric corrosion is found, the condition will be corrected by cleaning the affected area and painting it with exterior paint that is made to protect metal from atmospheric corrosion or coated with an approved tape. If serious/extensive atmospheric corrosion is found, the condition will be evaluated and a determination made whether replacement is necessary.

Section 192.483 - Each segment of metallic pipe that replaces pipe removed from a buried or submerged pipeline because of external corrosion will have a properly prepared surface, will be provided with an external protective coating that meets the requirements of §192.461, and will be cathodically protected in accordance with this subpart.

Section 192.487 - If below ground corrosion or pitting is found, the pipe segment will be evaluated for replacement. Determination of remaining pipe wall and continued service of the pipe will be made on the basis of system MAOP. If the pipe remains in service and is coated pipe, the metal surface will be properly cleaned, primed and wrapped with pipe tape.

Section 192.491 - Corrosion control records will be maintained and will include records on new design and cathodic protection installation, and all tests and inspections of the cathodic protection system, as well as locations of new anodes installed. Examinations of exposed buried pipe performed in accordance with Section 192.459 will also be documented showing condition of the pipe and coating.
Sections 192.509, 192.511, 192.513 - Pressure testing new lines installed. Each line installed will be tested to ensure discovery of all potentially hazardous leaks. - For a steel main to be operated at 1 psig or above it must be tested to at least 90 psig, and a steel main to be operated at less than 1 psig, it must be tested to at least 10 psig. Steel service lines to operate at a pressure of at least 1 psig but no more than 40 psig must be tested to not less than 50 psig, and each service line to be operated at more than 40 psig must be tested to at least 90 psig. Plastic pipe, main or service line, must be tested to at least 150 percent of the maximum operating pressure or 50 psig, whichever is greater. During the test, the temperature of the thermoplastic material may not be more that 100°F (38°C).

All joints made on steel pipe shall be properly cleaned, primed, and taped. Primer and tape shall be of approved brands such as Polyken, 3M, TapeCoat, etc.

Repairs by replacement shall be made with material and methods approved for gas piping. Except for gas operators with qualified personnel, repairs on any gas lines shall be made by a licensed plumber or contractor.

On any new or maintenance repair work, components such as regulators, connectors, and valves, shall be examined to ensure that they are of listed or approved specifications and pressure ratings for compliance with the current code.

Any segment of plastic pipe used for repair of a gas main will be from pre-tested pipe or the pipe segment will be tested on site at the time of installation. The test pressure will be ______ psig; not less than 50 psig or to 1-1/2 times the system MAOP, whichever is greater.

Section 192.603 – Records will be kept on file in sufficient detail to demonstrate compliance with all functions covered by these procedures. Pipeline system mapping will be part of the records and the mapping will be kept up to date.

Section 192.605(a) - This procedural manual will be reviewed by ______________ (person) at least once each calendar year, at intervals not exceeding 15 months, to ensure that the manual is kept up to date. Employees will receive training annually on all existing procedures and on any revisions made to the procedures. Records of annual reviews and of employee training will be prepared and retained in file.

Section 192.605(b,3) - It is necessary that maintenance personnel become familiar with the gas system and related procedures as described in this document, and to know the location of the buried gas pipelines as depicted on system maps.

System map(s), records on system operating history including operating pressure, leak history, leak repairs, and any available construction records will be kept accessible for operating personnel at __________________________. The above records will be made available to persons requiring such information in the performance of job functions in the operation, maintenance or emergency response involving the gas system.

Section 192.605(b,4) - Whenever there is an accident involving the release of gas from our pipeline, it must be determined as soon as possible if there are any injuries requiring hospitalization, deaths, or property damage of $5,000.00 or more, including the cost of gas lost. On-site observations will be made and persons at the scene and witnesses will be interviewed to determine if there are any injuries or deaths and to obtain relevant
information. If injuries resulted from the accident, determine if injured persons were hospitalized.

An estimate of property damage will be made using cost obtained from insurance adjuster, property owner, tenants, fire department, or consultant. Information on failed pipe or components will be obtained from the pipe/equipment supplier or a professional consultant.

**Gathering Data Needed For Reporting Incidents** - Means (sources) by which information is to be obtained for telephonic reporting.

**Sources of Information:**
A. Person(s) reporting an incident to you, and available witnesses.
B. Employee(s) who have knowledge of the facilities involved in the incident.
C. Internal records, maps, etc, that describe the facilities and maintenance history.
D. On-site inspection, preliminary findings.
E. Fire/Police determinations.
F. Determination of any outside activity prior to the incident such as excavation that could be a contributing factor.

A record will be prepared and retained in file of information obtained for reporting incidents.

**Section 192.605(b,8)** - Periodically reviewing the work done by operator personnel to determine the effectiveness and adequacy of the procedures and modifying the procedures when differences are found in the procedures and the manner that the work needs to be done such as when there may be a change in materials or equipment. Work performed in all areas covered by Part 192 will be reviewed through records submitted by field personnel and by on-site observation of work preparation, progress, and completion. The work reviews will be done with the applicable procedures in mind and evaluated on that basis. Any deficiencies in the manner any work is being done will be discussed and training and/or modification of the procedures will be done as appropriate.

**Section 192.605(b, 9)** - If any trenches deeper than _________ feet are excavated for work on gas pipelines where there is or could be a release of gas, and where gas vapors may accumulate in the trench, a means of ventilation will be provided for persons having to enter the trench to work. Emergency rescue equipment including breathing apparatus, rescue harness and line, will be provided by the owner/operator or contractor/consultant when needed at the excavation site. Employees will be trained in the proper use of this equipment and instructed not to enter a trench without a second person as backup. All possible ignition sources will be eliminated and fire extinguisher kept on site at all times.

**Section 192.613** - Aboveground facilities will be observed periodically in the course of daily activities in the area of gas pipelines and each time work is being done in the gas system for unusual conditions that could affect the operation of the gas distribution system. A record will be made of any unusual conditions found and of corrective action taken.

Records for work performed on the system will be reviewed by a supervisor or designated person to check for any pattern that could be developing into an abnormal condition such as an unusual number of leaks on a line, cathodic protection deficiencies, and conditions over and in close proximity to the gas lines such as third party excavations.
Section 192.625 - Odorant sniff tests will be conducted periodically or whenever work is done involving a planned release of gas. Sniff tests will be done as part of response to customer odor complaints. Appliance pilot lights or other accessible gas source will be used for testing to determine if the odor level in the gas is readily detectable. Customers may participate in sniff tests by instruction of the person doing the test. Additional tests should be taken with different persons if the initial tests indicate inadequate odorization. The gas supplier will be notified promptly if gas odor is believed to be barely detectable or not detectable. A record will be made for each test. Operators of master meter systems may comply with this requirement by–

(1) Receiving written verification from their gas source that the gas has the proper concentration of odorant; and
(2) Conducting periodic "sniff" tests at the extremities of the system to confirm that the gas contains odorant.

Section 192.627 - Any pipeline taps made under pressure will be done by qualified contractor personnel. Self-tapping tees will be used for service lines.

Section 192.629 - Situations when a pipeline would need to be purged include when piping is placed into service, restoration of service following a gas outage or disconnection for repairs, or when a section of pipeline is being taken out of service.

(a) When a pipeline is being purged of air by use of gas, the gas must be released into one end of the line in a moderately rapid and continuous flow. If gas cannot be supplied in sufficient quantity to prevent formation of a hazardous mixture of gas and air, a slug of inert gas must be released into the line before the gas.

(b) When a pipeline is being purged of gas by use of air, the air must be released into one end of the line in a moderately rapid and continuous flow. If air cannot be supplied in sufficient quantity to prevent formation of a hazardous mixture of gas and air, a slug of inert gas must be released into the line before the air.

Section 192.723 - Unusual conditions of dry vegetation over existing gas lines or other indicators of possible gas leakage shall be promptly investigated.

Section 192.723(b,2) - A gas detector type leak survey will be conducted on an established schedule as follows: The need for more frequent leak surveys will be determined by the system conditions and leak survey results. This survey will be conducted by ____________________________ . Combustible gas indicator (CGI) will be used to pinpoint underground leaks. A record will be kept that clearly describes pipelines that are surveyed.

Except for those with obvious signs or ground indicators of their existence, pipelines to be surveyed will be traced and marked beforehand or accurate, up to date maps used for tracking and surveying the pipelines to ensure the leak survey path is over the gas lines. The supervisor/manager will ensure proper technique in the use of each type of leak detection equipment and in the method of conducting leak surveys. Accurate and complete records will be kept of all lines surveyed, leaks detected and their classification.
Section 192.725 - Any service line, or portion of service line that is disconnected from the gas main will be pressure tested according the procedures for a new gas line from the point where it is disconnected to the service line valve, before it is reconnected.

Section 192.727 - Whenever gas service to a customer is disconnected for an extended period of time, the shut-off valve will be locked, or the open pipe ends sealed.

Section 192.747 - Any distribution main valves designated as key valves (emergency valves) will be checked for leaks, lubricated, and partially operated on an established schedule each calendar year at intervals not exceeding fifteen (15) months.

Section 192.751 - When there is the possibility of a release of gas when making leak repairs, new connections or reconnections, each potential source of ignition must be removed from the area. No gas or electric welding or cutting will be done on pipe containing a combustible mixture of gas and air. Precautions will be taken to control static electricity when preparing to work on PE plastic lines. Use of soapy wet cotton rags or burlap sacks will be used to ground the pipe on both sides where a section is being cut out. Tools and saws being used will be grounded.

NOTE: For any work to be performed in system maintenance by a consultant, the consultant will be directed to perform this work in accordance with the procedures specified herein, and the methods specified in Attachment A of this document for cathodic protection.

Section 18 NMAC 60.2.21 FILING OF PROCEDURAL MANUAL - A copy of this document shall be filed with the Pipeline Safety Bureau. In addition, each change to the procedural manual must be filed with the Pipeline Safety Bureau within twenty (20) days after the change is made.

Section 18 NMAC 60.2.22 CLASSIFICATION & REPAIR OF LEAKS - All leaks upon discovery, must be classified into one of the following three general categories:

Hazardous Leak, Grade I or C: A leak which due to its location and/or magnitude, constitutes an immediate hazard to persons or property.

Potentially Hazardous Leak, Grade II or B: A leak that does not constitute an immediate hazard, but may become hazardous if not repaired within a reasonable time period.

Non-Hazardous Leak, Grade III or A: A leak which does not constitute a hazard and shows no indication of becoming hazardous before routine scheduled repair could be accomplished.

Leak repairs shall be made using methods and materials approved for gas piping.

Section 191.5 Notification of incident - In accordance with Section 191.5 of 49 CFR Part 191, an operator shall notify the New Mexico Public Regulation Commission (NMPRC), Pipeline Safety Bureau, of a natural gas incident in the pipeline system, and the National Response Center, Washington, D.C.
(a) **Notice to NMPRC** - At the earliest practicable moment following discovery, notice shall be given as specified by Paragraph (b) of each incident defined as:

An event that involves the release of gas (leak) from a pipeline and results in:

1. A death, or personal injury requiring over night in-patient hospitalization.
2. Property damage of $5,000.00 or more, including estimated cost of gas lost; or
3. An incident that is significant even though it does not meet the criteria of 1 or 2.

Giving notice at the earliest practicable moment means:

Telephonic notice must be given within two hours following *discovery* of the leak, leak safe and for this reason the person who would ordinarily give notice is unable to do so, then notice must be given within one hour after the area has been rendered safe.

“*DISCOVERY*” - Means learning of an incident where a leak in the operator’s facilities is a possible contributing factor. It does not mean that the operator may delay giving notice until the precise location, cause, and existence of the leak is determined. This is because such a delay could result in destruction of evidence which would hinder investigation by the NMPRC.

Telephonic notice shall include the following information:

1. Geographic location of the incident;
2. The time of the incident;
3. The fatalities and personal injuries, if any; and
4. All other significant facts known by the operator that is relevant to the cause of the leak or extent of damage.

Telephonic notification as described above shall be given to one of the staff members in the Pipeline Safety Department as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Ron Martinez</td>
<td>(505) 827-4290 Office</td>
</tr>
<tr>
<td></td>
<td>Lonnie Montoya, Engineering Coordinator (505) 827-1898 Office</td>
</tr>
<tr>
<td>Bruno Carrara, General Manager</td>
<td>(505) 827-3772 Office (505) 490-2176 Cellular</td>
</tr>
<tr>
<td></td>
<td>Isaac Lerma, Engineering Coordinator (505) 827-3774 Office (505) 490-2958 Cellular</td>
</tr>
<tr>
<td>Elisia Gutierrez, Administrative Assistant</td>
<td>(505) 827-3549 Office (505) 827-3767 Fax</td>
</tr>
<tr>
<td></td>
<td>Mike Smith, Engineering Coordinator (505) 827-3513 Office (505) 490-1358 Cellular</td>
</tr>
<tr>
<td>Joe M. Johnson, Engineering Coordinator</td>
<td>(505) 827-3773 Office (505) 490-0567 Cellular</td>
</tr>
<tr>
<td></td>
<td>Dennis Segura, Engineering Coordinator (505) 827-3516 Office (505) 470-7909 Cellular</td>
</tr>
<tr>
<td>Deana Trujillo, Engineering Coordinator</td>
<td>(505) 827-3731 Office (505) 490-0611 Cellular</td>
</tr>
<tr>
<td></td>
<td>Paul Pierce, Engineering Coordinator (505) 827-1401 Office (505) 795-4272 Cellular</td>
</tr>
</tbody>
</table>
EMERGENCY PLAN

Section 192.615(a) - The purpose of this emergency plan is to establish written procedures to minimize the hazard resulting from gas leaks or a gas pipeline emergency.

A map or blueprint of the system will be made available to maintenance personnel and they will be instructed to familiarize themselves with the locations of the valves that may be used in an emergency.

EMERGENCY SITUATIONS - In case of a major leak, broken gas line, fire, or explosion, and upon learning of the incident personnel are instructed to call:

Fire Department: _____________________ Gas Supplier: _______________________
Police: ___________________________ Other: _____________________________
Ambulance: ________________________

Maintenance personnel will follow the procedures for prompt and effective response to each of the following type of emergencies. The following general procedures apply. More specific actions in emergency response may apply and should be implemented as deemed appropriate, including procedures for the use equipment under various situations.

Investigation of gas leaks:

I. Gas leaks inside
   (a) Faint odor or low (non-flammable) concentration of gas.
      1. Make effort to determine source of leak on gas appliances.
      2. Caution building occupants.
         Ventilate building; open windows, etc.
   (b) Strong odor or high concentration of gas (flammable range)
      1. Evacuate building; call supervisor for assistance.
      2. Eliminate ignition sources; turn off gas meter.
      3. Evacuate home or building.
      4. Alert additional personnel with emergency equipment.
      5. Make an effort to determine source of leak.

If a strong odor of gas is detected inside the home, customers are SPECIFICALLY INSTRUCTED:

DO NOT turn on or off any electrical switches.
**DO NOT** use matches, lighters, or any gas or electrical appliances.  
**DO NOT** use the telephone in the home. Get neighbors assistance to report the emergency.  
**DO** leave the home immediately until further notice.

II. Gas leaks outside
   (a) Faint odor or low concentration of gas at house or building foundation.  
      1. Make an effort to determine source of leak by pinpointing technique. 
   (b) Strong odor or high concentration of gas shown on CGI at house foundation.  
      1. Evacuate building, turn off gas meter.  
      2. Alert additional personnel with emergency equipment.  
      3. Notify the supervisor and fire department.  
      4. Turn off the gas meter.  
      5. Barricade and guard the area. 
   (c) Broken gas line  
      1. Clear all unauthorized persons from the area; eliminate any ignition sources; turn off the gas meters.  
      2. Alert additional personnel with emergency equipment.  
      3. Notify the supervisor, gas supplier and fire department.  
      4. Alert and caution all residents. 
      5. Barricade and guard the area. 

III. Explosion or fire involving the gas lines or located near the gas lines.  
      1. Turn off the gas meter.  
      2. Alert additional personnel with emergency equipment.  
      3. Notify the Gas Company and fire department.  
      4. Alert and caution all residents.  
      5. Barricade and guard the area. 

IV. Natural disaster  
   The appropriate procedures listed above will be followed for natural disasters that cause gas leakage, fire or explosion.

**Emergency Notification List**

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>DAY TELEPHONE NUMBER</th>
<th>NIGHT TELEPHONE NUMBER</th>
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</table>
Maintenance personnel will be instructed on the use and location of the following emergency equipment:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

The PRIORITY will be to take action necessary to protect people first and to protect them from any injury in handling the emergency then to protect property.

Emergency isolation valves will be used as necessary to shutdown or reduce pressure to a section of the system where fire or explosion is involved to minimize hazards to life and property.

All hazards or potential hazards to life or property will be made safe.

Section 192.615(a,9) - Shutdown & Outage Procedure: When the gas system or part of it is shutdown __________________________ (person, title) will follow specific procedures and take the appropriate action as necessary to have gas service resumed as quickly as possible. Guide material is part of this document.

Upon shutdown and interruption of service, all gas outlets at the meters or connection to customers piping, that are affected by the interruption shall be closed and tagged, and customers notified.

The piping system will be thoroughly examined to isolate the problem area. Leak detection survey will be conducted to determine the location and cause of leakage. List of available assistance will be followed if outside sources are necessary to make repairs or to resume service as quickly as possible. [Consider pre-arranged mutual aid].

As soon as possible after the emergency, action will be taken to investigate the cause of any accident or failure according to §192.617.

Section 192.615(b) A copy of the latest edition of the emergency plan will be provided to supervisors responsible for emergency action. Training will be provided to operating personnel on the requirements of the emergency plan and the effectiveness of the training will be documented. After each emergency, employees activities will be reviewed to determine if the procedures were effectively followed.

Section 192.616 Information on how customers and the public may recognize and report a gas emergency will be distributed as part of a continuing Public Education Program. Written materials will describe the characteristics of natural gas and telephone numbers to call in an emergency. The information will be posted at ____________________________ and will be provided directly to customers by ____________________________ every _____________________________. The notice will be distributed in English and in other languages commonly understood by a significant number of residents.

Whenever there is emergency response that involves natural gas, a log of the events pertaining to the incident will be kept by _____________________________. Time will
be taken following the emergency for evaluation of emergency action to determine if emergency procedures were effective or may need to be revised.

Section 192.617 - In the event of an accident or major failure, an investigation will be conducted to determine the cause.

Procedures:
1. Secure site and preserve unmolested, in place, any failed pipe or components.
2. Document any observations, photographs, conditions, and information from any witnesses at the scene.
3. Cooperate and assist in the investigation conducted by State and Federal pipeline safety inspectors.
4. Upon removal from the site, maintain chain of custody of any pipe or components that may have contributed to the cause of the incident.
   6. Retain professional investigation agents and test laboratory if necessary.

Reference Materials can be added to this document to provide more detail and guidance to the written procedures, including forms to be used for record keeping.
Corrosion control & cathodic protection - The following is a guideline for corrosion control:

I. Cathodic Protection Monitoring
   a. Cathodic protection criterion being applied is _________________________;
   b. If potentials taken do not meet selected criteria:
      1. Determine the cause for inadequate cathodic protection.
      2. Recommend corrective action.
      3. Pipe-to-soil potentials to verify cathodic protection after repairs are made.
   d. Record of pipe-to-soil potentials before and after corrective action is taken.

II. Survey of Steel Gas Lines
   a. Pipe-to-soil potentials, volts.
   b. Condition of the pipe coating by physical inspection.
   c. Current requirements determined by test or calculation.
   d. Underground contacts and shorts found and eliminated.
   e. Location and condition of dielectric unions/insulators.
   f. Description of pipe (type, size, total footage).

III. System Design
   a. Selected criteria for cathodic protection.
   b. Calculations for size & number of galvanic anodes
      (Based on survey data specified in II above)

IV. Installation Methods Specified
   a. Electrical isolation by use of dielectric fittings or valves at each riser.
   b. Electrical isolation of gas main.
   c. Description of anode placement and installation; depth & spacing of new anodes in relation to the gas line.
   d. Map of system shows steel pipe being protected and location of galvanic anodes.

Per Section 192.491, records of each test, survey, and inspection will made and retained in file.
ATTACHMENT 1A

NOTICE

To: All Customers

From: __________________________________________________________

Subject: Maintenance of Customer-Owned Gas Piping

By Congressional mandate through the Natural Gas Pipeline Safety Act, all gas suppliers are required to notify their customers that the portion of the gas line from the meter to the building/home is not maintained by the supplier for the purpose of preventing corrosion, potential leakage, or for detecting and repairing leaks.

In accordance with this mandate (Docket PS-135, Amendment 192-3) the following is provided:

(1) The buried gas piping from the meter/regulator to your home/building is customer-owned piping and is not maintained by ____________________________.

(2) Buried gas piping should be:
   (a) Periodically inspected for leakage;
   (b) Periodically inspected for corrosion if the piping is metallic; and
   (c) Repaired if any unsafe condition is found.

(3) Before excavating near buried gas piping, the piping should be located, marked, and excavated by hand.

(4) We, or the local gas distribution company can provide you with information on plumbers and contractors that can assist in performing the inspections described in (2) above, making leak repairs, and in locating the buried gas lines prior to the start of any planned excavation.
ATTACHMENT B

Year 20___

<table>
<thead>
<tr>
<th>Gas Distribution System</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<td>(Every 2½ months, not less than 6 times a year)</td>
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<td>Distribution main valves checked &amp; serviced</td>
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<td>for OPERATIONS, MAINTENANCE &amp; EMERGENCIES</td>
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<td>– Unusual operating conditions, noted by date</td>
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Odor Sniff Tests **AND** Written Verification from gas supplier
(Periodically)

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**Records must be prepared and retained in file.**