

February 2021

Gas Circuit Rider Newsletter

MNOPS Information

The MNOPS Emergency Response Quarterly Report is no longer required. Please see the attached updated MMUA Regulatory Compliance Checklist for 2021. The Checklist details frequency and deadlines for Records and Reports.

When you complete your PHMSA Annual Report please note that there is a new column for documenting main and service installations *by decade* (2020 was a new decade).

You can find instructions for completing the PHMSA Annual Report online. Log in to the PHMSA Portal to access: <https://portal.phmsa.dot.gov>

RSI (Request for Specific Information) Case No. 20200355-1 has been mailed.

Information being requested is related to Damage Prevention, Locator Qualification, and Mapping Procedures. **You will need to cite the procedure name(s) and manual section(s) that apply in your response.**

- Written procedures are in your O&M Manual under Damage Prevention Program, search 192.614.
- Locating Procedures and Qualifications
 - All locators, in-house or contracted are qualified. In-house locators qualified through EnergyU, MEA.
- Mapping Procedures
 - Any errors are covered in your Emergency Procedures; Investigation of Failures, search 192.615.

PHMSA Advisory Bulletins

Also attached is an advisory bulletin from PHMSA which you may have already received. MNOPS is encouraging all Operators to read the bulletins/alerts/etc. Inspectors may be discussing during Operator Inspections.

To Do List for Q1

- Complete hands-on training
- Review Emergency Procedures

Hands on training provides opportunities to check equipment and tools, as well as re-qualify. Also check to make sure all of your procedures, O&M and Manufacturer, are current and up to date.

Other Reminders:

Please send me a copy of your PHMSA Annual Report when completed.

Contact me to schedule fusion and mechanical fitting re-qualifications.

I can also work with you to complete other training needs as required.

Work Safe & Stay Well!

If you have any questions or concerns, please contact me.

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Regulatory Compliance Checklist 2021

Field Task	Frequency	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Odorant Usage Readings & Calculation	Monthly												
Odorant Level Test (sniff test)	Monthly												
DRS (TBS) Inspection -- Regulator Test & Inspection, Relief Valve Test & Inspection	Annual												
Cathodic Reads	Annual												
Rectifier Reads	Every Two Months												
Atmospheric Corrosion Inspection	Every Three Years												
Distribution Patrol (if needed)	2 or 4 times a year												
Transmission Patrol (if needed)	Per Class Location												
Distribution Leak Survey	Every Three Years												
Business District Leak Survey	Annual												
Transmission Leak Survey (if needed)	Annual												
Valve Inspections	Annual												
Office / Shop Task	Frequency	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
PHMSA Annual Report-- Due by March 15	Annual												
Other Reports -- see page 2	As Needed												
Procedure Review after Incident	As Needed												
Mechanical Fitting Failure	As Needed												
New Customer -- Provide a Notice of Safety Awareness / Damage Prevention / Maintenance of Customer-Owned Piping	As Needed												
Review MEA EnergyU for expiring operator qualifications	Quarterly												
Existing Customer -- Communication on Safety Awareness / Damage Prevention	Annual												
New Customer -- Review Messaging Content	Annual												
Operating Personnel Trained on Emergency Procedures	Annual												
Combustible Gas Indicators Calibrated	Per Manufacturer's Recommendations												
DRS Inspection -- Relief Valve Capacity Review	Annual												
DIMP / TIMP Plan Review	Annual												
Emergency Plan Review	Annual												
Operation and Maintenance Manual Review	Annual												
Damage Prevention Program Review	Annual												
Public Awareness Program Review	Annual												
Fire Department Liaison Established	Annual												

Note: a valid record will have a date and an indication of who created the record.

Report Record for the Year: _____

Key to Colors: STATE Report FEDERAL Report

QUARTERLY Reporting	ANNUAL Reports
<p>MNOPS Quarterly Utility Damage Survey https://dps.mn.gov/divisions/ops/Pages/quarterly-utility-damage-survey.aspx</p> <p style="text-align: right;">Date completed</p> <p style="text-align: right;">Due Date: March June September December</p>	<p>Pipeline Facility Billing Information https://dps.mn.gov/divisions/ops/Pages/annual-pipeline-billing-info-form.aspx Due by February 14 </p> <p>Annual Report of Natural Gas & Supplemental Gas Supply & Disposition https://www.eia.gov/survey/form/eia_176/form.pdf Due by March 1 <i>or</i> https://www.eia.gov/Survey/ search for form EIA-176 and download MS Excel file</p> <p>Annual Report for calendar year- Gas Distribution System https://portal.phmsa.dot.gov Due by March 15 PHMSA Portal--- Log in-- Annual Reports</p> <p>Annual Report for calendar year- Gas Transmission (for Transmission Operators) https://portal.phmsa.dot.gov Due by March 15 PHMSA Portal--- Log in-- Annual Reports</p> <p>National Pipeline Mapping System (for Transmission Operators) https://www.npms.phmsa.dot.gov/PipelineOperator.aspx Due by March 15 Gas transmission pipelines only</p> <p>Minnesota Department of Commerce https://mn.gov/commerce/industries/energy/utilities/annual-reporting/ Due by July 1 Form: Natural Gas utility information--- commerce.state.mn.us</p>
Report As Needed	
<p>PHMSA Incident Notification NRC 800-424-8802 Due within an hour after confirmation Follow up within 48 hours</p> <p>PHMSA Incident Reporting https://portal.phmsa.dot.gov Due within 30 days Form 7100.1</p> <p>MN OPS Incident Notification MN State Duty Officer 800-422-0798</p> <p>MN OPS Request for Information Respond as needed</p>	
<p>* Operator remains responsible for the submittal of any required reports not listed on this document</p>	

PHMSA ADVISORY BULLETINS:

PHMSA advisory bulletins are issued periodically to address pipeline safety related issues. These often contain lessons learned in follow up to an accident, incident, or failure. The advisory bulletins listed below are in follow up to PHMSA Guidelines that MNOPS must follow as a part of its pipeline safety program.

Included below is a listing of National Transportation Safety Board (NTSB) Accident Reports, recommendations and associated PHMSA Advisory Bulletin. All PHMSA Advisory Bulletins can be found at <https://www.phmsa.dot.gov/regulations-fr/notices>.

LOW PRESSURE DISTRIBUTION SYSTEMS

2018 Merrimack Valley, Massachusetts Incident – Reference [NTSB Accident Number PAR-19-02](#)

NTSB Recommendations – Reference [NTSB Related Recommendations](#)

PHMSA Advisory Bulletin – [Reference PHMSA ADB 2020-02](#)

INSIDE METERS AND REGULATORS

2016 Silver Spring, Maryland Incident – [Reference NTSB Accident Number PAR-19-01](#)

NTSB Recommendations – Reference [NTSB Related Recommendations](#)

PHMSA Advisory Bulletin – [Reference PHMSA ADB 2020-01](#)

GAS MIGRATION

1999 Bridgeport, Alabama Incident – Reference [NTSB Accident Number DCA-99-MP-004](#)

NTSB Recommendations – Reference [NTSB Safety Recommendation P-00-20 & P-00-21](#)

PHMSA Advisory Bulletin – Reference [PHMSA ADB-01-02](#)

DIRECTIONAL DRILLING PROCEDURES

1997 Indianapolis, Indiana Incident – Reference [NTSB Accident Number DCA-97-FP-005](#)

NTSB Recommendations – Reference [NTSB Safety Recommendation P-99-1](#)

PHMSA Advisory Bulletin – [Reference PHMSA ADB-99-04](#)

CAST IRON

1990 Allentown, Pennsylvania Incident– Reference [NTSB Accident Number DCA90FP001](#)

NTSB Recommendations – Reference [NTSB Safety Recommendation R91-12](#)

PHMSA Alert Notice – [Reference PHMSA Alert Notice 91-02](#)

PHMSA Alert Notice – [Reference PHMSA Alert Notice 92-02](#)

INSPECTION FORMS:

Preparation for an inspection is essential for a smooth and efficient inspection. Review of the applicable inspection forms prior to an inspection allows the operator to have an idea of the areas of focus that will occur during an inspection. The link below lists the current inspection forms available on PHMSA's website:

<https://www.phmsa.dot.gov/forms/pipeline-forms>

REGULATORY REPORTING REQUIREMENTS:

Pipeline safety regulations require a variety of reports. These reports include annual reports, accident / incident reports, and safety related conditions reports. The following link lists the current Federal reporting forms as well as the instructions for these submittals from PHMSA's website:

<https://www.phmsa.dot.gov/forms/operator-reports-submitted-phmsa-forms-and-instructions>

In addition to PHMSA reporting requirements, MNOPS has required reporting for pipeline operators as noted below:

[MNOPS Telephonic Notification and Reporting Policy](#)

[MNOPS Reportable Event Policy](#)

[MNOPS Quarterly Utility Damage Survey](#) (required for intrastate operators)

[MNOPS Annual Pipeline Billing Information Form](#)

MNOPS ALERT NOTICES:

Similar to PHMSA Advisory Bulletins, MNOPS periodically issues Alert Notices in follow up to pipeline accidents and incidents as well as in follow-up to pipeline safety issues identified through routine inspections. A listing of all MNOPS Alert Notices are provided below:

<p>03-2020 MS216D Related Compliance Information and Investigation / Enforcement Processes</p> <p>02-2020 Guidance and recommendations for intrastate Minnesota gas pipeline operators on designing and operating their pipeline systems with specific reference to inside meter sets, low-pressure distribution systems and engineering management</p> <p>01-2020 Operating Pipelines within MAOP Thresholds: Over-pressure Protection and Operating Pressures</p> <p>01-2018 Regulatory Requirements for Maintenance and Abandonment</p> <p>01-2017 Pipeline Safety: Accident and Incident Notification</p> <p>01-2016 Expanding the Use of Excess Flow Valves in Gas Distribution Systems</p> <p>02-2016 Interpretation of §192.739 – Pressure Limiting and Regulating Stations: Inspection and Testing</p> <p>01-2010 Preventing gas/sewer cross-bores</p> <p>02-2010 Barricading above-ground gas pipelines</p>
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REGULATORY RESOURCES

The links below include a listing of pipeline safety regulations in an electronic form. In addition to these resources, a listing of interpretations and other resource links are provided. This information is helpful for preparing for inspections, learning about new regulations as well as reviewing procedures and training.

[Electronic Code of Federal Regulations – Title 49 Transportation](#)

[PHMSA Pipeline Enforcement Guidance](#)

[PHMSA Interpretations](#)

[PHMSA Rulemaking Documents](#)

PIPELINE RELATED INFORMATION AND RESOURCES

[PHMSA Enforcement Data](#)

[PHMSA Data and Statistics](#)

[MNOPS Enforcement and Inspection History](#)

[Plastic Pipe Database Collection Initiative](#)

[Pipeline Safety Management Systems](#)

[Common Ground Alliance](#)

[National Transportation Safety Board](#)