

November 2020

Gas Circuit Rider Newsletter

NEW Natural Gas Regulatory Compliance Checklist

Included with this month's newsletter is a useful new form to help with compliance - **Regulatory Compliance Checklist for 2021**. *The checklist has been reviewed and approved by MNOPS.*

Creating this new checklist was truly a group effort. Several Operators shared their own checklists, which is much appreciated.

- The checklist offers a valuable outline of the responsibilities and accountabilities of the Natural Gas Operator.
- Utilizing the checklist will create consistency for Operators and MNOPS Inspectors.
- It can be used to track your time throughout the course of the year.
- The checklist may be useful information to share with your City Officials, Commissioners, etc.

Two other important things to keep in mind:

1. Following/completing the checklist does not negate an Operator's responsibility to fully understand and observe the Code.
2. A valid record will always have a date and an indication of who created the record.

Drug and Alcohol Plans

There were many Drug and Alcohol Plan Inspections in 2020. If you need a plan or are considering upgrading your current plan, a good place to start is American Public Gas Association's website. <https://www.apga.org/operationssafety>

DOT drug and alcohol testing regulations require many Operators of gas, hazardous liquid, and carbon dioxide pipelines to have drug and alcohol prevention programs.

APGA Security and Integrity Foundation (SIF), with support from Pipeline and Hazardous Material Safety Administration (PHMSA) created a web-based Anti-Drug & Alcohol Plan Development Tool that can help detect prohibited alcohol and drug use in the workplace. The tool enables you to create a customized plan that meets all CFR Part 199 and Part 40 requirements. Plus, any changes to regulations are automatically incorporated and you'll be notified of the change, so you're kept current.

[Learn more about the Anti-Drug and Alcohol Tool.](#)

Work Safe!

If you have any questions or concerns, please let me know. Thank you!

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If anyone has a recommendation for useful tools or products please let me know and I'll include it in a future newsletter.

Regulatory Compliance Checklist 2021

Field Task		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		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
PHMSA Annual Report-- Due March 15th!	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.

Quarterly Reporting

	Date completed
MNOPS Quarterly Utility Damage Survey https://dps.mn.gov/divisions/ops/Pages/quarterly-utility-damage-survey.aspx	
Due Date: March	
June	
September	
December	

Report As Needed

PHMSA Incident Notification
NRC 800-424-8802

Due within an hour after confirmation
Follow up within 48 hours

PHMSA Incident Reporting
<https://portal.phmsa.dot.gov>
Form 7100.1

Due within 30 days

MN OPS Incident Notification
MN State Duty Officer 800-422-0798

MN OPS Request for Information
Respond as needed

 State reports

 Federal reports

Annual Reports

	Due by	Date completed
Pipeline Facility Billing Information https://dps.mn.gov/divisions/ops/Pages/annual-pipeline-billing-info-form.aspx	February 14	
Annual Report of Natural Gas & Supplemental Gas Supply & Disposition or https://www.eia.gov/survey/form/eia_176/form.pdf or https://www.eia.gov/Survey/ search for form EIA-176 and download MS Excel file	March 1	

Annual Report for calendar year- Gas Distribution System
<https://portal.phmsa.dot.gov>
PHMSA Portal--- Log in-- Annual Reports-- Gas Distribution System

Due by March 15

National Pipeline Mapping System
<https://www.npms.phmsa.dot.gov/PipelineOperator.aspx>
Gas transmission pipelines only

Due by March 15

MNOPS Emergency Response Report
<https://dps.mn.gov/divisions/ops/Pages/emergency-response-reporting-form.aspx>

Due by March 15

Minnesota Department of Commerce
<https://mn.gov/commerce/industries/energy/utilities/annual-reporting/>
Form: Natural Gas utility information--- commerce.state.mn.us

Due by July 1

* Operator remains responsible for the submittal of any required reports not listed on this document