

**OKLAHOMA STATE UNIVERSITY
OPERATIONAL MAINTENANCE PLAN
FOR GAS PIPELINES**

APPENDIX D

**OSU EMERGENCY PLAN
FOR
NATURAL GAS PIPELINE INCIDENTS**

**Revised
March 2007**

EMERGENCY PLAN

Natural Gas Pipeline System

This Emergency Plan provides a guide for complying with the Federal and State requirements, assuring safety for the public and maintaining facilities in satisfactory condition.

An "emergency" condition exists when OSU management, or a responsible person, has determined that extraordinary procedures, equipment, manpower and supplies must be employed to protect the public safety or property from existing or potential hazard.

These hazards will include, but are not limited to, the following:

- Underpressure in the gas system
- Overpressure in the gas system
- Uncontrolled escaping gas
- Fire or explosion near or directly involving a pipeline facility
- Any leak considered hazardous
- Danger to major segment(s) of the system

The hazards also include:

- Natural disasters (floods, tornadoes, hurricanes, earthquakes, etc.)
- Civil disturbances (riots, etc.)
- Load reduction conditions (result in voluntary or mandatory reduction of gas usage).

EMERGENCY PROCEDURES

I INCIDENT NOTIFICATION

Every event that fits the definition of a natural gas pipeline system incident as identified on the previous page shall be reported to the Physical Plant Work Control Center (see below). (The caller will reach an answering service after normal working hours.)

Physical Plant Work Control Center--(744-7154)

Monday through Friday from 7:00 a.m. to 10:00 p.m.;

[Action Desk is closed on University holidays. The Call Control System refers the caller to Physical Plant standby employees during off hours.]

If no one can be reached, call OSU Campus Police (911, 311 or 744-6523).

Work Control personnel (or the answering service) will report to the following Oklahoma State University authorities:

1. Director of Environmental Health & Safety (744-7241, pager 707-2650, mobile radio 278, or cell phone 747-7156).

The EHS Director (or appointed representative) will report the incident, if necessary, to the following:

- a. The City of Stillwater (911)
Stillwater Emergency Coordination & Communications (372-7484)
 - b. The State of Oklahoma Corporation Commission (405-521-2258)
2. Director of Physical Plant Services (744-7147)

II INCIDENT PRIORITIES AND CRITERIA FOR ACTION

A. Priorities

1. The first priority of action for all incidents involving natural gas will be directed toward **life safety** first followed by property. Immediate care shall be given to any injured person(s).
2. The surrounding area will be evacuated to reduce risk of additional casualties.

B. Leak classification and action criteria for Level 1 incidents**Definition:**

A leak that represents an existing or probable hazard to persons or property. Requires immediate repair or continuous action until the conditions are no longer hazardous

Action Criteria:

Requires prompt action* to protect life and property, and continuous action until the conditions are no longer hazardous.

* The prompt action in some instances may require one or more of the following:

- Implementation of OSU Emergency Plan.
- Evacuating premises
- Blocking off an area
- Rerouting traffic
- Eliminating sources of ignition
- Venting the area
- Stopping the flow of gas by closing valves or other means
- Notifying police and fire departments

Examples:

1. Any leak which, in the judgment of operating personnel at the scene, is regarded as an immediate hazard.
2. Escaping gas that has ignited.
3. Any indication of gas that has migrated into or under a building or into a tunnel.
4. Any reading at the outside wall of a building or where gas would likely migrate to an outside wall of a building.
5. Any reading of 80% LEL or greater in a confined space.
6. Any reading of 80% LEL or greater in small substructures (other than gas-associated substructures) from which gas would likely migrate to the outside wall of a building.
7. Any leak that can be seen, heard or felt, and which is in a location that may endanger the general public or property.

C. Leak classification and action criteria for **Level 2** incidents

Definition

A leak that is recognized as being non-hazardous at the time of detection, but justifies scheduled repair based on probable future hazard.

Action Criteria

Leaks should be repaired or cleared within one calendar year, but no later than 15 months from the date the leak was reported. In determining the repair priority, criteria such as the following should be considered:

- Amount and migration of gas.
- Proximity of gas to buildings and sub-surface structures.
- Extent of pavement.
- Soil type and soil conditions (such as frost cap, moisture & natural venting).

Level 2 leaks should be reevaluated at least once every six months until cleared. The frequency of reevaluation should be determined by the location & magnitude of the leakage condition.

Level 2 leaks may vary greatly in degree of potential hazard. Some Level 2 leaks, when evaluated by the above criteria, may justify scheduled repair within the next 5 working days. Others will justify repair within 30 days. During the working day on which the leak is discovered, these situations should be brought to the attention of the individual responsible for scheduling leak repair.

On the other hand, many Level 2 leaks, because of their location and magnitude, can be scheduled for repair on a normal routine basis with periodic re-inspection as necessary.

Examples:

1. Leaks requiring action ahead of ground freezing or other adverse changes in venting conditions.

Any leak which, under frozen or other adverse soil conditions, would likely migrate to the outside wall of a building.

2. Leaks requiring action within six months.

- Any reading of 40% LEL, or greater, under a sidewalk in a wall-to-wall paved area that does not qualify as a Level 1 leak.
- Any reading of 100% LEL, or greater, under a street in a wall-to-wall paved area that has significant gas migration and does not qualify as a Level 1 leak.
- Any reading less than 80% LEL in small substructures (other than gas-associated substructures) from which gas would likely migrate creating a probable future hazard.
- Any reading between 20% LEL and 80% LEL in a confined space.

- Any reading on a pipeline operating at 30% SMYS, or greater, in a class 3 or 4 location, which does not qualify as a Level 1 leak.
- Any reading of 80% LEL, or greater, in gas-associated substructures.
- Any leak which, in the judgment of operating personnel at the scene, is of sufficient magnitude to justify scheduled repair.

D. Leak classification and action criteria for **Level 3** incidents

Definition:

A leak that is non-hazardous at the time of detection and can be reasonably expected to remain non-hazardous.

Action Criteria:

These leaks should be re-evaluated during the next scheduled survey, or within 15 months of the date reported, whichever occurs first, until the leak is re-graded or no longer results in a reading.

Examples:

Leaks requiring re-evaluation at periodic intervals:

- Any reading of less than 80% LEL in small gas-associated substructures.
- Any reading under a street in areas without wall-to-wall paving where it is unlikely the gas could migrate to the outside wall of a building.
- Any reading of less than 20% LEL in a confined space.

III INCIDENT RESPONSIBILITIES

1. The 1st Responder, then OSU's Environmental Health & Safety Department, shall establish a command post (utilizing the Incident Command System) near the scene, when necessary or required, to coordinate the incident.
2. On-scene emergency personnel from Stillwater Fire Department and OSU's Environmental Health & Safety Department shall provide immediate first aid to injured persons when it is safe to do so.
3. OSU's Environmental Health & Safety Department, OSU Campus Police, and Stillwater Fire Department shall conduct evacuations in the event of fire, explosion, natural disaster or other incident, when necessary, as directed by the Incident Commander.
4. OSU Campus Police, in conjunction with other supporting agencies, shall establish, maintain, and man all necessary incident perimeters and barricades as directed by the Incident Commander.
5. OSU Physical Plant Mechanical Maintenance and/or Utilities personnel, in cooperation with the Oklahoma Natural Gas Company, shall isolate the incident area by shutting off the flow of any gas from feed lines into the impacted area.

6. The City of Stillwater Fire Department shall manage any fire suppression needs as well as provide advanced emergency medical care and transportation of patients.
- 7 OSU's Environmental Health & Safety Department shall monitor the atmospheric conditions around the site and shall have the appropriate PPE ready to utilize in penetrating affected areas upwind of the incident for monitoring and rescue purposes if needed.
8. Manpower and equipment shall be provided by OSU's Physical Plant. Said manpower and equipment shall work jointly upon direction by the Incident Commander.

IV RESPONSE PROCEDURES

In case of fire located near or directly involving a pipeline facility, explosion occurring near or directly involving a pipeline facility, natural disaster, or other emergency incident, the following response procedures will be followed:

Notification will proceed as designated in this Appendix, Section I.

The first responder(s) from OSU's Environmental Health and Safety Department shall designate an incident commander and activate the incident command system (ICS). When necessary, an on-scene incident command post shall also be established.

The on-scene incident command post shall be located upwind and as close as practical to the incident site so that continual visual observations may be maintained of the incident area, and immediate response to changing conditions may be possible. The on-scene command post shall stay in communication with all responding agencies.

Responding agencies shall provide designated responsibilities as listed in the Appendix, Section V, under the direction of the incident commander.

First aid and medical care will be provided by OSU EHS and Stillwater Fire Department to injured persons as soon as possible.

Firefighting and fire suppression operations will be initiated and conducted by Stillwater Fire Department.

Gas valve shut off will be conducted as quickly as possible by OSU Physical Plant and ONG personnel.

Perimeter zone(s) around the effected area shall be established as directed by the incident commander in accordance with standard emergency scene practices.

Hazard Zone - The Hazard Zone is the area in which personnel are potentially in immediate danger from the hazardous situation. This zone shall be established by the incident commander. Access to this area will be rigidly controlled and only authorized personnel with proper protective equipment and an assigned activity approved by the on-site incident command post shall be allowed to enter the incident area. OSU Campus Police personnel will be assigned to monitor entry and exit of all personnel from the Hazard Zone.

Evacuation Zone - The Evacuation Zone is the larger area surrounding the Hazard Zone, in which a lesser degree of risk to emergency personnel exists, but from which all civilians will be removed. The limits of this zone will be enforced by the OSU Campus Police and other agencies based upon distances and directions established by the incident commander. The area to be evacuated depends upon the nature and extent of the fire, explosion, natural disaster or other emergency. All evacuations shall be ordered by the incident commander and shall be conducted in an orderly, expedient fashion by OSU's Environmental Health & Safety Department, OSU Campus Police, and Stillwater Fire Department.

Additional Perimeter Zones may be established as necessary. These may include **Hot Zone, Warm Zone, and Cold Zone** for gas incidents that may also involve hazardous chemicals, as well as a **Staging Area** for any major incident that may require large numbers of personnel and equipment.

Incident-specific circumstances will dictate other procedures that will be used to bring the emergency under control in accordance with the priorities of life safety first, followed by the protection and salvage of property.

V POST-INCIDENT MANAGEMENT

- A. Upon declaration of the Incident Commander that the incident is under control and the incident area is safe, EHS and SFD personnel shall sweep the incident area searching for any additional casualties. Upon completion of the sweep, responsible personnel shall begin the cause and origin procedures. Upon completion of the investigation, repairs may be initiated.
- B. Barriers shall remain intact and any area vacated due to the incident shall remain vacated until repairs and any required tests are completed before restoring all systems back to normal operating conditions.
- C. Repairs shall be initiated immediately and shall be expedited to restore normal service and to place OSU's gas distribution system into a normal and safe mode of operation.
- D. Normal procedures shall apply to the emergency repairs:
 1. Only qualified personnel shall perform the repairs.
 2. Only approved material as specified in the Guide for Small Gas Operators shall be utilized.
 3. OSHA & OSU's safety procedures and guidelines shall be utilized.
- E. Upon completion of repairs, and after the gas system has been successfully tested and restored to operation, the incident area may be released for normal operation.
 1. A final inspection of the area shall be conducted by the Incident Commander.
 2. As directed the Incident Commander:
 - Barriers shall be removed
 - Personnel shall be allowed to return to the area
 - Emergency personnel shall be released upon direction by the Incident Commander

VI POST-INCIDENT REPORTING

- A. The Director of Environmental Health & Safety shall, within 72 hours of the closure of the incident, schedule a debriefing with all agencies concerned, i.e., University, City, State, ONG, and National participants. This debriefing shall include, but not be limited to:
1. Critique of the incident
 2. Problem areas identified
 3. Revisions to the emergency plan, if needed
 4. Factors that caused the incident
- B. Upon completion of the debriefing, open discussion for questions and answers.
- C. The Director of Environmental Health & Safety issues the final report.

RESPONDING TO GAS LEAK REPORTS

It is the responsibility of OSU Physical Plant employees to become familiar with policy and procedure concerned with gas leak calls and reports.

1. The Physical Plant (Action Desk) employee receiving a report of a gas leak should get as much of the information as possible to fill out a leak report, Form 12, or Physical Plant Call-In ticket.
2. All reports of gas leaks on University property get assigned a high priority. Leaks inside a facility or building receive a Priority One.
3. Upon receiving pertinent information, and determining that a hazardous leak exists inside a building, the caller should be advised on the following:
 - a. Do not operate (do not turn on or off) any electrical appliance or device.
 - b. Extinguish all open flames. Do not light any matches, cigarettes, etc.
 - c. Ventilate the building.
 - d. Turn off the gas supply (only if the caller knows how to do so).
 - e. Evacuate the building to a safe distance. Be close enough to relay information to arriving emergency personnel.
4. Dispatch necessary Physical Plant personnel to the location.
5. Duties of the University responder on the scene:

Take any corrective action necessary to ensure protection of life, then property. It is the responsibility of the person in charge to:

- a. Set up communication
- b. Coordinate the operation
- c. Make all decisions concerning closing emergency valves and isolating areas, as well as coordinate emergency personnel and equipment.

MINIMUM OPERATOR RESPONSE ACTIONS:

A. Leaks outside of buildings

1. Assess danger to passersby, surrounding buildings and their occupants, and other property.
2. Extinguish all open flames.
3. If necessary, notify the Stillwater Fire Department and the Oklahoma Natural Gas Company.
4. Block the street(s)
5. Notify Supervisor or other responsible persons.
6. Check neighboring buildings for gas vapors, fumes, etc.
7. Implement the Check List for major emergency (see page 15).
8. Repair leak
9. Upon completion of repairs, check the area using a Combustible Gas Indicator; if determined safe, allow occupants to return to building.

B. Leaks inside a building:

1. Immediately evaluate the building to determine concentration of gas and source of the leak.
2. Do not operate any light switches or electrical appliances
3. Do not use the telephone; turn off pagers and cell phones
4. Shut off the gas meter valve
5. Ventilate the building
6. Bar hole the area, especially around the foundation. Check water meter and other ground openings.
7. If ground is gas-free, and if the building is gas-free, turn on the meter valve. **CHECK ALL GAS PIPING AND APPLIANCE FOR LEAKS.**
8. Implement the Check List for major emergency (see page 15)
9. Repair leak
10. If leak cannot be repaired, notify Supervisor. Turn off the meter, lock it and tag it out.

C. Gas burning inside a building:

1. Call Fire Department (911)
2. Call Oklahoma Natural Gas Company
3. If fire is at appliance, shut off the gas appliance valve, if possible.
4. If not possible, shut the gas off at the meter or appropriate valve.
5. Implement the Check List for major emergency (see page 15).

D. Interruption in the gas supply

An interruption in gas supply could be due to: freezing of the regulators, break in the line, sabotage, or ONG cut-off.

1. Call OSU's supplier (Oklahoma Natural Gas)
2. Locate the leak; inform ONG of the location of the leak.
3. Close appropriate valve in the system to isolate the break.
4. Implement Check List for major emergency (see page 15).

EMERGENCY NOTIFICATION LIST

OWNER: Oklahoma State University

Owner's operating personnel:

NAME	DEPARTMENT	PHONE	PAGER, CELL PHONE MOBILE RADIO
Rick Krysiak	Director, Physical Plant	744-7147	
Jeff Stewart	Director, Engineering & Utilities	744-7131	
	Director, EHS	744-7241	707-2650, 747-7156, MR-278
Bill Rember	Manager, Power Plant	744-7035	
Steve Tanner	Manager, Mech. Trades	744-0410	707-2054, 747-1715
Adrian Self	Director, Physical Plant Maint. & Operations	744-7289	707-2652, 714-0965, MR-174

OSU's AVAILABLE EMERGENCY EQUIPMENT

EQUIPMENT	AMOUNT	LOCATION	INSPECTION
Backhoe/front-end loader	2	Physical Plant	After 500 hours
Front-end loader	1	Physical Plant	Quarterly
Dump trucks	3	Physical Plant	Quarterly
Winch truck	1	Physical Plant	Quarterly
Mobile yard crane	1	Physical Plant	Quarterly
3210 DW Trencher	1	Physical Plant	Quarterly
Emergency generators	8	Physical Plant	Monthly
Emergency lights	15	Physical Plant	Monthly
Hand tools	various	Physical Plant	Monthly
Repair kits	2	Physical Plant	Monthly
Barricades/Barriers	numerous	Physical Plant	Monthly
Gas Detectors	7	Physical Plant	Daily
Labor	as needed	Call Out	

OTHER NOTIFICATION:

AGENCY

TELEPHONE

LOCAL:

Adrian Self, Director of Maint. & Operations, Physical Plant Services..... 744-7162

Mike Robinson, Director of Public Safety..... 744-6523

Campus Police Dispatcher..... 744-6523

Stillwater Police Department.....911

Stillwater Fire Department & Ambulance911

Payne County Sheriff911

Civil Defense.....911

Oklahoma Natural Gas 707-5621

STATE:

Oklahoma Corporation Commission 1-405-521-2258
 Pipeline Safety 24 hours

Oklahoma Natural Gas 1-800-458-4251
 24 hours

NATIONAL:

National Response Center..... 1-800-424-8802

CHECK LIST (MAJOR EMERGENCY)

- 1. Has the Fire Department been notified?
- 2. Have the occupants been evacuated to a designated area and the area secured?
- 3. Has the Police Department been notified?
- 4. Has a repair crew been notified?
- 5. Has the University call list been executed?
- 6. Has communication been established?
- 7. Has outside help been requested?
- 8. Have Emergency Medical Services (Stillwater Medical Center, Student Health Center) been notified?
- 9. Has the leak been shut off or brought under control?
- 10. Has the Stillwater Emergency Coordination & Communication office been notified?
- 11. Have emergency valves or proper valves to shut down or reroute the gas been identified and located?
- 12. If an area has been cut off from a supply of gas, has the individual building been cut off?
- 13. Is the situation under control and has the possibility of recurrence been eliminated?
- 14. Has the surrounding area, including adjacent buildings and cross streets, been probed for the possibility of further leakage?
- 15. Has proper tag been placed on meter?
- 16. Has telephonic report been made to the State?
- 17. Has telephonic report been made to NRC/DOT?

REPORTING REQUIREMENTS

A. A telephone call **MUST BE MADE TO THE U.S. DEPARTMENT OF TRANSPORTATION and OKLAHOMA CORPORATION COMMISSION** for any leak where:

1. There is a release of gas from a pipeline.

AND

There is a death or personal injury requiring hospitalization or there is estimated property damage, including the cost of gas lost, by the operator or others, of \$50,000 or more.

2. There is an event that is significant in the judgment of the operator, even though it was not described in paragraph (1).

B. A telephone call **MUST BE MADE TO THE OKLAHOMA CORPORATION COMMISSION** for any leak where:

1. There is a release of gas from a pipeline.

AND

There is a death or personal injury requiring hospitalization or there is estimated property damage, including the cost of gas lost, by the operator or others, of \$5,000 or more.

2. There is an event that is significant in the judgment of the operator, even though it was not described in paragraph (1).

The telephone report to DOT and OCC should contain:

- OSU's address
- Name and phone number of individual reporting the incident.
- The location of the leak (city, county, state and street address).
- The time of the leak (hour and date).
- The number of fatalities and personal injuries, if any.
- Type and extent of property damage.
- Description of the incident. (See DOT Incident Form, attached.)

A telephonic report should be made at the earliest practicable time following discovery (within 2 hours).

RESTORATION OF GAS SERVICE DUE TO OUTAGE

When the supply of gas has been cut off to an area, the gas should not be restored to the affected area until the individual gas services in a University building have been turned off.

In restoring service on the University to an affected area, all gas piping and meters must be purged and appliances re-lighted. Never turn gas on at a meter unless you have access to ALL appliances or equipment on the piping.

The OSU Physical Plant person in charge is to coordinate this operation and be responsible for same.

A complete record of the incident, including service restoration and drawings, if necessary, must be kept on file.

EDUCATION AND/OR TRAINING

Employee Training

OSU Physical Plant employees (i.e., Mechanical Trades, Evening Operations, Apartment Maintenance, Power Plant) and Environmental Health & Safety personnel must be trained annually in emergency procedures that include but are not limited to:

1. Update of the emergency plan
2. Review of employee responsibilities in an emergency
3. Review of location and use of emergency equipment.
4. Review properties of natural gas.
5. Review the locations of:
 - Systems map
 - Main records
 - Service records
 - Valve records
 - Regulator station schematics
6. Take a hypothetical emergency situation and conduct a step-by-step review with employees on the action to be taken, including contact with public officials, Stillwater Fire Department, OSU & Stillwater Police, and ONG, etc.
7. Record keeping
8. Telephone reports (U.S. DOT, State agency, etc.)
9. Records shall be kept on file of attendance and items discussed.
10. Liaison with appropriate fire, police and other public officials.

PUBLIC EDUCATION

Oklahoma State University will, through its Public Information Office, enable faculty, staff, students, the general public and appropriate governmental organizations, to recognize a gas emergency. Instruct the concerned constituency in reporting gas odors, leaks and other emergencies to OSU Physical Plant Work Control Center, OSU Police, or ONG.

The program material should include, but not be limited to:

- Information about gas properties
- Recognition of gas odors
- What to do and not do when there is a strong gas odor
- Notification of the University and gas company prior to making excavation-related activities.
- Telephone numbers for persons in the University to report gas leaks or odors or other information during both business and non-business hours.

This information may be conveyed to the University constituency by a number of means:

- Radio and television
- Newspaper
- Meetings
- Bill stuffers
- Mailings
- Hand-outs
- Posted on bulletin boards
- Employee newsletters
- Campus websites
- Apartment handbooks
- New-employee orientation

The University will maintain records of the public information program and related activities.

LIAISON WITH PUBLIC OFFICIALS & LOCAL GAS UTILITIES

The University, through the Director of Environmental Health & Safety, will establish liaison with fire, police, civil defense and medical officials with respect to these emergency procedures. These officials include representatives of Stillwater Police and Fire Departments, Payne County Civil Defense and Oklahoma Natural Gas, Stillwater Medical Center and OSU Student Health Center, as well as OSU Physical Plant managers.

Liaison will consist of annual meetings to discuss what each agency can do for the other to control an emergency situation at the OSU facility. This meeting will be performed with face-to-face communication, at which time a copy of this Emergency Plan will be provided to each official. Meetings will be held in the EHS Conference Room, room 120, Physical Plant Services Bldg. on the OSU campus. The Director of EHS will be responsible for announcing the date and time.

Documentation must be kept of all meetings, training sessions, and other related activities, such as:

- Date of meeting, attendance and titles of participants
- Training sessions on proper procedures to follow during a gas emergency
- Meetings to learn capabilities, responsibilities, and procedures respecting gas emergencies of each group.

INFORMATION TO THE NEWS MEDIA

During an emergency, refer all requests for information to the University's Communications Office (UCO). The UCO will coordinate emergency information with responsible OSU management. The OSU plan for public announcements includes:

- Calm the situation
- Do not make unwarranted comments
- Tell precisely what the public can do to help
- Tell specifically what OSU and ONG are doing about the incident.
- Give facts to prevent baseless rumors.
- Repeat most encouraging view of situation that facts will permit.
- Do not speculate regarding the situation in absence of facts.

ACCIDENT INVESTIGATION

OSU will proceed in analyzing accidents and failures, and at the minimum:

- Evaluate the situation
- Protect life and property
- Keep the area safe
- Conduct a leak survey
- Conduct pressure test of piping
- Perform meter and regulator checks
- Question persons on the scene
- Examine burn and debris patterns
- Request ONG test odorization level
- Record weather conditions
- Select samples of the failed facility or equipment or equipment for laboratory examination for the purpose of determining the causes of the failure and minimizing the possibility of recurrence.
- Notify the appropriate Risk Management Office.

TELEPHONIC REPORTS TO THE FEDERAL GOVERNMENT

Gas pipeline incidents that meet the reportable state requirements and have caused estimated damages in excess of \$50,000 (total of operator's damage and damage to others and including cost of gas loss) must also be reported to the federal government.

TELEPHONE TOLL-FREE -- (800) 424-8802
WASHINGTON, D.C. -- (202) 426-2675
24 HOURS EVERY DAY

This telephonic report, if required, should also be made upon discovery, but in no case later than two hours after discovery. This telephonic report of a serious incident should include:

- Identity of reporting operator,
- Name and phone number of individual reporting the incident,
- The location of the leak (city, county, state, and street address),
- The time of the leak (date and time)
- The number of fatalities and personal injuries, if any,
- Type and extent of property damage, and
- Description of the incident.

EMERGENCY CALL LIST

Fire Department Ph# _____ Police Department Ph# _____
 Gas Supply Company Ph# _____ Operator Personnel Ph# _____
 Oklahoma Corporation Commission Ph# _____

EMERGENCY EQUIPMENT

We are responsible for the adequacy, availability and condition of emergency equipment. Inspection of emergency equipment will be conducted quarterly, or as often as may be necessary, and records of these inspections will be kept on file.

CONTRACTOR EMERGENCY CALL LIST

Contractor's name: _____
 Address: _____
 24-hour telephone number: _____
 FACILITY NAME: _____

NOTICE: This report is required by 49 CFR Part 191. Failure to report can result in a civil penalty not to exceed \$1,000 for each violation for each day that such violation persists except that the maximum civil penalty shall not exceed \$200,000 as provided in 49 USC 1678.

US Department of Transportation-
Research and Special
Programs Administration

Date of Report _____

INCIDENT REPORT -- GAS DISTRIBUTION SYSTEM

PART 1 - GENERAL REPORT INFORMATION

SEE INSTRUCTIONS

1. a. Operator's 5-digit identification number: _____
 /////
- b. Name of Operator _____
- c. _____
 Number & Street
- d. _____
 City, County, State, Zip Code
2. Location of incident
- a. _____
 Number & Street
- b. _____
 City & County
- c. _____
 State and Zip Code
- d. Class Location 1 2 3 4
- e. Incident on Federal Land? Yes No
3. Time and Date of Incident
 ///// hour *///* mo *///* day *///* year
4. Reason for Reporting
- Fatality Number *////* persons
- Injury requiring inpatient
 hospitalization Number *////* persons
- Property damage/loss Estimate \$ _____
- Operator Judgment/Emergency Action
- Supplemental Report
5. Elapsed time until area
 was made safe: *///* hr *///* min.
6. Telephonic Report: *///* mo. *///* day *///* year
7. a. Estimated pressure at point & time of incident (PSIG) _____
- b. Maximum allowable operating pressure (MAOP) (PSIG) _____
- c. MAOP established by:
 (1) Test pressure (PSIG) _____
- (2) 49 CFR § 192.619(a)(3)

PART 2 - APPARENT CAUSE

- Corrosion Damage by Outside Forces Construction/Operating Error Accidentally caused by operator
(continue in Part A) (continue in Part B) (continue in Part C) (continue in Parts B and/or C)
- Other _____

PART 3 - NARRATIVE DESCRIPTION OF FACTORS CONTRIBUTING TO THE INCIDENT

(Attach additional sheet(s) as necessary)

PART 4 - ORIGIN OF THE INCIDENT

1. Part of System Where Incident Occurred
- Main Meter Set Assembly
- Service Line Other _____
2. Component That Failed
- a. Part
- Body of Pipe Regulator/meter
- Valve Joint, type _____
- Fitting Weld-- _____
- Drip/Riser (specify girth, longitudinal, fillet)
- Other _____
3. Material Involved:
- Steel Cast iron
- Polyethylene plastic Other plastic: _____
- Other _____
- NPS (Nominal Pipe Size) */////* in. Wall Thickness */////* in.
4. Specification _____ Manufacturer _____ Year Manuf. */////* Year Installed */////*

PART 5 - ENVIRONMENT

Area of Incident

- Within/Under Building Under Pavement Above Ground Under Ground or Under Water Other _____

PART 6 - PREPARER AND AUTHORIZED SIGNATURE

(type or print) Preparer's Name & Title

Telephone Number

Authorized Signature & Date

Telephone Number

INCIDENT REPORT -- GAS DISTRIBUTION SYSTEM (continued)

PART A - CORROSION

1. Where did the corrosion occur?
 Internally
 Externally
2. Visual Description
 Localized Pitting
 General Corrosion
 Other _____
3. Cause
 Galvanic
 Other _____
4. Pipe Coating Information
 Bare Coated
5. Was corroded part of pipeline considered to be under cathodic protection prior to discovering incident?
 Yes Year protection started / /
 No
6. Additional Information:

PART B - DAMAGE BY OUTSIDE FORCES

1. Primary Cause of Incident
 Damage resulted from action of operator or his/her agent
 Damage resulted from action by outside party/third party
 Damage by earth movement
 Subsidence
 Landslide/Washout
 Frost
 Other _____
 Damage by lightning or fire
2. Locating information (for damage resulting from action of outside party/third party)
 - a. Did operator get prior notification that equipment would be used in the area?
 Yes Date received / / mo. / / day / / yr.
 No
 - b. Was pipeline location marked either as a result of notification or by markers already in place?
 Yes Permanent Markers Temporary Stakes Other _____
 No
 - c. Does Statute or ordinance require the outside party to determine whether underground facility(ies) exist?
 Yes
 No
3. Additional Information:

PART C - CONSTRUCTION DEFECT

1. Cause
 Poor workmanship during construction Operating procedures inappropriate Error in operating procedure application
 Physical damage during construction Other _____
2. Additional information:

PART D - OTHER

Brief Description: