

**APPENDIX "A"**

**OPERATOR QUALIFICATION PLAN**

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## APPENDIX "A"

### OPERATOR QUALIFICATION PLAN

#### **20.1 SCOPE (49 CFR 12.801)**

This Operation Qualification Plan establishes the policies and procedures for a written qualification program for individuals performing covered tasks on the City of Red Bud pipeline facilities. The final rule on Operator Qualifications Regulations was published in the Federal Register, August 27, 1999 and establishes a new Subpart N in 49 CFR Part 192. To ensure its compliance with these regulations, the City of Red Bud has adopted this Department of Transportation Operation Qualification Plan and intends to make its employees and other individuals who may perform tasks covered under the regulation set forth in Subpart N aware of the context of this Plan. Therefore, this Plan and its exhibits identify relevant operating and maintenance tasks (the Covered Tasks) and also provide guidance for achieving compliance with the requirements of Subpart N and for establishing one's qualification to perform Covered Tasks on the City of Red Bud pipeline facility.

#### **20.2 DEFINITIONS (49 CFR 192.803)**

**Covered Tasks.** Covered tasks means an activity that (1) is performed on the City of Red Bud pipeline facility; (2) is an operations or maintenance task; (3) is performed as a requirement of 49 CFR Part 192; and (4) affects the operation or integrity.

**Abnormal Operating Condition.** Abnormal Operating Condition means a condition identified by the City of Red Bud that may indicate a malfunction of a component or a deviation from normal operations, which may result in a hazard(s) to persons, property or the environment.

**Evaluation.** Evaluation means a documented process set forth in this Plan established by the City of Red Bud to determine an individual's ability to perform a covered task.

**Qualified.** Qualified means that an individual has been evaluated by the methods specified in this Plan and can (a) perform assigned covered tasks and (b) recognize and react to abnormal conditions that may indicate a dangerous situation or a condition exceeding design limits.

**Individual.** Individual means an employee of the City of Red Bud or an employee of an affiliated or unaffiliated entity who, on behalf of the City of Red Bud performs one or more covered tasks on the City of Red Bud's pipeline facility.

**Pipeline Facility.** Pipeline facility means new and existing pipelines, rights-of-way, and any equipment, facility or building owned by the City of Red Bud and used in the transportation of gas or in the treatment of gas during the course of transportation.

### **20.3 COVERED TASKS (49 CFR 192.801)**

The City of Red Bud shall conduct an analysis of activities performed on its pipeline facilities. The following four-part test shall then be applied to each of the identified activities to determine which activities were covered tasks. A task must meet all four criteria to be a covered task:

1. Is the task performed on a pipeline facility;
2. Is the task an operations or maintenance task;
3. Is the task performed as a requirement of 49 CFR Part 192; and
4. Does the task affect the operation or integrity of the pipeline?

A list of covered tasks are identified in the appendices as Exhibit "A".

### **20.4 EVALUATION PROCESS (49 CFR 192.805)**

An Individual's qualification to perform a covered task will be evaluated using one or more of the evaluation methods identified in this Plan.

**20.4-1 Evaluation Criteria.** Evaluating an individual's qualification to perform covered tasks will be based upon that Individual's ability: (1) to perform covered tasks; and (2) to recognize and react to abnormal operating conditions that might surface while performing those tasks.

**20.4-2 Evaluation Methods.** Evaluation methods and qualification criteria applied to a covered task will vary from task to task. The evaluation method chosen for any specific covered task will include one or more of the following:

1. Examination through the Operator Performance Training Program Modules produced by Midwest Energy Association.
2. Oral examination.
3. Work performance history.
4. Observation during:
  - a. Performance on the job
  - b. On-the-job training
  - c. Simulation
5. Classroom training.
6. Other forms of assessment.

**20.4-3 Evaluation Categories.**

**Transitional Qualification.** The qualification of individuals who (1) performed one or more covered tasks on a regular basis prior to October 26, 1999 and (2) qualify to perform those same covered tasks, according to this Plan, prior to October 28, 2002.

It is only during the transitional period of qualification that the Operator may use work history performance review as the sole evaluation method. These Covered Tasks must have been performed prior to October 26, 1999.

**Initial Qualification.** The qualification of individuals who did not perform a particular covered task on a regular basis prior to October 26, 1999.

**Subsequent Qualification.** The evaluation of an individual's qualification to perform one or more covered tasks, after the individual's transitional or initial qualification to perform the same covered tasks, at intervals established by the City of Red Bud. The subsequent qualification process may utilize different evaluation criteria than were used for transitional or initial qualification, and subsequent qualification in no event must occur until after October 28, 2002.

**20.4-4 Subsequent Qualification.** The following criteria will be applied to each covered task to determine the appropriate subsequent qualification interval applied to that task:

1. Repetitive
2. Level of risk
3. Complexity
4. Checks and balances, such as,
  - a. Checklists; written plans
  - b. Follow-up actions
  - c. Audit
5. Statutory requirements
6. Availability of evaluation methods

The specifics as to the method of evaluation and/or qualification criteria used for each covered task is shown in Exhibit "B".

**20.4-5 Non-Qualified Individuals.** The City of Red Bud permits non-qualified individuals to perform covered tasks under certain circumstances, including but not limited to, the non-qualified individual's participation in on-the-job training or when working as part of a crew. However, under all circumstances, the following conditions must be met:

Non-qualified individuals may perform a covered task if:

1. A qualified individual is assigned to direct and observe non-qualified individual(s) during the performance of a covered task.
2. The qualified individual understands that he/she is ultimately responsible for the covered task being performed by the non-qualified individual.

3. A qualified individual is able to take immediate corrective actions when necessary.
4. The ratio of non-qualified individuals to a qualified individual is kept to a minimum.

**20.4-6 Performance Contributing to an Incident.** If there is reason to believe that an individual's performance of a covered task contributed to an incident, as defined under 49 CFR Part 191, as amended, the City of Red Bud will initiate an evaluation of that individual's qualification to perform that covered task by any person.

**20.4-7 Reasonable Cause to Verify Qualification.** The City of Red Bud will evaluate an individual if there is reason to believe that the individual is no longer qualified to perform a covered task. Concerns regarding an individual's ability to perform a covered task may be prompted by a number of circumstances and reported to the City of Red Bud by any person. Possible reasons to verify an individual's qualification(s) include but are not limited to:

1. Absenteeism
2. Loss of motor skills, vision, impairment, etc.
3. Statement from the employee
4. Prolonged period of non-performance of the covered tasks
5. Unsatisfactory performance
6. Received complaints

**20.4-8 Communicate Changes.** The Superintendent will communicate significant changes that affect a Covered Task to the individuals who perform the covered task. A change may be significant enough to require changes to the qualification process or additional evaluation.

These changes may include but are not limited to:

1. Significant modifications to company policies or procedures
2. Significant changes in state or federal regulations
3. Use of new equipment and/or technology that significantly affects covered tasks

**20.4-9 Communication Process.** In accordance with Exhibit A, significant changes affecting a Covered Task will be communicated to the individual(s) performing that task as soon as reasonably possible.

**20.5 RECORD KEEPING (49 CFR 192.807)**

The City of Red Bud will ensure records demonstrating an individual's qualification to perform a covered task will be maintained, at a central location or at multiple locations, using one or more of the following methods:

1. Identification of qualified individuals
2. Identification of covered tasks the individual is qualified to perform
3. Date(s) of current qualification
4. Description of qualification methods
5. Evaluation of qualification following an incident
6. Individual no longer qualified
7. Covered task evaluation changes
8. Interval for re-evaluation

Records supporting an individual's current qualifications shall be maintained while the individual is performing the covered task. Records of prior qualification and records of individuals no longer performing covered tasks shall be retained for a period of five years.

**20.6 CONTRACTORS**

The City of Red Bud will ensure that all individuals performing covered tasks will be in compliance with the Operator Qualification Rule. All contracts will state this requirement and a review of all contractor's plans will occur along with spot checks for compliance at random job sites. Communication of those circumstances where the individual could be expected to recognize and react to abnormal operating conditions (as defined in Part 192.803) during the performance of the covered task will occur prior to the performance of a covered task.

**(Ord. No. 1248; 03-07-11)**

**EXHIBIT "A"**

**Covered Task**

**Abnormal Operating Conditions**

1. Public Communication & Dispatch	
2. Installing Pressure Regulators & Relief Valves	Pressure Deviation, Relief Failure
3. Maintaining & Adjusting Pressure Regulators & Relief Valves	Pressure Deviation, Relief Failure
4. Inspection & Joining Plastic Pipe Mechanical	Leak on Joint
5. Inspection & Joining Plastic Pipe Fusion	Burn Through Pipe, Leak on Joint
6. Inspecting & Installing Mains	
7. Inspecting & Installing Service Lines	
8. Repair of Mains & Service Lines Steel	Blowing Gas
9. Repair of Mains & Service Lines Plastic	Blowing Gas
10. Installing Meter Sets	Relief or Regulator Failure Leak on Piping
11. Cathodic Protection Installation & Inspection of Protective Coating & Wrapping	
12. Cathodic Protection System Installation	Burn Through Pipe
13. Cathodic Protection System Monitoring for Corrosion	Low C.P. Readings
14. Cathodic Protection System Remedial Action to Correct	
15. Pressure Testing Mains & Service Lines & Purging	Test Failure
16. Leak Investigations Emergency Response	
17. Leak Investigations Leak Survey	Class 1 or C Leaks
18. Pipeline Startup and Shutdown	Loss of Pressure
19. Emergency Response & Safety Related Conditions	
20. Line Locating & Equipment Maintenance	
21. Inspecting Third Party Damage & Excavation	Blowing Gas Severe Damage, But No Failure
22. Odorization Confirmation	No Odor, Greater than 1% Gas
23. Odorization Equipment Adding Odorant & Maint.	Over Odorization
24. Odorization Equipment Installation	
25. Tapping & Stopping Mains	Blowing Gas
26. Distribution System Patrolling	Erosion, Pipeline Movement, 3rd Party Excavation
27. Lighting Customer Equipment & Recognizing Unsafe Installations	Leak on Customer Piping, Unsafe Condition
28. Valve Maintenance	Broken Valve
29. Uprating	Failure During Uprating
30. Abandonment & Deactivation of Pipeline Facilities	Blowing Gas, Fire, Improper Disconnect/ Abandonment, Lack of Locking Device
31. Discontinuance of Service	Blowing Gas, Fire, Improper Disconnect/ Abandonment, Lack of Locking Device
32. Gas Detection Equipment Calibration & Maintenance	Calibration Not Obtainable

**(Ord. No. 1248; 03-07-11)**

**EXHIBIT "B"**

**METHOD OF QUALIFICATION – CODE REFERENCE SHEET**

- A. Training Media
  - 1. MEA modules
  - 2. In house training
  - 3. Seminar
  - 4. Training tapes
  - 5. Simulation
  - 6. Hands on training
  - 7. Vocational Program
  - 8. Apprenticeship
  - 9. On-the-Job training
  
- B. Method of Qualification
  - 1. Written exam
  - 2. Oral exam
  - 3. Work performance history review
  - 4. Performance on-the-job
  - 5. Simulation
  - 6. Other
  
- C. Type of Qualification
  - 1. Transitional
  - 2. Initial
  - 3. Subsequent

**APPENDIX "B"**

**PUBLIC AWARENESS PROGRAM**

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## APPENDIX "B"

### PUBLIC AWARENESS PROGRAM

#### **Public Awareness Policy**

This program has been developed to meet our overall goal of providing safe reliable service to our customers. Public awareness is part of our safety program to provide our customers and those living near our facilities with education on natural gas.

#### **16.1 PURPOSE OF PUBLIC AWARENESS PROGRAM**

1. To educate our customers on how to recognize and respond to natural gas odors.
2. To educate excavators in our area on how to prevent third party damage and proper response should they cause damage to the gas system.
3. To educate the general public on the presence of natural gas facilities in our service area and explain their role in preventing third party damage.
4. To provide liaison with emergency forces that would be involved in the event of a natural gas emergency.
5. To educate the public on various safety issues including carbon monoxide, the one call system, natural gas properties, and other subjects deemed appropriate by the plan administrator.

#### **16.2 PROGRAM ADMINISTRATOR**

The City Superintendent is responsible for the overall public awareness program. The administrator will identify the audience to be targeted along with messages and information to be provided each audience. The media to be used and frequency of messages will be determined by the administrator. In a period not exceeding three years the administrator will evaluate the effectiveness of the plan and make modifications if necessary.

#### **16.3 AUDIENCE**

- 16.3-1** The following audiences have been identified:
1. Customers
  2. Emergency Forces – Police, Fire Department, Sheriff
  3. Public Officials – Mayor, Council
  4. Excavators who operate in area

- 16.3-2** A list of these individuals will be kept on file at the Utility Department:
1. A list of customers will be obtained through the billing department.
  2. The list of public officials and emergency forces will be obtained by contacting the appropriate agency.
  3. The City Superintendent will supply a list of excavators who normally do work in the area.

#### **16.4 MESSAGE TYPE AND FREQUENCY**

The following messages will be sent to each audience at the frequencies indicated.

**16.4-1 Customers.**

1. Leak recognition and response - Quarterly
2. Damage Prevention Awareness - Annually
3. CO Hazards and Response - Annually
4. Safety near gas meters - Annually
5. How to get additional information - Quarterly

**16.4-2 Emergency and Public Officials.**

1. Emergency Communications - Annually
2. Leak recognition and response - Annually
3. Damage Prevention Awareness – One Call System - Annually
4. Pipeline purpose and system reliability - Annually
5. How to get additional information

Above information provided at Annual Emergency Plan Meeting.

**16.4-3 Excavator.**

1. Leak recognition and response - Annually
2. Damage Prevention Awareness – One Call System - Annually
3. How to get additional information - Annually

Above information provided in Annual Excavator Letter.

#### **16.5 PROGRAM MATERIALS**

The City Superintendent is responsible for obtaining the materials and messages to present to the various audiences.

**16.6 PROGRAM EFFECTIVENESS**

**16.6-1** The City Superintendent is responsible for determining the effectiveness of the:

1. Is the information reaching the audience?
2. Is the information understood?
3. Is the public awareness program reducing the incidents of third party damage?

**16.6-2** The following measures will be taken to measure effectiveness:

1. Tracking number of calls in response to materials.
2. Reviewing third party damage.

**16.7 RECORDS**

**16.7-1** The City Superintendent will maintain the following records:

1. Lists, records and documentation of audiences.
2. Copies of all material provided.
3. Minutes from annual emergency plan meetings.
4. Documentation of annual letter to contractors concerning damage prevention program.

**16.7-2** Records shall be maintained for five (5) years.