

**Utilities and Transportation Commission
Pipeline Safety
Operator Annual Review Checklist**

A completed **Annual Review form and Cover Letter/Field Report** must be submitted to the Chief Engineer within **30 days** from completion of the inspection.

Inspection Report			
Inspection ID/Docket Number	7850		
Inspector Name & Submit Date	Anthony Dorrough		
Chief Eng Name & Review/Date	Joe Subsits, 8/22/2019		
Operator Information			
Name of Operator:	City of Ellensburg	OP ID #:	
Records Location:	501 North Anderson St, Ellensburg WA 98926		
Inspection Date:	07/24/2019		

Review Summary:

HQ Address: 501 North Anderson St, Ellensburg WA 98926	System/Unit Name & Address:	
Co. Official: Phone No.: Fax No.: Emergency Phone No.:	Phone No.: Fax No.: Emergency Phone No.:	
Persons Interviewed	Title	Phone No.
Darren Larsen	Gas Operations & Utilities Director	(509) 962-7227

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SYSTEM OPERATIONS	
Number of reportable safety related conditions last year: 1	Number of deferred leaks in system: 0
Number of <u>non-reportable</u> safety related conditions last year: 0	Number of excavation damage hits last year: 2
Miles of transmission pipeline within unit (total miles and miles in Class 3 & 4 locations): 0	Miles of main within inspection unit(total miles and miles in Class 3 & 4 locations): 132.6
Operating Pressure(s): 40-60 lbs	MAOP: 60
Does the operator have any transmission pipelines?	No
Compressor stations? Use Attachment 1.	No

Pipe Specifications:			
Year Installed (Range)	1956 to Present	Pipe Diameters (Range)	1/2, 1, 6, 8
Material Type	STL/HD PE	Line Pipe Specification Used	
Mileage	132.6	SMYS %	< 20%

REVIEW QUESTIONS		S/Yes	U/No	N/A
1.	Was the Annual Report reviewed for accuracy and trends? If any trends discovered, please describe:	YES		
2.	For transmission operators, has the operator submitted information to the NPMS database, along with changes made after the original submission? --- Not a transmission operator			N/A
3.	Were there federally reportable incidents during the previous year?		NO	
4.	Were Incident reports reviewed for accuracy and trends? If any trends discovered please describe: --- No incident reports			N/A
5.	Were there reportable or unreportable safety related conditions during the previous year? If yes please describe.		NO	
6.	Were there any abnormal operating conditions (as described in 49 CFR 192.605 (c) or 49 CFR 195.402(d))? If yes please describe		NO	
7	Were there changes to the O&M Manual during the previous year?	YES		
8	Are the changes acceptable?	YES		
9	Is the O&M Manual up to date?	YES		
10	Were emergency plans changed during the previous year?		NO	
11	Were the changes satisfactory? --- No changes			N/A

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12	Were there changes to the Integrity management program (TIMP and DIMP for LDC's)?	YES		
13	Is the integrity management program up to date? What are the results of the operators program review (effectiveness evaluation) (DIMP every 5 years)?	YES		
14	Are the changes acceptable?	YES		
15	Is appropriate assessment/ repair work conducted during the past year? (monitor progress of IMP activities) --- None of these activities took place.			N/A
16	What assessment work is planned for the upcoming year? City of Ellensburg (COE) will seek out and propose actions to improve overall integrity and proactively minimize threats.			
17	Has appropriate DIMP remediation work occurred during the past year? (monitor progress of DIMP activities)	YES		
18	What DIMP remediation work is anticipated for upcoming year? COE will seek out and propose actions to improve overall integrity and proactively minimize threats.			
19	Were there changes to the Operator Qualification program? If yes, please describe.		NO	
20	Is the Operator Qualification program up to date?	YES		
21	Are plan updates satisfactory?	YES		
22	Are personnel performing covered tasks (including contractors) properly qualified and requalified at intervals determined in the operators plan?	YES		
23	Were there changes to the public awareness program?		NO	
24	Is the public awareness program up to date?	YES		
24	Are changes to the public awareness program satisfactory? --- No changes to the program			N/A

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26	Is the following information on the operator's web page? (Not a regulatory question) <ul style="list-style-type: none"> • Pipeline purpose and reliability • Damage Prevention • Pipe location information • How to get additional information • National Pipeline Mapping system • On call requirements • Potential Hazards • Prevention measures • Leak/ damage recognition • ROW encroachment • Pipeline location information • Integrity management programs • Emergency preparedness <p style="text-align: right;">----Not all of these were on the website</p>		No	
27	Were there changes to the Control Room Management Program? ---No control rooms			N/A
28	Is the control room management program up to date? ---No control rooms			N/A
29	Are the control room management program changes satisfactory? ---No control rooms			N/A
30	Are inspection units broken down appropriately? Do you recommend any changes to inspection units in terms of size? ---There are no units			N/A
31	Were there any flow reversals, product changes, or conversions to service since the last review?		NO	
32	If yes, is the operator taking appropriate actions in accordance with ADB-2014-04?			

PHMSA ADVISORY BULLETINS: [LINK](#)