

STANDARD INSPECTION REPORT OF A GAS DISTRIBUTION MASTER METER OPERATOR

Unless otherwise noted, all code references are to 49CFR Part 192. S – Satisfactory U – Unsatisfactory N/A – Not Applicable N/C – Not Checked
If an item is marked U, N/A, or N/C, an explanation must be included on line item or comments.

Name of Operator:		
Operator OPID:		
HQ Address:		System/Unit Name & Address:
Co. Official:		Activity Record:
Phone No.:		Phone No.:
Email:		Fax No:
Persons Interviewed	Title	Phone No.
PSB Representative(s)		Inspection Date(s)
System Maps		

Unit Description				
Date of construction _____.				
MAOP _____				
	<u>Mains</u>		<u>Service Lines</u>	
<u>Type of Pipe</u>	<u>Size (Diameter)</u>	<u>Length</u>	<u>Size (Diameter)</u>	<u>Estimated (Average Length)</u>
Bare Steel				
Coated Steel				
Plastic (PE)				
Plastic (PVC)				
	<u>TOTAL LENGTH</u>			

Comments:

GAS SYSTEM OPERATIONS	
Gas Supplier:	
O&M Manual:	

49CFR PART 191

REPORTING PROCEDURES				S	U	N/A	N/C
Procedures for gathering data for incident reporting							
191.5	Telephonically reporting incidents to NRC (800) 424-8802 NMPRC (505) 490-2375						
NMAC 18.60.2.8	Telephonically reporting incidents to NMPRC (505) 490-2375						
191.9	Have the Federally Reportable incident/accident reports been finalized?						

Comments:

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49CFR PART 192

SERVICE LINES AND CUSTOMER NOTIFICATION PROCEDURES		S	U	N/A	N/C
.16	Procedures for notifying new customers, within 90 days , of their responsibility for those selections of service lines not maintained by the operator.				
.363	Procedures for service line valve requirements?				
.365	Procedures for service line valve location?				
.381	EFVs must meet the performance requirements of §192.381				
.383	If service lines operate at 10 psig or more and serve a single customer, are excess flow valves installed when service lines are installed or replaced?				

NORMAL OPERATING and MAINTENANCE PROCEDURES		S	U	N/A	N/C
.605(a)	O&M Plan review and update procedure (1 per year/15 months)				
.605(b)(3)	Making construction records, maps, and operating history available to appropriate operating personnel				
.605(b)(8)	Periodically reviewing the work done by operator's personnel to determine the effectiveness and adequacy of the procedures used in normal operation and maintenance and modifying the procedures when deficiencies are found				
.605(b)(9)	Taking adequate precautions in excavated trenches to protect personnel from the hazards of unsafe accumulations of vapors or gas, and making available when needed at the excavation, emergency rescue equipment, including a breathing apparatus and a rescue harness and line				
.605(b)(11)	Responding promptly to a report of a gas odor inside or near a building, unless the operator's emergency proced. under §192.615(a)(3) specifically apply to these reports.				
.627	Hot taps must be made by a qualified crew				
.629	Purging of pipelines must be done to prevent entrapment of an explosive mixture in the pipeline				
	(a) Lines containing air must be properly purged.				
	(b) Lines containing gas must be properly purged				

Comments:

CONTINUING SURVEILLANCE PROCEDURES		S	U	N/A	N/C
.613(a)	Procedures for surveillance and required actions relating to change in, failures, leakage history, corrosion, substantial changes in CP requirements, and unusual operating and maintenance conditions				

Comments:

EMERGENCY PROCEDURES		S	U	N/A	N/C
.614 (c)(6) -	Does the operator have procedures for emergency response for leaks caused by excavation damage, and				
18.60.2.8(c) (6) -	Does the operator have response procedures for excavation damage near buildings?				
.615(a)(1)	Receiving, identifying, and classifying notices of events which require immediate response by the operator				
.615(a)(2)	Establish and maintain adequate communication with fire, police, and other public officials				
.615(a)(3)	Prompt response to each of the following emergencies:				
(i)	Gas detected inside or near a building				

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EMERGENCY PROCEDURES		S	U	N/A	N/C
	(ii) Fire located near a pipeline				
	(iii) Explosion near a pipeline				
	(iv) Natural disaster				
.615(a)(4)	Availability of personnel, equipment, instruments, tools, and material required at the scene of an Emergency				
.615(a)(5)	Actions directed towards protecting people first, then property				
.615(a)(6)	Emergency shutdown or pressure reduction to minimize hazards to life or property				
.615(a)(7)	Making safe any actual or potential hazard to life or property				
.615(a)(9)	Instructions for restoring service outages after the emergency has been rendered safe				
.615(b)(1)	Furnishing applicable portions of the emergency plan to supervisory personnel who are responsible for emergency action				
.615(b)(2)	Training appropriate employees as to the requirements of the emergency plan and verifying effectiveness of training				

Comments:

PUBLIC AWARENESS PROGRAM PROCEDURES (Also in accordance with API RP 1162)		S	U	N/A	N/C
.616(g)	The program must be conducted in English and any other languages commonly understood by a significant number of the population in the operator's area?				
.616(j)	Operators of a master meter or petroleum gas systems (unless the operator transports gas as a primary activity) must develop/implement a written procedure to provide its customers public awareness messages twice annually that includes: (1) A description of the purpose and reliability of the pipeline; (2) An overview of the hazards of the pipeline and prevention measures used; (3) Information about damage prevention; (4) How to recognize and respond to a leak; and (5) How to get additional information.				

Comments:

Investigation of failures Procedures		S	U	N/A	N/C
.617	Each operator shall establish procedures for analyzing accidents and failures, including the selection of samples of the failed facility or equipment for laboratory examination, where appropriate, for the purpose of determining the causes of the failure and minimizing the possibility of a recurrence.				

Comments:

PRESSURE TEST PROCEDURES		S	U	N/A	N/C
.509, .511, .513	Pressure testing: Was operator instructed on the pressure test requirements for pipe that is installed for repairs, replacement or new construction?				

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ODORIZATION of GAS PROCEDURES		S	U	N/A	N/C
.625(a)	Distribution lines must contain odorized gas. – must be readily detectable by person with normal sense of smell at $\frac{1}{5}$ of the LEL				
.625(f)	(f) To assure the proper concentration of odorant in accordance with this section, each operator must conduct periodic sampling of combustible gases using an instrument capable of determining the percentage of gas in air at which the odor becomes readily detectable. Operators of master meter systems may comply with this requirement by- (1) Receiving written verification from their gas source that the gas has the proper concentration of odorant; and (2) Conducting periodic "sniff" tests at the extremities of the system to confirm that the gas contains odorant..				

Comments:

MAINTENANCE PROCEDURES		S	U	N/A	N/C
.703(b)	Each segment of pipeline that becomes unsafe must be replaced, repaired, or removed from service				
703(c)	Hazardous leaks must be repaired promptly				
	NMAC 18.60.2.12 Procedures for classification and repair of leaks.				
.751	Reduce the hazard of fire or explosion by:				
	(a) Removal of ignition sources in presence of gas and providing for a fire extinguisher				
	(b) Prevent welding or cutting on a pipeline containing a combustible mixture				
	(c) Post warning signs				

Comments:

TEST REQUIREMENTS FOR REINSTATING SERVICE LINES		S	U	N/A	N/C
.725(a)	Except for .725(b), disconnected service lines must be tested the same as a new service line.				
(b)	Service lines that are temporarily disconnected must be tested from the point of disconnection, the same as a new service line, before reconnect. See code for exception to this.				

Comments:

ABANDONMENT or DEACTIVATION of FACILITIES PROCEDURES		S	U	N/A	N/C
727(d)	Whenever service to a customer is discontinued, do the procedures indicate one of the following:				
	(1) The valve that is closed to prevent the flow of gas to the customer must be provided with a locking device or other means designed to prevent the opening of the valve by persons other than those authorized by the operator				
	(2) A mechanical device or fitting that will prevent the flow of gas must be installed in the service line or in the meter assembly				
	(3) The customer's piping must be physically disconnected from the gas supply and the open pipe ends sealed				

Comments:

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Distribution Valves					
.747	(a) Check and service each valve that may be necessary for the safe operation of a distribution system (1 per yr/15 months)				
	(b) Prompt remedial action required, or designate alternative valve.				

Comments:

WELDING AND WELD DEFECT REPAIR/REMOVAL PROCEDURES		S	U	N/A	N/C
.225	(a) Welding procedures must be qualified under: Section 5 of API Standard 1104, “Welding of Pipelines and Related Facilities” (20th edition, October 2005, errata/addendum, (July 2007) and errata 2 (2008)); or Section IX of 2007 ASME Boiler & Pressure Vessel Code, Section IX, “Welding and Brazing Procedures, Welders, Brazers, and Welding and Brazing Operators” (2007 edition, July 1, 2007) by destructive test.				
	(b) Each welding procedure must be recorded in detail, including the results of the qualifying tests. This record must be retained and followed whenever the procedure is used.				

Comments:

JOINING of PIPELINE MATERIALS		S	U	N/A	N/C
.283	Does the operator have procedures for joining plastic pipe?				
.285	Does operator have procedures to insure joining is performed by a qualified individual?				

Comments:

CORROSION CONTROL PROCEDURES		S	U	N/A	N/C
.453	Are corrosion procedures established and carried out by or under the direction of a qualified person for:				
	▪ Design				
	▪ Operations				
	▪ Installation				
	▪ Maintenance				
.455	(a) For pipelines installed after July 31, 1971 , buried segments must be externally coated and (b) cathodically protected within one year after construction (see exceptions in code)				
.459	Examination of buried pipeline when exposed: if corrosion is found, further investigation is required				
.463	Cathodic protection level according to Appendix D criteria				
.465	(a) Pipe-to-soil monitoring (1 per yr/15 months) or short sections (10% per year, all in 10 years)				
	(b) Rectifier monitoring (6 per yr/2½ months)				
	(d) Prompt remedial action to correct any deficiencies indicated by the monitoring				

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CORROSION CONTROL PROCEDURES		S	U	N/A	N/C
.467	Electrical isolation (include casings)				
.475	(b) Removed pipe must be inspected for internal corrosion. If found, the adjacent pipe must be inspected to determine extent. Certain pipe must be replaced. Steps must be taken to minimize internal corrosion.				
.479	(a) Each exposed pipeline that is exposed to the atmosphere, must be cleaned and coated (see exceptions under .479(c)				
	(b) Coating material must be suitable				
.479	(c) Except portions of pipelines in offshore splash zones or soil-to-air interfaces, the operator need not protect from atmospheric corrosion any pipeline for which the operator demonstrates by test, investigation, or experience appropriate to the environment of the pipeline that corrosion will-				
	(1) Only be a light surface oxide; or				
	(2) Not affect safe operation before next scheduled inspection				
.481	(a) Atmospheric corrosion control monitoring (1 per 3 yrs/39 months onshore; 1 per yr/15 months offshore)				
	(b) Special attention required at soil/air interfaces, thermal insulation, under disbanded coating.				
	(c) Protection must be provided if atmospheric corrosion is found (per §192.479)				
.483	Replacement and required pipe must be coated and cathodically protected (see code for exceptions)				
.487	Remedial measures (distribution lines other than cast iron or ductile iron)				
.491	Corrosion control maps and record retention (pipeline service life or 5 yrs)				

Comments:

PIPELINE INSPECTION (Field)		S	U	N/A	N/C
.463	Cathodic Protection				
.465	Rectifiers				
.467	Electrical Isolation				
.479	Pipeline Components Exposed to the Atmosphere				
.747	Valve Maintenance				
.353/.355 .357	Service regulators and meters in good condition and protected?				

PIPE-TO-SOIL READINGS

LOCATION	P/S READING
Meter (Supplier) <i>Reading below -.85 Notify the supplier.</i>	
Meter (Operator)	

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Comments:

REGULATORY REPORTING PERFORMANCE AND RECORDS		S	U	N/A	N/C
191.5	Telephonic reports to NRC				
192.16	Customer Notification (Verification – 90 days – and Elements)				

CONSTRUCTION PERFORMANCE AND RECORDS		S	U	N/A	N/C
<i>Has the operator installed new or replacement pipeline or components?</i>					
.225	Test Results to Qualify Welding Procedures				
.227	Welder Qualification				
.241 (a)	Visual Weld Inspector Training/Experience				
.273/. 283	Qualified Joining Procedures Including Test Results				
.285	Personnel Joining Qualifications				
.287	Joining Inspection Qualifications				
.303	Construction Specifications				
.325	Underground Clearance				
.327	Amount, Location, Cover of each Size of Pipe Installed				
.383	EFV				
.455	Cathodic Protection				

OPERATIONS and MAINTENANCE PERFORMANCE AND RECORDS		S	U	N/A	N/C
.605(a)	Procedural Manual Review – Operations and Maintenance (1 per yr/15 months)				
.605(b)(1)	Leaks repaired according to classification?				
.605(b)(3)	Availability of construction records, maps, operating history to operating personnel				
.605(b)(8)	Periodic review of personnel work – effectiveness of normal O&M procedures				
.613	Continuing Surveillance				
.615(b)(2)	Emergency Procedure training, verify effectiveness of training				

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OPERATIONS and MAINTENANCE PERFORMANCE AND RECORDS		S	U	N/A	N/C
.616(j)	Operators of a master meter or petroleum gas systems – language appropriate public awareness messages 2 times annually : (1) A description of the purpose and reliability of the pipeline; (2) An overview of the hazards of the pipeline and prevention measures used; (3) Information about damage prevention; (4) How to recognize and respond to a leak; and (5) How to get additional information.				
.517	Pressure Testing				
.625	Odorization of Gas				
.723(b)(2)	Leakage Survey (5 years)				
.747	Valve maintenance: Distribution systems. (1 per yr/15 months)				

Comments:

CORROSION CONTROL PERFORMANCE AND RECORDS		S	U	N/A	N/C
.491(a)	Maps or Records				
.459	Examination of Buried Pipe when Exposed				
.465(a)	Annual Pipe-to-soil Monitoring (1 per yr/15 months) for short sections (10% per year; all in 10 years)				
.465(b)	Rectifier Monitoring (6 per yr/2½ months)				
.465(d)	Prompt Remedial Actions				
.465(e)	Unprotected Pipeline Surveys, CP active corrosion areas (1 per 3 cal yr/39 months)				
.475(b)	Internal Corrosion; Internal Surface Inspection; Pipe Replacement				
.481	Atmospheric Corrosion Control Monitoring (1 per 3 cal yr/39 months)				
.483/.485	Remedial: Replaced or Repaired Pipe; coated and protected; corrosion evaluation and actions				

Comments:

ADDITIONAL FORMS		S	U	N/A	N/C
Is OQ form attached?					

Comments: