

**Form A- Annual Review 8262**

UTC Standard Annual Review Inspection Report  
 Intrastate Operators  
 FORM A: Annual Review

**Inspector and Operator Information**

Inspection ID 8262	Inspection Link 8262	Inspector - Lead Anthony Dorrough	Inspector - Assist
Operator City of Ellensburg	Unit City of Ellensburg	Records Location - City & State 501 North Anderson Street, Ellensburg WA	
Inspection Start Date	Inspection Exit Interview Date	Engineer Submit Date	

**Inspection Summary**

You must include the following in your inspection summary:  
 \*Inspection Scope and Summary  
 \*Facilities visited and Total AFOD  
 \* Summary of Significant Findings  
 \* Primary Operator contacts and/or participants

**Instructions and Ratings Definitions**

**INSPECTION RESULTS: Annual Review**

Satisfactory Responses <b>20</b>	Satisfactory List <b>1,5,6,9,10,13,14,15,16,21,22,23,24,26,27,31,32,35,37,</b>	Number of Unanswered Questions <b>0</b>	Unanswered List
Unsatisfactory Responses <b>0</b>	Unsatisfactory List		
Area of Concern Responses <b>0</b>	Area of Concern List		
Not Applicable Responses <b>19</b>	Not Applicable List <b>3,4,7,8,12,17,18,19,20,25,28,29,30,39,40,41,42,43,44</b>		
Yes Responses <b>1</b>	Yes List <b>34,</b>	No Responses <b>2</b>	No List <b>36,38,</b>
Not Checked / Evaluated Responses <b>0</b>	Not Checked / Evaluated List		

\*\*If an item is marked Unsat, AOC, N/A, or N/C, an explanation must be included in the "Notes" block for that question and also summarized in the " SUMMARY OF REQUIRED COMMENTS" section at the end of this inspection form.

**Crew Inspection History**

Click Link for Full List of Crew Inspections

Determination crew inspection Date	Inspector	Unit	Type of Work	Foreman Name	Contractor Name	Comments / Observations for Operator
04-22-2021	Anthony Dorrough	City of Ellensburg - 7910	New Service			Staff observed that the work had already been completed.
04-22-2021	Anthony Dorrough	City of Ellensburg - 7910	Main Extension	Mike Ludwig	NW Metal Fab	Staff observed crew in the process of installing 4-inch PE main, and stub for a future housing development, tying into an existing 4-inch PE main as part of the "Bull Road Utility Extension Project". Also on site were COE Gas Engineering-Operations Manager/Darren Larsen; Gas Engineer/Logan Graham; NW Foreman/Mike Ludwig and Laborer/Tyler Gillespie.
03-18-2021	Scott Anderson	City of Ellensburg - 7910	Main Install	Logan Graham		
09-24-2020	Scott Anderson	City of Ellensburg - 7910	Relocate/Abandon			
05-28-2020	Scott Anderson	City of Ellensburg - 7910	Main Install			
03-12-2020	Scott Anderson	City of Ellensburg - 7910	Main Install	Mike Helgeson		

**Facility Inspection History**

Link for Full List of Facility Inspections

Date	Inspection ID	Form A Operator Name	Other Company	Inspector	Type of Inspection	Do you have inspection pictures or file attachments?
06-09-2021	7910	City of Ellensburg		Derek Norwood	Facility	Yes
06-09-2021	7910	City of Ellensburg		Derek Norwood	Facility	Yes
06-09-2021	7910	City of Ellensburg		Derek Norwood	Facility	Yes
06-10-2020	7910	City of Ellensburg		Scott Rukke	Facility	Yes
06-10-2020	7910	City of Ellensburg		Scott Rukke	Facility	Yes

**Scheduled Inspection History**

Annual Review Inspection History

Year of Inspection	Facility - Operator	Unit Name	Inspection ID	Inspection Type	Inspection Status	Closed Date	Next Inspection Interval	SHAREPOINT
<b>City of Ellensburg (14 Inspections)</b>								
2021	City of Ellensburg	City of Ellensburg	<b>8261</b>	PA - Public Awareness	<b>Complete</b>	06-28-2021	<b>06-23-2025</b>	<b>Documents</b>
2021	City of Ellensburg	City of Ellensburg	<b>8262</b>	Standard - Annual Review	<b>Complete</b>	06-28-2021	<b>06-23-2022</b>	<b>Documents</b>
2020	City of Ellensburg	City of Ellensburg	<b>8066</b>	Standard Comprehensive - GD	<b>Complete</b>	01-06-2021	<b>10-29-2023</b>	<b>Documents</b>
2020	City of Ellensburg	City of Ellensburg	<b>8067</b>	DA - Drug & Alcohol	<b>Complete</b>	08-26-2020	<b>08-18-2024</b>	<b>Documents</b>
2020	City of Ellensburg	City of Ellensburg	<b>8068</b>	DIMP - Gas Distribution Integrity Management	<b>Complete</b>	10-22-2020	<b>09-30-2023</b>	<b>Documents</b>
2020	City of Ellensburg	City of Ellensburg	<b>8069</b>	Standard - Annual Review	<b>Complete</b>	06-16-2020	<b>06-11-2021</b>	<b>Documents</b>

Year of Inspection	Facility - Operator	Unit Name	Inspection ID	Inspection Type	Inspection Status	Closed Date	Next Inspection Interval	SHAREPOINT
2019	City of Ellensburg	City of Ellensburg	7755	Technical Assistance - Operator Training	Complete	12-04-2019		Documents
2019	City of Ellensburg	City of Ellensburg	7849	OQ - Operator Qualification	Complete	08-23-2019	07-24-2023	Documents
2019	City of Ellensburg	City of Ellensburg	7850	Standard - Annual Review	Complete	08-23-2019	08-14-2020	Documents
2019	City of Ellensburg	City of Ellensburg	7923	OM PPR GAS - Operations & Maintenance, Plans & Procedures Review	Complete	12-20-2019	08-09-2023	Documents
2017	City of Ellensburg	City of Ellensburg	7250	DIMP - Gas Distribution Integrity Management	Complete	05-23-2017	04-19-2020	Documents
2017	City of Ellensburg	City of Ellensburg	7255	Standard Comprehensive - GD	Complete	11-17-2017	11-01-2020	Documents
2017	City of Ellensburg	City of Ellensburg	7473	PA - Public Awareness	Complete	11-15-2017	10-18-2021	Documents
2015	City of Ellensburg	City of Ellensburg	6191	OM PPR GAS - Operations & Maintenance, Plans & Procedures Review	Complete	08-27-2015	08-03-2019	Documents

## GAS System Operations History

### Annual Report - Miles of Main

Year	SYSTEM TOTAL Miles of Main	Miles of Service	SYSTEM TOTAL NO. of Services	Average Service Length
2020	135.097	75.87	4885	82
2019	133.123	74.98	4828	82
2018	132.638	64.12	4775	70.9
2017	129.626	63.29	4713	70.9
2016	128.312	62.49	4647	71
2015	127.412	61.84	4599	71

### Annual Report GAS Transmission Miles

YEAR	Total Total Miles	e. Total tool mileage inspected in calendar year using in-line inspection tools
No reports found		

### Annual Report - Leaks

Year	Cause of Leak Mains Total	Cause of Leak Mains Hazardous Total	Cause of Leak Services Total	Cause of Leak Services Hazardous Total	NUMBER OF KNOWN SYSTEM LEAKS AT END OF YEAR SCHEDULED FOR REPAIR
2020	0	0	15	5	0
2019	2	1	20	4	0
2018	1	1	9	1	0
2017	1	1	12	2	0
2016	0	0	11	3	0
2015	2	1	7	3	0

### Annual Report - EFV

Operator	Year	Number of EFV's Installed This Calendar Year on Single Family Residential Services:	Estimated Number of EFV's in the system at the End of The Year:	Total Number of Services with EFV Installed During Year:	Estimated Number of Services with EFV In The System At The End of The Year:	* Total Number of Manual Service Line Shut-off Valves Installed During Year:	* Estimated Number of Services with Manual Service Line Shut-off Valves Installed in the System at End of Year:
City of Ellensburg	2020			59	915	3	152
City of Ellensburg	2019			52	856	8	149
City of Ellensburg	2018			71	804	1	137
City of Ellensburg	2017	74	731			1	136
City of Ellensburg	2015	58	591				
City of Ellensburg	2014	51	533				
City of Ellensburg	2013	34	482				
City of Ellensburg	2012	34	448				
City of Ellensburg	2011	47	414				
City of Ellensburg	2010	49	367				
<b>TOT</b>		<b>347</b>	<b>3566</b>	<b>182</b>	<b>2575</b>	<b>13</b>	<b>574</b>

## HL System Operations History

### HL Annual Report - Miles of Pipe by Decade

YEAR	Operator	Commodity Group	Part I - Total Miles of Pipe by Decade	Unknown	Pre-20s	1920-1929	1930-1939	1940-1949	1950-1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-2009
No reports found														

### HL Annual Report - HL Miles / HCAs

YEAR	Operator	Commodity Group	Total Segment Miles that Could Affect HCAs	High Population	Other Population	Drinking Water	Ecological Resource	Comm Navigable Water
No reports found								

### HL Annual Report - Breakout Tanks

YEAR	Operator	Commodity Group	Crude Oil #5	Refined (non HVL) #5	HVL #5	CO2 #5	F Gr
No reports found							

## ANNUAL REPORT: ACCURACY/TRENDS

### Question #1.

### 1. Result

Was the Annual Report reviewed for accuracy and trends? If any trends were discovered, please describe. Satisfactory

### 1. Notes

COE shows continuing slow and steady growth in miles of main and service.

### Access to Complete Distribution Annual Report

### Access to Complete Transmission Annual Report

### Access to Complete Hazardous Liquid Annual Report

YEAR	Operator	Commodity Group	Total Total Miles

YEAR	Operator	Commodity Group	Total Total Miles

YEAR	Operator	Commodity Group

Year	SYSTEM TOTAL Miles of Main	Miles of Service	SYSTEM TOTAL NO. of Services	Average Service Length
2020	135.097	75.87	4885	82
2019	133.123	74.98	4828	82
2018	132.638	64.12	4775	70.9
2017	129.626	63.29	4713	70.9
2016	128.312	62.49	4647	71
2015	127.412	61.84	4599	71

YEAR	Operator	Commodity Group	Total Total Miles
No reports found			

YEAR	Operator	Commodity Group
No reports found		

## DAMAGE PREVENTION

### Annual Report Damage Prevention data

Year	Operator	Number of Excavation Tickets	Total Number of Excavation Damages By Apparent Root Cause:	Locating Practices Not Sufficient:	One-Call Notification Practices Not Sufficient:	Excavation Practices Not Sufficient:	Other:	Number of Services	Total Leaks - Excavation Damage	Total Main Leaks	Miles of Service MAIN	Number of Leaks per Mile of MAIN	Total Leaks Per 1,000 Locates	Number of Hits Per 1,000 Ticket Requests
2020	City of Ellensburg	1209	3	0	0	2	1	4885	2	0	135.097		1.6542597187758	2.4813895781638
2019	City of Ellensburg	1093	3	0	0	2	1	4828					0	2.7447392497713
2018	City of Ellensburg	1223	2	0	2	0	0	4775					0	1.6353229762878
2017	City of Ellensburg	1142	1	0	1	0	0	4713					0	0.87565674255692
2016	City of Ellensburg	1146	2	0	0	2	0	4647					0	1.7452006980803
2015	City of Ellensburg	1030	1	0	0	1	0	4599					0	0.97087378640777

### DIRT data on mismarks for prior year

Damage Cause	Number of Reports
No records found	

### DIRT Timeliness - Prior Year Reports must be submitted within 45 days of the damage.

Late	no	yes	Totals
SubmitCompanyID - UTCfinalName	Number of Reports	Number of Reports	Number of Reports
City of Ellensburg	4	3	7
<b>Totals (2 groups)</b>	<b>4</b>	<b>3</b>	<b>7</b>

### Question #2.

Review the following damage prevention items:

Q2. Is the damage prevention information in the annual report complete?

http://Yes

Q2.b. Is the annual report damages root cause information complete and accurate?

Yes

Q2.c. Does the operator have a process to evaluate the cause of "One-sufficient" category?

Do not have a process established, take each incident on a case by case

Q2.d. Does the operator follow a process to evaluate the cause of "Locating practices not sufficient" category?

Have not had damage due to locating practices.

Q2.e. Is the operator or its contractor qualified and following procedures for locating and marking facilities?

Located in Section 13 Qualifications and training:

Q2.f. Is the operator appropriately requalifying locators to address performance?

No need so far. No known performance deficiencies.

Q2.g. What is the number of damages resulting from mismarks?

0

Q2.h. What is the number of damages resulting from not locating within the time requirements?

0

Q2.i. Is the operator appropriately addressing discovered mapping errors?

No mapping errors so far.

Q2.j. Are mapping corrections timely and according to written procedures?

Yes

Q2.k. Does the operator follow a process to evaluate causes for damages listed "Excavation Practices Not Sufficient"?

Do not have a process established, take each incident on a case by case basis.

Q2.L. Is the operator appropriately focusing damage prevention education on causes of excavation damage?

Use leak investigation report and Leak Repair Report

### 2. Notes

## NPMS SUBMISSIONS/CHANGES

### Question #3.

For transmission operators, has the operator submitted information to the NPMS database, along with changes made after the original submission? Not Applicable

### 3. Result

### 3. Notes

No such facilities for this operator.

## INCIDENT/SRC/AOC REPORTS REVIEW

### Question #4

Were there any federally reportable incidents during the previous year? Are there any discernable trends to these incidents?

### 4. Results

Not Applicable

### 4. Notes

No federally reportable incidents were found.

### Q4: Federally reportable incidents

NotificationID	Operator	Company	NRC #	Assigned Engineer	Date & Time of Incident	Street Address of event/incident	Incident Address: City	Closure Date	Reporting Level
No incident notifications found									

### Question #5.

Review operator records of previous year's accidents and failures including reported third party damage and leak response. Is the operator ensuring appropriate evaluation and response as required in 192.617 (Gas) or 195.402 (HL) to determine cause of failure? Is the operator taking appropriate steps to minimize the possibility of recurrence?

### 5. Result

Satisfactory

### 5. Notes

### Question #6.

Review incident reports for the previous year for accuracy and identify any trends. If any trends discovered please describe. (Please see list of incident data at end of this report)

### Q6: Incident Reports

NotificationID	Inspector	Company	Street Address of event/incident	Date & Time of Incident	Is 30-Day Report Received?	Reporting Level
3628	Derek Norwood	City of Ellensburg	400 S Main St	01-14-2020 09:11 AM	✓	State

### 6. Result

Satisfactory

### 6. Notes

### Question #7.

Were there reportable or unreportable safety related conditions during the previous year? If yes please describe.

**Q7: Report of SRCs**

NotificationID	Company	Safety-Related Condition	SafetyRelatedConditionChoices	Reportable?	Date & Time of Incident	Company Notified Date	Report Date
No incident notifications found							

**7. Result**  
Not Applicable

**7. Notes**  
No reportable or unreportable safety related conditions were found.

**Question #8.**  
For transmission systems, were there any abnormal operating conditions (as described in 192.605 (c) or 195.402(d)) since the last annual review? If yes please describe.

**8. Result**  
Not Applicable

**8. Notes**  
No such facilities for this operator.

**O&M & EMERGENCY PROGRAMS**

**Question #9.** Is the O&M Manual up to date and were changes made in the previous year? **Operator Manuals on Sharepoint** **9. Result**  
Satisfactory

**9. Notes**

**Question #10.** If changes to the O&M were made, are changes acceptable? **10. Result**  
Satisfactory

**10. Notes**

**Question #11.** Were emergency plans changed during the previous year?

**11. Result**  
Satisfactory

**11. Notes**  
No Changes

**Question #12.** Were any changes to emergency plans satisfactory?

**12. Result**  
Not Applicable

**12. Notes**  
No changes

**INTEGRITY MANAGEMENT PROGRAMS**

**Question #13** Were there changes to the Integrity Management programs (TIMP, DIMP or both, as applicable)? **13. Result**  
Satisfactory

**13. Notes**

**Question #14.** Is the DIMP/TIMP up to date? What are the results of the operator's program review (effectiveness evaluation) (DIMP every 5 years)? **14. Result**  
Satisfactory

**14. Notes**

**Question #15** Are IMP program changes acceptable? **15. Result**  
Satisfactory

**15. Notes**

**Question #16** Was appropriate assessment/ repair work conducted during the past year? (monitor progress of IMP activities) **16. Results**  
Satisfactory

**16. Notes**

**Question #17** Does the operator's HCA location data correspond to the positional data located in UTC GIS? **17. Results**  
Not Applicable

**17. Notes**  
UTC does not have GIS at this time

**Question #18** What assessment work is planned for the upcoming year? **18. Results**  
Not Applicable

**18. Notes**  
No assessment work is planned.

**Question #19** Within the operator's DIMP, are low pressure systems evaluated for overpressure threats? **19. Results**  
Not Applicable

**19. Notes**  
There is no low pressure system.

**Question #20** Did the operator develop and follow specific procedures for low pressure system construction or maintenance projects? (Note: this question is revisited in greater detail in the ADB review section) **20. Results**  
Not Applicable

**20. Notes**  
There is no low pressure system.

**Question #21** Are plastic pipe and components that have shown a record of defects/leaks being mitigated through the DIMP plans? **21. Results**  
Satisfactory

**21. Notes**  
Compression Fittings in 2015 were removed.

**Question #22** Has appropriate DIMP remediation work occurred during the past year? (monitor progress of DIMP activities) **22. Results**  
Satisfactory

**22. Notes**

**Question #23** What DIMP remediation work is anticipated for upcoming year? **23. Results**  
Satisfactory

**23. Notes**  
None.

**OQ PROGRAM**

**Question #24** **24. Results**  
 Is the OQ program up to date? Were there changes to the Operator Qualification (OQ) program in the last year? If yes, please describe. Satisfactory

**24. Notes**  
 No.

**Question #25** **25. Results**  
 Are the OQ plan updates satisfactory? Not Applicable

**25. Notes**  
 No changes.

**Question #26** **26. Results**  
 Are personnel performing covered tasks (including contractors) properly qualified and requalified at intervals determined in the operator's plan? Satisfactory

**26. Notes**

## PUBLIC AWARENESS PROGRAM

**Question #27** **27. Results**  
 Is the PA program up to date? And were there changes to the Public Awareness (PA) program within the last year? Satisfactory

**27. Notes**

**Question #28** **28. Results**  
 Are changes to the PA program satisfactory? Not Applicable

**28. Notes**  
 No changes were made as of the last audit.

## CONTROL ROOM PROGRAM

**Question #29** **29. Results**  
 Is the CRM program up to date? And were there changes to the Control Room Management (CRM) program within the last year? Not Applicable

**29. Notes**  
 There are no control rooms.

**Question #30** **30. Results**  
 Are the CRM program changes satisfactory? Not Applicable

**30. Notes**  
 There are no control rooms.

## SAFETY MANAGEMENT SYSTEM API 1173

**Question #31** **31. Results**  
 Is the operator developing and implementing an API 1173 Safety Management System? Satisfactory

**31. Notes**  
 In progress of implementation.

## INSPECTOR ASSESSMENT OF INSPECTION UNITS

**Question #32** **32. Results**  
 Are inspection units broken down appropriately? Do you recommend any changes to inspection units? Satisfactory

**32. Notes**

**Q32: List of current inspection units**

Unit Name	Distribution/Transmission	Intrastate or Interstate?	GAS or LIQUID
<b>City of Ellensburg (1 Unit)</b>			
City of Ellensburg	Distribution	Intrastate	Gas

## OPERATOR'S PUBLIC WEB PAGE

**Question #33** **33. Results**  
 For informational purposes: Using the drop down selections available in the "Results" block, indicate whether the operator's web page contains the information listed by placing a check in the box adjacent to all items that are present. Q33.A Pipeline Purpose and Reliability ; Q33.B. Damage Prevention ; Q33.C Pipe Location Information ; Q33.D How to get additional information ; Q33.H Prevention Measures ; Q33.M. Emergency Preparedness

**33. Notes**

## ADVISORY BULLETIN REVIEW

**Question #34**  
 Is there potential for damage to the operator's pipeline facilities caused by flooding, river scour, or channel migration?

**ADB 2019-01** **34. Results**  
 ADB 2019-01 Flood Mitigation YES

**34. Notes**  
 However, COE has determined that a weather event of the severity to incur even moderate damage to the pipeline system would be extremely rare. COE has addressed the risk in their DIMP program.

**Question #35**  
 If "YES" to Q34, did the operator take appropriate action in accordance with the guidance contained ADB 2019-01? Discuss ADB's guidance with operator's representative, and annotate any concerns.

**ADB 2019-01** **35. Results**  
 ADB 2019-01: Flood Mitigation Satisfactory

**35. Notes**  
 There are [34] river crossings, see DIMP program for a detailed explanation of the risk and mitigation measures.

**Question #36**  
 Is there potential for the operator's system to be damaged by earth movement or other seismic/geological activities?

**ADB 2019-02** **36. Results**  
 ADB 2019-02: Earth Movement/Geological Hazards NO

**36. Notes**

**Question #37**  
 If "YES" to Q36, did the operator take appropriate action according to ADB 2019-02? Discuss suggested actions from ADB with operator's representative and annotate any concerns.

**ADB 2019-02** **37. Results**  
 ADB 2019-02: Earth Movement/Geological Hazards Satisfactory

**37. Notes**

**Question #38**

Does the operator have any indoor meter sets or regulators in their system?

ADB 2020-01

38. Results

ADB 2020-01 Inside Meter Sets

NO

**38. Notes****Question #39**

If operator's system has indoor meter sets/regulators, did the operator review ADB 2020-0115? Discuss ADB guidance with operator's representative and annotate any concerns. Particular attention must be given to the operator's plan to conduct leak surveys, AC inspections, and other maintenance activities in locations that are difficult to access, as well as the inclusion of inside meters/regulators within the operator's DIMP plan, as applicable.

ADB 2020-01

39. Results

ADB 2020-01 Inside Meter Sets

Not Applicable

**39. Notes**

There are no indoor meter sets.

**Question #40**

Does the operator have a detailed record of locations for all indoor meter sets/regulators within their system?

ADB 2020-01

40. Results

ADB 2020-01 Inside Meter Sets

Not Applicable

**40. Notes**

There are no indoor meter sets.

**Question #41**

Does the operator have any low pressure systems?

ADB 2020-02

41. Results

ADB 2020-02 Low Pressure Systems

Not Applicable

**41. Notes**

There is no low pressure system.

**Question #42**

If "YES" to Q41, did the operator review ADB 2020-0025 for Overpressure Protection of Low-Pressure Natural Gas Distribution Systems? Review ADB guidance with operator and annotate any concerns.

ADB 2020-02

42. Results

ADB 2020-02 Low Pressure Systems

Not Applicable

**42. Notes**

There are no low pressure systems.

**Question #43**

For low pressure construction/maintenance projects, does the operator have a process for review of engineering plans and constructibility reviews that are carried out through all applicable departments? Do all applicable departments review project plans for accuracy, completeness and correctness? How are control procedures developed that could identify system threats that could result in a common failure mode? How is the operator mitigating risk in their low pressure system?

ADB 2020-02

43. Results

ADB 2020-02 Low Pressure Systems

Not Applicable

**43. Notes**

There are no low pressure systems.

**Question #44**

Does the operator include all low-pressure system risks in their DIMP program appropriately?

ADB 2020-02

44. Results

ADB 2020-02 Low Pressure Systems

Not Applicable

**44. Notes**

There are no low pressure systems.

**SUMMARY OF REQUIRED COMMENTS**

COMMENTS: Required for any ratings other than Satisfactory. Summarize/consolidate entries from the "Notes" blocks above. Ensure you annotate the question number for each comment.