

Inspector and Operator Information

Inspection ID	Inspection Link	Inspector - Lead	Inspector - Assist
8576	8576	Derek Norwood	
Operator	Unit	Records Location - City & State	
City of Ellensburg	Gas Department	Ellensburg, WA	
Inspection Start Date	Inspection Exit Interview Date	Engineer Submit Date	
07-24-2023	07-26-2023	08-03-2023	

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

Inspection Scope and Summary

This inspection was conducted at Ellensburg City Hall on July 24, 2023. The inspection included a review of City of Ellensburg's Annual Report and annual revisions to operations and maintenance procedures.

Facilities visited and Total AFOD

The inspection was conducted in-person at Ellensburg City Hall.
 Total AFODs: 1 day

Summary of Significant Findings
 (DO NOT Discuss Enforcement options)

There were no probable violations or areas of concern as a result of this inspection.

Primary Operator contacts and/or participants

Darren Larsen
 Assistant Utilities Director
 509-962-7227
 larsend@ci.ellensburg.wa.us

Darin Yusi
 Gas Engineer
 509-962-7229
 yusid@ci.ellensburg.wa.us

Operator executive contact and mailing address for any official correspondence

John Akers
 City Manager
 501 N Anderson St
 Ellensburg, WA 98926

Instructions and Ratings Definitions

INSPECTION RESULTS: Annual Review

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

**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.

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
 Slight increase in damages from 2020 to 2021 and 2022 but there was also an increase in construction activity during this time
 2023 annual report submitted on 2/7/23, Ellensburg review procedures quarterly and sent to the UTC, no changes to contacts

Access to Complete Distribution Annual Report

Year	Operator	SYSTEM TOTAL Miles of Main	Miles of Service	SYSTEM TOTAL NO. of Services	Average Service Length
2022	City of Ellensburg	139.414	79.40	4991	84
2021	City of Ellensburg	137.388	78.27	4920	84
2020	City of Ellensburg	135.097	75.87	4885	82
2019	City of Ellensburg	133.123	74.98	4828	82
2018	City of Ellensburg	132.638	64.12	4775	70.9
2017	City of Ellensburg	129.626	63.29	4713	70.9
2016	City of Ellensburg	128.312	62.49	4647	71
2015	City of Ellensburg	127.412	61.84	4599	71

Access to Complete Transmission Annual Report

YEAR	Operator	Commodity Group	Total Total Miles
No Report records found			

Access to Complete Hazardous Liquid Annual Report

YEAR	Operator	Commodity Group
No Report records 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	
2022	City of Ellensburg	1977	7	0	1	6	0	4991	1	1	139.414		0.50581689428427	3.5407182599899	14.02
2021	City of Ellensburg	1314	6	0	2	4	0	4920	1	137.388	78.27		0.76103500761035	4.5662100456621	12.0
2020	City of Ellensburg	1209	3	0	0	2	1	4885	2	0	135.097		1.6542597187758	2.4813895781638	6.141
2019	City of Ellensburg	1093	3	0	0	2	1	4828					0	2.7447392497713	6.213
2018	City of Ellensburg	1223	2	0	2	0	0	4775					0	1.6353229762878	4.188
2017	City of Ellensburg	1142	1	0	1	0	0	4713					0	0.87565674255692	2.12
2016	City of Ellensburg	1146	2	0	0	2	0	4647					0	1.7452006980803	4.30
2015	City of Ellensburg	1030	1	0	0	1	0	4599					0	0.97087378640777	2.174

DIRT data on mismarks for prior year

Damage Cause	Number of Reports
No Report 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	3	2	5
Totals (2 groups)	3	2	5

Question #2.

Review the following damage prevention items:

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

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

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

Ellensburg completes a review of damages to determine cause, all excavators receive letters and 811 info

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

All locators are in-house, Ellensburg uses Energy World Net for OQs, all field personnel are qualified or perform under span of control of qualified person reviewed OQs

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

No damages

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

No damages

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

Satisfactory

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

Ellensburg completes a review of damages to determine cause, all excavators receive letters and 811 info

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?

3. Result

Not Applicable

3. Notes
Not a transmission 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

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 Notification records 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
One reportable incident in 2022, no locates, Ellensburg notified the UTC, submitted 30-day report, response to incident was timely and appropriate

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
No Incident Notification records found						

6. Result
Satisfactory

6. Notes
Only one reportable incident in 2022, no trends

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 Notification records found							

7. Result
Not Applicable

7. Notes
No SRCs

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 transmission pipelines

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
Manual updates submitted quarterly, reviewed changes and all were acceptable

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

10. Result
Satisfactory

10. Notes
Major changes included new OQ program change from MEA to EWN, Updated Section 15 to modify emergency response sectors, Detail sheets added rather than incorporating by reference, Draft SMS procedure created
All revisions acceptable

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

11. Result
Satisfactory

11. Notes
Updated Section 15 to modify emergency response sectors

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

12. Result
Satisfactory

12. Notes
All changes were appropriate

INTEGRITY MANAGEMENT PROGRAMS

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

13. Result
Satisfactory

13. Notes
Added snow patrols and valve patrols during heavy snow, no major changes to the DIMP plan

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
Ellensburg completes an effectiveness review every year, changes made based on review and prior year experience, focus on PA and damage prevention to try to limit excavation damage

Question #15
Are IMP program changes acceptable?

15. Result
Satisfactory

15. Notes
All changes are appropriate

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

16. Results
Satisfactory

16. Notes
P&M Measures created but no assesment or repair work was required

Question #17
Does the operator's HCA location data correspond to the positional data located in UTC GIS?

17. Results
Not Applicable

17. Notes

Question #18
What assessment work is planned for the upcoming year?

18. Results
Not Applicable

18. Notes
Not a transmission operator

Question #19
Within the operator's DIMP, are low pressure systems evaluated for overpressure threats?

19. Results
Not Applicable

19. Notes
No low pressure systems

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
No low pressure systems

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
Identified Driscoplex 8000 pipe as a threat, no current issues with this pipe but will replace opportunistically
Ellensburg reports plastic pipe leaks to AGA PPCI

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

22. Results
Not Applicable

22. Notes
No remediation activities identified

Question #23
What DIMP remediation work is anticipated for upcoming year?

23. Results
Not Applicable

23. Notes
No remediation activities identified

OQ PROGRAM

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

24. Results
Satisfactory

24. Notes
Ellensburg review the OQ plan every year, changed from MEA to EWN this year

Question #25
Are the OQ plan updates satisfactory?

25. Results
Satisfactory

25. Notes
OQ inspection completed in Feb 2023

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

26. Results
Satisfactory

26. Notes
Reviewed OQs, will also review in the field during standard inspection

PUBLIC AWARENESS PROGRAM

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

27. Results
Satisfactory

27. Notes
Ellensburg has begun conducting the effectiveness evaluation in house, 2023 is the first year this has happened. Hoping to get better results and increased response from stakeholders

Question #28
Are changes to the PA program satisfactory?

28. Results
Satisfactory

28. Notes
Satisfactory

CONTROL ROOM PROGRAM

Question #29
Is the CRM program up to date? And were there changes to the Control Room Management (CRM) program within the last year?

29. Results
Not Applicable

29. Notes
No control room

Question #30
Are the CRM program changes satisfactory?

30. Results
Not Applicable

30. Notes
No control room

SAFETY MANAGEMENT SYSTEM API 1173

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

31. Results
Satisfactory

31. Notes
In process of drafting a program, hired a consultant, O&M Section 26, will begin implementing sometime this year

INSPECTOR ASSESSMENT OF INSPECTION UNITS

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

32. Results
Satisfactory

32. Notes
One unit, not recommended to change or split

Q32: List of current inspection units

Unit Name	Distribution/Transmission	Intrastate or Interstate?	GAS or LIQUID	Operator - OPID	Unit ID
City of Ellensburg (1 Unit)					
City of Ellensburg	Distribution	Intrastate	Gas	4400	City of Ellensburg

OPERATOR'S PUBLIC WEB PAGE

Question #33
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.

33. Results
Q33.B Damage Prevention ; Q33.C Pipe Location Information ; Q33.D How to get additional information ; Q33.E National Pipeline Mapping System ; Q33.F On Call Requirements ; Q33.G Potential Hazards ; Q33.H Prevention Measures ; Q33.I Leak/Damage Recognition

33. Notes

B: Info about 811 and dig law
C: Link to NPMS but only includes transmission, recommended more info about 811 and link to submit one-call ticket
D: Phone number posted for city engineers, Gas Safety PSA video
E: Link to NPMS
F: Link to dig law
G: How to recognize a leak document, CO safety info, Gas Safety PSA video
H: How to recognize a leak document
I: How to recognize a leak document, 811 info, dig law info

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

Perform extra bridge crossing patrols during high water periods, patrolling includes inspecting river crossings for flooding, scour

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

Perform extra bridge crossing patrols during high water periods, patrolling includes inspecting river crossings for flooding, scour

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

Most of Ellensburg is flat so low risk of land movement, according to Darren there has been one earthquake since he's been here and they performed extra patrols and leak survey following the event

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

The risk is low but Ellensburg has procedures in place for earthquakes and land movement patrols

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

No indoor meter sets

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

No indoor meter sets

Question #40

Is the operator's record of locations for all indoor meter sets/regulators within their system complete and sufficiently detailed??

ADB 2020-01

40. Results

ADB 2020-01 Inside Meter Sets

Not Applicable

40. Notes

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

NO

41. Notes

No low pressure pipe in their 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

No low pressure pipe in their system

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

No low pressure pipe in their system

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

No low pressure pipe in their system

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.