# MASTER METER INSPECTION REPORT OF A GAS DISTRIBUTION OPERATOR

## OPERATOR INSPECTION-SPECIFIC INFORMATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Date(s):</td>
<td></td>
</tr>
<tr>
<td>Name of Operator:</td>
<td></td>
</tr>
<tr>
<td>System Representative(s) / Title</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Emergency Phone Number</td>
<td></td>
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<tr>
<td>TRA Representative(s)</td>
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## System Characteristics

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Number of Active Services:</td>
<td></td>
</tr>
<tr>
<td>Number of Inactive services:</td>
<td></td>
</tr>
<tr>
<td>Number of customers:</td>
<td></td>
</tr>
<tr>
<td>Number of meters:</td>
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</table>
1 – Plans and Procedures

1.01 a) Has O&M been reviewed/updated at intervals not exceeding fifteen months, but at least once each calendar year? (192.605) Revision Date: _____

b) Does operator have a written Operation & Maintenance Plan that meets requirements of Subpart L of the Minimum Federal Safety Standards (MFSS)? (192.603)

c) Does the operator have an O&M plan that includes the following?
   1) Corrosion control requirements. Location ______
   2) Continuing surveillance. Location ______
   3) Odorant Sampling. Location ______
   4) Leakage surveys and repairs. Location ______
   5) Patrolling. Location ______
   6) Valve Maintenance. Location ______
   7) Pressure Testing. Location ______
   8) Uprating. Location ______
   9) Abandonment/ deactivation of facilities. Location ______

No Issues Identified

Potential Issues Identified (explain)

N/A (explain)

Not Inspected

Check exactly one box above.

1.02 a) Is an Emergency Plan on file and up-to-date with applicable parts of the Minimum Federal Safety Standards (MFSS)? (192.615) Revision Date: _____

b) Does the plan including the following?
   1) Instructions for handling notices of events which require immediate response by the operator. (192.615(a)(1)) Location ______
   2) Means of communicating with appropriate public officials regarding possible emergency. (192.615(a)(2)) Location ______
   3) Prompt response to each of the following emergencies: 192.615(a)(3))
      A) Gas detected inside a building. Location ______
      B) Natural disaster. Location ______
      C) Fire near pipeline. Location ______
      D) Explosion near pipeline. Location ______
   4) Description of types of personnel, equipment, tools, and material requirements at scene of each type of emergency. (192.615(a)(4)) Location ______
   5) How and where to perform emergency shutdowns or pressure reductions. (192.615(a)(6)) Location ______
   6) Investigating and rendering safe any actual or potential hazard with provisions directed toward protecting people first, then property. (192.615(a)(5), (192.615(a)(7)) Location ______
   7) Directions for notifying additional public officials required at the emergency scene and coordinating activities with them. (192.615(a)(8)) Location ______
   8) Instructions for safely restoring services outages. (192.615(a)(9)) Location ______
   9) Provisions for investigating accidents and failures as soon after the emergency as possible. (192.615(a)(10), 192.617) Location ______
c) Has the operator made provisions for:
   1) Furnishing applicable portions of the Emergency Plan to personnel who are responsible for emergency action. (192.615(a)(1)) Location _____
   2) Training appropriate employees as to the requirements of the Emergency Plan. (192.615(a)(2)) Location _____ Date of last training, safety meeting, and other? _____
   3) Establishing mutual liaison with fire, police, and other public officials, such that each is aware of the other resources and capabilities in dealing with gas emergencies. (192.615(c)) Location _____
   4) Are detailed procedures for reacting to blowing gas or other abnormal operating conditions located in the Emergency Plan, Operations and Maintenance (O&M) manual or other document? Location _____
   5) If the procedures are located separately or in documents such as training manuals, are they referenced in the O&M manual? Location _____
   6) Do employees know and follow the detailed procedures for reacting to blowing gas and other abnormal operating conditions? Location _____
   7) Establishing a program of continuing education to better inform the public in how to recognize and report potential gas pipeline emergencies. (192.616) Location _____ In what format? : _____

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Check exactly one box above.

1.03 Have you had a reportable incident in the past 12 months? (191.3, 191.9) What defines a reportable incident? Has the operator experienced any non-reportable incidents such as a release of gas where there are building evacuations, road closures and/or that draw media attention? Do you know the telephone numbers and persons to call at the TRA and Washington to report a gas incident? (TRA- (800)342-8359) (D.O.T. Washington- (800)424-8802)

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1.04 Does the operator have a Public Awareness plan that meets the requirements of 192.616?

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Check exactly one box above.
2 – Operation and Maintenance Activities.

2.01 a) Natural gas company that provides gas to your master meter (192.625): ______

b) Has the operating pressure on your system been increased in the past twelve months? Is the operating pressure on the system substantially the same as when the system was originally installed? (192.621)

<table>
<thead>
<tr>
<th>Location of Meter</th>
<th>Inlet Pressure (psig)</th>
<th>Outlet Pressure (psig)</th>
<th>Pipe Type</th>
<th>Size</th>
<th>Coating</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

To add rows, press TAB with cursor in last cell.

\[\square\ \text{No Issues Identified} \quad \text{Inspection Notes:} \]

\[\square\ \text{Potential Issues Identified (explain)} \]

\[\square\ \text{N/A (explain)} \]

\[\square\ \text{Not Inspected} \]

Check exactly one box above.

2.02 a) Has operator designated valves that can sectionalize portions of each system in case of emergency? (192.181) If yes, number of valves: ______

b) Is each valve, the use of which may be necessary for the safe operation of the distribution system, checked and serviced at intervals not to exceed 15 months, but at least once each calendar year? (192.747) Date: ______

c) Does the valve maintenance documentation indicate action that was performed on the valve (ie greased, leak checked, repaired)?

d) Does the operator have OQ records for the person(s) performing this task? (192.805) Who is (are) the person(s) performing this task? ______

\[\square\ \text{No Issues Identified} \quad \text{Inspection Notes:} \]

\[\square\ \text{Potential Issues Identified (explain)} \]

\[\square\ \text{N/A (explain)} \]

\[\square\ \text{Not Inspected} \]

Check exactly one box above.

2.03 a) Are periodic samples of combustible gases taken to assure the concentration of odorant? (192.625(f))

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Type of Test</th>
<th>Dates Tested</th>
<th>Odorant Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

To add rows, press TAB with cursor in last cell.
b) Does the operator take odorant samples with an instrument? If not, does operator have verification from supplier?
c) Does the documentation indicate that odorant can be detected at a concentration in air of 1/5th of the lower explosive limit?
d) Does the operator have OQ records for the person(s) performing this task? (192.805) Who is (are) the person(s) performing this task? ____

- No Issues Identified
- Potential Issues Identified (explain)
- N/A (explain)
- Not Inspected

Check exactly one box above.

2.04 Have you abandoned any pipeline facilities in the past year? (192.747) If yes, where: ____

- No Issues Identified
- Potential Issues Identified (explain)
- N/A (explain)
- Not Inspected

Check exactly one box above.

2.05 a) Does your system provide individual meters at each customer's location? If yes,

    Brand: ____  Type: ____

b) Is a service regulator located at each service line entrance? (192.353) If yes,

    Brand: ____  Type: ____

c) Are individual riser valves located at points which are readily accessible?

d) Are locking devices used when a service line is not in service? (192.379)

- No Issues Identified
- Potential Issues Identified (explain)
- N/A (explain)
- Not Inspected

Check exactly one box above.

2.06 a) Has a periodic survey been performed at intervals not exceeding 15 months, but at least once each calendar year on your cathodically protected system? (192.465(a), 192.491) Date: ____

b) Did the operator have any shorts found during this survey?

c) Are these shorts indicated on the survey?
d) Has operator taken prompt remedial action to correct any deficiencies found during his monitoring of the system (192.465(d))?

e) Does the operator have OQ records for the person(s) performing this task? (192.805) Who is (are) the person(s) performing this task? _____

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<tr>
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Check exactly one box above.

**Inspection Notes:**

2.07  
a) What cathodic protection criterion is used by operator? (Appendix D) _____

What type cathodic protection is applied to your pipeline system? (192.491)

- Galvanic [ ]
- Impressed Current [ ]
- Both [ ]

b) If uses impressed current rectifiers, how many? _____

Are rectifiers inspected 6 times each year not to exceed 2 1/2 months? (192.465(b), 192.491) Dates of inspection: _____

c) Does the operator have OQ records for the person(s) performing this task? (192.805) Who is (are) the person(s) performing this task? _____

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<tr>
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**Inspection Notes:**

2.08  
a) Does the operator have any separately protected short sections of main not to exceed 100 feet, or isolated service lines that are impractical to test during the annual cathodic protection survey? (192.465(a)) If yes, how many? _____

b) If yes, what makes them impractical to survey? _____

If yes, how many checked in Current year: _____

Prior year(s): _____

<table>
<thead>
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</table>

Check exactly one box above.

2.09  
a) Does the operator have any casings in the gas system? (192.455, 192.457, 192.467(c))

Total number of casings in your system: _____

Steel main/ Steel casing: _____

<table>
<thead>
<tr>
<th></th>
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<th>Potential Issues Identified (explain)</th>
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</table>

Check exactly one box above.
b) How many shorted casings in your system? (192.465, 192.467(c)) _____

c) What action has been performed to remove or attempt to remove the short? (192.467) _____

d) If it is impractical to achieve isolation of a shorted casing what method is being performed to minimize corrosion? (192.465(d), 192.467)

☐ Fill space with dielectric material

☐ If short is in Class I and II location, do you monitor with leak detection equipment?
  Date(s) monitored: _____

☐ If short is in Class III and IV location, do you monitor with leak detection every 3 months?
  Date(s) monitored: _____

☐ Use smart pig to check condition of pipe and replace as needed

e) Do you leakage monitor shorted casings on bridge crossings four times a year? (192.467, 192.721)
  Date(s) monitored: _____

☐ No Issues Identified

☐ Potential Issues Identified (explain)            Inspection Notes:

☐ N/A (explain)

☐ Not Inspected

Check exactly one box above.

2.10 Are buried or submerged pipelines electrically isolated from other underground metallic structures? (192.467) How? _____

☐ No Issues Identified            Inspection Notes:

☐ Potential Issues Identified (explain)

☐ N/A (explain)

☐ Not Inspected

Check exactly one box above.

2.11 Are atmospheric corrosion inspections conducted at intervals not exceeding three (3) years? (192.481, 192.491) Date: _____
  Was remedial action taken whenever necessary?

☐ No Issues Identified

☐ Potential Issues Identified (explain)

☐ N/A (explain)

☐ Not Inspected

Check exactly one box above.

2.12 Does the operator have any cast iron, ductile iron, or ineffectively coated pipeline in the system? (192.489)
2.13  a) Does the operator maintain maps or records showing location of cathodically protected piping, cathodic protection facilities, galvanic anodes, and neighboring structures bonded to the CP system? (192.491(a))

   b) Are these maintained for the life of the system? (192.491(b))

   c) Records of each test, survey, or inspection to demonstrate the adequacy of corrosion control measures. Where is information located? (192.491(c))

   d) Is a corrosion leak map or other records being maintained for each leak found during the year? If yes, where?

2.14 Whenever a portion of buried pipeline is exposed, are you recording condition of the pipeline? (192.459, 192.491) On what form?
2.15  

a) Is your system located inside or outside a business district or city limits area? (192.723)  
Location _____

b) If located inside business district, have you conducted a leak survey at intervals not exceeding fifteen months, but at least once each calendar?

<table>
<thead>
<tr>
<th>Inside Business District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Most Recent Survey</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>By</td>
</tr>
<tr>
<td>Found ABV</td>
</tr>
<tr>
<td>Found BLW</td>
</tr>
<tr>
<td>Grade I</td>
</tr>
<tr>
<td>Grade II</td>
</tr>
<tr>
<td>Grade III</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

c) If located outside business district, have you conducted a leak survey at least once every 5 calendar years, but at intervals not exceeding 63 months?

<table>
<thead>
<tr>
<th>Outside Business District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>By</td>
</tr>
<tr>
<td>Found ABV</td>
</tr>
<tr>
<td>Found BLW</td>
</tr>
<tr>
<td>Repaired ABV</td>
</tr>
<tr>
<td>Repaired BLW</td>
</tr>
<tr>
<td>Grade I</td>
</tr>
<tr>
<td>Grade II</td>
</tr>
<tr>
<td>Grade III</td>
</tr>
<tr>
<td>Total</td>
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d) Have all Grade 1 (hazardous) leaks been repaired in accordance with 192.13 (c)?

e) Have all leaks been repaired as specified in the operator’s O & M procedures?

f) What type of leak detection equipment was used for the survey? _____  
Last calibrated? _____

g) Does the operator have OQ records for the person(s) performing this task? (192.805) Who is (are) the person(s) performing this task? _____

- No Issues Identified
- Potential Issues Identified (explain)
- N/A (explain)
- Not Inspected

Check exactly one box above.

Inspection Notes:
2.16 a) Does the operator respond to leak calls?

b) What documentation is kept from each leak call? _____

c) Does the operator have OQ records for the person(s) performing this task? Who is (are) the person(s) performing this task? _____

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2.17 Does operator post warning signs where appropriate, provide fire extinguishers, and remove sources of ignition from area when a hazardous amount of gas is being vented? (192.751) Date(s) performed and location(s)? _____

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2.18) Does the operator follow, maintain, and modify the plans and procedures required by the Minimum Federal Safety Standards? (192.13(c)) With what section(s) has the operator not complied? _____

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