

STATE OF NORTH DAKOTA
PUBLIC SERVICE COMMISSION

**Northern States Power Company
Gas Safety- Fargo, ND
Inspection**

Case No. GS-08-765

AFFIDAVIT OF SERVICE BY CERTIFIED & REGULAR MAIL

STATE OF NORTH DAKOTA
COUNTY OF BURLEIGH

Cara DeSaye deposes and says that:

she is over the age of 18 years and not a party to this action and, on the **13th** day of **December, 2010**, she deposited in the United States Mail, at Bismarck, North Dakota, **one** envelope with certified postage, return receipt requested, fully prepaid, securely sealed and containing a photocopy of:

Order Adopting Settlement

The envelope was addressed as follows:

Judy Poferi
Northern States Power Company
414 Nicollet Mall
Minneapolis MN 55401

Cert. No. 7009 2820 0002 9238 0415

Cara DeSaye further deposes and says that on the **13th** day of **December, 2010**, she deposited in the United States Mail, Bismarck, North Dakota, **three** envelopes by regular mail, with postage fully prepaid, securely sealed, each containing a photocopy of the same:

William Kaphing
Northern States Power Company
825 Rice Street
St. Paul MN 55117

Lisa Kallberg
Northern States Power Company
414 Nicollet Mall
Minneapolis MN 55401-1993

Dave Sederquist
Northern States Power Company
PO Box 2747
Fargo ND 58108-2747

Affidavit of Service
Page 2
December 13, 2010

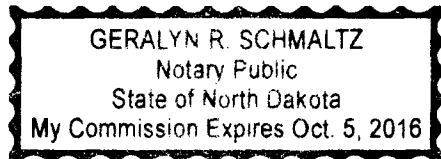
Each address shown is the respective addressee's last reasonably ascertainable mailing address, and each email address is the respective addressee's last reasonably ascertainable electronic mailing address.

Cara DeSoye

Subscribed and sworn to before me
this 13th day of **December, 2010**.

Geraldine R. Schmaltz
Notary Public

SEAL



STATE OF NORTH DAKOTA
PUBLIC SERVICE COMMISSION

**Northern States Power Company
Gas Safety – Fargo, ND
Inspection**

Case No. GS-08-765

ORDER ADOPTING SETTLEMENT

December 8, 2010

Preliminary Statement

Northern States Power Company d/b/a Xcel Energy (NSP) owns and operates natural gas distribution facilities in Fargo, North Dakota.

Under North Dakota Century Code section 49-02-01, the Commission has jurisdiction over NSP as a public utility operating in the state of North Dakota.

On September 2, 2008, at 12:37 AM, an explosion occurred at the south unit of a twin home located at 2215 and 2213, 15th Street South, Fargo North Dakota. Five people at the 2215 dwelling (south unit) were injured; three were treated at a hospital and released, two required in-patient hospitalization. Property damage was estimated at \$50,000 or more. The distribution system pipe providing natural gas to the 2215 unit was marketed by Century Utility Products, Inc. (Century Pipe).

On September 2 through September 16, 2008, the Testing and Safety Division of the Public Service Commission conducted an investigation of the incident under North Dakota Century Code section 49-02-01.2 regarding pipeline safety. On November 25, 2008, the Commission contracted with CRT Laboratories Inc. (CRT), an independent lab, to conduct an analysis of the 2215 15th Street South gas service riser with a pigtail approximately three-feet long and the in-line polyethylene coupling. Forensic work was carried out by Forensic Engineering Consultants, LLC.

On June 26, 2009, CRT filed its final laboratory report with the Commission and on August 31, 2009, Commission staff filed its incident investigation report. Neither Forensic nor CRT, after laboratory testing of the Century service pipe sample, including the socket coupler and associated fusion joint, indicated a weakness in the Century pipe or the fusion joints. The cost of laboratory analysis was \$5,310.

On April 1, 2010, the Testing and Safety Division issued a Notice of Probable Violations and Proposed Compliance Order to NSP alleging three probable violations of the Public Service Commission's gas pipeline safety regulations (North Dakota Administrative Code Chapter 69-09-03). The probable violations were discovered as a result of an incident investigation of a house explosion that occurred September 2, 2008 at 2215 15th Street South, Fargo, North Dakota.

Probable violation number one alleged that NSP did not prepare and keep a record of its analysis of the accident and failure for the purpose of determining the causes of the failure and minimizing the possibility of recurrence, as required under 49 CFR Part 192.617.

Probable violation number two alleged that NSP did not prepare and keep a record of its employee activities review and determinations, as required under 49 CFR Part 192.615(b)(3), to determine whether its written emergency procedures were effectively followed.

Probable violation number three alleged that NSP did not prepare and keep a record of a review of its written Gas Emergency Plan and determinations of the effectiveness of that Plan following the emergency event, as required under 49 CFR Part 192.13(c).

On May 7, 2010, NSP submitted written explanations and other materials in response to the Notice of Probable Violations. NSP provided a copy of a record showing that on October 18, 2008, it had completed a review of the employee activities during the emergency. NSP also provided a copy of a record showing that on October 18, 2008, it had completed a review of the emergency plan used during the emergency. NSP did not request a hearing. In its response, NSP noted that further testing of the service line would be nearly impossible as the destructive testing already performed by CRT modified the material from the condition it was in immediately after the incident. NSP also described its program for replacement of all Century Pipe material on its North Dakota system.

On May 11, 2010, NSP submitted a check in the amount of \$5,310.00 for the costs of laboratory analysis of the failed pipe as provided under North Dakota Century Code section 28-32-26.

On June 29, 2010, NSP submitted an additional response to the Notice of Probable Violation number 1.

On August 12, 2010, Commission staff issued an Amended Notice of Probable Violations to remove probable violation numbers 2 and 3.

Concerning probable violation number one, Commission staff's Notice of Probable Violation states that NSP must have written procedures for analyzing failures to determine the causes and to minimize the possibility of recurrence, NSP must follow its written

procedures, and NSP must keep a record of its determinations. This analysis is separate from the telephonic notice of incidents (required under 49 CFR 191.5 and its Gas Standards Manual page 18.14.3), and the distribution system incident report (required under 49 CFR 191.9 and its Gas Standards Manual page 8.14.7 to 18.14.10). Neither the CRT Lab report nor the incident report can fulfill the requirements under 49 CFR 192.617. The incident report fulfills only the requirements under 49 CFR 191.9. The lab report does not clearly determine the cause of the failure and does not determine action for minimizing the possibility of recurrence. Commission staff proposed that (1) NSP provide to the Commission a written explanation of why NSP did not perform a failure investigation of this incident, and (2) that NSP perform an investigation of this failure to determine the causes of the failure and to determine action for minimizing the possibility of recurrence and file the written report of the findings with the Commission.

Commission staff proposed a civil penalty of \$10,000.

On November 24, 2010, NSP and Commission Advocacy Staff entered into a settlement agreement to resolve the issues in this proceeding. In the settlement, NSP commits to implementing, in its five state upper Midwest natural gas operations, revisions to its Pipeline Compliance and Standards Manual to improve cause analysis, the identification and extent of risk, and selection of corrective actions sufficient to address the root cause and minimize recurrence of accidents and failures. NSP and Advocacy Staff agree to resolve this case without further proceedings with the further payment by NSP of \$10,000.

Under North Dakota Century Code section 49-02-01.2, the Commission has authority to establish and enforce minimum safety standards for the design, construction, and operation of gas distribution facilities and intrastate pipeline facilities used for the distribution and intrastate transportation of gas.

NSP is required by law to operate its natural gas distribution facilities in compliance with North Dakota's minimum gas pipeline safety standards adopted under North Dakota Administrative Code section 69-09-03-02, specifically the Title 49, Code of Federal Regulations, Parts 190, 191, 192, and 199.

The Commission finds that the Settlement Agreement executed on November 24, 2010, is reasonable and should be approved. Therefore, the Commission issues the following:

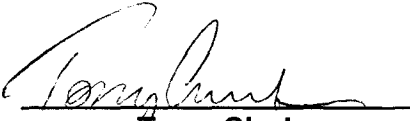
Order

The Commission orders:

1. The Settlement Agreement executed on November 24, 2010, between Northern States Power Company and Commission Advocacy Staff, a copy of which is attached to this Order and made a part of this Order, is APPROVED.

2. NSP shall remit to the Commission \$10,000 by no later than 30 days from the date of this Order.

PUBLIC SERVICE COMMISSION



Tony Clark
Commissioner



Kevin Cramer
Chairman



Brian P. Kalk
Commissioner

STATE OF NORTH DAKOTA
PUBLIC SERVICE COMMISSION

NORTHERN STATES POWER COMPANY
GAS SAFETY – FARGO, ND INSPECTION

CASE NO. GS-08-765

SETTLEMENT AGREEMENT

This Settlement Agreement is entered into this ___ day of November, 2010, by and between the North Dakota Public Service Commission Advocacy Staff (Advocacy Staff) and Northern States Power Company, a Minnesota corporation with operations in North Dakota (Xcel Energy).

BACKGROUND

On September 2, 2008, at 12:37 AM, an explosion occurred at the south unit of a twin home located at 2215 and 2213, 15th Street South, Fargo, North Dakota. On September 2, 2008, the Testing and Safety Division of the Public Service Commission conducted an investigation of the incident. As a result of the incident investigation, a Notice of Probable Violations (NOPV) was issued to Xcel Energy, on April 1, 2010. The NOPV alleged three probable violations: (1) probable violation of 49 C.F.R. § 192.617; (2) probable violation of 49 C.F.R. § 192.615(b)(3); and (3) probable violation of 49 C.F.R. §192.13(c). The NOPV proposed a civil penalty of \$10,000 for each alleged violation and required payment for the costs of laboratory analysis of the failed pipe. On May 11, 2010, Xcel submitted a check for the laboratory costs. On May 7, 2010, Xcel Energy submitted written explanations and other materials in response to the Notice of Probable Violations. On August 12, 2010, Advocacy Staff issued an Amended Notice of Probable Violations (Amended NOPV) based on information provided by Xcel Energy. The Amended NOPV alleged the probable violation of only 49 C.F.R. § 192.617 and retained the \$10,000 civil penalty for this proposed violation.

TERMS OF SETTLEMENT

By April 1, 2011, Xcel Energy commits to implementing, in its five state upper Midwest natural gas operations, the revisions to its Pipeline Compliance and Standards Manual (Standards Manual) presented to Staff on November 15, 2010. The revisions improve Xcel Energy's natural gas incident review and analysis processes. The enhancements will improve cause analysis, the identification and extent of risk, and selection of corrective actions sufficient to address the root cause and minimize recurrence. The revisions to the Material Investigation Plan process flowchart, the Standards Manual, and related Gas Emergency Review process are attached to this settlement as Attachment A.

Xcel Energy does not admit nor deny that it committed the alleged violation in the Amended NOPV. In order to avoid further litigation or expenses, Xcel Energy and Advocacy Staff agree to resolve this case without any further proceedings with the further payment by Xcel Energy of the liquidated amount of ten thousand dollars (\$10,000). Payment of the amount provided in the Settlement is not an admission of any fact, fault or liability by Xcel Energy with regard to any matters alleged in the NOPV or Amended NOPV.

MISCELLANEOUS PROVISIONS

- A. Basis of Settlement Agreement.** It is agreed this Settlement Agreement is a negotiated Settlement agreement subject to approval by the Commission.
- B. Effect of the Settlement Negotiations.** It is understood and agreed that all offers of settlement and discussions related to this Settlement Agreement are privileged and may not be used in any manner in connection with proceedings in this case or otherwise, except as provided by law. In the event the Commission does not approve this Settlement Agreement, the Settlement Agreement will not be admissible as evidence in this or any other proceeding and no part thereof may be used for any purpose in this case or in any other.
- C. Applicability and Scope.** This Settlement Agreement is binding on Xcel Energy and Advocacy Staff, and their successors, assigns, agents, and representatives. This

Settlement Agreement does not set policy or overturn precedent. This Settlement Agreement does not in any respect constitute an agreement, admission or determination by Xcel Energy or Advocacy Staff as to the merits of any specific allegation or contention made by the Xcel Energy and Advocacy Staff in this proceeding.

D. Effective Date. This Settlement Agreement is effective on the date of the Commission Order approving the Settlement Agreement.

E. Modification. Xcel Energy and Advocacy Staff reserve the right to withdraw from the Settlement if the Commission rejects or modifies any element of the Settlement.

CONCLUSION

Xcel Energy and Advocacy Staff have agreed to the forgoing terms to resolve the issues in the captioned proceedings.

[Signature Pages Follow]

Northern States Power Company, a Minnesota corporation

By: 

Judy M. Pofel

President and CEO, Northern States Power Company-Minnesota
414 Nicollet Mall
Minneapolis, MN 55401

Dated this 22 day of November, 2010.

**[SIGNATURE PAGE TO SETTLEMENT AGREEMENT
CASE NO. GS-08-765]**

North Dakota Public Service Commission Staff

By: 
Illona A. Jeffcoat-Sacco (ID# 03315)

Special Assistant Attorney General
600 E. Boulevard Avenue, Dept. 408
Bismarck, ND 58505
(701) 328-2407

Dated this 04th day of November, 2010.

**[SIGNATURE PAGE TO SETTLEMENT AGREEMENT
CASE NO. GS-08-765]**

Materials

Pipe General

Pipe material for new gas main construction shall only consist of coated steel or polyethylene pipe (referred to as PE or plastic pipe in this manual). Pipe material for new or renewed gas transmission pipelines shall have a fusion bond epoxy coating if stress-corrosion cracking is considered a threat. Field applied tape wrap may be applied to joints and fittings. Used pipe may be used if approved by the applicable engineering office and conforms to all the applicable requirements listed in **Title 49 CFR Parts 192.55 and 192.59**.

Cast iron pipe, ductile iron pipe, copper pipe, CAB and PVC pipe are not allowed in new construction. CAB services that are exposed for leak repair, main renewals, or other reasons, shall be renewed or scheduled for renewal with PE pipe.

In Wisconsin,¹ copper pipe shall be joined by using either a compression type coupling or a brazed or soldered lap joint. The filler material used for brazing shall be a copper-phosphorous alloy or silver base alloy. Butt welds are not permissible for joining copper pipe or tubing.

In Michigan, galvanized pipe or aluminum pipe shall not be utilized for direct burial or submerged use.²

Materials for pipe and components must be:

- a. Able to maintain the structural integrity of the pipeline under temperature and other environmental conditions that may be anticipated;³

In Wisconsin operators are cautioned to give attention to the low temperature properties of the materials used for facilities to be exposed to unusually low ground temperatures or low atmospheric temperatures. 20" and larger steel pipe, with a SMYS of 52,000 psi or higher, shall be tested for fracture toughness in accordance with the applicable section of respective API standard under which it was produced, except for small purchases of pipe where testing for fracture toughness is impractical.⁴

- b. Chemically compatible with any gas that they transport and with any other material in the pipeline with which they are in contact.⁵

All emergency use steel pipe shall be bare, mill wrapped or coated with fusion bond. Tape and coal tar coatings do not hold up well when exposed to the elements for long periods of time, and should be avoided.

¹ Wisconsin Public Service Commission Rules, PSC 135.279

² Michigan Gas Safety Standards, Rule 310

³ Title 49 CFR Part 192.53(a)

⁴ Wisconsin Public Service Commission Rules, PSC 135.053

⁵ Title 49 CFR Part 192.53(b)

Xcel Energy Pipeline Compliance & Standards Manual

Materials

The wall thickness of emergency use steel pipe shall be within 0.094" of the wall thickness of the pipe being replaced.

Qualification of Pipe⁶

All new, used or designated pretested emergency use steel pipe must be qualified for use per **Title 49 CFR Part 192.55 (Steel pipe)** and all new, used, or designated pretested emergency use plastic pipe must be qualified for use per **Title 49 CFR Part 192.59 (Plastic pipe)**.

The *Gas Material Manual* lists specifications for steel and plastic pipe currently approved for use for gas mains and services which, by contract with manufacturer, is manufactured and qualified for use per the above code requirements. Grades of steel pipe not specified in the *Gas Material Manual* must be approved for use by Pipeline Compliance & Standards. See also *Special Grades of Pipe* in Section 4 – *Design of Pipeline Components*. Both straight lengths and coiled polyethylene pipe are approved for use.

*Pipe manufactured from steel made by the Bessemer process shall not be used.*⁷

Threading is not allowed on any size polyethylene pipe or on steel pipe 3" and larger.

All testing shall be done in conformity with the requirements of the governing specification.

Qualification of Components

For information on qualification of pipeline components, see Section 4, entitled *Design of Pipeline Components*.

Marking of Materials General

Each valve, fitting, length of pipe, and other component must be marked:⁸

- 1) As prescribed in the specification or standard to which it was manufactured, except that thermoplastic fittings must be marked in accordance with **ASTM D2513**; or
- 2) To indicate size, material, manufacturer, pressure rating and temperature rating, and as appropriate, type grade, and model.

The above does not apply to items manufactured before November 12, 1970, that meet all of the following:

- 1) The item is identifiable as to type, manufacturer, and model,
- 2) Specification or standards giving pressure, temperature, and other appropriate criteria for the use of items are readily available.

Surfaces of pipe and components that are subject to stress from internal pressure may not be field die stamped.⁹

⁶ Title 49 CFR Parts 192.55 and 192.59

⁷ Wisconsin Public Service Commission Rules, PSC 135.055

⁸ Title 49 CFR Part 192.63 (a) and (d)

⁹ Title 49 CFR Part 192.63(b)

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If any item is marked by die stamping, the die must have blunt or rounded edges that will minimize stress concentrations.¹⁰ Die stamping must not reduce the wall thickness to less than that allowed by the specification to which the fitting was manufactured.

Per contract with manufacturer, all pipe must be marked in accordance with all code requirements listed above.

Protective Coating

Materials with a protective coating must follow the requirements of Title 49 CFR Part 192.461 (External corrosion control: Protective coating). For specific information on protective coatings, see Section 9 - *Corrosion Control*.

Reporting & Analysis of Damaged or Faulty Materials¹¹

In order to maintain reliable systems, the Company shall evaluate and take appropriate action regarding damaged or fault materials. See Section 7 – *Construction*, subsection *Inspection During Construction*, for more information on inspection of material during installation.

Faulty Material Analysis Procedure Objectives

To provide assurance that the root causes and contributing causes of issues are understood.
To provide assurance that the extent of condition and extent of risk is identified.
To provide assurance that corrective actions are sufficient to address the root causes and contributing causes, and to prevent recurrence.

Faulty Material / Equipment Analysis Requirements

The following material / equipment analysis requirements represent a comprehensive set of attributes related to the faulty material problem identification process, root cause analysis and establishing corrective actions.

In order to ensure that the causes of the performance issue are identified and that effective corrective actions are taken to prevent recurrence, it is expected that the evaluation will generally need to address each of the material / equipment analysis requirements; however, the depth of the analysis may vary depending on the significance and complexity of the issue(s). In some cases, the answers to specific inspection requirements will be self evident with little additional review or analysis required. A reasonable time (generally within 30-60 days) should be allowed for the complete evaluation; however, all corrective actions may not be fully completed upon commencement of this procedure.

Faulty Material Process Definitions

¹⁰ Title 49 CFR Part 192.63(c)

¹¹ Title 49 CFR Part 192.617

Xcel Energy Pipeline Compliance & Standards Manual Materials

Root Cause(s) are defined as the basic reason(s) (i.g., material, equipment, process, and human performance), for a problem, which if corrected, will prevent recurrence of that problem.

Contributing Cause(s) are defined as causes that by themselves would not create the problem, but are important enough to be recognized as needing corrective action. Contributing Causes are sometimes referred to as causal factors. Causal factors are those actions, conditions, or events which directly or indirectly influence the outcome of a situation or problem.

Repeat Occurrences are defined as two or more independent conditions which are the result of the same basic causes.

Common Cause is defined as multiple failures (i.e., two or more) of material, equipment and or processes attributable to a shared cause.

Extent of Condition is defined as the extent to which the actual condition exists.

Extent of Cause is defined as the extent to which the root causes of an identified problem may have impacted other processes, equipment, or human performance.

Consequences are defined as the actual or potential outcome of an identified problem or condition.

Problem Identification

A timely collection of materials and or equipment and preservation of evidence is relevant to analyzing the information and circumstances surrounding the problem are fully understood. The problem identification analysis should be documented such that the progression of the problem is clearly understood, any missing information or inconsistencies are identified, and the problem can be easily explained and understood by others.

The analysis should state how and by whom the issue was identified, when the problem was identified, how long the condition(s) existed, and whether there were prior opportunities for correction. The evaluation should address specific risk consequences of the issue.

To accomplish this evaluation, a Faulty Material(s) form is used for reporting material and equipment failures. When completed and returned, this form will provide reliable information to begin the process for determining failure rates, causes of failure and the reliability of materials and equipment.

When a failure or a defective piece of material or equipment is discovered, the following steps shall be taken by the discovering employee:

1. Complete a Faulty Material(s) Form by filling in all lines, and attaching it to the defective item.
2. Call your Pipeline Compliance & Standards consultant prior to submittal.
3. Piping, fitting, or equipment (valves, regulators, etc.) failures found either before or after installation will be sent to Pipeline Compliance & Standards.

Xcel Energy Pipeline Compliance & Standards Manual

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4. If the size of the material or the large number of failures makes it impractical to send samples, Pipeline Compliance & Standards should be notified of defect and disposition.
5. If threaded joints are suspected to be leaking due to faulty material, send in both the male and female threads if practical.
6. If a mechanical joint has failed, send the fitting and at least 6” of the all connecting pipe, if practical, to Pipeline Compliance & Standards. Try to remove the fitting and send it to Pipeline Compliance & Standards without disassembling it.
7. If joints with gaskets or O-rings are suspected to be leaking, try to remove the fittings without disassembling.
8. All suspected failures and construction defects where piping is involved should include a piping stub approximately 18” long. If possible, the suspected failure or defect should be in the center of the sample.
9. Plastic pipe samples should include the print line information. If it is not practical to submit the damaged area of the plastic pipe, submit a sample taken from the pipe at the excavation area for mains, and from the outlet of the tap tee or the base of the riser for services.¹²

Pipeline Compliance & Standards will accept defective material or equipment and submit an acknowledgement and follow-up information (to include results of any investigation) to the submitting employee.

Root Cause, Extent of Condition, and Extent of Cause Evaluation

The evaluation should generally make use of a systematic method(s) to identify Root Cause(s) and Contributing Cause(s). The Root Cause evaluation documentation should include:

- Events and conditions that led up to an event;
- Relationships among events and the probability of event occurrence;
- Barriers that, if present or strengthened, would have prevented the event from occurring;
- Changes in the work environment since the activity was last performed successfully that may have caused or contributed to the event;
- Possible critical actions that, if performed correctly, would have prevented the event from occurring or would have significantly reduced its consequences;
- A clear identification of the problem and the assumptions made as a part of the root causes evaluation and
- A determination of cause and effect relationships resulting in identification of Root and Contributory Causes which consider potential material and or equipment, installation process and human performance issues. The root cause evaluation should be conducted to an adequate level of detail, considering the significance of the problem.

¹² MNOPS Case No. 002872-2

Xcel Energy Pipeline Compliance & Standards Manual Materials

Different root cause evaluation methods provide different perspectives on the problem. In some instances, using a combination of methods helps to ensure the analysis will be appropriate and thorough. Therefore, the root cause evaluation should consider evaluating complex problems which could result in significant consequences using multi-disciplinary teams and/or different and complimentary methods appropriate to the circumstances. Examples of combination of methods can include internal vs external resources, as well as material engineering and analysis laboratories that specialize in material types and failure reconstruction capabilities.

Determining that the root cause evaluation properly ensures that correcting the causes will prevent the same and similar problems from happening again or sufficiently minimizes the chances of re-occurrence.

The root cause evaluation should include a proper consideration of the extent of condition and the extent of cause of the problem including whether other systems, equipment, programs or conditions could be affected.

The extent of condition review should assess the degree that the actual condition (e.g., failed valve, inadequate procedure, improper human action, etc.) may exist in other operational areas, processes, or human performance.

Corrective Actions

The proposed corrective actions to the Root and Contributing Causes should address each of the Root and Contributing Causes to the extent of condition of the issue. The corrective actions should be clearly defined. Examples of corrective actions may include, but are not limited to, repairs, replacements, modifications, inspections, testing, process or procedure changes, and training. The proposed corrective actions should not create new or different problems as a result of the corrective action. If it is determined that no corrective actions are necessary, the basis for this decision should be documented in the evaluation.

Include consideration of the results of the risk assessment of the issue in prioritizing the type of corrective action chosen. The corrective action plan should also include a review of the regulations to ensure that if compliance issues exist, the plan achieves compliance. The corrective actions should be assigned to individuals or organizations that are appropriate to ensure that the actions are taken in a timely manner.

A method exists to validate the effectiveness of the overall corrective action plan. Specifically, a method should be established to measure, either quantitatively or qualitatively, the effectiveness of the corrective actions. Effective methods would include, but are not limited to, assessments, audits, inspections, tests, and trending of data, or follow-up discussions with employees.

The Pipeline Compliance & Standards faulty material and equipment process flow chart provides further process details and roles and responsibilities.

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Materials

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Purchase documents

Purchase documents shall identify the purchase order number, shipping location, quantity delivered, description of the material, catalog I.D. number and test data.¹³

When substantial quantities of pipe are acquired certified reports of chemical composition and physical properties shall be obtained; when the quantity of pipe involved is so limited that this requirement would be impractical, a certified statement shall be obtained setting forth the specification under which the pipe was manufactured.¹⁴

Supply Chain shall be responsible for these records.

¹³ Title 49 CFR Part 192.53(c)

¹⁴ Wisconsin Public Service Commission Rules, PSC 135.053



Gas Related Emergency Review

Location of Emergency:

Date of Incident:

Review Date:

Present:

Xcel was made aware of incident:

- Dispatcher who received call:
- From whom:
- Time:

Dispatch Response:

- Call to State Pipeline Safety Regulatory Agency made:
- Call to PHMSA / NRC made:

Troubleman Response:

- Time dispatched:
- Employee(s) dispatched:
- Troubleman/Utilization employee arrivals:
- Initial tasks assigned:

Utilization Response

- Time dispatched:
- Employee(s) dispatched:
- Utilization employee arrival:
- Initial tasks assigned:
- An additional construction crew consisting of

Construction Response:

- Time dispatched:
- Employee(s) dispatched:
- Construction employee arrival:
- Initial tasks assigned:
- An additional construction crew consisting of

Other employees notified or directed to scene:

- Gas Construction Manager:
- Gas Construction Supervisor:
- Gas Trouble and Dispatch Manager:
- Claims was notified:
- Media Relations was notified:
- Engineering:
- Other employees (office):
- On call Supervisor:
- Contracting:
 - Contractor(s):

Description of Emergency Event: (including cause)

Area affected was determined by:

Checking surrounding buildings for the presence of gas.

- Employees involved:
 - Building(s) with gas reading(s):
Readings:
Location of readings:

- Steps taking to resolve/safeguard:
 -

- Actions taken to safe guard potential hazard to nearby buildings:
 -

- Checking sewers for presence of gas
 - Employees involved:
 - Readings:
 - Location of readings:
 - Steps taking to resolve/safeguard:

- Leak Survey of area:
 - Employees involved:
 - Date and time of survey:
 - Locations surveyed:
 - Include copy of map
 - Type of equipment and unit number:
 - Readings:
 - Location of readings:

- Odorant Survey of area:
 - Employees involved:
 - Date and Time:
 - Type of equipment and unit number:
 - Location:
 - Results:

Actions taken to stop the flow of escaping gas:

- Analyze maps to determine if the use of valves could be practically performed to stop the escaping gas.
 - Employees analyzing usage of valves:
 - Emergency Valves that could be used:
 - Customers affected:
 - Decision:
- Escaping gas was stopped by:
- Employees involved with squeezing-off main:
 - Gas was stopped at:
 - Number of customers affected by stopping-off main:
 - The additional construction crew consisting of:

Actions taken after gas was squeezed-off

- Checked sewers for presence of gas:
- Employee involved:
 - Readings:
 - Location of readings:

Actions taken to put customers back in-service:

- Number of customers affected:
- Relights completed:

Were the Emergency Procedures effectively followed?

Was the Emergency Plan followed?

Are there any procedures that should be reviewed by Pipeline Compliance and Standards?

Was this a transmission abnormal operation?

Was post-incident drug and alcohol testing performed, if applicable (employee may have contributed to incident)?