Office of
City Auditor

"The Friendly City"

City of Granville

OFFICERS
Mayor and
City Council

INCORPORATED 1907
GRANVILLE, NORTH DAKOTA 58741

11-18-2011

Public Service Commissioners,

Enclosed are updated copy's of my OQ Task list, the missing evaluation document for some of my qualifications, OQ Task List and qualification sheets for MDU and Southern Cross.

I have been taking online courses through EnergyU. Our new propane commissioner, who has been in the propane industry for several years, and I are working on an evaluation program for these online courses. Unfortunately, we are not finished with this yet. I will send out documents, as soon as they are fully completed if necessary.

Also this week I have been in contact with HA Thompson out of Minot/Bismarck to get certification records for there new "Plant Maintenance Person". Unfortunately, the person that we had come do the work this spring on our plant, is no longer with the company.

As far as vacant spaces on my task list, I am continuing EnergyU online courses, and have plans to attend specialty training re: vaporizers and regulators in June, or July of 2012. (Exact dates have not been set as of yet)

At this time, the City of Granville has no plans of installing new mains, or system uprating. However, I am still in the process of taking courses to get certified and qualified in these areas. With the winter season in full swing, and outside work now limited, I believe I will have all my training completed and up to date by spring if not sooner.

Thank you for your time, and patience as I try to learn, continue my education, and maintain the city all at the same time.

Karlain Drader
Maintenance Person
City of Granville
701-263-1591

15 GS-10-602 Filed 12/05/2011 Pages: 79
Updated copies of OQ task list, evaluation document, and qualification sheets for MDU and Southern Cross
City of Granville

Karlain Drader

OQ TASK LIST

I.	COMMON (all employees)	Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
1	Vaporization Plant Operations	07/19/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
1A	Operating and Maintaining Direct fired LP Gas Vaporizers	11/09/10	11/10/11					1	MTI/MDU	Propane Safety Training	
1B	Emergency Shutdown of Supply Tank	05/05/11	10/05/11					1	NPGA/CTEP	Basic Plant Operations	
2	Characteristics and Hazards of Propane	09/26/10	10/05/11					5	PERC/CTEP	Basic Practices and principles	
3	Potential Ignition Sources: Indoor and Outdoor	09/28/10	10/05/11					5	PERC/CTEP	Basic Practices and principles	
4	Recognizing Emergency Conditions	09/26/10	10/05/11					5	PERC/CTEP	Basic Practices and principles	
5	Recognizing and Reporting Propane Gas Leaks	09/26/10	10/05/11					5	PERC/CTEP	Basic Practices and principles	
II.	**FIELD SAFETY**										
6	Personal Protective Equipment	09/26/10	10/05/11					5	PERC/CTEP	Basic Practices and principles	
7	Proper Fire-fighting Techniques	09/26/10	10/05/11	02/26/11	02/26/11			5	PERC/CTEP	Basic Practices and principles	ND State Fire School
8	Controlling the Accidental Release of Gas	11/09/10	11/10/10					5	MTI/MDU	Propane Safety Training	
9	Recognizing Unsafe Meter Sets	11/21/11	11/28/11					5	MEA/EnergyU	LP-0701	
III.	**LEAK SURVEY AND RESPONSE**										
10	Leak Classification	11/03/11	11/28/11					3	MEA/EnergyU	KNT LP-1202	
11	Operating the Combustible Gas Indicator	11/25/11	11/28/11					3	MEA/Energy4	KNT-LP 1202	

OQ TASK LIST

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
12	Operating the Flame Ionization Unit (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
13	Emergency Response and Restoration of Service	10/13/10	10/05/11					3	PERC/CTEP	Office Personal Training	
14	Leak Surveys and Patrols	07/20/10	10/05/11					5	NPGA/CTEP	Gas Check Seminar	
IV.	**CUSTOMER SERVICE**										
15	Customer Leak Investigation	07/19/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
16	Pressure Checks to Establish Gas Service	07/19/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
17	Establishing and Disconnecting Gas	07/09/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
V	**CONSTRUCTION and MAINTENANCE**										
18	Atmospheric Corrosion	05/20/11	05/20/11					5	NACE	CP-1	
19	Odorization	07/19/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
20	Bar Hole Testing and Purging	07/19/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
21	Locating and Marking Facilities	08/12/10	08/12/10					5	UTA/Whiting	Janet Webster w/UTA	
22	Excavation and Shoring Safety	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
23	Plastic Pipe Fusion (Permasert Couplings)	04/13/11	04/13/11					5	Poly and Perf	FEI/Dan Erbes	
24	Plastic Pipe Repair (Permasert Couplings)	04/13/11	04/13/11					5	Poly and Perf	FEI/Dan Erbes	

OQ TASK LIST

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
25	Fusion Qualification (Permasert Couplings)	04/13/11	04/13/11					1	Poly and Perf	FEI/Dan Erbes	
27	Joining Steel Pipe	07/21/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
28	Welding Qualification	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A	
29	Steel Repair Fittings	07/21/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
30	Maintaining Steel Mains	05/20/11	05/20/11					5	NACE	CP-1	
31	Pressure Testing Steel and Plastic Pipelines	07/21/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
32	Purging Safety	07/21/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
33	Cathodic Protection	09/26/10	10/05/11	05/14/11	05/20/11			5	PERC/CTEP/I	Basic Practices and principles	CP-1
34	Tapping/Stopping: 1.25" through 4" Pipe (Permasert)	04/13/11	04/13/11					5	Poly and Perf	FEI/Dan Erbes	
35	Installing Mains							5			
36	Installing Service	07/21/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
37	Reinforcing Steel and Plastic Mains N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
38	Abandoning Facilities	11/17/11	11/28/11					5	MEA/EnergyU	KTN LP-1401	
39	Safe Vault Entry (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
40	Inspecting and Maintaining Valves	09/26/10	10/05/11					5	PERC/CTEP	Basic Practices and principles	

OQ TASK LIST

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
41	Inspecting Pressure Regulating and Limiting Stations	11/17/11	11/28/11					5	MEA/EnergyU	KTN LP-0702	
42	System Uprating (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
51	Job Site Protection	07/21/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	
52	Backhoe Safety	07/21/10	10/05/11					5	PERC/CTEP	Vapor Dist Systems	

FEI QUALIFICATION RECORD

PRODUCT NAME: Poly a Perfection

EMPLOYEE NAME: Karlain Drader

DATE TRAINED: 4-13-11

TRAINING LOCATION: Granville City Shop

EMPLOYEE WORK LOCATION: Same

LENGTH OF SESSION: 30 minutes

NAME OF INSTRUCTOR: Dan Erbes w/ FEI

ACCORDING TO FEI — JOE FAURE at FEI states this form covers both Qualification and evaluation. Contact# 701-845-1113

NACE INTERNATIONAL

NACE INTERNATIONAL
TRAINING & CERTIFICATION

NACE International Recognizes

Karlain Drader

As a Certified

CP1 - Cathodic Protection Tester

CERTIFICATION NUMBER *33487*

Executive Director

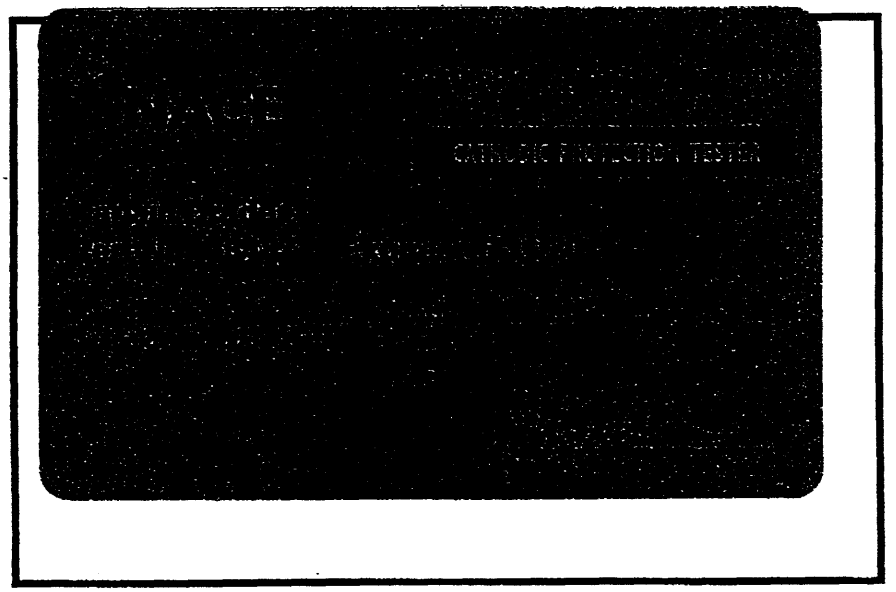
Awarded
May 2011

318992

NACE INTERNATIONAL

Training & Certification

CATHODIC PROTECTION TRAINING & CERTIFICATION PROGRAM



NACE INTERNATIONAL

THE CORROSION SOCIETY

July 5, 2011

Karlain Drader
City of Granville
Po Box 39
Granville, ND 58741-0039
United States

Dear Karlain:

The final examinations for the NACE International **CP1 - Cathodic Protection Tester** course, which were administered on 05/20/2011, have been graded. The results of your exams are as follows:

Written Examination:	70
Practical Examination:	84 — Hands on Test evaluation

Passing requires a score of 70% on each portion of the exam. You have acquired 5.0 CEUs for the successful completion of the examinations and now hold certification as a **Cathodic Protection Tester**. This certification will expire three (3) years from the date achieved. Please keep your address updated so that you will receive recertification notices and updates. If you have any questions related to the recertifcation process, please contact our certification department at 281-228-6241 or visit our web site at www.nace.org.

We wish to express our appreciation for your participation in this NACE educational function and hope you have gained valuable information that will benefit your professional development.

We look forward to your attendance at future NACE offerings. If we may be of any assistance to you in the future, please feel free to contact us at NACE International headquarters.

Sincerely,

Carol Steele

Carol Steele
Education Division

Enclosure

NACE ID #: 318992
CP CERT. #: 33487

NORTH DAKOTA FIREFIGHTER'S ASSOCIATION

ANNUAL
STATE FIRE SCHOOL

February 2011

Karlain Drader

Granville F/P Dist

HAS ATTENDED THE FOLLOWING

CLASSES

Propane Emergencies	08 Hours
Ethanol, Alternative Fuels, and Firefighting Foams	08 Hours

PRESIDENT

SECRETARY

1/

Company: ~~Select Company~~ MDU

20231(10-94)
(Rev. 2/10)

THIS IS AN IMPORTANT COMPANY RECORD.
— DO NOT DESTROY —

TRAINING ATTENDANCE SHEET

DATE: 11-9-10 TIME: 0930

LOCATION: Hettinger

INSTRUCTOR: Dan Haeffner w/ MTI

SUBJECT:
Propane Vapor Distribution

	Date
Scanned	11/9/10
Logged on CERCPlus KNT___ TNG___ PEF___	
Logged on JD Edwards	

WRITTEN MATERIALS:
Propane Safety Training Book

ATTENDEES

	SIGNATURE	NAME (Type or print)	EMPLOYEE NO.	WORK LOCATION
1.	MTurner	Steve Turner	1756969	Hettinger
2.	Allen Carroll	Allen Carroll	17558	Mott
3.	Ron Klensasser	Ron Klensasser	18956	Dickinson
4.	Harley Jose	HARLEY JOSE	17494	"
5.	Cole Boespflug	Cole Boespflug	473568	Bowman
6.	Gerald Schubert	Gerald Schubert	278968	Dickinson
7.	Vern Wehri	Vern Wehri	2874	Dickinson
8.	Ike Kuntz	IKE KUNTZ	215875	Dickinson
9.	Kurt Monger	Kurt Monger	14724	"
10.	Alan J Stieg	ALAN J STIEG	1740	"
11.	Corey Thompson	Corey Thompson	247558	Dickinson
12.	Nathan Swndt	Nathan Swndt	476600	Dickinson
13.	Ed Williams	Ed Williams	21864	Dickinson
14.	Jon S Neubauer	JON NEUBAUER	230338	Dickinson
15.	Arland Mueller	Arland Mueller	Fire Chief	Granville
16.	Nancy A Mueller	Nancy A Mueller	City Auditor	Granville ND
17.	Karlain Drader	Karlain Drader	City Dist. Operator	Granville, ND

(Continued)

Company: ~~Effect Company~~ MDU

20231(10-94)
(Rev. 2/10)

THIS IS AN IMPORTANT COMPANY RECORD.
— DO NOT DESTROY —

TRAINING ATTENDANCE SHEET

DATE: 11-9-10 TIME: 0930

LOCATION: Hettinger

INSTRUCTOR: Dan Haefner

SUBJECT:
Propane Vapor Distribution

WRITTEN MATERIALS:
Propane Safety Training Book

ATTENDEES

	SIGNATURE	NAME (Type or print)	EMPLOYEE NO.	WORK LOCATION
1.		Justin Nelson	256961	New England
2.		Kim Obr.tscl	3551	BOWMAN
~~3.~~		ERE KORTZ	215875	ATKINSON
~~4.~~		Gerald Schubert	278968	Dickinson
~~5.~~		Vern Wehri	2874	Dickinson
~~6.~~		Corey Thompson	247558	Dickinson
~~7.~~		ALAN J STIEG	19401	Dickinson
~~8.~~		Kurt Monger	14724	"
9.		Jesse Volk	49938	Dickinson
10.		LAUREL ES. CALLAHAN	17734	Dickinson
11.		Paul Rich	474654	Bismarck-GO
* 12.	#3 to 8 on Other Sign up Sheet			*
13.				
14.				
15.				
16.				
17.				

Due 8-20-10

IV. CETP Performance Evaluation / Employer Record

THIS PAGE MUST BE RETURNED AS SOON AS POSSIBLE, BUT NO LATER THAN 12 MONTHS AFTER TAKING THE CERTIFICATION TEST, TO THE FOLLOWING ADDRESS:

Industrial Training Services, Inc
310 C.C. Lowry Drive
Murray, KY 42071

Employee Information: (print or type) Test Group Number (If known): 17805

Name Karlais Drader Social Security Number 502-90-7161

Employer City of Granville

Address PO Box 39 103 3rd St SW

City, State: Granville, ND Zip Code 58741

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature Karlais Drader Date 7-26-10

Skills Evaluator Information: (print or type)

Name Arland Mueller

Organization/Employer Granville Fire Protection District

Telephone Number 701-728-6864

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature Arland Mueller Date 8-16-2010
Arland Mueller 10-5-2011

The employee is qualified to perform the listed operations at the following level:

Without Direct Supervision	Not Applicable	
☐	☒	Preparing DOT Cylinders for Transportation. 4.2.1a
☐	☒	Preparing ASME Tanks for Transportation. 4.2.2a
☐	☒	Performing Trenching, Digging & Backfilling Operations. 4.2.6a
☐	☒	Installing DOT/ICC Exchange or Stationary Cylinders 4.2.7a
☐	☒	Installing Aboveground ASME Tanks/Installing Manifold ASME Tanks 4.2.8a/4.2.11a
☐	☒	Installing Underground ASME Tanks/Installing Manifold ASME Tanks 4.2.9a/4.2.11a
☐	☒	Installing Buried Distribution Lines Using PE Tubing & Fittings. 4.2.12a
☒		Installing Vapor Pressure Regulators. 4.2.15a
☒		Performing Regulator Flow Pressure Tests 4.2.15b
☒		Performing Regulator Lock-up Tests 4.2.15c
☒	X	Cutting, Threading & Assembling Steel Pipe, and Pressure Testing Piping. 4.2.17a/4.2.19a
☒		Assemble CSST Piping & Pressure Test Piping. 4.2.18a/4.2.19a
☒		Purging Gas Distribution Lines and Placing Gas Appliances Into Operation. 4.2.21a/4.2.23a
☒		Performing Gas Distribution System Leak Checks. 4.2.22a
☒		Communicating Consumer Propane Information to the Customer. 4.2.24a

After completion of Section IV, "Employer Record," remove pages 19 and 20 from the packet and photocopy. Retain photocopy for your files. Mail original to:

Industrial Training Services, Inc
310 C.C. Lowry Drive
Murray, KY 42071

Cert # 25

IV. CETP Performance Evaluation / Employer Record

THIS PAGE MUST BE RETURNED AS SOON AS POSSIBLE, BUT NO LATER THAN 12 MONTHS AFTER TAKING THE CERTIFICATION TEST, TO THE FOLLOWING ADDRESS:

On-line Test Candidates:
CASTLE Worldwide
900 Perimeter Park Drive, Suite G
Morrisville, NC 27560

Paper test Candidates:
Industrial Training Services, Inc.
310 C.C. Lowry Drive
Murray, KY 42071"

Employee Information: (print or type) Test Group Number (if known): [illegible]

Name Karlata Drader Social Security Number 502-90-7161

Employer City of Granville

Address PO Box 39

City, State: Granville ND Zip Code 58741-0039

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, CASTLE Worldwide and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature Karlata Drader Date 9-29-10

Skills Evaluator Information: (print or type)

Name Arland G. Mueller

Organization/Employer Fire Chief

Telephone Number 701-728-6864

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature Arland G. Mueller Date 9-29-10
Arland G. Mueller 10-5-11

The employee is qualified to perform the listed operations at the following level:

Without Direct Supervision	Not Applicable	
☒	☐	Identified NFPA Codes and regulations that apply to propane operations. CETP Module 1.1.1
☒	☐	Verify proper product specifications and odorization of propane shipments. CETP Module 1.3.2, 1.4.1
☒	☐	Obtained chemical properties, health and safety, and personal protection information from a propane Material Safety Data Sheet. CETP Module 1.3.3, Resources
☒	☐	Performed a "sniff test" to verify the presence of propane odorant. CETP Module 1.4.1
☒	☐	Recognized a gas leak call when a customer called in to report an odor complaint, and followed company policies and procedures. CETP Module 1.4.2
☒	☒	Recognized an "out-of-gas" call when a customer called in to order a propane delivery, and followed company policies and procedures. CETP Module 1.4.2
☒	☐	Recognized a call requiring restoration of service after interruption when a customer called in to request propane delivery at a new or existing customer location, using a different customer account name, and following company policies and procedures. CETP Module 1.4.2
☒	☐	Recognized a possible aldehydes/carbon monoxide call when a customer called in to report an odor complaint or to inquire about possible health effects of exposure to propane or to report appliance malfunctions, and followed company policies and procedures. CETP Module 1.5.3
☒	☐	Determined the location of emergency equipment and the procedures that apply to emergencies in the bulk plant. CETP Modules 1.6.1, 1.6.2, 1.7.1
☒	☐	Located and determined proper inspection of fire extinguishers. CETP Module 1.6.3
☐	☒	Verified required stampings on DOT cylinders. CETP Module 1.8.2.
☐	☒	Filled a DOT Cylinder by Weight CETP Module 1.8.2
☒	☐	Identify valves, fittings, tubing and piping approved for LP-gas service. CETP Module 1.8.4

After completion of Section IV, "Employer Record," remove pages 13 and 14 from the packet and photocopy. Retain photocopy for your files. Mail original to:

On-line Test Candidates:
CASTLE Worldwide
900 Perimeter Park Drive, Suite G
Morrisville, NC 27560

Paper test Candidates:
Industrial Training Services, Inc.
310 C.C. Lowry Drive
Murray, KY 42071"

Section IV: CETP Performance Evaluation / Employer Record (3.1)

For employee certification, Section IV: CETP Performance Evaluation / Employee Record must be received at the appropriate testing center below within 12 months of passing the certification exam. Make a copy for your records and then send the original to:

On-line Test Candidates:
CASTLE Worldwide
P.O. Box 570
Morrisville, NC 27560
Ph: 919-572-6880
Fax: 919-361-2426

Paper Test Candidates:
Industrial Training Services, Inc
310 CC Lowry Drive
Murray, KY 42071
Ph: 270-753-2150 ext 2
Fax: 270-753-9807

The information requested below will be used to assist in locating your records in the CETP database
Please make sure to complete all requested information; we thank you in advance for your assistance

Employee Information: (print or type) Test Group Number (if known): _____

Name Kurtain Drader Last Four Digits (only) of Social Security Number _____

Employer City of Granville

Address PO Box 39 Daytime Phone# 701-728-6504

City, State: Granville ND Zip Code 58741

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, CASTLE Worldwide and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature Kurtain Drader Date 10-5-11

Skills Evaluator Information: (print or type)

Name Leland Mueller

Organization/Employer Granville Fire Dept / EMT

Telephone Number 701-728-6400

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature Leland Mueller Date _____

• Send this Section to your testing center •

Basic Plant Operations

Name _____ Last Four Digits (only) of Social Security Number _____

(3.1) The employee is qualified to perform the listed operations at the following level:
(N/A option available only as listed in Not Applicable column box(s) ☐ below)

Without Direct Supervision	Not Applicable	
☒		**Determining ASME Tank Fitness for Continued Service** (PDO Module 3.1.2a)
☒		**Applying Safe Handling Practices for Flammable & Combustible Liquids** (PDO Module 3.1.3a)
☒		**Injecting Methanol into ASME Tanks** (PDO Module 3.1.7a) Knows how but delivery driver does this
☐ N/A		**Testing ASME Tanks for ammonia Contamination** (PDO Module 3.1.4a)
☐ N/A		**Evacuating an ASME Tank Using a Portable or Plant Compressor, or a CTMV Pump** (PDO Module 3.1.5a)
☒		**Conducting ASME Tank Vapor Flaring Operations** (PDO Module 3.1.9a)
☐		**Replacing Valves and Fittings in ASME Tanks** (PDO Module 3.1.9a) HA Thompson does this
☒	☐	**Installing Corrosion Protection on an UG ASME Tank** (PDO Module 3.1.10a)
☒		**Applying Protective Coatings to Aboveground ASME Tanks** (PDO Module 3.1.11a)
☒	☐	**Applying Protective Coatings to Aboveground ASME Tanks** (PDO Module 3.1.11b)
☐	☒	**Preparing an ASME Tank for Transportation** (PDO Module 3.1.12a)

For employee certification, Section IV: CETP Performance Evaluation / Employee Record must be received at the appropriate testing center below within 12 months of passing the certification exam. Make a copy for the training records and then send the original to your testing center:

On-line Test Candidates:
CASTLE Worldwide
P.O. Box 570
Morrisville, NC 27560
Ph: 919-572-6880
Fax: 919-361-2426

Paper Test Candidates:
Industrial Training Services, Inc.
310 CC Lowry Drive
Murray, KY 42071
Ph: 270-753-2150 ext 2
Fax: 270-753-9807

• Send this Section to your Testing Center •

Section IV: CETP Performance Evaluation / Employer Record (3.4)

For employee certification, Section IV: CETP Performance Evaluation / Employee Record must be received at the appropriate testing center below within 12 months of passing the certification exam. Make a copy for your records and then send the original to:

***On-line Test Candidates*:**
CASTLE Worldwide
P.O. Box 570
Morrisville, NC 27560
Ph: 919-572-6880
Fax: 919-361-2426

***Paper Test Candidates*:**
Industrial Training Services, Inc.
310 CC Lowry Drive
Murray, KY 42071
Ph: 270-753-2150 ext. 2
Fax: 270-753-9807

The information requested below will be used to assist in locating your records in the CETP database
Please make sure to complete all requested information; we thank you in advance for your assistance

Employee Information: (print or type) Test Group Number (if known): _____

Name Karlain Drader Last Four Digits (only) of Social Security Number _____

Employer City of Granville

Address PO Box 39 Daytime Phone# 701-728-6369

City, State: Granville ND Zip Code 58741

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, CASTLE Worldwide and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature Karlain Drader Date 10-5-11

Skills Evaluator Information: (print or type)

Name Roland Mueller

Organization/Employer Granville Fire Dept / Chief

Telephone Number 701-728-6400

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature Roland Mueller Date 10-5-2011

• Send this Section to your testing center •

Basic Plant Operations

Name _____ Last Four Digits (only) of Social Security Number _____

(3.4) The employee is qualified to perform the listed operations at the following level:
(N/A option available only as listed in Not Applicable column box(s) ☐ below)

Without Direct Supervision	Not Applicable	
☒		Identifying Features and Maintenance Procedures for Bulk Storage Containers. (Lesson 3.4.1a)
☒		Identifying Bulk Plant Emergency Shutdown Equipment and Periodic Examination Procedures. (Lesson 3.4.3a)
☐ N/A		Examining and Maintaining Bulk Plant Hoses. (Lesson 3.4.4a)
☒		Maintaining Pumps, Strainers & By-Pass Systems. (Lesson 3.4.5a)
☒	☒	Maintaining Compressors. (Lesson 3.4.6a)
☒		Examining Bulk Plant Electrical Systems. (Lesson 3.4.7a)
☒		Examining and Maintaining Platform Scales and Liquid Meters (Lesson 3.4.8a)
☒		Identifying Bulk Plant Security Measures. (Lesson 3.4.9)

For employee certification, Section IV: CETP Performance Evaluation / Employee Record must be received at the appropriate testing center below within 12 months of passing the certification exam. Make a copy for the training records and then send the original to your testing center:

On-line Test Candidates:
CASTLE Worldwide
P.O. Box 570
Morrisville, NC 27560
Ph: 919-572-6880
Fax: 919-361-2426

Paper Test Candidates:
Industrial Training Services, Inc.
310 CC Lowry Drive
Murray, KY 42071
Ph: 270-753-2150 ext 2
Fax: 270-753-9807

• Send this Section to your Testing Center •

My Transcript

Energy U courses online

Karlain Drader

VLS Credits

Click the course link to see all of the recorded scores for the course

Course Name	Score%	Passed	Credits Earned	D
KNT LP 1005 - Mechanical Joints				
KNT LP 1007 - Flaring Copper Tubing				
KNT LP 1201 - Leakage Survey: Distribution and Transmission	91	Yes	0.00	11-3-11
KNT LP Abnormal Operating Conditions				
KNT LP-0401 Corrosion Monitoring - Atmospheric, External, Internal				
KNT LP-0402 Coating Maintenance				
KNT LP-0501 Cathodic Protection System Maintenance				
KNT LP-0503 Cathodic Protection System: Electrical Connections				
KNT LP-0505 Cathodic Protection Systems: Testing Steps				
KNT LP-0512 Pipe-to-Soil Testing				
KNT LP-0701 Locate, Install, Protect Customer Meters/Regulators	100	Yes	0.00	11-21-11

My Transcript

Energy U courses online

Karlain Drade

VLS Credits

Click the course link to see all of the recorded scores for the course

Course Name	Score%	Passed	Credits Earned	D
KNT LP 1201 - Leakage Survey: Distribution and Transmission	91	Yes	0.00	11-3-11
KNT LP Abnormal Operating Conditions				
KNT LP-0702 Customer Regulating, Limiting, Relief Device - Op/Maint	100	Yes	0.00	11-17-11
KNT LP-1401 Abandonment or Inactivation of Facilities	95	Yes	0.00	11-17-11
KNT LP-1408 - Installation of Plastic Pipe				
KNT LP-1427 Valve Maintenance				
LP 0702 Customer Regulating, Limiting, and Relief Devices	70	No	0	11-14-11
LP 1202 Outside Leakage Investigation				
LP 1203 Inside Leakage Investigation				
LP 1401 Abandonment or Inactivation of Facilities	75	No	0	11-17-11
LP 1421 Installation of Steel Pipe: Repair of Imperfections and Damage				
LP 1426 Tapping Steel and Plastic Pipe				

Export to MS Excel | Export to MS Word | Print

Outside Credits

There are currently no outside credits in your transcript.

Total Credits Earned: 0.00

Note: Courses associated with certification programs may only have historical scores if the certification program has beer these scores, click on the course link

VLS v6.0.969.1

PERFORMANCE EVALUATION / EMPLOYER RECORD

Employee Information:

Name: Karlain Drader

Employer: City of Granville

Address: PO Box 39

City, State: Granville ND Zip Code: 58741-0039

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform.

Employee ~~Signature~~ Karlain Drader Date 11-28-11

Skills Evaluator Information:

Name Arland Mueller

Organization/Employer Granville Fire Dept

Telephone Number 701-728-6864 or 701-626-1746

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks and the indicated level without assistance from me or any other person.

Sill Evaluator's Signature Arland Mueller Date 11-28-11

Course and/or classes being evaluated on: MEA/Enough LP-0701 Locating, Installing & Protecting Customer Meters & Regulators

Step 1

Identify meter and regulator installation requirements

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will be able to:

1. Identify meter and regulator installation requirements:
   a. Location
      i. Installed in a readily accessible location that is protected from corrosion and other damage. The upstream regulator in a series may be buried.
      ii. Service regulator(s) installed within a building must be located as near as practical to the point of service line entrance
      iii. Meter(s) installed within a building must be located in a ventilated place and 3 feet from any source of ignition or heat which might damage the meter
      iv. Upstream regulator in a series, (where feasible), must be located outside the building, unless it is located in a separate metering or regulating building
   b. Protection from Damage
      i. Service regulator vents and relief vents must terminate outdoors
         (1) Be located at a place where gas from the vent can escape freely into the atmosphere and away from any opening into the building
         (2) Be protected from damage caused by submergence in areas where flooding may occur.
   c. Installation
      i. Each meter and each regulator must be installed so as to minimize anticipated stresses upon the connecting piping and the meter
      ii. Each regulator that might release gas in its operation must be vented to the outside atmosphere
      iii. Upstream regulator in a series, (where feasible), must be located outside the building, unless it is located in a separate metering or regulating building
      iv. When close all-thread nipples are used, the wall thickness remaining after the threads are cut must meet the minimum wall thickness requirements of this part
      v. Connections made of lead or other easily damaged material may not be used in the installation of meters or regulators

2. Identify relief device installation requirements:
   a. Installed so that it can be readily operated to determine if:
      i. The valve is operable
      ii. Can be tested to determine the pressure at which it will operate
      iii. Can be tested for leakage when in the closed position
   b. Installed so that the size of the openings, pipe, and fittings located between the system to be protected and the pressure relieving device, and the size of the vent line, are adequate to prevent:
      i. Hammering of the valve
      ii. Impairment of relief capacity
      iii. To minimize anticipated stresses upon the connecting piping and the meter

Step 2
Identify meter(s) and regulator(s) to be installed
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to identify the meter and regulator(s) to be installed consistent with the customer load

Step 3
Identify meter and regulator installation location
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to identify the meter and regulator installation location in accordance with requirements identified during Step 1

Step 4
Install meter(s) and regulator(s)
Abnormal Operating Conditions • Regulator vent located near building opening • Regulator vent/relief vent not terminated outdoors
Evaluation Criteria The individual will be able to Install the meter and regulator(s), i.e.: 1. In accordance with the manufacturer's instructions, 2. To electrically isolate the meter, and 3. To meet the requirements identified during Step 1

Step 5
If required, install relief device(s)
Abnormal Operating Conditions *(None Identified)*
Evaluation Criteria The individual will be able to install relief devices in accordance with the requirements identified during Step 1, i.e.: 1. Installed so that it can be readily operated to determine if: a. The valve is operable b. Can be tested to determine the pressure at which it will operate c. Can be tested for leakage when in the closed position 2. Installed so that the size of the openings, pipe, and fittings located between the system to be protected and the pressure relieving device, and the size of the vent line, are adequate to prevent: a. Hammering of the valve b. Impairment of relief capacity c. To minimize anticipated stresses upon the connecting piping and the meter

Step 6
Test relief valve(s) and regulator(s) in accordance with *Covered Task Summary 0702: Customer Pressure Regulating, Limiting and Relief Device – Operation and Maintenance*
Abnormal Operating Conditions *Refer to Covered Task Summary 0702: Customer Pressure Regulating, Limiting and Relief Device – Operation and Maintenance*
Evaluation Criteria *Refer to Covered Task Summary 0702: Customer Pressure Regulating, Limiting and Relief Device – Operation and Maintenance*

Step 7
Perform Leak Test in accordance with *Covered Task Summary 1301: Leak and Strength Test - Service Lines, Mains, and Transmission Lines*
Abnormal Operating Conditions *Refer to Covered Task Summary 1301: Leak and Strength Test - Service Lines, Mains, and Transmission Lines*
Evaluation Criteria *Refer to Covered Task Summary 1301: Leak and Strength Test - Service Lines, Mains, and Transmission Lines*

Step 8
Recognize and react to Abnormal Operating Condition(s)
Abnormal Operating Conditions Category: Noncompliance With Procedures, Standards & Other Requirements • Regulator vent located near building opening • Regulator vent/relief vent not terminated outdoors
Evaluation Criteria The individual will be able to: 1. Recognize Abnormal Operating Condition(s) that may be encountered while performing the task 2. React to the Abnormal Operating Condition(s) by: a. Initiating remedial action, or b. Reporting for analysis to determine: i. If remedial action is required, and ii. Remedial action to correct the Abnormal Operating Condition(s)

Step 9
If required, complete documentation Note: The Q41 consortium recommends that individuals be evaluated on completion of documentation for each covered task that they are qualifying for. If an individual successfully completes the steps for the task they are being evaluated for they are qualified for the task. Failure to successfully complete this step ***does not*** impact the individual's qualification for the task. If an individual does not complete this step in accordance with the evaluation criteria they should receive coaching or instruction as appropriate.
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to: 1. Identify documentation (records) to be completed 2. Define the required information that is to be recorded 3. Complete the records (paper or computer) 4. Submit the records for retention

PERFORMANCE EVALUATION / EMPLOYER RECORD

Employee Information:

Name: Karlain Drader

Employer: City of Granville

Address: PO Box 39

City, State: Granville ND Zip Code: 58741-0039

Affidavit

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Employee Signature Karlain Drader Date 11-28-11

Skills Evaluator Information:

Name Arland Mueller

Organization/Employer Granville Fire Dept

Telephone Number 701-728-6864 701-626-1746

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks and the indicated level without assistance from me or any other person.

Sill Evaluator's Signature Arland Mueller Date 11-28-11

Course and/or classes being evaluated on: MEA/EnergyU LP-0702
Customer Pressure Regulating, Limiting, + Relief Device - Operations + Maintenance

Step 1
Identify customer pressure regulating, limiting and relief device requirements
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to identify customer pressure regulating, limiting and relief device requirements, i.e.: 1. Installation of pressure relief and limiting devices a. Installed so that it can be readily operated to determine if: i. The valve is operable ii. Can be tested to determine the pressure at which it will operate iii. Can be tested for leakage when in the closed position b. Installed so that the size of the openings, pipe, and fittings located between the system to be protected and the pressure relieving device, and the size of the vent line, are adequate to prevent: i. Hammering of the valve ii. Impairment of relief capacity iii. To minimize anticipated stresses upon the connecting piping and the meter 2. Location a. Installed in a readily accessible location that is protected from corrosion and other damage. The upstream regulator in a series may be buried. b. Service regulator(s) installed within a building must be located as near as practical to the point of service line entrance c. Each regulator that might release gas in its operation must be vented to the outside atmosphere d. Upstream regulator in a series, (where feasible), must be located outside the building, unless it is located in a separate metering or regulating building 3. Protection from Damage a. Service regulator vents and relief vents must terminate outdoors b. Be located at a place where gas from the vent can escape freely into the atmosphere and away from any opening into the building c. Be protected from damage caused by submergence in areas where flooding may occur

Step 2
Visually inspect customer pressure regulating, limiting and relief devices
Abnormal Operating Conditions • Atmospheric corrosion • Hammering • Set point outside specified range • Operation unreliable • Improperly installed • Dirt, liquids, or other conditions that might impair operation • Gas leakage • Damage to piping and equipment
Evaluation Criteria The individual will be able to visually inspect pressure regulating, limiting, and relief devices and equipment in accordance with the requirements identified during Step 1

Step 3
If required maintain valves in accordance with *Covered Task Summary 1427: Valve Maintenance*
Abnormal Operating Conditions *Refer to Covered Task Summary 1427: Valve Maintenance*
Evaluation Criteria *Refer to Covered Task Summary 1427: Valve Maintenance*

Step 4
Test customer pressure regulating and limiting devices
Abnormal Operating Conditions • Equipment mechanical condition deteriorated • Equipment in unsafe operating condition • Set point outside specified range • Operation unreliability • Does not function at specified pressure
Evaluation Criteria The individual will be able to test pressure regulating and limiting devices in accordance with the requirements established during Step 1

Step 5
Test customer relief devices
Abnormal Operating Conditions • Equipment mechanical condition deteriorated • Equipment in unsafe operating condition • Set point outside specified range • Operation unreliability • Does not function at specified pressure
Evaluation Criteria The individual will be able to test relief devices in accordance with the requirements identified during Step 1

Step 6
Maintain customer pressure regulating, limiting and relief devices
Abnormal Operating Conditions • Atmospheric corrosion • Equipment mechanical condition deteriorated • Equipment in unsafe operating condition • Hammering • Relief capacity impaired • Inadequate capacity • Set point outside specified range • Inability to obtain set point • Operation unreliability • Inoperable components • Does not function at specified pressure • Abnormally high operating pressure • Abnormally low operating pressure • MAOP exceeded • Improperly installed • Dirt, liquids, or other conditions that might impair operation • Gas leakage • Damage to piping and equipment
Evaluation Criteria The individual will be able to: 1. Isolate or remove device from service 2. Diagnose and troubleshoot device 3. Perform internal inspection of device 4. Perform required maintenance on device in accordance with manufacturer's instructions 5. Return device to service

Step 7
Check and adjust operating pressure set point(s) of customer pressure regulating, limiting and relief devices
Abnormal Operating Conditions • Abnormally high operating pressure • Abnormally low operating pressures • Oscillating pressure • Operating pressure set outside allowable range • MAOP exceeded • Pressure adjustment cannot be made
Evaluation Criteria The individual will be able to: 1. Identify locations to check operating pressure set point(s) (inlet, outlet, intermediate stages, etc.) 2. Install pressure gauges or utilize existing permanent gauges, recording charts 3. Compare actual operating pressure set point(s) to specified pressure range set point(s) 4. Locate and operate pressure adjusting components 5. Observe results of adjustments and compare to specified range pressure range set point(s) 6. Continue adjustments as necessary 7. Adjust operating pressure set point(s) to be within specified pressure set point(s) range

Step 8

Recognize and react to Abnormal Operating Conditions

Abnormal Operating Conditions

Category: Cathodic Protection/Corrosion
- Atmospheric corrosion

Category: Component Malfunction
- Hammering
- Operation unreliable
- Inoperable components
- Set point outside specified range
- Inability to obtain set point
- Does not function at specified pressure
- Pressure adjustment cannot be made

Category: Contamination, Damage, Deterioration or Material Defect
- Damage to piping and equipment
- Dirt, liquids, or other conditions that might impair operation
- Equipment mechanical condition deteriorated
- Equipment in unsafe operating condition

Category: Gas Leak/Unexpected Source of Gas
- Gas Leakage

Category: Noncompliance with Procedures, Standards & Other Requirements
- Improperly installed
- Operating pressure set outside allowable range

Category: Pressure Problem
- Abnormally high operating pressure
- Abnormally low operating pressure
- MAOP exceeded
- Inadequate capacity
- Relief capacity impaired
- Oscillating pressure

Evaluation Criteria

The individual will be able to:

1. Recognize Abnormal Operating Condition(s) that may be encountered while performing the task
2. React to the Abnormal Operating Condition(s) by:
   a. Initiating remedial action, or
   b. Reporting for analysis to determine:
      i. If remedial action is required, and
      ii. Remedial action to correct the Abnormal Operating Condition(s)

Step 9
If required, complete documentation Note: The Q41 consortium recommends that individuals be evaluated on completion of documentation for each covered task that they are qualifying for. If an individual successfully completes the steps for the task they are being evaluated for they are qualified for the task. Failure to successfully complete this step ***does not*** impact the individual's qualification for the task. If an individual does not complete this step in accordance with the evaluation criteria they should receive coaching or instruction as appropriate.
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to: 1. Identify documentation (records) to be completed 2. Define the required information that is to be recorded 3. Complete the records (paper or computer) 4. Submit the records for retention

PERFORMANCE EVALUATION / EMPLOYER RECORD

Employee Information:

Name: Karlain Drader

Employer: City of Granville

Address: PO Box ~~113~~ 39

City, State: Granville, ND Zip Code: 58741-0039

Affidavit

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Employee Signature Karlain Drader Date 11-28-11

Skills Evaluator Information:

Name Arland Mueller

Organization/Employer Granville Fire Dept.

Telephone Number 701-728-6864 or 701-626-1746

Affidavit

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Sill Evaluator's Signature Arland Mueller Date 11-28-11

Course and/or classes being evaluated on: MEA / Energy u LP 1202
outside Leak Investigation, Pinpointing, + Grading

Step 1
Prompt leakage investigation
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will promptly: 1. Respond and investigate a notice of reported gas leakage, 2. Investigate suspected gas leakage found during surveys, patrols or by other means

Step 2
Perform equipment operation check
Abnormal Operating Conditions (None identified)
Evaluation Criteria The individual will, prior to use and periodically, be able to: 1. Perform equipment operation check in accordance with manufacturer's instructions, including: a. Verifying the sampling system is free of obstructions. b. Verifying filters are not obstructing the sample flow. 2. Initiate corrective action for equipment out of specification

Step 3
If hazardous leakage, initiate precautionary actions
Abnormal Operating Conditions • Hazardous gas leakage
Evaluation Criteria The individual will be able to initiate precautionary actions at any time that hazardous gas leakage is found, I.e.: 1. Evacuate 2. Control flow of leaking gas and it's migration 3. Ventilate affected premises 4. Determine the full extent of the hazardous area, including the discovery of gas migration and secondary damage 5. Monitor for a change in the extent of the hazardous area 6. Coordinate with fire, police and other public officials the actions to be taken

Step 4
If required, initiate prevention of accidental ignition in accordance with *Covered Task Summary 2011: Prevention of Accidental Ignition*
Abnormal Operating Conditions *Refer to Covered Task Summary 2011: Prevention of Accidental Ignition*
Evaluation Criteria *Refer to Covered Task Summary 2011: Prevention of Accidental Ignition*

Step 5
If required perform inside leakage investigation in accordance with *Covered Task Summary 1203: Inside Gas Leakage Investigation*
Abnormal Operating Conditions *Refer to Covered Task Summary 1203: Inside Gas Leakage Investigation*
Evaluation Criteria *Refer to Covered Task Summary 1203: Inside Gas Leakage Investigation*

Step 6
Visually inspect area of leakage
Abnormal Operating Conditions • Hazardous gas leakage
Evaluation Criteria The individual will be able to visually inspect the area for evidence of activities that could have contributed to the leakage, and evidence of gas leakage i.e.: 1. Reported gas leakage: a. Check with the reporting individual b. Take an initial bar test at the location of the suspected gas leakage 2. All suspected gas leakage: a. Recent construction activities b. Excavations and trenches along which gas may migrate and vent c. Patches to road surfaces d. Dead grass, dead trees, dead bushes, cracked dry ground e. Location of valve fittings, tees, stubs and connections at which gas leakage is likely f. Etc.

Step 7
Identify the location of buried pipelines in area of leakage
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to identify the location of buried pipelines, i.e.: 1. Maps and records 2. Dispatch instructions 3. Field observations

Step 8
Identify the location of foreign facilities in area of leakage
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to identify evidence of foreign facilities within the area of the spread of gas before bar testing, i.e.: 1. Electric 2. Telephone 3. Cable TV 4. Etc.

Step 9
Pinpoint the leak
Abnormal Operating Conditions • Hazardous gas leakage • Probe damages pipe • Probe damages pipe coating • Multiple leaks • LP or other gases present • Gas in a duct or sewer system
Evaluation Criteria The individual will be able to pinpoint the leak i.e.: 1. Establish outer boundary of leak indications to define the area in which the leak may be located. 2. Initiate bar hole tests at required intervals 3. Making all bar test holes the same depth and size 4. Evenly space the bar holes 5. Take leak detector readings at equal depth 6. Clear leak detector before and between each bar test hole 7. Use leak detector direction of greater concentration of combustible gas 8. Record sustained reading for each of the bar test holes 9. Use only the highest sustained readings, the gas can be traced to its source by identifying the test holes with the highest readings 10. Continue bar test holes at closer intervals, after the initial bar test holes, until the point of maximum concentration is located

11. When underground leakage has been identified, complete additional holes and deeper holes to more closely bracket the area. (For example, test holes may be spaced six feet apart initially and then the six foot spacing between the two highest test holes might be probed with additional test holes, with spacing as close as twelve inches.)
12. Complete additional tests include taking CGI readings at the top of a barhole or using manometer or bubble forming solution to determine which barhole has the greatest positive flow. Other indications are dust particles blowing from the barholes, the sound of gas coming from the barhole or the feel of gas flow on a sensitive skin surface. On occasion, sunlight diffraction can be observed as the gas vents to the atmosphere
13. If the soil retains considerable combustible gas, making it difficult to pinpoint the leakage, the soil shall be exhausted and a recheck shall be made to accurately determine the location and intensity of the leak
14. If gas is venting into an underground conduit or sewer system:
    a. Investigate to assure it has not traveled beyond expected leak boundary
    b. Test at available openings to isolate the source. Many times the leak is found at the intersection of the foreign conduit and a gas line. Particular attention should be given to these locations.

Step 10
Grade the leak
Abnormal Operating Conditions • Hazardous leakage
Evaluation Criteria The individual will be able to grade identified (found) leaks based on: 1. An evaluation of the location 2. Magnitude of a leak 3. Assign the leak grades and establish the priority of leak repair, i.e.: a. **Grade 1,** a leak that represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until the conditions are no longer hazardous b. **Grade 2,** a leak that is recognized as being non-hazardous at the time of detection, but, requires scheduled repair based on probable future hazard c. **Grade 3**, a leak that is non-hazardous at the time of detection and can be reasonably expected to

remain non-hazardous

Step 11
Recognize and react to Abnormal Operating Conditions
Abnormal Operating Conditions Category: Gas Leak/Unexpected Source of Gas • Hazardous gas leakage • Gas in a duct or sewer system • Multiple leaks Category: Noncompliance with Procedures, Standards & Other Requirements • Probe damaged pipe • Probe damaged pipe coating
Evaluation Criteria The individual will be able to: 1. Recognize Abnormal Operating Condition(s) that may be encountered while performing the task 2. React to the Abnormal Operating Condition(s) by: a. Initiating remedial action, or b. Reporting for analysis to determine: i. If remedial action is required, and ii. Remedial action to correct the Abnormal Operating Condition(s)

Step 12
If required, complete documentation Note: The Q41 consortium recommends that individuals be evaluated on completion of documentation for each covered task that they are qualifying for. If an individual successfully completes the steps for the task they are being evaluated for they are qualified for the task. Failure to successfully complete this step ***does not*** impact the individual's qualification for the task. If an individual does not complete this step in accordance with the evaluation criteria they should receive coaching or instruction as appropriate.
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to: 1. Identify documentation (records) to be completed 2. Define the required information that is to be recorded 3. Complete the records (paper or computer) 4. Submit the records for retention

PERFORMANCE EVALUATION / EMPLOYER RECORD

Employee Information:

Name: Karlain Drader

Employer: City of Granville

Address: PO Box 39

City, State: Granville ND Zip Code: 58741-0039

Affidavit

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Employee Signature Karlain Drader Date 11-28-11

Skills Evaluator Information:

Name Arland Mueller

Organization/Employer Granville Fire Dept

Telephone Number 701-728-6864 or 701-626-1746

Affidavit

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Sill Evaluator's Signature Arland Mueller Date 11-28-11

Course and/or classes being evaluated on: MEA/Energy U LP-1401
Abandonment or Inactivation of Facilities

Step 1

Identify abandonment in place & inactive pipeline requirements

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will be able to identify abandonment in place and inactive pipeline requirements, i.e.:

1. Disconnected from all sources and supplies of gas
2. Purged of gas, except when the volume of gas is so small that there is no potential hazard
3. For offshore pipelines, fill with water or inert materials and seal at the pipe ends
4. For offshore pipeline facility or each abandoned onshore pipeline facility that crosses over, under or through a commercially navigable waterway, the last operator of that facility must file a report upon abandonment of that facility

NA
NA

Step 2

Determine if the segment to be abandoned or inactivated contains a hazardous amount of gas or liquid hydrocarbons.

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will be able to:

1. Perform sampling to determine if the volume of natural gas or liquid hydrocarbons contained within poses a potential hazard
2. Remove hazardous amounts of liquid hydrocarbons
3. Initiate purging if there is a hazardous amount of gas

Step 3

If required, purge in accordance with *Covered Task Summary 1418: Purging*

Abnormal Operating Conditions

Refer to Covered Task Summary 1418: Purging

Evaluation Criteria

Refer to Covered Task Summary 1418: Purging

Step 4

Disconnect from all sources and supplies of gas

Abnormal Operating Conditions

- Abandoned or inactive segment not disconnected from all sources and supplies of gas

Evaluation Criteria

The individual will be able to disconnect the segment, i.e.:

1. Pipe and facilities to remain in service are not damaged
2. Ends of pipe to remain in service can be prepared for welding or joining for installation of:
   a. End caps, flanges, mechanical fittings, blind flanges, steel plate, etc.
   b. Replacement pipe

Step 5

Perform corrosion monitoring for in-service, discontinued service or abandoned segments in accordance with *Covered Task Summary 0401: Corrosion Monitoring – Atmospheric, External, and Internal Corrosion*

Abnormal Operating Conditions

Refer to Covered Task Summary 0401: Corrosion Monitoring - Atmospheric, External, and Internal Corrosion

Evaluation Criteria

Refer to Covered Task Summary 0401: Corrosion Monitoring - Atmospheric, External, and Internal Corrosion

Step 6

If required, fill pipeline with water, inert materials or other specified material

Abnormal Operating Conditions

- Pipeline not filled with water, inert material or other specified material

Evaluation Criteria

The individual will be able to fill mains or transmission lines with water, inert material or other specified materials

Step 7

If required, cap or tie-in ends of segments to remain in service, by:

1. **Welding in accordance with *Covered Task Category 24: Welding***
2. **Joining in accordance with *Covered Task Category 10: Joining* Covered Task Summaries**

Abnormal Operating Conditions

Refer to Covered Task Category 24: Welding and Covered Task Category 10: Joining Covered Task Summaries

Evaluation Criteria

Refer to Covered Task Category 24: Welding and Covered Task Category 10: Joining Covered Task Summaries

Step 8

Cap or seal abandoned or inactivated segment ends

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will be able to cap or seal ends of inactive or abandoned segments, by:

NA 1. Welding steel plates or caps
2. Installing mechanical fittings, caps or blind flanges
3. Fusing caps
4. Pinching the ends closed
5. Plugging with foam, cement, wood, or earth plug

Step 9
If required, remove above-grade facilities
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to: 1. Remove above-grade or at grade valves, risers, vault and valve box covers, etc. NA 2. Fill vault and valve box voids with suitably compacted backfill material

Step 10
If required, abandon service lines in conjunction with main abandonment or inactivation
Abnormal Operating Conditions • Service lines not abandoned as required
Evaluation Criteria The individual will be able to abandon services lines, as follows: 1. Curb valves and curb boxes a. All curb valves should be closed. b. The top section of curb boxes located in dirt areas should be removed and the void filled with suitable compacted back-fill material c. Curb boxes set in concrete or asphalt should be filled with suitable compacted backfill material to an appropriate distance from the top of the box and the fill completed with suitable paving material 2. Meter risers and headers a. Should be dismantled b. Removed from the premises 3. Service lines below grade through a basement wall a. The end of the service line should be plugged b. A cap should be installed as close to the face of the wall as practical. It is not necessary to remove pipe from the wall unless required by particular circumstances. 4. Service lines terminating at an outside meter set or an above-grade entrance should be: a. Cut b. Capped at an appropriate depth below grade

Step 11

Recognize and react to Abnormal Operating Condition(s)

Abnormal Operating Conditions

Category: Noncompliance With Procedures, Standards & Other Requirements

- Abandoned or inactive segment not disconnected from all sources and supplies of gas
- Pipeline not filled with water, inert material or other specified material
- Service lines not abandoned as required

Evaluation Criteria

The individual will be able to:

1. Recognize Abnormal Operating Condition(s) that may be encountered while performing the task
2. React to the Abnormal Operating Condition(s) by:
   a. Initiating remedial action, or
   b. Reporting for analysis to determine:
      i. If remedial action is required, and
      ii. Remedial action to correct the Abnormal Operating Condition(s)

Step 12

If required, complete documentation

Note: The Q41 consortium recommends that individuals be evaluated on completion of documentation for each covered task that they are qualifying for.

If an individual successfully completes the steps for the task they are being evaluated for they are qualified for the task. Failure to successfully complete this step ***does not*** impact the individual's qualification for the task.

If an individual does not complete this step in accordance with the evaluation criteria they should receive coaching or instruction as appropriate.

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will be able to:

1. Identify documentation (records) to be completed
2. Define the required information that is to be recorded
3. Complete the records (paper or computer)
4. Submit the records for retention

PERFORMANCE EVALUATION / EMPLOYER RECORD

Employee Information:

Name: Karlain Drader

Employer: City of Granville

Address: PO Box ~~113~~ 39

City, State: Granville, ND Zip Code: 58741-0039

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform.

Employee Signature Karlain Drader Date 11-28-11

Skills Evaluator Information:

Name Arland Mueller

Organization/Employer Granville Fire Dept.

Telephone Number 701-728-6864 or 701-626-1746

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks and the indicated level without assistance from me or any other person.

Sill Evaluator's Signature Arland Mueller Date 11-28-11

Course and/or classes being evaluated on: MEA / Energy U LP 1202 outside Leak Investigation, Pinpointing, + Grading

Step 1
Prompt leakage investigation
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will promptly: 1. Respond and investigate a notice of reported gas leakage, 2. Investigate suspected gas leakage found during surveys, patrols or by other means

Step 2
Perform equipment operation check
Abnormal Operating Conditions (None identified)
Evaluation Criteria The individual will, prior to use and periodically, be able to: 1. Perform equipment operation check in accordance with manufacturer's instructions, including: a. Verifying the sampling system is free of obstructions. b. Verifying filters are not obstructing the sample flow. 2. Initiate corrective action for equipment out of specification

Step 3
If hazardous leakage, initiate precautionary actions
Abnormal Operating Conditions • Hazardous gas leakage
Evaluation Criteria The individual will be able to initiate precautionary actions at any time that hazardous gas leakage is found, I.e.: 1. Evacuate 2. Control flow of leaking gas and it's migration 3. Ventilate affected premises 4. Determine the full extent of the hazardous area, including the discovery of gas migration and secondary damage 5. Monitor for a change in the extent of the hazardous area 6. Coordinate with fire, police and other public officials the actions to be taken

Step 4
If required, initiate prevention of accidental ignition in accordance with *Covered Task Summary 2011: Prevention of Accidental Ignition*
Abnormal Operating Conditions *Refer to Covered Task Summary 2011: Prevention of Accidental Ignition*
Evaluation Criteria *Refer to Covered Task Summary 2011: Prevention of Accidental Ignition*

Step 5
If required perform inside leakage investigation in accordance with *Covered Task Summary 1203: Inside Gas Leakage Investigation*
Abnormal Operating Conditions *Refer to Covered Task Summary 1203: Inside Gas Leakage Investigation*
Evaluation Criteria *Refer to Covered Task Summary 1203: Inside Gas Leakage Investigation*

Step 6
Visually inspect area of leakage
Abnormal Operating Conditions • Hazardous gas leakage
Evaluation Criteria The individual will be able to visually inspect the area for evidence of activities that could have contributed to the leakage, and evidence of gas leakage i.e.: 1. Reported gas leakage: a. Check with the reporting individual b. Take an initial bar test at the location of the suspected gas leakage 2. All suspected gas leakage: a. Recent construction activities b. Excavations and trenches along which gas may migrate and vent c. Patches to road surfaces d. Dead grass, dead trees, dead bushes, cracked dry ground e. Location of valve fittings, tees, stubs and connections at which gas leakage is likely f. Etc.

Step 7
Identify the location of buried pipelines in area of leakage
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to identify the location of buried pipelines, i.e.: 1. Maps and records 2. Dispatch instructions 3. Field observations

Step 8
Identify the location of foreign facilities in area of leakage
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to identify evidence of foreign facilities within the area of the spread of gas before bar testing, i.e.: 1. Electric 2. Telephone 3. Cable TV 4. Etc.

Step 9
Pinpoint the leak
Abnormal Operating Conditions • Hazardous gas leakage • Probe damages pipe • Probe damages pipe coating • Multiple leaks • LP or other gases present • Gas in a duct or sewer system
Evaluation Criteria The individual will be able to pinpoint the leak i.e.: 1. Establish outer boundary of leak indications to define the area in which the leak may be located. 2. Initiate bar hole tests at required intervals 3. Making all bar test holes the same depth and size 4. Evenly space the bar holes 5. Take leak detector readings at equal depth 6. Clear leak detector before and between each bar test hole 7. Use leak detector direction of greater concentration of combustible gas 8. Record sustained reading for each of the bar test holes 9. Use only the highest sustained readings, the gas can be traced to its source by identifying the test holes with the highest readings 10. Continue bar test holes at closer intervals, after the initial bar test holes, until the point of maximum concentration is located

11. When underground leakage has been identified, complete additional holes and deeper holes to more closely bracket the area. (For example, test holes may be spaced six feet apart initially and then the six foot spacing between the two highest test holes might be probed with additional test holes, with spacing as close as twelve inches.)
12. Complete additional tests include taking CGI readings at the top of a barhole or using manometer or bubble forming solution to determine which barhole has the greatest positive flow. Other indications are dust particles blowing from the barholes, the sound of gas coming from the barhole or the feel of gas flow on a sensitive skin surface. On occasion, sunlight diffraction can be observed as the gas vents to the atmosphere
13. If the soil retains considerable combustible gas, making it difficult to pinpoint the leakage, the soil shall be exhausted and a recheck shall be made to accurately determine the location and intensity of the leak
14. If gas is venting into an underground conduit or sewer system:
    a. Investigate to assure it has not traveled beyond expected leak boundary
    b. Test at available openings to isolate the source. Many times the leak is found at the intersection of the foreign conduit and a gas line. Particular attention should be given to these locations.

Step 10

Grade the leak

Abnormal Operating Conditions

- Hazardous leakage

Evaluation Criteria

The individual will be able to grade identified (found) leaks based on:

1. An evaluation of the location
2. Magnitude of a leak
3. Assign the leak grades and establish the priority of leak repair, i.e.:
    a. **Grade 1,** a leak that represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until the conditions are no longer hazardous
    b. **Grade 2,** a leak that is recognized as being non-hazardous at the time of detection, but, requires scheduled repair based on probable future hazard
    c. **Grade 3**, a leak that is non-hazardous at the time of detection and can be reasonably expected to

remain non-hazardous

Step 11
Recognize and react to Abnormal Operating Conditions
Abnormal Operating Conditions Category: Gas Leak/Unexpected Source of Gas • Hazardous gas leakage • Gas in a duct or sewer system • Multiple leaks Category: Noncompliance with Procedures, Standards & Other Requirements • Probe damaged pipe • Probe damaged pipe coating
Evaluation Criteria The individual will be able to: 1. Recognize Abnormal Operating Condition(s) that may be encountered while performing the task 2. React to the Abnormal Operating Condition(s) by: a. Initiating remedial action, or b. Reporting for analysis to determine: i. If remedial action is required, and ii. Remedial action to correct the Abnormal Operating Condition(s)

Step 12
If required, complete documentation Note: The Q41 consortium recommends that individuals be evaluated on completion of documentation for each covered task that they are qualifying for. If an individual successfully completes the steps for the task they are being evaluated for they are qualified for the task. Failure to successfully complete this step ***does not*** impact the individual's qualification for the task. If an individual does not complete this step in accordance with the evaluation criteria they should receive coaching or instruction as appropriate.
Abnormal Operating Conditions (None Identified)
Evaluation Criteria The individual will be able to: 1. Identify documentation (records) to be completed 2. Define the required information that is to be recorded 3. Complete the records (paper or computer) 4. Submit the records for retention

OQ TASK LIST

I.	COMMON (all employees)	Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
1	Vaporization Plant Operations							5			
1A	Operating and Maintaining Direct fired LP Gas Vaporizers							1			
1B	Emergency Shutdown of Supply Tank							1			
2	Characteristics and Hazards of Propane	04/24/09	04/24/09					5	MEA Modules	MEA Test # KNT 192-0101	
3	Potential Ignition Sources: Indoor and Outdoor	04/21/09	02/10/11					5	SCC	Southern Cross Corp Mod 4	
4	Recognizing Emergency Conditions							5			
5	Recognizing and Reporting Propane Gas Leaks	04/27/09	02/10/11					5	SCC	Southern Cross Corp Mod 10	
II.	FIELD SAFETY										
6	Personal Protective Equipment							5			
7	Proper Fire-fighting Techniques							5			
8	Controlling the Accidental Release of Gas							5			
9	Recognizing Unsafe Meter Sets							5			
III.	LEAK SURVEY AND RESPONSE										
10	Leak Classification	03/05/11	03/05/11	04/08/09	04/08/09			3	MEA Modules	MEA Test # KNT 192-1203	MEA Test # KNT 192-1201
11	Operating the Combustible Gas Indicator	04/21/09	02/10/11					3	SCC	Southern Cross Corp Mod 5	

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
12	Operating the Flame Ionization Unit (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
13	Emergency Response and Restoration of Service							3			
14	Leak Surveys and Patrols	04/28/09	04/28/09					5	MEA Modules	MEA Test # KNT 192-1201	
IV.	**CUSTOMER SERVICE**										
15	Customer Leak Investigation	04/28/09	04/28/09					5	MEA Modules	MEA Test # KNT 192-1202	
16	Pressure Checks to Establish Gas Service							5			
17	Establishing and Disconnecting Gas							5			
V	**CONSTRUCTION and MAINTENANCE**										
18	Atmospheric Corrosion	04/27/09	04/27/09					5	MEA Modules	MEA Test # KNT 192-0401	
19	Odorization							5			
20	Bar Hole Testing and Purging	04/28/09	02/10/11					5	SCC	Southern Cross Corp Mod 20	
21	Locating and Marking Facilities	04/28/09	04/28/09					5	MEA Modules	MEA Test # KNT 192-0801	
22	Excavation and Shoring Safety	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
23	Plastic Pipe Fusion							5			
24	Plastic Pipe Repair (Permasert Couplings)							5			

OQ TASK LIST

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
25	Fusion Qualification (Permasert Couplings)							1			
27	Joining Steel Pipe	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
28	Welding Qualification	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A	
29	Steel Repair Fittings	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
30	Maintaining Steel Mains							5			
31	Pressure Testing Steel and Plastic Pipelines							5			
32	Purging Safety							5			
33	Cathodic Protection							5			
34	Tapping/Stopping: 1.25" through 4" Pipe (Permasert)							5			
35	Installing Mains							5			
36	Installing Service							5			
37								5			
38	Abandoning Facilities							5			
39	Safe Vault Entry (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
40	Inspecting and Maintaining Valves							5			

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
41	Inspecting Pressure Regulating and Limiting Stations							5			
42	System Uprating							5			
51	Job Site Protection							5			
52	Backhoe Safety							5			

SOUTHERN CROSS CORP.

A SPARUS Company

MEA OPERATOR QUALIFICATION MODULES (ONLINE)

MEA TEST #	COURSE DESCRIPTION	Test Date	Evaluation Date	Passed/ Failed
KNT 192	Abnormal Operating Conditions	4/24/09	Done Online	Passed
KNT 192-0101	Characteristics and Hazards of Natural Gas	4/24/09	Done Online	Passed
KNT 192-0401	Corrosion Monitoring- Atmospheric, External, Internal	4/27/09	Done Online	Passed
KNT 192-0512	Pipe-to-Soil Testing	4/27/09	Done Online	Passed
KNT 192-0801	Locating Pipelines	4/28/09	Done Online	Passed
KNT 192-0901	System Patrolling	4/28/09	Done Online	Passed
KNT 192-1201	Leakage Survey: Distribution and Transmission	4/28/09	Done Online	Passed
KNT 192-1202	Outside Leakage Investigation, Pinpointing, Grading	4/28/09	Done Online	Passed
KNT 192-1203	Inside Gas Leakage Investigation	3/5/11	Done Online	Passed
KNT 192-1404	Casing Vents and Seals	3/5/11	Done Online	Passed
KNT 192-2011	Prevention of Accidental Ignition	4/29/11	Done Online	Passed

SCC OQ Records

MODULE #	TITLE	Test Date	Evaluation Date	Passed/ Failed
1	What is Gas Leak Survey & Why Do It?	4/21/2009	2/10/2011	Passed
2	Identifying Parts of a Gas System	4/21/2009	2/10/2011	Passed
3	Characteristics of Natural Gas	4/21/2009	2/10/2011	Passed
4	Potential Ignition Sources	4/21/2009	2/10/2011	Passed
5	Combustible Gas Indicators: Theory & Field Use	4/21/2009	2/10/2011	Passed
6	Hydrogen Flame Ionization: Theory & Field Use	4/21/2009	2/10/2011	Passed
7	Likely Leak and Venting Locations	4/25/2009	2/10/2011	Passed
8	Visual Signs of Gas Leakage	4/25/2009	2/10/2011	Passed
9	Residential HFI Leak Survey Practices	4/25/2009	2/10/2011	Passed
10	Basics of Leak Investigation & Centering	4/27/2009	2/10/2011	Passed
11	Leak Grading	4/27/2009	2/10/2011	Passed
12	Basic Drawing Techniques & Leak Report Form 11	4/28/2009	2/10/2011	Passed
13	Reporting System Coverage	4/28/2009	2/10/2011	Passed
14	Recognizing Abnormal Conditions	4/28/2009	2/10/2011	Passed
15	Corrosion and Leak Survey	4/28/2009	2/10/2011	Passed
16	Job Safety	4/28/2009	2/10/2011	Passed
17	Facility Locating	4/28/2009	2/10/2011	Passed
18	Business District Survey			
19	MFI Survey	4/28/2009	2/10/2011	Passed
20	Probe Bar Survey	4/28/2009	2/10/2011	Passed
21	Telephone Bldg. Survey			

Tech Name Owen Fife **Tech Id** 3157

OQ TASK LIST

I.	COMMON (all employees)	Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
1	Vaporization Plant Operations							5			
1A	Operating and Maintaining Direct fired LP Gas Vaporizers							1			
1B	Emergency Shutdown of Supply Tank							1			
2	Characteristics and Hazards of Propane							5			
3	Potential Ignition Sources: Indoor and Outdoor							5			
4	Recognizing Emergency Conditions							5			
5	Recognizing and Reporting Propane Gas Leaks							5			
II.	**FIELD SAFETY**										
6	Personal Protective Equipment							5			
7	Proper Fire-fighting Techniques							5			
8	Controlling the Accidental Release of Gas							5			
9	Recognizing Unsafe Meter Sets							5			
III.	**LEAK SURVEY AND RESPONSE**										
10	Leak Classification							3			
11	Operating the Combustible Gas Indicator							3			

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
12	Operating the Flame Ionizination Unit (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
13	Emergency Response and Restoration of Service							3			
14	Leak Surveys and Patrols							5			
IV.	**CUSTOMER SERVICE**										
15	Customer Leak Investigation							5			
16	Pressure Checks to Establish Gas Service							5			
17	Establishing and Disconnecting Gas							5			
V	**CONSTRUCTION and MAINTENANCE**										
18	Atmospheric Corrosion							5			
19	Odorization							5			
20	Bar Hole Testing and Purging							5			
21	Locating and Marking Facilities							5			
22	Excavation and Shoring Safety	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
23	Plastic Pipe Fusion							5			
24	Plastic Pipe Repair (Permasert Couplings)							5			

OQ TASK LIST

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
25	Fusion Qualification (Permasert Couplings)							1			
27	Joining Steel Pipe	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
28	Welding Qualification	03/31/11	03/31/11					1	MDU	MDU-Paul Riely	
29	Steel Repair Fittings	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	
30	Maintaining Steel Mains							5			
31	Pressure Testing Steel and Plastic Pipelines							5			
32	Purging Safety							5			
33	Cathodic Protection							5			
34	Tapping/Stopping: 1.25" through 4" Pipe (Permasert)							5			
35	Installing Mains							5			
36	Installing Service							5			
37								5			
38	Abandoning Facilities							5			
39	Safe Vault Entry (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
40	Inspecting and Maintaining Valves							5			

OQ TASK LIST

		Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course	Course
41	Inspecting Pressure Regulating and Limiting Stations							5			
42	System Uprating							5			
51	Job Site Protection							5			
52	Backhoe Safety							5			

MDU

Performance Evaluation Criteria – PEF 2403
Non Destructive testing

Individual: David Albertson	Employee #: 269967
Region/Location: Minot	
Evaluator: PAUL RILEY	Date: 3-31-11
Evaluation Method: X Performance on the Job ____ Simulation	Qualified: X Yes ____ No

Steps	Evaluation Criteria	Satisfactory	Unsatisfactory
Danger: • If overcome by vapors; move to fresh air • Eye/Skin contact-flush with water • If ingested, do not induce vomiting. Give large amounts of water. Contact physician immediately. • Do not use near open flames, arcs or other ignition sources. • Do not expose can to temperatures above 120° F			
1. Clean Weld	Use Spray Cleaner 1. Apply to cool surface 2. Wipe with clean dry cloth 3. Repeat until area is clean	☒	☐
2. Apply Penetrant	1. Spray to cover test area 2. Allow one to thirty minutes before removing surface penetrant 3. To remove excess penetrant, spray cleaner on cloth and wipe surface	☒	☐
3. Apply Developer	1. Spray test area with a thin, damp, even coat. 2. Allow developing time of five to fifteen minutes, then inspect for red lines which mark cracks and red dots which mark pores.	☒	☐
4. If required, complete documentation If an individual successfully completes the steps for the task they are being evaluated for they are qualified for the task. Failure to successfully complete this step does not impact the individual's qualification for the task.	The individual will be able to: 1. Identify documentation (records) to be completed 2. Define the required information that is to be recorded 3. Complete documentation (paper or computer) 4. Submit the records for retention	☒	☐

Company: Montana-Dakota Utilities Co.

20231(10-94)
(Rev 2/10)

THIS IS AN IMPORTANT COMPANY RECORD.
— DO NOT DESTROY —

TRAINING ATTENDANCE SHEET

DATE: 31 March 2010 TIME: 1500 hrs

LOCATION: Bismarck Service Center

INSTRUCTOR: Paul Riely

SUBJECT:

2011 Welding Classroom Training

WRITTEN MATERIALS:

20th Edition API 1104

ATTENDEES

	SIGNATURE	NAME (Type or print)	EMPLOYEE NO.	WORK LOCATION
1.	David Albertson	David Albertson	269967	Minot
2.				
3.				
4.				
5.				
6.				
7.				
19/				
20/				
21/				
22/				
23/				
24/				
25/				
26/				
27/				
28/				

MONTANA-DAKOTA UTILITIES CO.

REQUALIFICATION WELD

Welder: Dave Alverson

Region/Dist: Badlands / Minot

Date: 9-1-11

This weld was made in my presence by the above-named welder according to approved welding procedures.

Procedure Name:	SMAW-1
Test Pipe Material Grade:	Grade B X-42
Filler Metal:	Group 1
Welding Direction:	Down Hill
Postion of Weld Sample:	5G Horizontal fixed
Voltage Range:	21-24
AMP Range:	85-135
Signed:	Jeff Hanson
Date	9-1-11

ATTACH TO WELD AND SUBMIT FOR TESTING.

MONTANA-DAKOTA UTILITIES CO.

REQUALIFICATION WELD

Welder: Dave Albertson

Region/Dist: Bo J Lands / Minot

Date: 9-1-11

This weld was made in my presence by the above-named welder according to approved welding procedures.

Procedure Name: OXY/ACT
Test Pipe Material Grade: 1"
Filler Metal:
Welding Direction: uphill
Postion of Weld Sample: fixed
Voltage Range:
AMP Range:
Signed: [signature]
Date 9-1-11

ATTACH TO WELD AND SUBMIT FOR TESTING.

Worksheet 2: OXYACETYLENE

Montana-Dakota Utilities Co.
WELDER QUALIFICATION TEST
OXYACETYLENE

DATE:	3/31/2011			
WELDER:	David Albertson			
EMPLOYEE:	269967	CONTRACTOR	NAME:	
REGION	Badlands		TOWN:	Minot
TEST LOCATION:	Minot			
TESTED BY:	Dean Beckler	QUALIFIED:	yes	

WELDING PROCESS USED: OXYACETYLENE
POSITION: FIXED

DIRECTION: UPHILL
TYPE OF WELDING MACHINE:
PIPE TYPE & GRADE: A53 GR B DIAMETER: 1" WALL THICK: .133"

ROD SPECIFICATIONS AND CHARACTERISTICS

	TYPE ROD	SIZE	POLARITY	AMPERAGE	VOLTAGE
ROOT BEAD **HOT PASS** **FILLER PASS** **CAP BEAD**	GROUP 8	1/8"			

TEST COUPON QUALIFICATION

JOINT TYPE	# OF COUPONS	TENSILE TEST	NICK BREAK	ROOT BEND	

1" FIXED	4			4	
COMMENTS:	ALL COUPONS PASSED				

Worksheet 4: WELDSMAW

Montana-Dakota Utilities Co.
WELDER QUALIFICATION TEST

DATE:	3/31/11				
WELDER:	David Albertson				
EMPLOYEE:	269967	CONTRACTOR		NAME:	
REGION:	Badlands			TOWN:	Minot
TEST LOCATION:	Minot				
TESTED BY:	Dean Beckler		QUALIFIED:	Yes	

WELDING PROCESS USED: SMAW
POSITION: HORIZONTAL FIXED

DIRECTION: DOWNHILL
TYPE OF WELDING MACHINE: Lincoln 300
PIPE TYPE & GRADE: A53 GR B DIAMETER: 12" WALL THICK: .250

ROD SPECIFICATIONS AND CHARACTERISTICS

	TYPE ROD	SIZE	POLARITY	AMPERAGE	VOLTAGE
ROOT BEAD	GROUP 1	1/8"	RP	75-130	20-40
HOT PASS	GROUP 1	1/8"	RP	75-130	20-40
FILLER PASS	GROUP 1	5/32"	RP	75-130	20-40
CAP BEAD	GROUP 1	5/32"	RP	90-185	20-40

TEST COUPON QUALIFICATION

JOINT TYPE	# OF COUPONS	TENSILE TEST	NICK BREAK	ROOT BEND	
12" BUTT	6		4	2	
12" BRANCH	4		4		
SERVICE TEES -					

COMMENTS:	ALL COUPONS PASSED API 1104 & DOT PART 192 ACCEPTANCE CRITERIA 2 SERVICE TEES WITH GROUP 1 ROD