Guidelines for States Participating in the Underground Natural Gas Storage Safety Program – Inspector Mentoring

Appendix H

STATE UNDERGROUND NATURAL GAS STORAGE SAFETY MENTORING PROGRAM

Mission:
Provide a process by which state programs shall be able to take advantage of providing or receiving mentoring from or to other state Underground Natural Gas Storage safety programs or PHMSA.

Goals:
To provide supplemental information beyond that currently available to state Underground Natural Gas Storage Safety programs for the purpose of enhancing safety and to further the knowledge base of all state underground natural gas storage inspector(s) in the use of various inspection and investigation techniques, to exchange state training programs, to assist in promoting consistent enforcement of federal regulations at the state level, and to assist other state inspectors in their professional growth and improved knowledge of inspection techniques.

Objectives:

- Review discuss, and utilize inspection techniques;
- Develop and nurture relationships between state programs and their staff in order to provide for more opportunities to expand mentoring programs between both state programs and with PHMSA;

- Increase state-to-state inspection and enforcement consistency as applicable to federal underground natural gas storage safety regulations;
- Enhance critical thinking processes that apply to inspections of various size operators;
- Broaden a state's knowledge of the diversity of underground natural gas storage facilities in other states;
- Develop/review varying processes for relevant data collection;
- Develop successful processes for conducting accident and incident investigations as well as a review of supporting reporting documentation requirements.

Program Guidelines:

- Mentoring application will be submitted to the PHMSA Director of State Programs for approval;
- Invitational Travel (based on availability) will be provided by PHMSA after application approval;
- Mentoring sessions will be no longer than five working days;
- States shall have the ability to arrange their own mentoring sessions with other states without invitational travel, but the state will still need an approved application in order for travel and personnel costs to be recovered through their State Underground Natural Gas Storage Safety Base Grant;
- States that choose to arrange their own mentoring program without the approval of PHMSA shall be responsible for all cost associated with the mentoring and shall not be allowed to recover those cost through their Grant;
- The state providing and the state receiving approved mentoring shall both provide to the PHMSA Director of State Programs a post-session Action Report identifying the advantages, lessons learned and other relevant information acquired as a result of the mentoring session. A copy of this report will also be provided to the NAPSR Administrative Manager for posting on the private NAPSR web page.

Contact Information:

- Zach Barrett – Director of State Programs, 405-834-8344 zach.barrett@dot.gov
- Pat Gaume – UNGS State Liaison, 282-224-7132 Patrick.Gaume@dot.gov

Contact your PHMSA State Program liaison for further questions.

Instructions for Inspection Mentoring Applicants

August 6, 2014

1) **Discuss inspection mentoring with Program Manager and obtain their approval.**
2) **With Program Manager identify possible inspection mentoring opportunities (State or Federal) in accordance with the "Program Guidelines" in the "Underground Natural Gas Storage Safety Inspector Mentoring Program Outline" document.**
3) **Complete "Mentoring Application" Form and email to Don.Martin@dot.gov and copy Zach.Barrett@dot.gov**
   4) Obtain an email approval from Don Martin, PHMSA State Coordinator or Zach Barrett, PHMSA Director of State Programs.
5) **Submit Invitational Travel Request through established Invitational Travel process**
6) **Provide feedback for improving inspection mentoring process in accordance with the "Program Guidelines".**

MENTORING APPLICATION

(Form to be completed by State Program Manager requesting mentoring)

Date of Request	**DD/MM/YYYY**
State Program (Requesting Mentoring)	Choose an item.

State Program (Providing Mentoring)	
Describe the Invitational Travel being requested Including dates, transportation, lodging, special needs, etc.	

Provide a brief synopsis of the goals / expectations of the mentoring to be received:

Provide a brief summary identifying the qualifications of the person who will be providing the mentoring: should Include all relevant experience:

List all courses completed in PHMSA's Training and Qualification Division if applicable to the proposed mentoring objectives:

- Has mentoring under this program been provided previously to the requesting state program? Circle One: Yes No

- Do travel restrictions exist for State Program providing the mentoring? List any blackout dates – TQ conflict dates – other dates not available within this calendar year:

Comments: