

U.S. Department of Transportation
Pipeline and Hazardous
Materials Safety
Administration

### 2015 Hazardous Liquid State Program Evaluation

for

Washington Utilities and Transportation Commission

### Document Legend PART:

- O -- Representative Date and Title Information
- A -- Progress Report and Program Documentation Review
- B -- Program Inspection Procedures
- C -- Program Performance
- D -- Compliance Activities
- E -- Accident Investigations
- F -- Damage Prevention
- G -- Field Inspections
- H -- Interstate Agent State (if applicable)
- I -- 60106 Agreement State (if applicable)



## 2015 Hazardous Liquid State Program Evaluation -- CY 2015 Hazardous Liquid

State Agency: Washington Rating:

Agency Status: 60105(a): 60106(a): Interstate Agent:

**Date of Visit:** 

Agency Representative: PHMSA Representative:

Commission Chairman to whom follow up letter is to be sent:

Name/Title: Agency: Address: City/State/Zip:

#### **INSTRUCTIONS:**

Complete this evaluation in accordance with the Procedures for Evaluating State Pipeline Safety Program. The evaluation should generally reflect state program performance during CY 2015 (not the status of performance at the time of the evaluation). All items for which criteria have not been established should be answered based on the PHMSA representative's judgment. A deficiency in any one part of a multiple part question should be scored as needs improvement. Determine the answer to the question then select the appropriate point value. If a state receives less then the maximum points, include a brief explanation in the space provided for general comments/regional observations. If a question is not applicable to a state, select NA. Please ensure all responses are COMPLETE and ACCURATE, and OBJECTIVELY reflect state program performance. Increasing emphasis is being placed on performance. This evaluation together with selected factors reported in the state's annual progress report attachments provide the basis for determining the state's pipeline safety grant allocation.

#### Field Inspection (PART G):

The field inspection form used will allow different areas of emphasis to be considered for each question. Question 13 is provided for scoring field observation areas. In completing PART G, the PHMSA representative should include a written summary which thoroughly documents the inspection.

#### **Scoring Summary**

PART	$\mathbf{S}$	<b>Possible Points Points Scored</b>
<b>—</b> A	Progress Report and Program Documentation Review	10
В	Program Inspection Procedures	12
<b>—</b> C	Program Performance	43
D	Compliance Activities	15
Е	Accident Investigations	5
F	Damage Prevention	8
<b>G</b>	Field Inspections	12
Н	Interstate Agent State (if applicable)	6
I	60106 Agreement State (if applicable)	0
<b>TOTA</b>	LS	111
PART  A B C D E F G H I TOTA State	Rating	

# PART A - Progress Report and Program Documentation Review

Points(MAX) Score

2

1 Evaluato	Accuracy of Jurisdictional Authority and Operator/Inspection Units Data - Progress Report Attachment 1 Yes = 1 No = 0 Needs Improvement = .5 or Notes:	1	
<b>2</b> Evaluato	Review of Inspection Days for accuracy - Progress Report Attachment 2 Yes = 1 No = 0 Needs Improvement = .5 or Notes:	1	
3 Evaluato	Accuracy verification of Operators and Operators Inspection Units in State - Progress Report Attachment 3 Yes = 1 No = 0 Needs Improvement = .5 or Notes:	1	
4	Were all federally reportable incident reports listed and information correct? - Progress	1	

Evaluator Notes:

Report Attachment 4

Yes = 1 No = 0 Needs Improvement = .5

5 Accuracy verification of Compliance Activities - Progress Report Attachment 5
Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

6 Were pipeline program files well-organized and accessible? - Progress Report Attachment 6

Yes = 2 No = 0 Needs Improvement = 1

**Evaluator Notes:** 

Was employee listing and completed training accurate and complete? - Progress Report Attachment 7

Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

Werification of Part 195,198,199 Rules and Amendments - Progress Report Attachment 8
Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

List of Planned Performance - Did state describe accomplishments on Progress Report in detail - Progress Report Attachment 10
 Yes = 1 No = 0 Needs Improvement = .5

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10 General Comments: Info Only = No Points Info Only

**Evaluator Notes:** 



2

1 Standard Inspection procedures should give guidance to state inspectors that insure consistency in all inspections conducted by the state? The following elements should be addressed at a minimum - pre-inspection activities, inspection activities, post-inspection activities.

Yes = 2 No = 0 Needs Improvement = 1

**Evaluator Notes:** 

2 IMP Inspection procedures should give guidance to state inspectors that insure consistency in all inspections conducted by the state? The following elements should be addressed at a minimum - pre-inspection activities, inspection activities, post-inspection activities.

1

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Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

3 OQ Inspection procedures should give guidance to state inspectors that insure consistency in all inspections conducted by the state? The following elements should be addressed at a minimum - pre-inspection activities, inspection activities, post-inspection activities.

Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

4 Damage Prevention Inspection procedures should give guidance to state inspectors that insure consistency in all inspections conducted by the state? The following elements should be addressed at a minimum - pre-inspection activities, inspection activities, postinspection activities.

Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

5 Any operator training conducted should be outlined and appropriately documented as needed.

Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

6 Construction Inspection procedures should give guidance to state inspectors that insure consistency in all inspections conducted by the state? The following elements should be addressed at a minimum - pre-inspection activities, inspection activities, post-inspection activities.

1

6

Yes = 1 No = 0 Needs Improvement = .5

**Evaluator Notes:** 

7 Does inspection plan address inspection priorities of each operator, and if necessary each unit, based on the following elements?

Yes = 6 No = 0 Needs Improvement = 1-5

Length of time since last inspection (Within five year interval)

No 🔾 Improvement

	b. Operating history of operator/unit and/or location (includes leakage, incident and compliance activities)	Yes 🔘	No 🔾	Needs Improvement
	c. Type of activity being undertaken by operators (i.e. construction)	Yes 🔘	No 🔾	Needs Improvement
	d. Locations of operators inspection units being inspected - (HCA's, Geographic area, Population Density, etc)	Yes 🔘	No 🔾	Needs Improvement
	e. Process to identify high-risk inspection units that includes all threats - (Excavation Damage, Corrosion, Natural Forces, Outside Forces, Material and Welds, Equipment, Operators and any Other Factors)	Yes 🔾	No 🔾	Needs Improvement
	f. Are inspection units broken down appropriately?	Yes 🔘	No 🔾	Needs Improvement
Evaluato	or Notes:			
8	General Comments: Info Only = No Points	Info Onl	y	
Evaluato	or Notes:			



1	Was ratio of Total Inspection person-days to total person days acceptable? (Director of State Programs may modify with just cause) Chapter $4.3$ Yes = $5 \text{ No} = 0$	5		
	A. Total Inspection Person Days (Attachment 2):			
	B. Total Inspection Person Days Charged to the Program (220 X Inspection Person Years) (Attachment 7):			
	Ratio: A / B			
	If Ratio $\geq$ 0.38 Then Points = 5, If Ratio $\leq$ 0.38 Then Points = 0			
Evaluator	Notes:			
2	Has each inspector and program manager fulfilled the T Q Training Requirements? (See Guidelines Appendix C for requirements) Chapter 4.4  Yes = 5 No = 0 Needs Improvement = 1-4	5		
	a. Completion of Required OQ Training before conducting inspection as lead?	Yes 🔘	No 🔘	Needs Improvement
	b. Completion of Required IMP Training before conducting inspection as lead	Yes 🔘	No 🔘	Needs Improvement
	c. Root Cause Training by at least one inspector/prgram manager	Yes 🔘	No 🔘	Needs Improvement
	d. Note any outside training completed	Yes 🔘	No 🔾	Needs Improvement
Evaluator	e. Verify inspector has obtained minimum qualifications to lead any applicable standard inspection as the lead inspector.  Notes:	Yes 🔘	No 🔾	Needs Improvement
3	Did state records and discussions with state pipeline safety program manager indicate adequate knowledge of PHMSA program and regulations? Chapter 4.1,8.1 Yes = 2 No = 0 Needs Improvement = 1	2		
Evaluator	Notes:			
4	Did state respond to Chairman's letter on previous evaluation within 60 days and correct or address any noted deficiencies? (If necessary) Chapter 8.1  Yes = 2 No = 0 Needs Improvement = 1	2		
Evaluator				
5	Did State hold PHMSA TQ Seminar in Past 3 Years? Chapter 8.5	2		
Evaluator	Yes = $2 \text{ No} = 0$ Notes:			
6	Did state inspect all types of operators and inspection units in accordance with time intervals established in written procedures? Chapter 5.1	5		

7	Did inspection form(s) cover all applicable code requirements addressed on Federal Inspection form(s)? Did State complete all applicable portions of inspection forms? Chapter 5.1	2
Evaluator	Yes = 2 No = 0 Needs Improvement = 1 r Notes:	
8	Did the state review operator records of previous accidents and failures including reported third party damage and leak response to ensure appropriate operator response as required by $195.402(c)(5)$ ? Yes = $1 \text{ No} = 0$	1
Evaluator	r Notes:	
9	Has the state reviewed Operator Annual reports, along with Incident/Accident reports, for accuracy and analyzed data for trends and operator issues? Yes = 2 No = 0 Needs Improvement = 1	2
Evaluator	r Notes:	
10	Did state input all applicable OQ, LIMP inspection results into federal database in a timely manner? This includes replies to Operator notifications into IMDB database. Chapter 5.1  Yes = 2 No = 0 Needs Improvement = 1	2
Evaluator		
11	Has state confirmed intrastate operators have submitted information into NPMS database along with changes made after original submission?  Yes = 1 No = 0 Needs Improvement = .5	1
Evaluator	r Notes:	
12	Is the state verifying operators are conducting drug and alcohol tests as required by regulations? This should include verifying positive tests are responded to in accordance with program. 49 CFR 199  Yes = 2 No = 0 Needs Improvement = 1	2
Evaluator	r Notes:	
13	Is state verifying operators OQ programs are up to date? This should include verification of any plan updates and that persons performing covered tasks (including contractors) are properly qualified and requalified at intervals determined in the operators plan. 49 CFR 195 Part G  Yes = 2 No = 0 Needs Improvement = 1	2
Evaluator		

Is state verifying operator's hazardous liquid integrity management (L IMP) Programs are up to date? This should include a previous review of LIMP plan, along with monitoring progress on operator tests and remedial actions. In addition, the review should take in to account program review and updates of operators plan(s). 49 CFR 195.452 Appendix C Yes = 2 No = 0 Needs Improvement = 1

**Evaluator Notes:** 

2

15	Is state verifying operators Public Awareness programs are up to date and being followed. State should also verify operators have evaluated Public Awareness programs for effectiveness as described in RP1162. 49 CFR 195.440 PAPEI Effectiveness Inspections should be conducted every four years per RP1162 Yes = 2 No = 0 Needs Improvement = 1	2		
Evaluato				
16 Evaluato	Does the state have a mechanism for communicating with stakeholders - other than state pipeline safety seminar? (This should include making enforcement cases available to public).  Yes = 1 No = 0 Needs Improvement = .5  r Notes:	1		
17 Evaluato	Did state execute appropriate follow-up actions to Safety Related Condition (SRC)  Reports? Chapter 6.3  Yes = 1 No = 0 Needs Improvement = .5  r Notes:	1		
18 Evaluato	Did the state participate in/respond to surveys or information requests from NAPSR or PHMSA?  Yes = 1 No = 0 Needs Improvement = .5  r Notes:	1		
19 Evaluato	If the State has issued any waivers/special permits for any operator, has the state verified conditions of those waivers/special permits are being met? This should include having the operator amend procedures where appropriate.  Needs Improvement = .5 No = 0 Yes = 1  **Rotes:	1 e		
20 Evaluato	Did the state attend the National NAPSR Board of Directors Meeting in CY being evaluated?  Needs Improvement = .5 No = 0 Yes = 1  r Notes:	1		
21	Discussion on State Program Performance Metrics found on Stakeholder Communication site? http://primis.phmsa.dot.gov/comm/states.htm Needs Improvement = 1 No = 0 Yes = 2	2		
	a. Discussion of Potential Accelerated Actions (AA's) based on any negative trends	Yes 🔘	No 🔾	Needs Improvement
Evaluato	b. NTSB P-11-20 Meaningful Metrics r Notes:	Yes 🔘	No 🔾	Needs Improvement

Info Only = No Points Evaluator Notes:

General Comments:

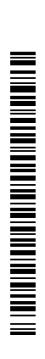
Info Only

22



1	Does the state have written procedures to identify steps to be taken from the discovery to resolution of a probable violation? Chapter $5.1$ Yes = $4 \text{ No} = 0 \text{ Needs Improvement} = 1-3$	4		
	a. Procedures to notify an operator (company officer) when a noncompliance is identified	Yes 🔘	No 🔾	Needs Improvement
	b. Procedures to routinely review progress of compliance actions to prevent delays or breakdowns	Yes 🔘	No 🔾	Needs Improvement
Evaluatoi	Notes.			
2	Did the state follow compliance procedures (from discovery to resolution) and adequately document all probable violations, including what resolution or further course of action is needed to gain compliance? Chapter 5.1  Yes = 4 No = 0 Needs Improvement = 1-3	4		
	a. Were compliance actions sent to company officer or manager/board director if municipal/government system?	Yes 🔘	No 🔘	Needs Improvement
	b. Document probable violations	Yes 🔘	No 🔘	Needs Improvement
	c. Resolve probable violations	Yes 🔘	No 🔘	Needs Improvement
	d. Routinely review progress of probable violations	Yes 🔘	No 🔘	Needs Improvement
	e. Were applicable civil penalties outlined in correspondence with operator(s)	Yes ()	No 🔘	Needs Improvement
Evaluator	Notes:			improvement
<b>3</b> Evaluator	Did the state issue compliance actions for all probable violations discovered?  Yes = 2 No = 0 Needs Improvement = 1  Notes:	2		
4	Did compliance actions give reasonable due process to all parties? Including "show	2		
Evaluator	cause" hearing if necessary.  Yes = 2 No = 0  Notes:			
5	Is the program manager familiar with state process for imposing civil penalties? Were civil penalties considered for repeat violations (with severity consideration) or violations resulting in incidents/accidents? (describe any actions taken)	2		
Evaluator	Yes = 2 No = 0 Notes:			
6	Can the State demonstrate it is using their enforcement fining authority for pipeline safety violations?  Yes = 1 No = 0 Needs Improvement = .5	1		
Evaluator	INUTES.			

Info Only



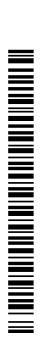
<b>1</b> Evaluate	Does the state have written procedures to address state actions in the event of an incident/accident?  Yes = 2 No = 0 Needs Improvement = 1 or Notes:	2		
2	Does state have adequate mechanism to receive and respond to operator reports of accidents, including after-hours reports? And did state keep adequate records of Incident Accident notifications received? Chapter 6 Yes = 2 No = 0 Needs Improvement = 1	2		
	a. Acknowledgement of MOU between NTSB and PHMSA (Appendix D)	Yes 🔘	No 🔾	Needs Improvement
Evaluato	b. Acknowledgement of Federal/State Cooperation in case of incident/accident (Appendix E) or Notes:	Yes 🔿	No 🔾	Needs Improvement
3	If onsite investigation was not made, did state obtain sufficient information from the operator and/or by other means to determine the facts to support the decision to not go on-site? Chapter 6  Yes = 1 No = 0 Needs Improvement = .5	1		
Evaluate	or Notes:			
4	Were all accidents investigated, thoroughly documented, and with conclusions and recommendations?  Yes = 3 No = 0 Needs Improvement = 1-2	3		
	a. Observations and document review	Yes 🔘	No 🔘	Needs Improvement
	b. Contributing Factors	Yes 🔘	No 🔘	Needs Improvement
	c. Recommendations to prevent recurrences where appropriate	Yes 🔾	No 🔾	Needs Improvement
Evaluate	or Notes:			improvement
5	Did the state initiate compliance action for violations found during any incident/accident investigation?  Yes = 1 No = 0	1		
Evaluato	or Notes:			
6	Did the state assist region office by taking appropriate follow-up actions related to the operator accident reports to ensure accuracy and final report has been received by PHMSA? (validate report data from operators concerning incidents/accidents and investigate discrepancies) Chapter 6	1		

Evaluator Notes:

Yes = 1 No = 0 Needs Improvement = .5

Does state share lessons learned from incidents/accidents? (sharing information, such as:
 at NAPSR Region meetings, state seminars, etc)
 Yes = 1 No = 0

8 General Comments: Info Only = No Points Evaluator Notes: Info Only



1 Has the state reviewed directional drilling/boring procedures of each pipeline operator or 2 its contractor to determine if they include actions to protect their facilities from the dangers posed by drilling and other trench less technologies? Yes = 2 No = 0 Needs Improvement = 1**Evaluator Notes:** Did the state inspector check to assure the pipeline operator is following its written 2 procedures pertaining to notification of excavation, marking, positive response and the availability and use of the one call system? Yes = 2 No = 0 Needs Improvement = 1**Evaluator Notes:** Did the state encourage and promote practices for reducing damages to all underground 3 2 facilities to its regulated companies? (i.e. such as promoting/adopting the CGA Best Practices encouraging adoption of the 9 Elements, etc.) Yes = 2 No = 0 Needs Improvement = 1**Evaluator Notes:** Has the agency or another organization within the state collected data and evaluated 2 trends on the number of pipeline damages per 1,000 locate requests? (This can include DIRT and other data shared and reviewed by the pipeline safety program) Yes = 2 No = 0 Needs Improvement = 1**Evaluator Notes:** Info Only 5 General Comments: Info Only = No Points

Total possible points for this section: 8

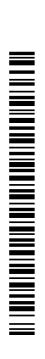
Operator, Inspector, Location, Date and PHMSA Representative Info Only = No Points Name of Operator Inspected:	fo Only
Name of State Inspector(s) Observed:	
Location of Inspection:	
Date of Inspection:	
Name of PHMSA Representative:	
Evaluator Notes:	
Was the operator or operator's representative notified and/or given the opportunity to be present during inspection?  Yes = 1 No = 0  Evaluator Notes:	1
3 Did the inspector use an appropriate inspection form/checklist and was the form/checklist used as a guide for the inspection? (New regulations shall be incorporated) Yes = 2 No = 0 Needs Improvement = 1 Evaluator Notes:	2
4 Did the inspector thoroughly document results of the inspection?  Yes = 2 No = 0 Needs Improvement = 1  Evaluator Notes:	2
5 Did the inspector check to see if the operator had necessary equipment during inspection to conduct tasks viewed? (Maps,valve keys, half cells, etc) Yes = 1 No = 0 Evaluator Notes:	1
Did the inspector adequately review the following during the field portion of the state evaluation? (check all that apply on list)  Yes = 2 No = 0 Needs Improvement = 1  a. Procedures	2
<ul><li>b. Records</li><li>c. Field Activities</li></ul>	
d. Other (please comment) Evaluator Notes:	

Did the inspector have adequate knowledge of the pipeline safety program and 7 regulations? (Evaluator will document reasons if unacceptable)

2



F.	Welding	
G.	OQ - Operator Qualification	
H.	Compliance Follow-up	
I.	Atmospheric Corrosion	
J.	Other	
Evaluator Notes:		



1 Evaluator	Did the state use the current federal inspection form(s)? Yes = 1 No = 0 Needs Improvement = .5 Notes:	1
2 Evaluator	Are results documented demonstrating inspection units were reviewed in accordance with "PHMSA directed inspection plan"?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	h 1
3 Evaluator	Did the state submit documentation of the inspections within 60 days as stated in its lates Interstate Agent Agreement form?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	t 1
4 Evaluator	Were probable violations identified by state referred to PHMSA for compliance? (NOTE PHMSA representative has discretion to delete question or adjust points, as appropriate, based on number of probable violations; any change requires written explanation.)  Yes = 1 No = 0 Needs Improvement = .5  Notes:	: 1
5 Evaluator	Did the state immediately report to PHMSA conditions which may pose an imminent safety hazard to the public or to the environment?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	1
6 Evaluator	Did the state give written notice to PHMSA within 60 days of all probable violations found?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	1
7 Evaluator	Did the state initially submit documentation to support compliance action by PHMSA on probable violations?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	1
8	General Comments: Info Only = No Points	Info Only

1 Evaluator	Did the state use the current federal inspection form(s)? Yes = 1 No = 0 Needs Improvement = .5 Notes:	1
2 Evaluator	Are results documented demonstrating inspection units were reviewed in accordance with state inspection plan?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	n 1
3 Evaluator	Were any probable violations identified by state referred to PHMSA for compliance? (NOTE: PHMSA representative has discretion to delete question or adjust points, as appropriate, based on number of probable violations; any change requires written explanation.)  Yes = 1 No = 0 Needs Improvement = .5  Notes:	1
4 Evaluator	Did the state immediately report to PHMSA conditions which may pose an imminent safety hazard to the public or to the environment?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	1
5 Evaluator	Did the state give written notice to PHMSA within 60 days of all probable violations found?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	1
6 Evaluator	Did the state initially submit adequate documentation to support compliance action by PHMSA on probable violations?  Yes = 1 No = 0 Needs Improvement = .5  Notes:	1
7	General Comments:	Info Only



**Evaluator Notes:** 

General Comments: Info Only = No Points