

Specificity and Details for Written Procedures

O&M & EMERGENCY PLANS

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Contact Information



Charlie Helm

U.S. Department of Transportation

PHMSA Inspector Training and Qualifications

Email: charles.helm@dot.gov

specificity

Would you order
Strawberry?
Cherry?
Raspberry?
Cinnamon?
Red Velvet Cake?



Or . . .

Would you
Just order RED?

Mosquito?



Flea?



details



Or ...
Spider?



Hippopotamus?

O&M Plans

- ▣ Details
 - Who
 - What
 - When
 - Where
 - Why
 - How
 - Other information to provide clarity

O&M Manuals

- ▣ the plans should be an outline for compliance.
 - They should either say what you do
or,
 - You should do what they say

Either way you will be in compliance with your own procedures

O&M Manuals

Example:

There are two types of full encirclement sleeves.

- **Type A** is nonpressure-containing
- **Type B** is pressure-containing

Note: Dresser-style reinforcement sleeves, weldovers, pumpkins, and possum bellies are also pressure-containing sleeves used in special-case repairs. Consult with the appropriate supervisor for their application

O&M Manuals

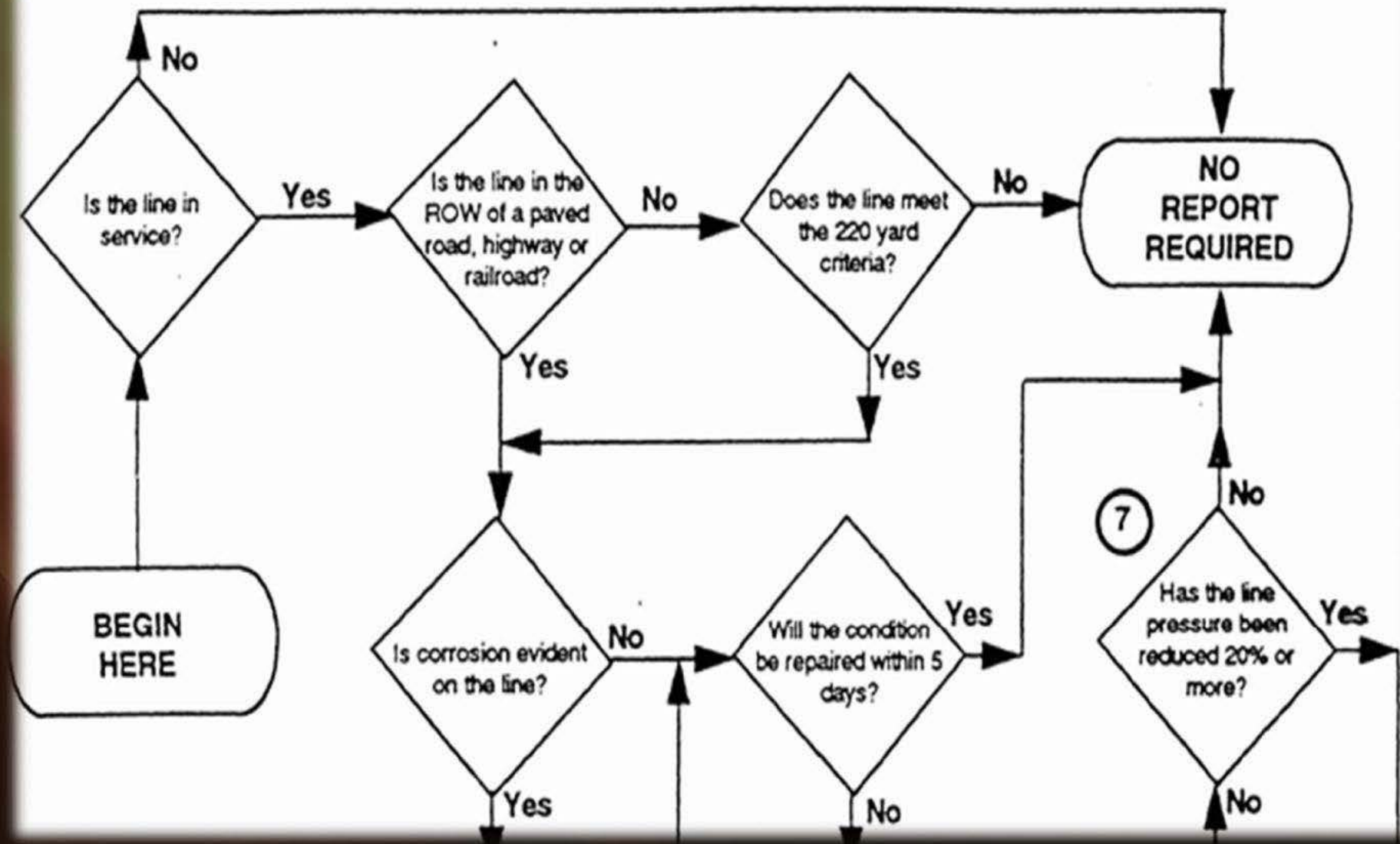
- ▣ Only the right combination of specificity and detail will provide what we essentials to achieve these goals and give us the compliance we want and need.

Specificity & Detail

- ▣ Other things that add specificity, detail and clarity
 - Flowcharts, Drawings and photos
 - Tables
 - Definitions
 - References to DOT codes

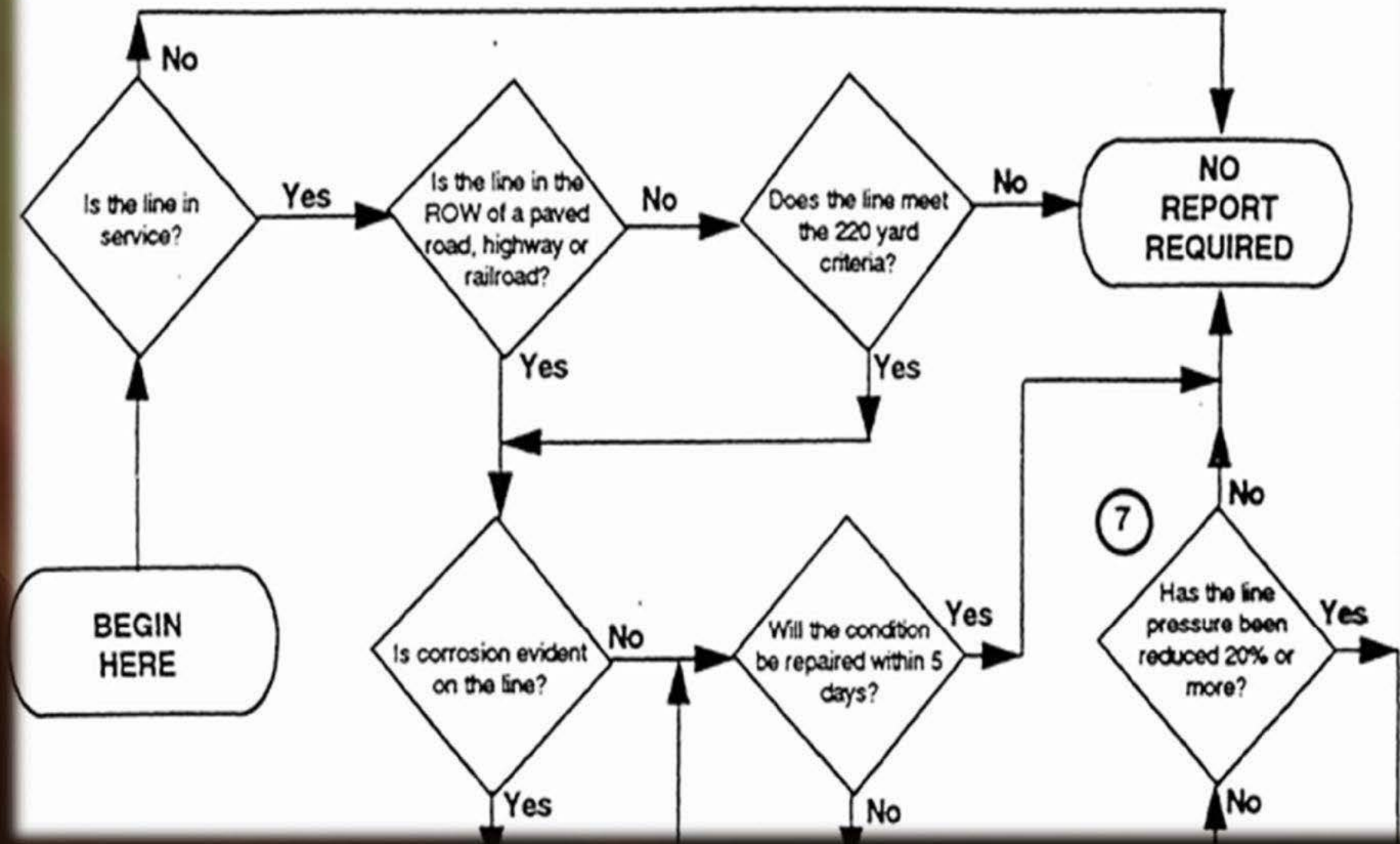
Specificity & Detail - Flowcharts

Safety Related Condition Evaluation for Reporting



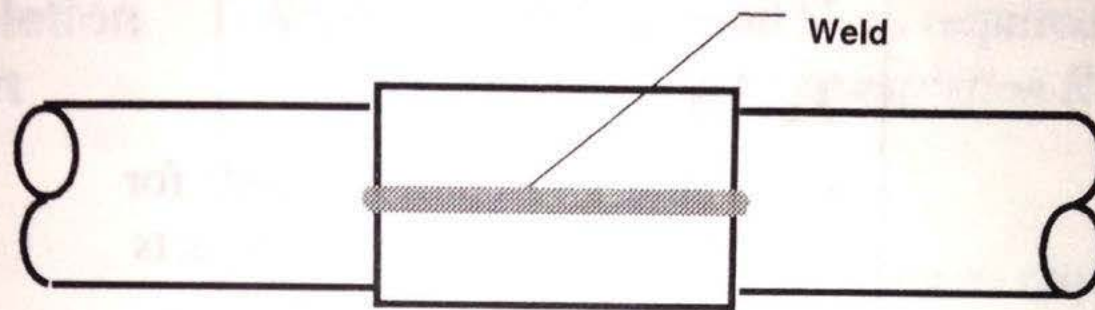
Specificity & Detail - Flowcharts

Safety Related Condition Evaluation for Reporting

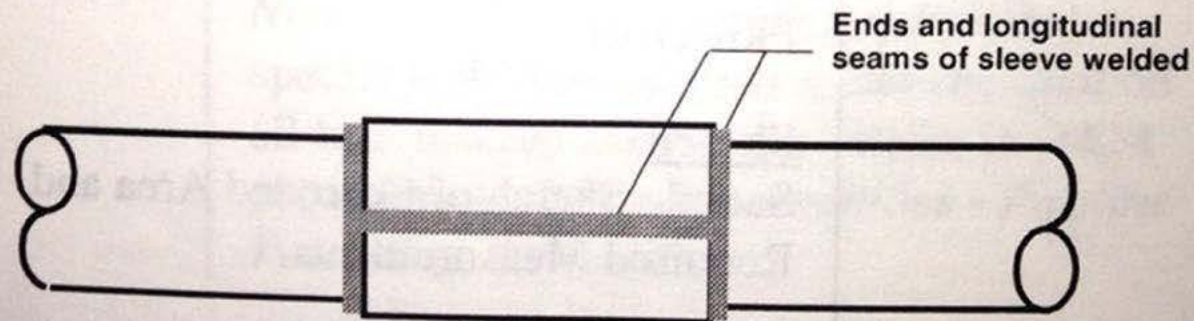


Specificity & Detail -Drawings

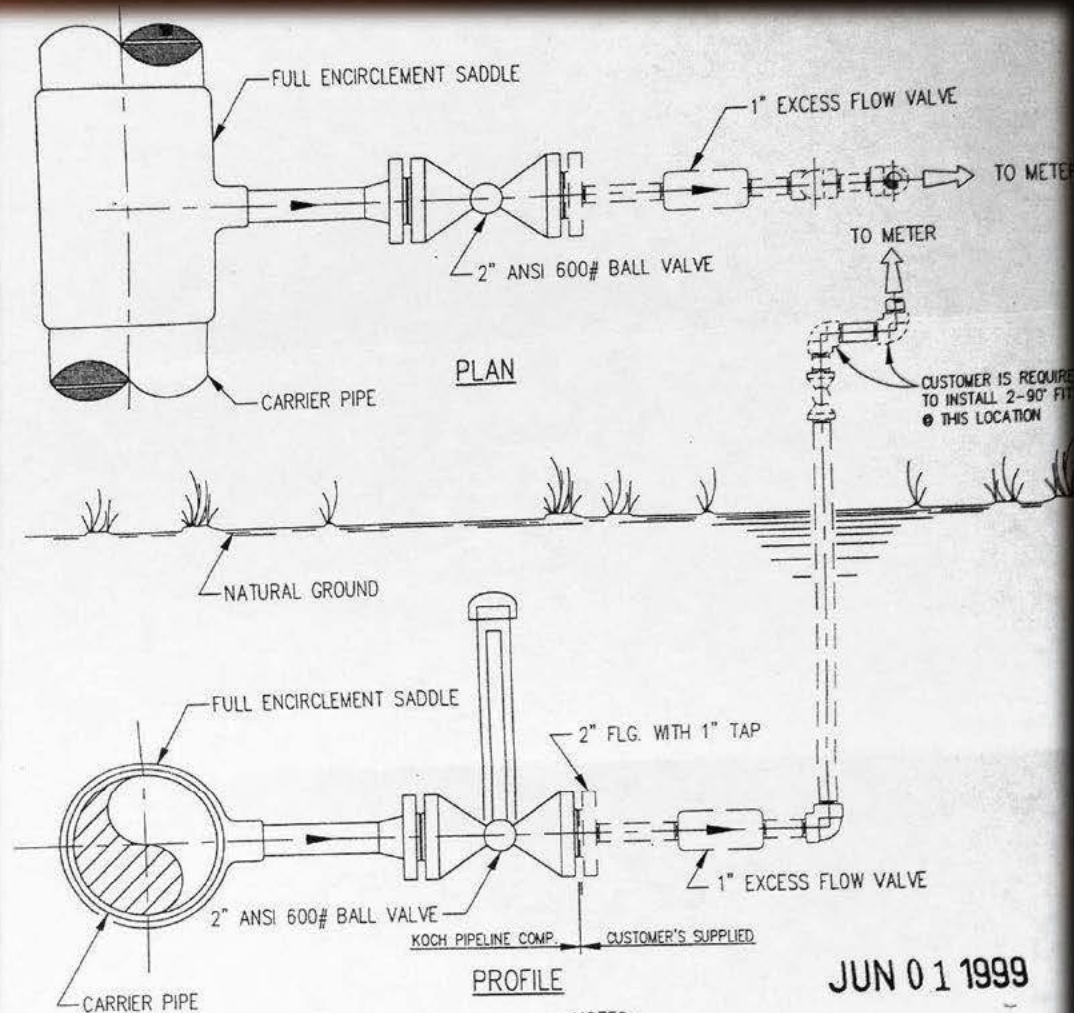
Type A Sleeve



Type B Sleeve



Specificity & Detail -Drawings



TYPICAL 2" FARM TAP

JUN 01 1999

NOTES:

1. CUSTOMER TO PROVIDE BARRICADE OR FENCE TO PROVIDE ADEQUATE PROTECTION FROM 3RD PARTY DAMAGE.
2. CUSTOMER TO PROVIDE METER TO KGPC SPECIFICATIONS FOR CUSTODY TRANSFER.
3. ANY CHANGES TO MAXIMUM FLOW (I.E. ADDING CUSTODY) MUST BE REFERRED TO KGPC OPERATIONS IN ORDER TO OBTAIN APPROVAL.

Specificity & Detail -Tables

Table 1 - Repair Methods for Manufacturing Type Defects

Manufacturing Defect Type			Sleeve Type		Use Filler Material w/Sleeve	Repair by
			"A"	"B"		
In Seam Weld -- Not Leaking	DSAW	Undercut	Yes	Yes	No	Yes
		Incomplete Fusion	Yes	Yes	No	Yes
		Incomplete Penetration	Yes	Yes	No	Yes
		Crack	Yes	Yes	No	Yes
	ERW or Flash Weld	Upturned Fiber	No	Yes	No	Yes
		Incomplete Fusion	No	Yes	No	Yes
		Penetrator	No	Yes	No	Yes
		Cold Weld	No	Yes	No	Yes
		Crack	No	Yes	No	Yes
			Yes	Yes	No	Yes
		Seam or Lap	Yes	Yes	No	Yes

Specificity & Detail -Definitions

Definitions

Assembly area -- an area where the pipeline lies *within 300 feet* of either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) that is occupied by *20 or more* people for *at least 5 days* a week for *10 weeks* in any 12-month period. *Note:* The days of the week need not be consecutive.

Barrier -- something that may limit expansion of development.

Dwelling -- an occupied residence (house, apartment, or residential house trailer).
Note: Each residence in an apartment counts as an individual dwelling.

Specificity & Detail

- ▣ Other things that add specificity, detail and clarity
 - References to other Company Manuals or Plans that contain more details and specificity
 - ▣ Corrosion
 - ▣ Safety
 - ▣ Measurement
 - ▣ Design

Passive vs. Active

- ▣ Example:

“The incident needs to be reported to the pipeline controller.”

Rewritten.

The first employee having knowledge of the emergency and/or arriving on the emergency scene will report incident information within 15 min. of notification and/or arriving at the site, to the pipeline control center by telephone or company radio.

Passive vs. Active

General Emergency Responsi- bilities

General emergency responsibilities involve:

- First Employee Having Knowledge of Emergency and/or Arriving on Emergency Scene
- Appropriate Supervisors
- Area Manager or His/Her designee
- Pipeline Control Center
- Houston Operations Department
- Reporting and Documenting

First Employee Having Knowledge of Emergency and/or Arriving on Emergency Scene

Initial Action - When an employee is notified of a gas pipeline leak, break, or emergency situation that requires prompt and effective response, the employee should obtain the following information:

- Name of person finding or reporting the leak or emergency situation.
- Telephone number and location where this person can be contacted.
- Severity of leak, break, or emergency.

... to a known reference

Tips to Recognize the Passive Voice

KEY WORDS

- Be
- Is
- Are
- A
- Was
- Were
- Has been
- Have been
- Will be
- Being

Passive vs. Active

▣ Example:

Extensive training on the new safety procedures is required to be attended by the maintenance staff.

Rewritten.

The entire maintenance staff is required to attend extensive training on the new safety procedures from 8 -11 a.m. next Monday in the Welding Shop.

Passive vs. Active

Correct the following five sentences to practice changing passive to active voice.

1. Hunger was what Bill felt.
2. Reading is enjoyed by Mary.
3. The town was destroyed by fire.
4. Funny is what clowns are.
5. Cheese was liked by Sara.

Passive vs. Active

Hunger was what Bill felt.

Bill felt hungry. (*Bill* is the subject, *felt* is the action)

Passive vs. Active

Reading is enjoyed by Mary.

Mary enjoys reading (*Mary* is the subject, *enjoys* is the action)

Passive vs. Active

The town was destroyed by fire.

Fire destroyed the town (*Fire* is the subject,
destroyed is the action)

Passive vs. Active

Funny is what clowns are.

Clowns are funny (*Clowns* is the subject, *funny* is the action)

Passive vs. Active

Cheese was liked by Sara.

Sara likes cheese (*Sara* is the subject, *likes* is the action)

Specificity & Detail

- ▣ Problems can occur with operators who fall back on specifics in their OQ Plan to avoid the specifics in their O&M.

Specificity & Detail

- ▣ Although OQ Plans have specifics, they are frequently not available onsite for verification by inspection personnel during O&M activity inspections or emergencies;
 - hence the need for a certain level of specificity and detail in the O&M and Emergency plan procedures

O&M Plans

- ▣ Remember in the end,
 - The plans should either say what you do or,
 - You should do what they say

Either way you will be in compliance with your own procedures