



Operations and Maintenance Procedures

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| O&M Section # 4 & 5 | SCUD Task # 450, 460, 480 |
| Section: Measurement | Revision Date: 09/06/16 |

Regulator Station Inspection & Maintenance - General

SCOPE AND PURPOSE

This procedure describes practices required to comply with §192.195 & §192.739. This section covers Regulator Station inspection frequency and requirements. It is the purpose of this section to provide minimum requirements and general information on the methods and procedures for inspection and tests to ensure that valves and regulators are:

1. In good mechanical condition.
2. Adequate from the standpoint of capacity and reliability of operation.
3. Set to control, relieve, and function at the correct pressure.
4. Properly installed and protected from dirt, liquids, or other conditions that might prevent proper operation.

RESPONSIBILITY

The Measurement Supervisor, or other designee, is responsible to ensure that Regulator Station inspections and maintenance are performed as described in this procedure.

PERSONNEL SAFETY (Where Applicable)

- When arriving at the location, be aware of any environment that can pose a threat to personnel safety.
- No open flames or smoking.
- Do not exceed established MAOP.

EQUIPMENT AND MATERIALS

- Valve wrench
- Pipe wrench
- Adjustable wrench
- Other equipment and materials as needed

OPERATOR QUALIFICATION

This activity is a covered task under the SCUD Operator Qualification Plan and may only be performed by or directed and observed by an individual who is currently qualified to perform regulator station inspection and maintenance. Refer to the OQ Plan for specific qualification requirements.

INSTRUCTIONS

Inspection Frequency

- City Gate Stations and District Regulator Stations facilities shall be inspected and tested once each calendar year, not to exceed fifteen (15) months. All pressure reducing station equipment including regulators, safety relief valves shall be inspected and operated to ensure proper operation and overpressure protection.
- City Gate Stations and District Regulator Stations facilities shall be visually checked anytime a Measurement Department employee visits a station.
- Regulators supplying large commercial and industrial pressured customers shall be inspected a minimum of once each calendar year.
- Special inspections shall be conducted whenever there is reason to suspect foreign materials in the gas stream or other operation problems.

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Other Requirements

- Any abnormal operating condition shall be reported to the Measurement Supervisor immediately and shall be either corrected or scheduled for repair, as appropriate.
- Document all findings on the appropriate paper and/or electronic forms.
- Each pressure reducing station shall be designed and installed with adequate capacity and adequate overpressure protection, and to prevent a single incident from affecting both the overpressure device and the primary/district regulator.
- Pressure regulator facilities that are designed to reduce pressure from high-pressure pipelines to normal distribution pressure (other than customer meter set assemblies designed for standard delivery pressure) shall require overpressure protection.
- The flow capacity and relief capacity of each station shall be calculated and/or evaluated to ensure compliance once each calendar year, not to exceed fifteen (15) months.

REPORTING/NOTIFICATION

Complete documentation in accordance with Operation and Maintenance Manual.

ABNORMAL OPERATING CONDITIONS

| AOC Main Category (Examples of Specific AOCs) | Reactions to AOC, as appropriate |
|---|---|
| <p><i>Unplanned escape of product from a pipeline</i></p> <ul style="list-style-type: none"> • Blowing/Escaping gas/Grade I leak | <ul style="list-style-type: none"> ➤ Protect life & Property ➤ Prevent accidental ignition ➤ Notify appropriate personnel ➤ Notify Fire/Emergency Responders ➤ Initiate Emergency Plan ➤ Locate source/cause of AOC ➤ Use appropriate PPE ➤ Stop gas flow ➤ Make repairs/eliminate AOC |
| <p><i>Fire or Explosion</i></p> <ul style="list-style-type: none"> • Fire on a pipeline • Explosion | <ul style="list-style-type: none"> ➤ Protect life & Property ➤ Prevent accidental ignition ➤ Notify appropriate personnel ➤ Notify Fire/Emergency Responders ➤ Initiate Emergency Plan ➤ Locate source/cause of AOC ➤ Use appropriate PPE ➤ Stop gas flow ➤ Make repairs/eliminate AOC |
| <p><i>Unplanned Status Change</i></p> <ul style="list-style-type: none"> • Inoperable/Failure of a Pipeline Component • Stray Current on a Pipeline – Electric Shock | <ul style="list-style-type: none"> ➤ Protect life & property ➤ Notify appropriate personnel ➤ Initiate Emergency Plan as Needed ➤ Locate source/cause of AOC ➤ Make repairs/eliminate AOC |
| <p><i>Inadequate Odorization or Reports of Gas Odor</i></p> <ul style="list-style-type: none"> • Low odorization • Over odorization • Odor complaint | <ul style="list-style-type: none"> ➤ Protect life & property ➤ Prevent accidental ignition ➤ Notify appropriate personnel ➤ Locate source/cause of AOC ➤ Make repairs/eliminate AOC |



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RELATED PROCEDURES