

* 1. Does your utility have a written policy for maintaining (e.g. reviewing & updating) design, construction, inspection and maintenance records?

Yes

No

2. If not, please explain how your gas utility ensures that design, construction, inspection and maintenance records are maintained.

* 3. Does your utility have a written records retention policy for design, construction, inspection and maintenance records?

Yes

No

4. If not, please explain how your gas utility ensures that design, construction, inspection and maintenance records are retained.

* 5. Does your utility have a standard filing system (paper or electronic) that ensures that design, construction, inspection and maintenance records are organized and readily retrievable?

Yes

No

6. If not, please explain how your gas utility ensures that design, construction, inspection and maintenance records are retrievable when necessary.

* 7. Does your utility have standard forms/formats for documenting inspections, repairs, 3rd party damages and other activities related to operations, maintenance and regulatory compliance?

Yes

No

* 8. Does your utility have a program in place for backing up critical hard copy and/or electronic records?

Yes

No

9. If not, please explain how your gas utility ensures that these records will be protected in the event of flood, fire or other disaster that destroys the primary records storage facility.

* 10. Does your utility have a written emergency plan for the gas utility?

Yes

No

* 11. How often is your emergency plan reviewed and updated?

Not applicable

At least once per year

At least every 2 years

At least every 3 years

Less frequently than every 3 years

We have no fixed schedule for review.

12. Does your utility utilize the Incident Command System framework and if so are employees trained ?

Yes

No

13. Have all levels of personnel taken the free online NIMS ICS training courses

Yes

Emergency Responders only

No

* 14. Does your utility have a written checklist/script to be followed by utility personnel who receive odor complaints and other potential emergencies from customers and the general public?

Yes

No

15. If there is not a written checklist please describe how your gas utility ensures that personnel who receive notice of odors or potential emergencies ask for and record the proper information from the caller.

* 16. Does your utility have a program for maintaining liaison with emergency responders in your area?

Yes

No

* 17. Does your utility participate in practice/mock emergency drills with or without emergency responders?

Yes, and always invite emergency responders

Yes, but do not always invite emergency responders

No

18. If not, please explain how your gas utility ensures that it is prepared to implement it's emergency procedures

19. If yes, how often are practice emergency drills conducted?

We don't conduct drills

At least once per year

At least once every 2 years

At least once every 3 years

Less frequently than every 3 years

We have no fixed schedule

* 20. Do you have mutual aid agreements in place with other utilities and/or trade associations for gas related or general business continuation agreements. (e.g. Not just electric mutual aid for combination joint utilities)?

Yes

No

21. If not, describe how your gas utility would arrange for outside support in the event of a catastrophic event.

* 22. In your most recent inspection report did your utility receive any notices of probable violation (NOPV) of pipeline safety regulations?

Yes

No

* 23. If yes, how many of those NOPVs have been addressed through compliance, a schedule for coming into compliance or other means?

All violations have been addressed – No unaddressed NOPVs

One unaddressed NOPV

Two unaddressed NOPVs

More than two unaddressed NOPVs

* 24. Is your utility currently challenging any of the unaddressed NOPVs (e.g. providing information to the agency showing one or more are not violations)?

Yes

No

Not applicable -- we have no unaddressed NOPV's

25. If yes, describe which NOPVs are being challenged and why.

* 26. Does your utility conduct internal audits to identify potential violations of pipeline safety regulations and utility procedures?

Yes

No

27. If you do not conduct formal compliance audits please describe how you ensure that all pipeline safety regulations and utility procedures are followed.

* 28. If yes, how often are internal audits conducted?

We don't conduct audits

At least once per year

At least once every 2 years

Less frequently than once every 2 years

No fixed schedule

* 29. Is your Operations and Maintenance Manual up-to-date (e.g. reviewed within the past year) and available to all operations and maintenance personnel?

Yes

No

* 30. Are your Operations and Maintenance Procedures up-to-date (reviewed in the past year) and available to all operations and maintenance personnel? By procedures we refer to the instructions for performing specific tasks such as leakage surveys or regulator inspections.

Yes

No

* 31. Is your Operator Qualification Plan up-to-date (reviewed in the past year), available to all personnel who perform covered tasks and being carried out as written?

Yes

No

* 32. Is your Public Awareness Plan on-hand, reviewed, up-to-date and being carried out as written?

Yes

No

* 33. Is your Damage Prevention Plan on-hand, reviewed, up-to-date and being carried out as written?

Yes

No

* 34. Is your Distribution Integrity Management Plan (DIMP) on-hand, reviewed, up-to-date and being carried out as written?

Yes

No

35. If your utility identified specific Accelerated Actions through your DIMP plan to reduce risk on your distribution pipeline system have performance measures been established to track the success of those Accelerated Actions?

Yes

No

Not applicable -- our DIMP plan does not include accelerated actions.

* 36. Is your utility a member of a state damage prevention (One-Call) System?

Yes

No

* 37. Does your utility participate in a utility coordination council or similar regional or local damage prevention group?

Yes

No

There are no such groups in our area

* 38. Is your utility current on all required surveys, monitoring and inspections required by your operations and maintenance manual and procedures?

- All surveys, monitoring and inspections are current
- One survey, monitoring or inspection is overdue.
- Two or more surveys, monitoring or inspections are overdue.

* 39. Does your utility have a clear, understandable and well-communicated chain of command? It does not have to be in writing as long as all employees understand who they report to, who reports to them and their level of authority.

- Yes
- No

* 40. Does the chain of command include provisions for addressing communications and management when one or more members are absent?

- Yes
- No

* 41. Is your utility's upper management involved in decisions concerning system safety and integrity?

- Upper management is fully involved and committed.
- Upper management is marginally involved
- Upper management is not involved

* 42. Does your utility have a program for discovering, grading, documenting and repairing leaks?

- Yes
- No

* 43. Does your utility regularly review the percent of lost and unaccounted for gas (UAF)?

- Yes
- No

* 44. Does this policy include investigating the cause of unexpected changes in the percent of UAF?

- Yes
- No
- We have no UAF review policy

* 45. What was the UAF percent for your utility last year?

- Less than 1 percent
- 1-2 percent
- 2-3 percent
- 3-4 percent
- 4-5 percent
- Over 5 percent

* 46. Does your utility have process for accurately accounting for gas used in utility operations (e.g. line heaters and other system use)? This can include actually measuring gas used in utility operations or estimating unmetered system use.

- Not applicable -- we don't use any natural gas in our operations
- Yes
- No

* 47. Does your utility investigate the causes of 3rd party damages?

- Yes
- No

* 48. Does your utility submit information on excavation damages to the Common Ground Alliance DIRT (Damage Information Reporting Tool) Program?

- Yes
- No

49. Has your utility reviewed the Common Ground Alliance Best Practices and implemented those that are applicable?

- Yes
- No

* 50. Does your utility participate in the plastic pipe failure data collection project (<http://www.apga.org/i4a/pages/index.cfm?pageid=3313>)?

- Yes
- No

* 51. Does your utility have a clearly defined policy for transferring funds from the system to other areas of the organization, including payments in lieu of taxes; compensation for customer service, finance, accounting, legal, etc; as well as general fund transfers, as applicable.

- A fund transfer policy is in effect
- No formal fund transfer policy
- Not applicable – we do not transfer funds outside the utility

52. Is there anything else anything that demonstrates your utility's commitment to operational excellence in the area of System Integrity that you would like the SOAR review committee to consider?

* 53. System applying for SOAR

Contact person	<input type="text"/>
Contact email	<input type="text"/>
Contact telephone #	<input type="text"/>
System name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>