

December 4, 2009

TO: Missouri Natural Gas Operators

SUBJECTS: 1) 2009 DOT Annual Report
2) 2009 Missouri PSC Gas Safety Annual Report
3) Replacement Program Status
4) 2010 Excavator List Update
5) Review and Update of Operator Contact Information and Mapping Coverage Areas Provided to Missouri One Call Systems (MOCS)

Note: Copies are not sent to all operator personnel. Please forward to the appropriate person(s).

1) 2009 DOT Annual Reports

The U.S. DOT-PHMSA-Office of Pipeline Safety (OPS) mails the Annual Report forms each year to operators with an operator ID number. These forms and instructions are also available at the OPS website (<http://ops.dot.gov/library/forms/forms.htm>). As required by 49 CFR 240-40.020(4)(D)2., please send your original(s) and one copy to **my attention at this office** (PO Box 360, Jefferson City, MO 65102) no later than **February 28, 2010**. **Do NOT send the report to Washington**, and do not enter your report online at the OPS website. Upon Staff review for completeness and accuracy, your report(s) will be forwarded to Washington by the March 15 deadline.

2) 2009 Missouri PSC Gas Safety Annual Report

Please submit your 2009 Missouri PSC Gas Safety Annual Report to this office no later than February 28, 2010. An electronic version of the report form (be sure to use the form updated for 2009) is available on the MANGO website (www.mangowp.org) or by sending an e-mail request to Heidi Myers at heidi.myers@psc.mo.gov. The Staff encourages you to use the electronic version and email the completed report to Heidi Myers by February 28, but mailing a completed form to this office is also adequate.

3) Operators with Replacement Programs for Service/Yard Lines and/or Mains

While preparing your annual reports for submission to the Staff, please include information regarding the status of your replacement program(s). Please provide details and quantities for the 2009 calendar year (or fiscal year for some main programs approved by the Commission) and the entire program to date. Include the numbers of service lines and yard lines replaced.

4) 2010 Excavator List Update

The Staff would like to take this opportunity to remind operators to review, update, and submit their revised excavator list (or indicate “no change”) to MOCS in order to participate in the 2010 excavator education program by MOCS. The participation renewal period is from January 4, 2010 to March 10, 2010. When an operator submits their update/no change by e-mail, MOCS will provide an auto-reply indicating the operator’s participation in the 2010 update and that MOCS will complete two educational mailings during 2010 to excavators on the updated list as required by MoPSC Pipeline Safety Regulations. Even if you have no changes to the list, you should mark “no change” and submit it to MOCS. Operators should print and retain a copy of the auto-reply from MOCS to verify compliance with the annual excavator list update requirement [(12)(I)2.A]. Natural gas operators without internet capability may contact MOCS (Dave Jones at 573/556-8114 or Becky Harbaugh at 573/556-8117) for a printout of their excavator list and then send the updated list back to MOCS.

To also comply with MoPSC Regulation 4 CSR 240-40.030(12)(I)2.E.(I), which requires operators to maintain the 4 most recent semiannual notifications sent to excavators, the Staff suggests that operators maintain the twice per year excavator mailings they should be receiving from MOCS. If an operator is not receiving the excavator mailings, please notify MOCS at the above-noted telephone numbers. The mailings are also available on the MOCS website at (www.mo1call.com).

5) Responsibilities of MOCS Members

One of the responsibilities of MOCS members is to ensure the accuracy of all data and information on an annual basis that shall be completed to the extent feasible, no later than March 31st of each year. This process helps ensure your lines are properly protected and provides the Call Center with the most current information for your company. This data and information is used to develop, maintain and update the member’s site files used by the Call Center to accurately notify the member utilities when excavation is taking place in the state of Missouri. Often, when company information changes MOCS may not know about it until there is an instance that the MOCS staff needs to reach the company-designated representative on file and the contact or the telephone number has been disconnected or has been changed. When this occurs the operator’s underground facilities could be at risk for damages, especially if the Call Center is unable to transmit locate notifications because the email address or fax number changed and they weren’t notified. In particular, the Gas Safety Staff encourages you to make sure the “after hours” contact information is completed in full.

Another vital part of the member information is the mapping data that reflects the general location of the operator’s buried facilities. If this information is not correct and does not show facilities in an area, the operator may not be notified and the operator’s facilities will be in

jeopardy of being damaged. There are two methods to update your maps. One is by requesting paper maps and the second is to use MOCS online mapping application called IMAP.

MOCS notified members last week for the need to update their maps and will shortly notify operators for the need to update their membership information.

The MoPSC Staff would like to remind operators of the importance to comply with this annual request from MOCS. Updated contact information and mapping data are needed for the operator to meet the requirements contained in Chapter 319 and in 240-40.030(12)(I). It is vitally important that the Call Center be provided with the most current operator contact information and underground facility maps. Staff proposes to review documentation verifying that the operator has reviewed and updated their membership information and mapping during the operator's annual safety inspections. Included with MOCS annual request for updated membership and mapping information, are procedures for submitting the updated information. Hard copies of emails or other hard copies documenting the operator's review and information update would be sufficient for Staff review.

If you have any questions concerning any of these topics, please contact me at 573/751-3456.

Sincerely,

Robert R. Leonberger
Assistant Manager – Gas Safety/Engineering

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