

December 23, 2011

TO: Missouri Natural Gas Operators

FROM: Robert Leonberger, Missouri Public Service Commission

SUBJECT: 1) Staff Retirement  
2) Introduction of New Staff Members and Updated Staff Telephone List  
3) 2011 PHMSA Annual Reports for Gas Distribution and Gas Transmission  
4) 2011 Missouri PSC Gas Safety Annual Report  
5) Replacement Program Status  
6) 2012 Excavator List Update  
7) Responsibilities of MOCS Members

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

**1) Staff Retirement**

We regrettably say goodbye to Dale Johansen, who retired from the state on September 30, 2011. We appreciate Dale's many dedicated years with the state and particularly with the Safety/Engineering Staff. We will miss Dale, but at the same time wish him well in his retirement.

**2) Introduction of New Staff Members and Updated Staff Telephone List**

Please join us in welcoming Mark Struckhoff and Zachary Ragain to the Safety/Engineering Staff. Both are recent graduates of the University of Missouri. Mark joined us on October 24, 2011 and Zachary joined us on December 19, 2011. Please see the enclosed updated Staff Telephone List.

**3) 2011 PHMSA Annual Reports for Gas Distribution and Gas Transmission**

The 2011 Annual Report forms for both Gas Distribution (PHMSA F7100.1-1) and Gas Transmission (PHMSA F7100.2-1) must be submitted electronically to the PHMSA Portal by March 15, 2012. Instructions for completing the reports and links to PHMSA Portal login page are located at: <http://opsweb.phmsa.dot.gov>. After the reports are submitted on the PHMSA Portal, please provide a copy to Staff. This copy may be downloaded as a PDF and emailed to Staff at: [PipelineSafetyProgramManager@psc.mo.gov](mailto:PipelineSafetyProgramManager@psc.mo.gov), or may be sent as a

paper copy to Bob Leonberger, Missouri Public Service Commission, 200 Madison Street, Suite 600, Jefferson City, MO 65101. Operators with transmission line are reminded to submit their National Pipeline Mapping System (NPMS) data concurrently with their gas transmission annual reporting submission.

#### **4) 2011 Missouri PSC Gas Safety Annual Report**

Please submit your 2011 Missouri PSC Gas Safety Annual Report to this office no later than March 15, 2012. An electronic version of the report form (be sure to use the form updated for 2010) is available on the MANGO website at: [www.mangowp.org](http://www.mangowp.org) or by sending an e-mail request to Kathleen McNelis at: [kathleen.mcnelis@psc.mo.gov](mailto:kathleen.mcnelis@psc.mo.gov) The Staff encourages you to use the electronic version and email the completed report to Kathleen McNelis by March 15, 2012, but mailing a completed form to this office is also adequate.

#### **5) Operators with Replacement Programs for Service/Yard Lines and/or Mains**

Please submit information regarding the status of your replacement program(s) to this office no later than March 15, 2012. Please provide details and quantities for the 2011 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.

#### **6) 2012 Excavator List Update**

The Staff would like to remind operators to review, update, and submit their revised excavator list (or indicate "no additions") to the Missouri One Call System (MOCS) in order to participate in the 2012 excavator education program by MOCS. The participation renewal period is from January 6, 2012 to March 1, 2012. When an operator submits their update/no change by e-mail, MOCS will provide an automated email indicating the operator's participation in the 2012 update and that MOCS will complete two educational mailings during 2012 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 additions" and submit it to MOCS. Operators should print and retain a copy of the automated email 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 (Becky Harbaugh at 573/556-8117) for a printout of their excavator list and then send the updated list back to MOCS. Instructions to participate in MOCS 2012 excavator education program were emailed to Missouri operators on December 3, 2011. These instructions are also available on the MOCS website at: [www.mo1call.com](http://www.mo1call.com)

MoPSC Regulation 4 CSR 240-40.030(12)(I)2.E.(I), 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 to comply. 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](http://www.mo1call.com)

#### **7) Responsibilities of MOCS Members**

One of the responsibilities of MOCS members is to annually ensure that all data and information furnished to MOCS is accurate and shall be completed to the extent feasible, no later than March 31<sup>st</sup> 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 plans to notify their members by email during the first week of January 2012 for the need to update their maps and reminds their members on a continual basis 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 Bob Leonberger at 573/751-3456.

RF, KM; RRL