

## 2015 Pipeline Safety Seminar



# O&M & Emergency Plans

Specificity And Details For Written Procedures



# Contact Information

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# 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

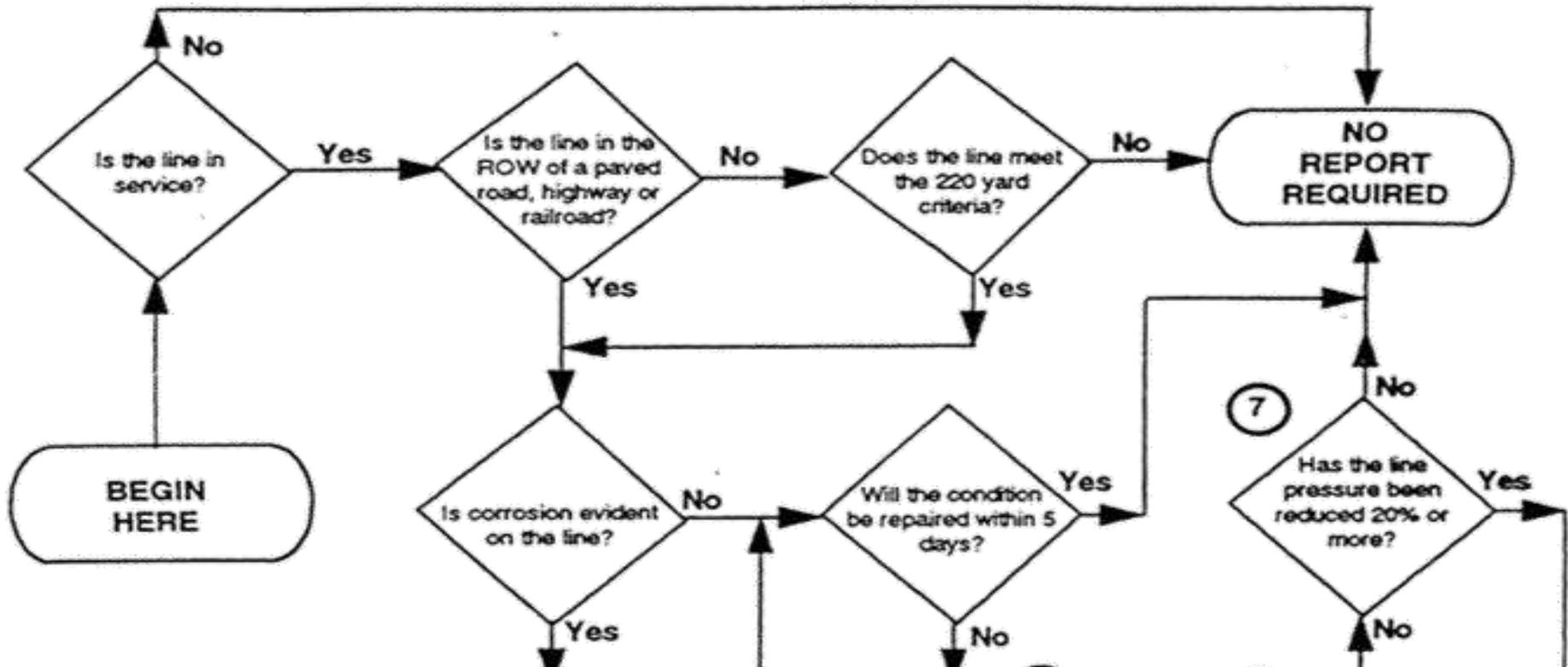
# Specificity & Detail

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



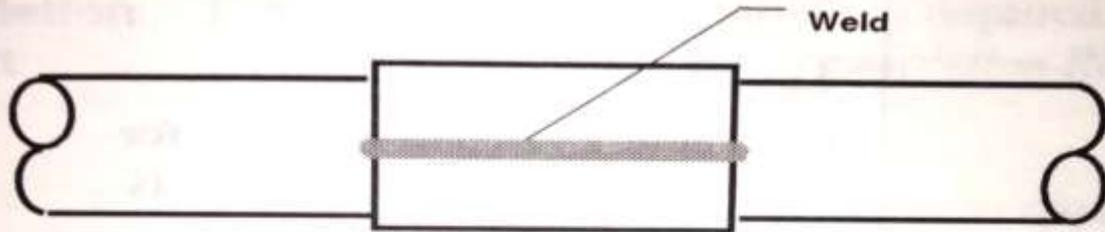
# Specificity & Detail - Flowcharts

## Safety Related Condition Evaluation for Reporting

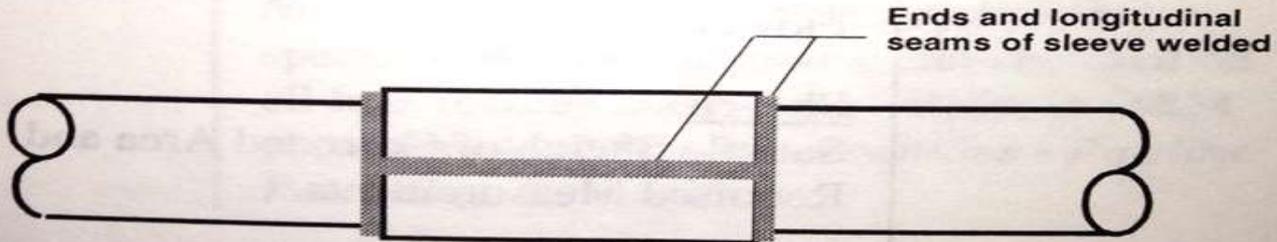


# Specificity & Detail -Drawings

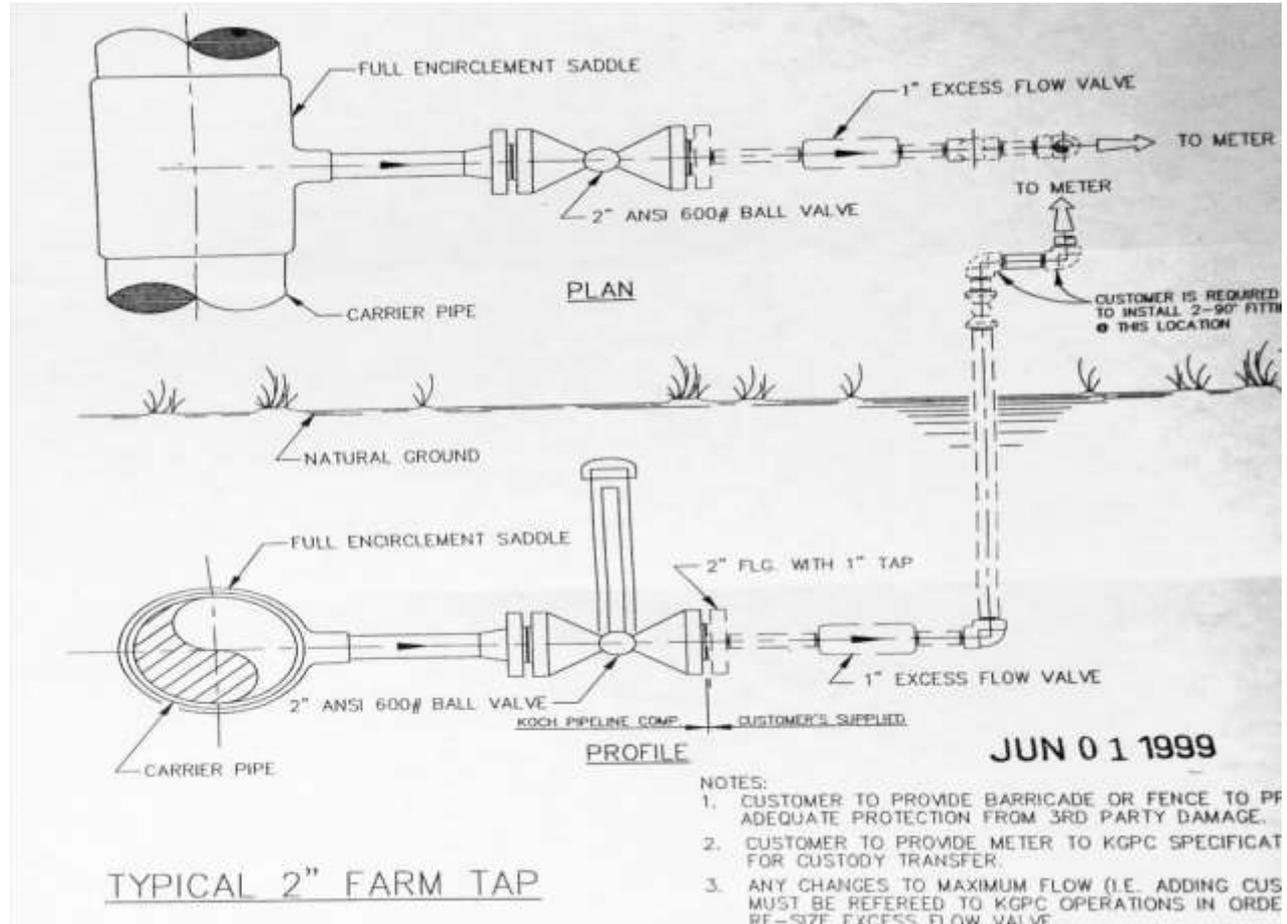
**Type A Sleeve**



**Type B Sleeve**



# Specificity & Detail - Drawings



# Specificity & Detail -Tables

**Table 1 - Repair Methods for Manufacturing Type Defects**

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

# 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.

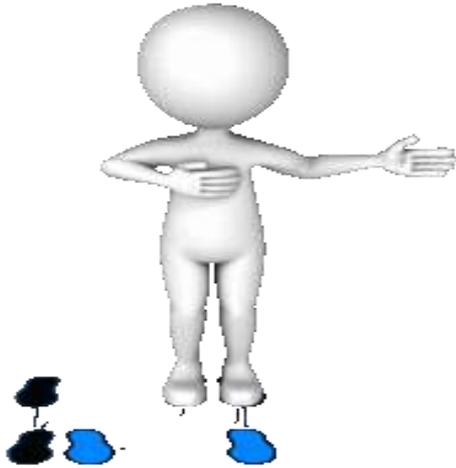
**Dwelling** -- an occupied residence (house, apartment, or residential house trailer). *Note:* Each residence in an apartment counts as an individual dwelling.

# 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



# O&M Manuals



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

# Passive vs. Active

- Example:

“The incident needs to 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 Respon- sibilities

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.

# 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. Qualified is what the employee will be after completing successfully the evaluation.
2. No relighting order to be given except by the Gas T & D Manager.
3. Employees involved in an uprating will be provided training to familiarize them with the written Uprating Plan.
4. If provisions are made to maintain continuous service through a by pass, any part of the original main or service line used to maintain service need not be tested.

# Passive vs. Active

- Qualified is what the employee will be after completing successfully the evaluation.

- The employee is considered qualified after successfully completing the evaluation.*

# Passive vs. Active

- No relighting order to be given except by the Gas T & D Manager.

- *Only the Gas T & D Manager will give the relight order.*

## Passive vs. Active

- Employees involved in an uprating will be provided training to familiarize them with the written Uprating Plan.
- *Employees involved in an uprating will receive training before performing the uprate to familiarize them with the written Uprating Plan.*

# Passive vs. Active

- If provisions are made to maintain continuous service through a by pass, any part of the original main or service line used to maintain service need not be tested.
- *There is no need to test any part of the original main or service line used to maintain service if provisions are made to keep continuous service through a by pass.*

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# Passive vs. Active

Steak was liked by Leticia.

Leticia likes steak (*Leticia* is the subject, *likes* is the action)

HINT!!!!

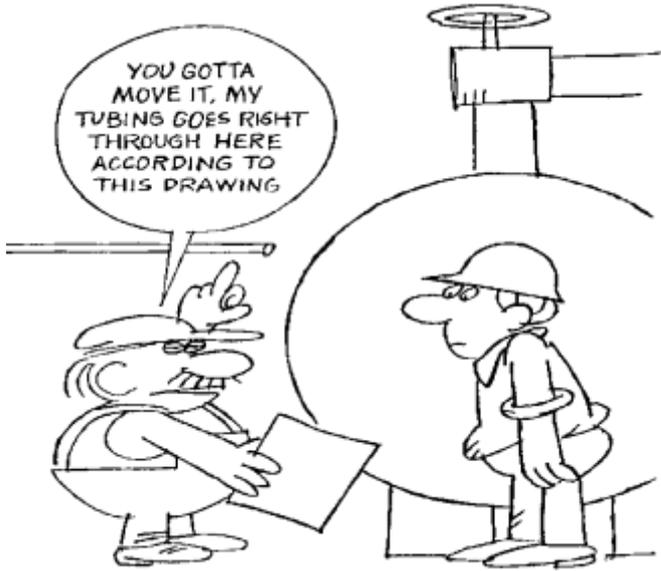
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# Specificity & Detail

- 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 not usually 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

# Questions

