



**West Texas Gas Utility, LLC. and its  
Subsidiaries and/or Affiliates**

**OKLAHOMA  
DAMAGE PREVENTION PLAN**

**For Multi-Systems which includes the following  
OPS ID's:**

West Texas Gas Utility, LLC. 22435  
Western Gas Interstate Company, LLC 22462  
WTG Hugoton, LP. 32314

February 2022



## Review and Revision Log

This Damage Prevention Plan will be reviewed annually and any changes will be reflected in these reviews and/or revisions.

Review/Revision Date	Revision Number	Revision Description	Revision Justification
June 2014	0	Additions / Corrections throughout the entire program	Complete revision of entire Damage Prevention Plan. WTG's existing Damage Prevention plan was lacking in several areas and failed to meet the required regulations.
July 2019	1	Email address assigned to the Damage Prevention Coordinator. Incident Information Card and the reporting requirements updated.	Damage Prevention Plan no longer met the requirements of Title 105 OCC Chapter 20 Gas and Hazardous Liquid Pipeline Safety Regulations
May 2021	2	OCC and Pipeline Safety Email addresses. Semi-annual Rpt Dates . Include Date of Notification in hours of wait.time	Chapter 20 updates and HB2028
February 2022	3	Organization Name Change	Organization Name Change

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## **Article 1 – Introduction and Scope**

### **1.1 Introduction**

This Damage Prevention Plan is prepared for West Texas Gas (WTG) and its subsidiaries and/or affiliates. This written plan is to comply with the Code of Federal Regulation (CFR) Part 192 specifically CFR §192.614. In addition the Oklahoma Underground Facilities Damage Prevention Act is incorporated within this plan and is a major part of this program.

### **1.2 Scope**

Damage Prevention and the understanding of excavation safety are essential to the continued safe operation of WTG facilities and pipelines. As part of the ongoing WTG Damage Prevention Program, WTG would like to ensure the safety of our facilities, customers, and communities; this includes identifying and validating existing best practices performed in connection with preventing damage to underground facilities.

WTG'S Damage Prevention Program and Public Awareness Program work together to provide increased public and environmental safety by providing an atmosphere which leads to trust and a good relationship between WTG and the public along the pipeline routes, acceptance of pipeline personnel while performing safety, maintenance and operations functions and other right-of-way activities, and the public's cooperation in assisting WTG to continue to operate a safe pipeline system. The continual process of development, implementation and evaluation is critical to the success of WTG's Damage Prevention Plan and public safety.

## Article 2 – Terms, Definitions, Acronyms, and Abbreviations

### 2.1 Terms / Definitions

Term	Definition
<b>811</b>	National Call Before You Dig telephone number federally mandated to eliminate the need to remember a state “One Call Center”. This is a toll free number.
<b>Approximate Location</b>	A strip of land two (2) feet on either side of such underground facilities.
<b>Damage</b>	Any impact upon or removal of support from an underground facility as a result of explosion, excavation or demolition which according to the operating practices of the operator of the underground facilities would necessitate the repair of the pipeline
<b>Demolish or Demolition</b>	Any operation by which a structure or mass of material is wrecked, razed, rendered, moved, or removed by means of any tools, equipment, or discharge of explosives.
<b>Emergency</b>	A situation that endangers life, health, or property or a situation in which the public need for uninterrupted service and immediate re-establishment of service if services are interrupted compels immediate action
<b>Excavate</b>	To dig, compress or remove earth, rock or other materials in or on the ground by use of mechanized equipment or blasting; with the following exceptions: <ul style="list-style-type: none"> <li>• the moving of earth by tools manipulated only by human or animal power</li> <li>• any form of cultivation for agricultural purposes, nor any augering, dozing by noncommercial dozer operators or digging for postholes, farm ponds, land clearing or other normal agricultural purposes</li> <li>• routine maintenance</li> <li>• work by a public agency or its contractors on a pre-engineered project</li> <li>• work on a certified project</li> <li>• work on a permitted project</li> <li>• the opening of a grave in a cemetery</li> <li>• a solid waste disposal site which is a pre-engineered project</li> <li>• any individual excavating on his own property and who is not in the excavating business for hire</li> </ul>
<b>Hand Digging</b>	Any movement of earth using non-mechanized tools or equipment, soft digging, or vacuum excavation. Hand digging includes but is not limited to digging with shovels, picks, and manual post-hole diggers.
<b>Mechanized Equipment or Tool</b>	A piece of equipment or a tool operated by mechanical power, including but not limited to a tractor, trencher, bulldozer, power shovel, auger, pile driving, backhoe, scraper, drill, cable or pipe plow and/or driver, and other equipment used to plow in or pull in cable or pipe.
<b>Near Miss</b>	Any excavation on or around a pipeline and/or facility without the Operators knowledge or consent.



**WTG**  
*Damage Prevention Plan*

Term	Definition
<b>Notification</b>	The completed delivery of information to the person to be notified, and the receipt of that information by that person. The delivery of information includes but is not limited to the use of any electronic or technological means of data transfer.
<b>Operator</b>	Shall mean and include any person or public agency owning or operating underground facilities.
<b>Positive Response</b>	Positive response--Notification to an excavator by markings left at an excavation site, or by fax, phone, e-mail, pager, or written correspondence that allows an excavator to know prior to the beginning of excavation that underground pipelines have been located and marked or that there are no underground pipelines in the vicinity of the excavation.
<b>Right of Way (ROW)</b>	Defined land, on which an operator has the rights to construct, operate, and/or maintain a pipeline. This ROW may be owned outright by the operator or an easement may be acquired for its specific use.
<b>Underground Facility</b>	<p>Any underground line, cable, facility, system and appurtenances thereto, for producing, storing, conveying, transmitting or distributing communication (including voice, video, or data information), electricity, power, light, heat, gas, oil, refined petroleum products, water (including storm water), steam, sewage and other commodities.</p> <p>Underground facilities shall also mean oil and natural gas pipelines that are subject to the Hazardous Liquid Transportation System Safety Act and natural gas pipelines subject to the jurisdiction of the Oklahoma Corporation Commission Pipeline Safety Department, and any oil and gas pipeline located in a public right-of-way.</p>
<b>White-Lining</b>	An excavator's designation on the ground of the area to be excavated using white paint, white flags, white stakes, or any combination of these.



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## 2.2 Acronyms / Abbreviations

The following acronyms are used throughout this manual:

<b>Term</b>	<b>Definition</b>
<b>811</b>	Toll Free National Call Before You Dig Number
<b>APWA</b>	American Public Works Association
<b>O&amp;M Manual</b>	WTG Operations and Maintenance Manual
<b>ROW</b>	Right of Way
<b>OCC</b>	Oklahoma Corporation Commission
<b>DRF</b>	Damage Report Form
<b>WTG</b>	West Texas Gas and its Subsidiaries and/or Affiliates





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## Article 3 – Regulatory Compliance

### 3.1 Compliance

WTG will fully comply with the applicable federal and state regulations in which WTG owns and/operates pipeline facilities. These can be found in Article 1.1 Introduction of this plan.

### 3.2 Participation in Public Service Programs

WTG participates and is a member of the following Qualified Public Service Programs (One Call Centers):

- Oklahoma One Call System, Inc.

### 3.3 Other Resource

Below are a list of websites that contain information regarding damage prevention and One Call notifications centers:

Oklahoma One Call System, Inc.	<a href="http://www.okie811.org">www.okie811.org</a>
Call 811	<a href="http://www.call811.com">www.call811.com</a>
Oklahoma Corporation Commission	<a href="https://oklahoma.gov/">https://oklahoma.gov/</a>
US Department of Transportation / Pipeline Hazardous Material Safety Administration (PHMSA)	<a href="http://www.phmsa.dot.gov/">www.phmsa.dot.gov/</a>
National Pipeline Mapping System (NPMS)	<a href="http://www.npms.phmsa.dot.gov">www.npms.phmsa.dot.gov</a>
West Texas Gas	<a href="http://www.westtexasgas.com">www.westtexasgas.com</a>
Damage Prevention Coordinator	<a href="mailto:wtgmapping@westtexasgas.com">wtgmapping@westtexasgas.com</a>

## **Article 4 – Damage Prevention Plan**

### **4.1 WTG’s Obligation with Respect to Emergency Excavation**

#### **Procedure:**

This section applies whenever a situation endangers life, health or property; or damage to underground facilities or public infrastructure threatens or causes interruption of utility services or use of the public infrastructure.

#### **4.1.1 As an Excavator:** If WTG damages an underground facility while excavating:

1. Stop excavating immediately;
2. Move to a safe area away from the emergency
3. Call the operator of the damaged underground facility and Okie811 immediately;
4. If the damage results in the escape of any flammable, toxic or corrosive fluids/gases, WTG will notify, if deemed necessary, appropriate emergency response personnel (including 911, local law enforcement, and fire departments), before continuing any excavation or demolition.
5. WTG will take all actions that may be reasonably necessary to protect persons and property, and to minimize any hazards until the arrival of the owner or operator’s personnel and police and fire departments.
6. WTG will comply with any other notification process required by law or regulation.
7. Secure the site and direct people and traffic a safe distance away from the site of the damage;
8. Do not leave the scene until authorized by an emergency responder or the operator of the damaged underground facility; unless WTG has made reasonable, if unsuccessful, efforts to contact the affected pipeline operator and has safely secured the site;
9. Do not resume work within an unsafe distance of the damage until authorized by the operator of the damaged underground facility.
10. WTG will allow the owner or operator of the affected facility reasonable time to accomplish the necessary repairs before continuing excavation.
11. WTG will not cover the exposed damaged pipeline without approval of the operator.

#### **4.1.2 As an Operator of damaged underground facilities:**

WTG will:

1. Promptly respond to a report of damage to WTG’s underground facilities
2. As soon as possible contact the one-call notification system and request an emergency locate for the site. (If WTG uses a third party contractor to excavate the damaged pipeline, the third party contractor must request a separate locate ticket.)
3. Upon arrival secure the site and provide personal and public safety;
4. Locate underground facilities as soon as practical, ideally within two (2) hours; and
5. If repair work exists beyond the emergency situation, obtain an excavation locate ticket for the remaining repair work.

**Note:** In the event of an emergency situation, excavation may begin immediately with caution and notice to the notification center will be given as soon as practical.

#### **4.1.3 As an Operator in the Vicinity of an Emergency Condition:**

In the event a WTG pipeline or facility is in the vicinity of an Emergency Condition:

1. Once a notification has been received, WTG shall make every reasonable effort to identify the location of its pipelines and/or facilities within two hours or before excavation is scheduled to begin.

## **4.2 WTG's Obligation with Respect to Damage or Near Miss Reporting**

### **4.2.1 As an Operator:**

- **Damage**

- Damage occurred by first, second, or third party excavation shall be documented using the Incident Information Card described in Section 4.8. If the excavation damages any pipeline the district manager or designee responsible has within **1 hour of discovery** to give notice to OCC either by telephone to (405) 521-2258 or electronically at TRPipelinesafety@occ.ok.gov. Property damage shall include cost to excavator, operator, property owner and lost product..
- In addition to notifying OCC, the Incident Information Card shall be submitted to the WTG Damage Prevention Coordinator electronically at wtgmapping@westtexasgas.com.

- **Near Miss**

In the event WTG personnel observes, or is notified of, any excavation activity occurring

on or around WTG pipelines and/or facilities without WTG's knowledge or consent, WTG will follow the steps below:

- WTG personnel shall utilize the Incident Information Card as described in Section 4.8, to gather information at an incident site to assist in reporting near misses to the WTG Damage Prevention Coordinator.
- The WTG Damage Prevention Coordinator shall keep records of any near miss activity that occurs. (See Section 4.4)

### **4.2.2 As an Excavator:**

- All information regarding the damaged facility shall be reported to the WTG Damage Prevention Coordinator

### **4.3 WTG’s Obligation with Respect to Updating Pipeline Maps with Applicable One Call Centers**

Through WTG’s participation in the Notification Centers listed in Section 3.2 of this plan, WTG is committed to maintaining up to date mapping with all applicable notification centers. WTG shall update, to the notification center, any changes to WTG’s maps or grid locations as those changes occur. WTG follows specific processes which are detailed below:

#### **4.3.1 Pipeline Location Corrections**

- In the event WTG personnel discovers a segment of pipeline is not in the correct location or is missing from WTG’s Mapping program, the following steps shall be completed:
  - The District Manager, or their designee, shall submit the corrected route of the pipeline to the WTG Mapping Department.
  - WTG’s Mapping department will add the corrected route to the GIS mapping program.
  - Once this has been added to the GIS program, the WTG mapping department will ensure the corrected pipeline is adequately covered by the existing One Call grids.
  - If the WTG mapping department determines changes to the existing One Call grids are needed, these changes shall be made and submitted to the applicable One Call Center.

#### **4.3.2 New Installations or Re-routes**

- Prior to re-routing a pipeline system or installing a new pipeline system, where either extends outside of the existing One Call grids, WTG will ensure the following:
  - All District Managers, or their designee, will submit a “Proposed” pipeline installation route to the WTG Mapping department
  - WTG’s mapping department will add the “proposed” pipeline system to the GIS mapping program
  - Once added into the GIS system, WTG will ensure the “proposed” pipeline is buffered
  - WTG will submit the new pipeline buffer to the applicable One Call center
- During the pipeline installation process if any deviation from the original “proposed” pipeline route is necessary, the District Manager, or their designee, will submit a revised pipeline route to the WTG Mapping department. The WTG Mapping department will revise the route on the GIS Mapping system, and if needed, will submit a newly revised buffer for the pipeline to the applicable One Call center.
- After the pipeline installation has been completed and finalized, WTG will ensure the following is completed:

- All District Managers, or their designee, will submit a final copy of the completed project report (Form WTG 1400) to the WTG Mapping department.
- The WTG Mapping department will ensure all data which is associated with the pipeline installation project has been completed correctly and added to the GIS Mapping system.
- Once this has been completed, if any changes are necessary to the One Call grids, the WTG Mapping department will submit new buffers to the applicable One Call agency.

#### **4.4 WTG's Obligation with Respect to Identifying Excavation Related Persons**

WTG will prepare a list of individuals, who normally engage in excavation related activities in the vicinity of WTG's pipeline facilities, and, as required by API RP 1162, notify these excavators concerning the damage prevention program and its purpose. This notification will show the public how to learn the location of underground pipelines before excavation begins. This step may be accomplished through the excavator outreach programs conducted by the local One-Call system, by a third-party organization, and/or by direct mail-outs.

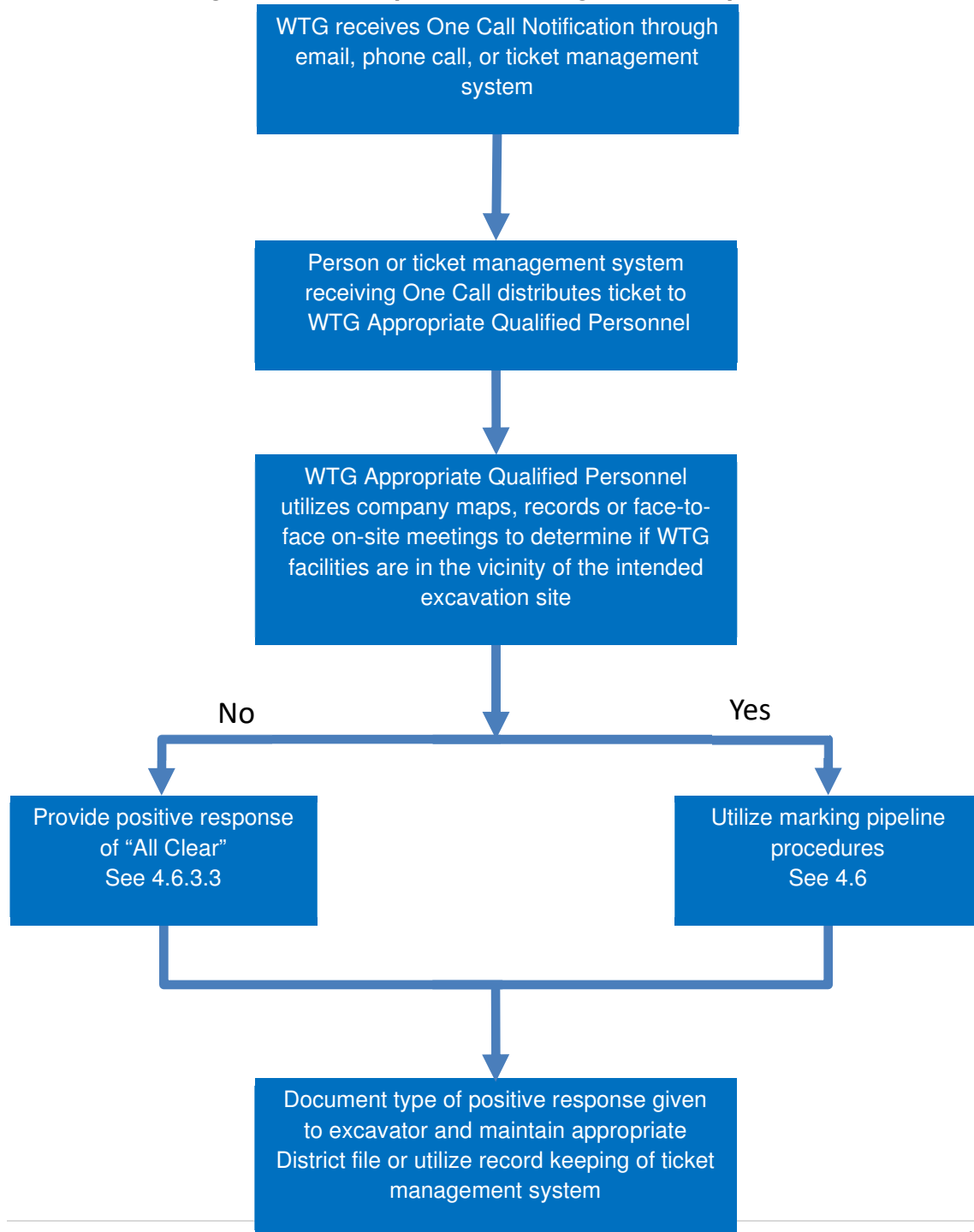
- The above mentioned list will be generated from the following sources:
  - a. WTG will utilize data collected each calendar year from state One Call centers in which WTG operates a pipeline system.
  - b. WTG will also utilize data collected from a third-party organization that details excavators that have business addresses within 10 miles of our pipeline systems.
  - c. WTG will utilize data from all third-party damage reporting forms submitted to the individual regulatory agencies.
  - d. WTG will utilize data from all Near Misses which have been reported to the WTG Damage Prevention Coordinator.
  - e. This list will be updated yearly and can be found in Appendix A of this plan.
- Within 30 days of the initial damage, near miss, or of the operator's actual knowledge of the damage incident or near miss, to any WTG facilities, WTG will send the excavator the same information contained in the Public Awareness notices, and add the excavator to WTG's Excavation Related Persons List to ensure future communication.

#### **4.5 WTG's Obligation with Respect to Record Retention**

- WTG will keep a record of all locate requests and excavation notices for one year, and will have them available upon request of the Commission.
- WTG will maintain the records above for a longer period of time in the event of litigation.

## 4.6 Pipeline Operator Damage Prevention Requirements

### 4.6.1 WTG's Obligation with Respect to Handling Locate Requests



#### **4.6.2 WTG's Obligation with Respect to Notifications Received**

After receiving the request from the notification center, WTG shall supply the following information to the person responsible for the excavation:

- The approximate location, size and material type of all of its underground utilities or facilities which may be damaged as a result of the excavation or demolition.
  - The State of Oklahoma defines the approximate location as 2 feet on either side of such underground facilities.
- Type of temporary markings used to locate the utilities or facilities and how to identify the markings.
- If excessive and unreasonable requests for marking are made by an excavator when no excavation is taking place within 14 calendar days, the excavator may be liable to the owner or operator for the reasonable cost of such marking.

**Note:** Within the State of Oklahoma the deadline to supply the above information is 48 hours (excluding the date of notification, weekends and legal holidays) after receiving the confirmation from the notification center that the notice has been accepted and acknowledged.

##### **4.6.2.1 Extraordinary Circumstances**

The above deadlines do not apply if WTG experiences an extraordinary circumstance due to an act of God, including a tornado, an ice storm, or a severe flood, or a war, riot, work stoppage, or strike that limits personnel or resources needed to fulfill these obligations.

WTG will notify the notification center(s), within the State of Oklahoma, of the extraordinary circumstance, and that it is impossible to mark our underground facilities at this time. The notification shall include:

- The nature and location of the extraordinary circumstance;
- The expected duration of the situation and the approximate time at which WTG will be able to resume location request activities; and
- The name and telephone number of the individual that the notification system can contact if there is an emergency that requires WTG's immediate attention.

In addition to contacting the notification center, WTG shall also notify each excavator that has a pending location request in the area where an extraordinary circumstance is being experienced and include in the notification:

- The fact that WTG is experiencing an extraordinary circumstance; and
- The approximate time at which the operator will mark the requested location.

#### 4.6.3 WTG’s Obligation with Respect to Demolition Notice Received

After receiving the demolition notice from the notification center, WTG shall determine whether WTG has underground facilities within the proposed demolition site which require additional protection, service removal or termination.

WTG shall communicate with the excavator the information that was determined, and by mutual agreement, determine a date in which the demolition shall begin, which shall not exceed 60 business days from the original demolition notice.

#### 4.6.4 WTG’s Obligation with Respect to Marking Underground Pipelines:

- WTG will mark all underground pipelines in accordance with the following:
  - Markings that conform to the requirements of American Public Works Association (APWA) Uniform Color Code (ANSI Standard Z535.1, Safety Color Code.).

Red	Electric power lines, cables, conduit, and lighting cables
Orange	Telecommunication, alarm or signal lines, cables, or conduit
Yellow	Natural gas, oil, steam, petroleum, or other gaseous or flammable material
Green	Sewers and drain lines
Blue	Drinking water
Violet	Reclaimed water, irrigation, and slurry lines
Pink	Temporary survey markings, unknown/unidentified facilities
White	Proposed excavation limits or route

- Markings are valid as long as visible, but if requested, WTG will remark facilities as necessary.



- In the event it is determined WTG's markings have been altered or removed, WTG will remark our pipelines and/or facilities as soon as possible

**Note:** If the line locate ticket has been refreshed (see Excavator Notice to Notification Center), WTG will ensure the markings are still visible and valid or will remark.

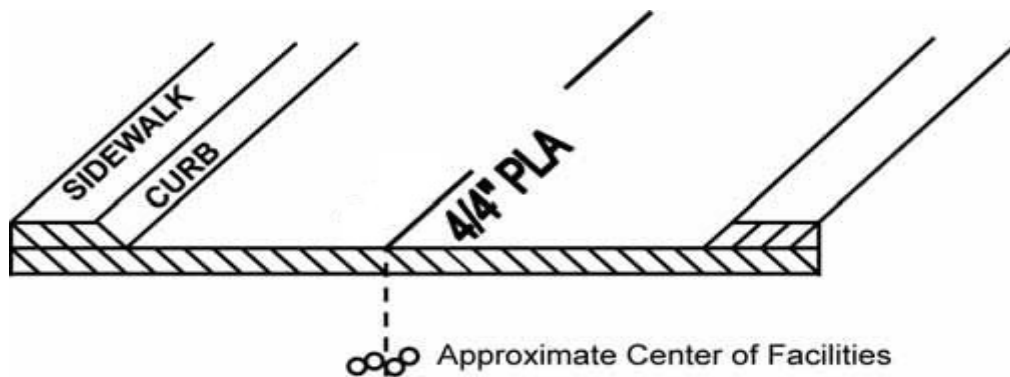
- If the line marking may permanently damage property (driveways, landscaping, historic locations to the extent boundaries are known), a locator will use spot marking or other suitable marking methods.

#### **4.6.4.1 Marking Requirements**

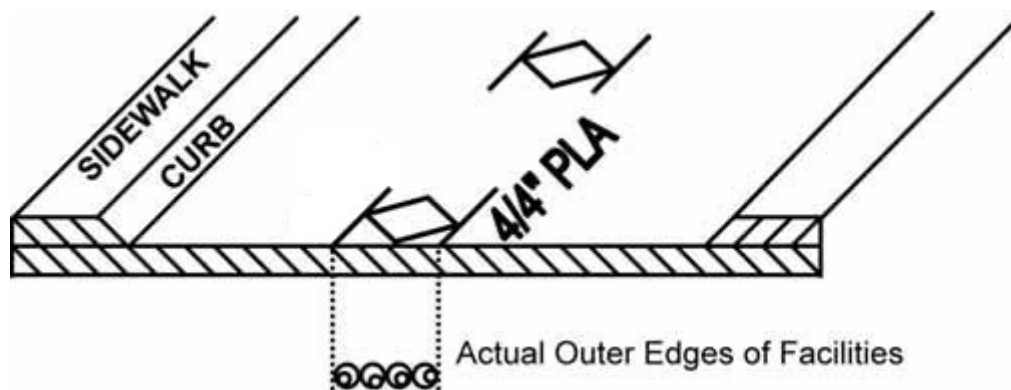
- A qualified WTG representative will use all information necessary to mark the approximate location of the underground pipelines. This will include available facility records, maps and a visual inspection of the excavation area to determine if there is evidence of other pipelines.
  - If during the locating process, the WTG representative determines there information missing in these records, he will notify the WTG Compliance Department to have these corrections made.
- If in the process of marking underground pipelines, the locator discovers a customer-owned or other underground pipeline(s), he will make a reasonable effort to advise the excavator of the pipeline.
- A qualified WTG Representative will mark the approximate center line of an underground pipeline. The methods used include, but are not limited to, the following:
  - Line locating equipment
  - Pot Holing
  - Probing
- If the proposed excavation crosses an underground pipeline, markings will be at intervals that clearly define the route of the underground pipeline, to the extent possible. See Guidelines for Operator's Facility Field Delineation section of this procedure.
- A qualified WTG Representative will mark underground pipelines using stakes, paint, flags, or a combination of two or more of these. The terrain, site conditions and type and extent for the proposed excavation will be considered in determining the most suitable means for marking the pipeline. See Guidelines for Operator's Facility Field Delineation section of this procedure.
- A qualified WTG Representative will mark the pipeline at sufficient intervals to indicate clearly the approximate horizontal location and direction of the underground pipeline.
- A qualified WTG Representative will extend all markings, if practical, at least one additional mark beyond the boundaries of the specific location of the proposed work as detailed on the line locate ticket.



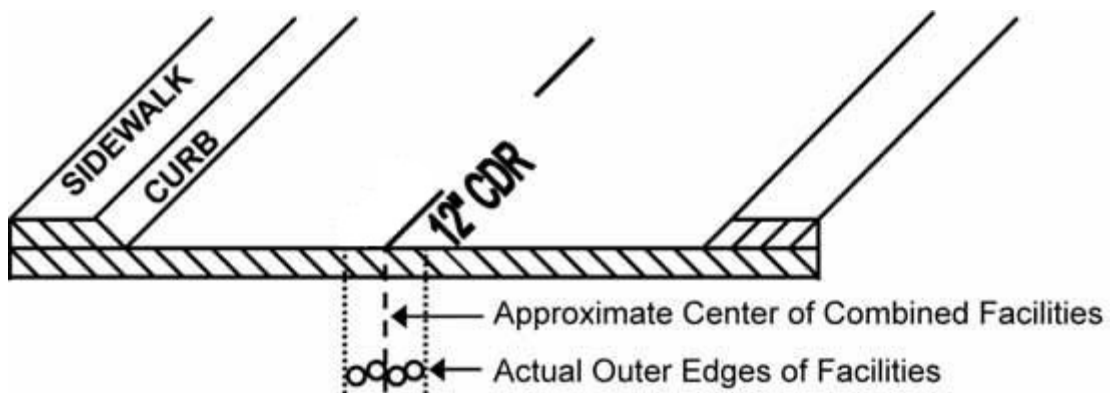
- **Multiple Facility Marking:** Used to mark multiple facilities of the same type (e.g. electric), where the separation does not allow for a separate tone for each facility but the number and width of the facilities is known. Marks are placed over the approximate center of the facilities and indicate the number and width of the facilities. This example indicates 4 plastic facilities that are 4" in diameter (4/4" PLA).



- **Conduit Marking:** Used for any locatable facility being carried inside conduits or ducts. The marks indicating the outer extremities denote the actual located edges of the facilities being represented. An example would be 4 plastic conduits that are 4" in diameter (4/4" PLA), and the marks are 16" apart indicating the actual left and right edges of the facilities.

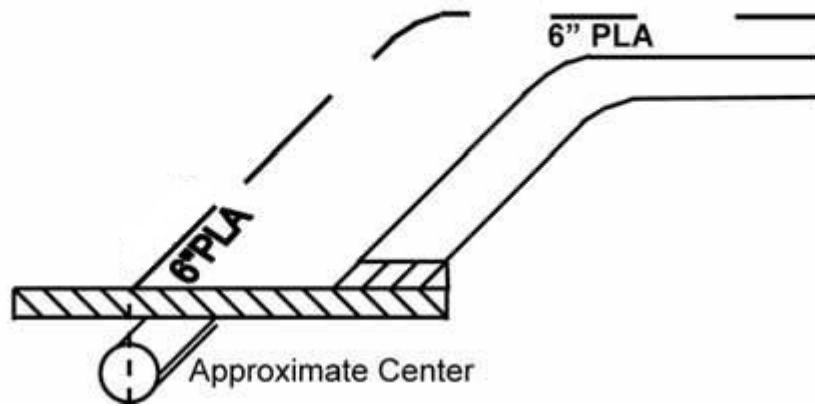


- Corridor Marking: Used to mark multiple facilities of the same type (e.g. electric), in the same trench where the total number of facilities is not readily known (operator has no record on file for the number facilities) and that are bundled or intertwined. Marks are placed over the approximate center of the facilities and indicate the width of the corridor. The width of the corridor is the distance between the actual located outside edges of the combined facilities. This example indicates a 12" corridor (12" CDR).



Changes in direction and lateral connections are to be clearly indicated at the point where the change in direction or connection occurs with an arrow indicating the path of the facility. A radius is indicated with marks describing the arc. When providing offset markings, (paint or stakes), show the direction of the facility and distance to the facility from the markings.

**Radius Example!**

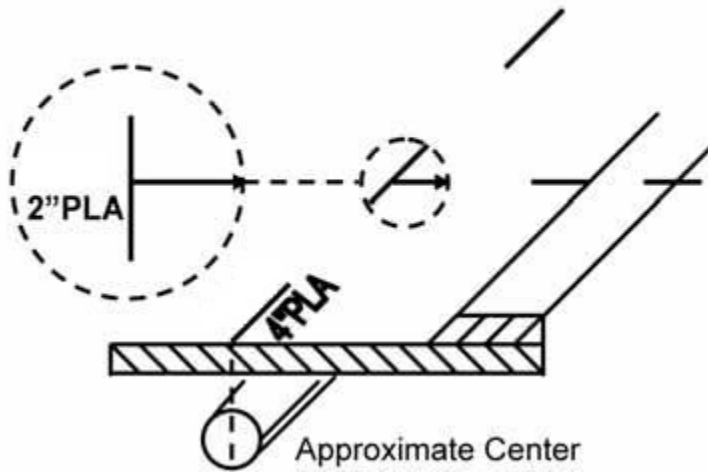




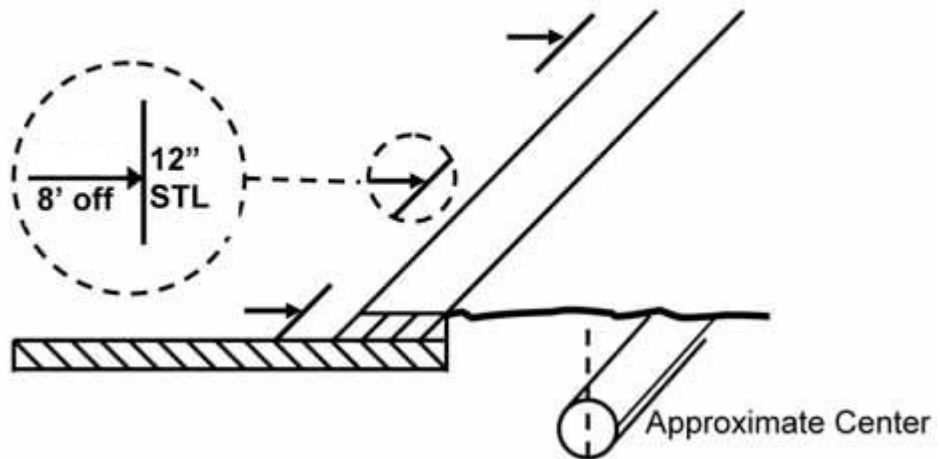
*Damage Prevention Plan*

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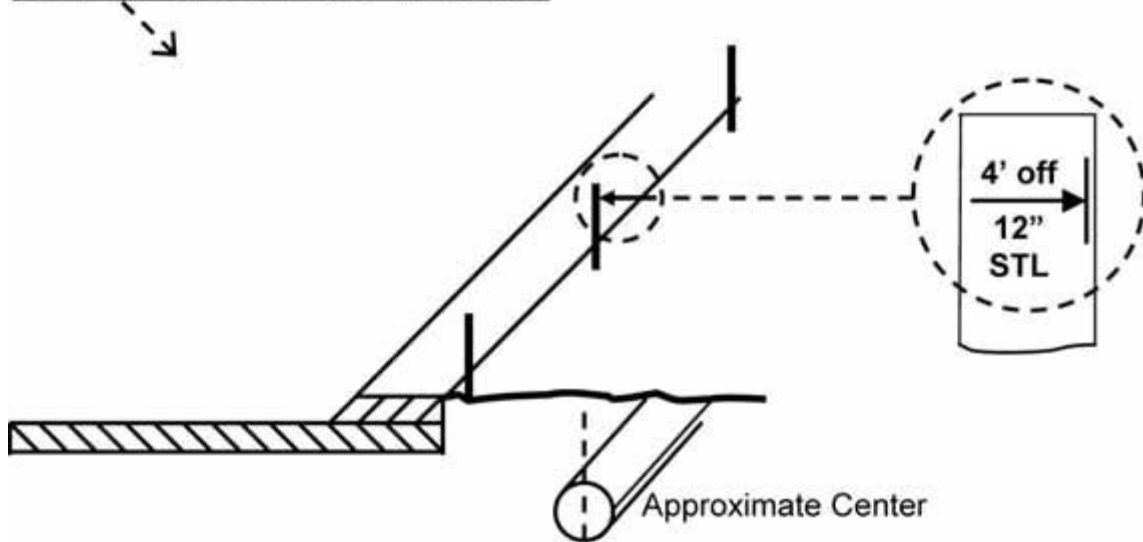
**Lateral Connection Example!**



**Painted Offset (off) Example!**



**Staked Offset (off) Example!**

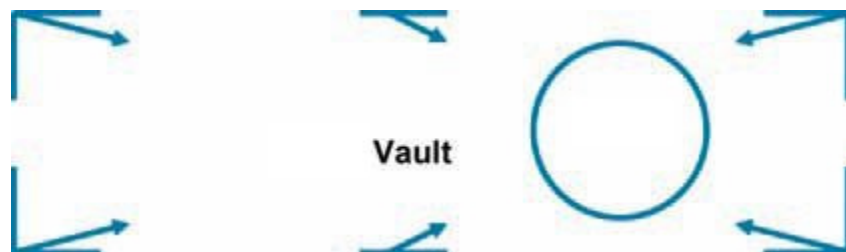


WTG's identifier (name, abbreviation or initials) is to be placed at the beginning and at the end of the proposed work. In addition to the previous, subsequent operators using the same color will mark their company identifier at all points where their facility crosses another operator's facility using the same color. The maximum separation of identifiers is to be reduced to a length that can be reasonably seen by the excavator when the terrain at the excavation site warrants it.

Information as to the size and composition of the facility is to be marked at an appropriate frequency. Examples are: the number of ducts in a multi-duct structure, width of a pipeline, and whether it is steel, plastic, cable, etc.

Facilities installed in a casing should be identified as such. Two examples are: 6" plastic in 12" steel = 6"PLA/12"STL and fiber optic in 4" steel = FO (4"STL).

Structures, such as vaults, inlets, lift stations that are physically larger than obvious surface indications, are to be marked so as to define the parameters of the structure.



Termination points or dead ends are to be indicated as such.

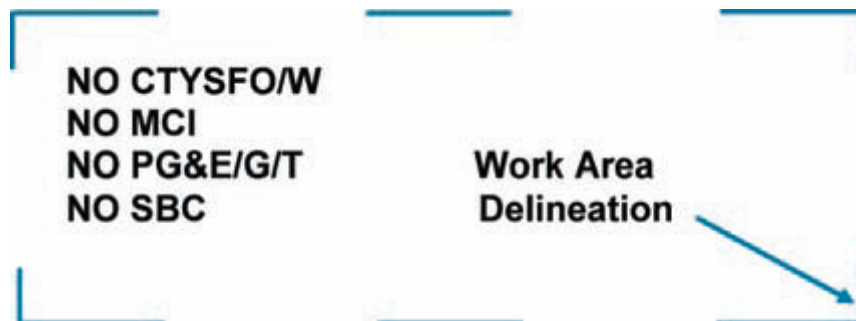


#### **4.6.4.3 WTG's Obligation with Respect to "No Conflict" Markings:**

When there is "No Conflict" with the excavation complete one or more of the following:

- Mark the area "NO" or "No Conflict" followed by the appropriate company identifier in the matching APWA color code for that facility (e.g. "NO WTG" in yellow).
- If it can be determined through maps or records that the proposed excavation is obviously not in conflict with WTG's facilities, the locator or operator of the facility shall notify the excavator of "No Conflict" by phone, fax, or email, or through the One Call Center.

\*Caution - Allow adequate space for all facility mark-outs. "No Conflict" indicates; that the operator providing the "No Conflict" has no facilities within the scope of the delineation, or when there is no delineation, there are no facilities within the work area as described on the locate ticket.



#### **4.6.5 WTG's Obligation with Respect to Pipelines that Could be Damaged during Excavation**

- In the event WTG feels there could be damage to one or more of their underground pipelines and/or facilities resulting from excavation activities, WTG shall perform routine inspections on the pipeline to verify the continued integrity of the pipeline.
- In the event of blasting, the inspections will include the use of leakage surveys.

#### **4.6.6 WTG's Obligation with Respect to Procedures for Un-Locatable Pipelines**

##### **4.6.6.1 Description:**

This section of the procedure describes the line locate requirements for planned excavation activities along unmarked, unmapped plastic distribution pipelines without means of traceable wire or tape. These planned excavation notices should be received via the "One-Call" system.

##### **4.6.6.2 Procedure Steps:**

Once notification is received of a planned excavation in the vicinity of one or more of WTG's pipelines, which cannot be located by standard procedures, notify the excavator that the pipeline cannot be accurately marked.

Ask Excavator to meet on-site to discuss the proposed project. Determine the purpose, depth and direction of the planned excavation.

WTG personnel qualified in line locating will make every effort to locate and mark the pipe. If the pipeline is in such a rural area that there is absolutely no evident means to determine the location; company maps, historical data, field knowledge, locating equipment and experience will be utilized to determine the general location and depth of the pipe within the vicinity of the excavation.

Inform Excavator why the pipe cannot be accurately marked. Make sure the Excavator is aware of the pipe material, pressure, and direction of flow.

WTG personnel will take steps to shut-in gas supply and isolate the segment of pipeline, or lower the pressure to a minimum during excavation.

Inform Excavator, that in this case, qualified WTG personnel must be on-site during excavation. WTG personnel will assist in every way possible to help locate pipe during excavation.

WTG personnel will have equipment and materials necessary to repair the pipe if damaged.

If the pipeline is damaged during excavation, WTG personnel will follow proper actions and procedures to shut down and/or repair pipe and reinstate service.

##### **4.6.6.3 Responsibility:**

If the pipeline is damaged after following these procedures it will be the responsibility of WTG to repair and burden the cost of repairs and gas loss.



#### **4.6.6.4 Documentation:**

If during excavation activities the pipeline is located, WTG personnel will do the following:

- Install an approved marker ball directly over the un-locatable pipeline.
- Fill out an exposed pipeline report (WTG 1100) to record pertinent information such as GPS coordinates, material, size, depth, condition, etc.
- Fax or email the exposed pipeline report to the WTG Mapping Department.
- WTG Mapping department will, if warranted, correct the location of the pipeline on the digital mapping program and add an information marker that will show all data collected on the exposed pipeline report.

If the pipeline is damaged during excavation, then all necessary forms and reports including the required DRF will be filed and submitted.

#### **4.6.7 Directional Drilling and Trenchless Technology Operations**

Special precautions shall be taken to protect pipelines and other underground facilities from damage associated with directional drilling and other trenchless technology operations (drilling or boring).

- Any and all underground facilities that have the potential to be affected by drilling or boring operations shall be reviewed and if necessary excavated in the proximity of these operations to ensure that adequate clearance is achieved between the underground facility and the drilling/boring equipment.
- Qualified personnel shall be on-site during excavation of WTG facilities and during critical times of potential contact of drilling or boring equipment with WTG facilities.
- In the case of contractors performing drilling or boring operations for WTG, qualified WTG personnel shall ensure that the contractor performs a thorough site survey of the area of the proposed drilling or boring operations to locate potential contacts with boring or drilling equipment.
- Qualified WTG personnel shall also ensure that any WTG contractors make proper notifications to the appropriate One-Call notification system and/or others that may have underground facilities that could be affected by the operations, and that the notifications are documented.
- Qualified personnel shall ensure that a verification number is obtained from the One-Call provider for the notification.

#### **4.6.8 WTG's Obligation in the Event a Pipeline was Unmarked/Mismarked**

If, prior or during excavation, it is determined WTG has an unmarked or mismarked facility that may exist, WTG will mark or clear the area as soon as possible from being contacted by the excavator.



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#### **4.6.9 WTG's Obligation with Respect to Photographing Completed Line Locate**

Once the line locate has been completely and properly marked, WTG personnel will take photographs of the located area using the following procedures:

- All photographs will need to include a date and time stamp on the picture
- Photographs shall include a clear picture of the entire line locate, which should include visual stationary landmarks.
- All photographs shall be kept on hand in each individual district for a minimum of 30 days following the expiration of that locate request.
  - If no damages occur within this time frame, photographs may then be discarded.

#### **4.6.10 Reporting Requirements**

Report all damages of WTG's pipelines to Oklahoma's Commission Pipeline Safety Department **no later than one hour** after the damage is confirmed by an operator.

Report all damages of WTG's facilities to the Damage Prevention Coordinator as soon as possible but no later than 15 days.

Damage Prevention Coordinator is required to file semi-annual damage reports to Oklahoma's Commission Pipeline Safety Department. The report for the first six months of the calendar year will be due on or before September 1 of the same calendar year. The damage summary report for the last six months of the calendar year shall be due on or before March 1.

### **4.7 Excavator Damage Prevention Requirements**

#### **4.7.1 Excavator Notice to Notification Center**

1. Prior to the commencement of any excavation or demolition, WTG will notify the notification center (811) of its intent to excavate or demolish. This notice shall be given at least 48 hours, excluding the date of notification, weekends and holidays, in advance of the commencement of an excavation or demolition activity.
  - Holidays shall consist of the following: New Year's Day; Martin Luther King Jr Day; President's Day; Memorial Day; Independence Day; Labor Day; Veterans Day;

Thanksgiving Day; Day after Thanksgiving Day; Christmas Eve and Christmas Day, or those days that these holidays are observed by the state.

2. WTG's notice to the notification center will include the following:
  - Name, address, and telephone number(s) of the person filing the notice of intent, or the person responsible, if different, for the excavation
  - Starting date, anticipated duration, and description of the type of excavation to occur
  - Name of the Excavator
  - Name and telephone number for the individual who will be representing WTG at the excavation site
  - Whether the excavation site is white-lined
  - Specific location, including street address, if available, closest street, road or intersection and size of the proposed excavation
    - If the excavation site is in a rural area, or no street address is available, the description of the excavation site shall include one of the following:
      1. Driving directions from the closest street, road or intersection
      2. A specific legal description, including quarter section; or
      3. The longitude and latitude coordinates
  - Statement as to whether directional boring or explosives are to be used
  - Identify any hazards that may exist or be present on the excavation site
  - Contact information for how WTG will receive a response from the operator
3. If the excavation or demolition is part of a larger project, the locate request shall be confined to the actual area of the proposed excavation or demolition that will occur during the 14 calendar day time period from the excavation start date.
4. Determine if the excavation site can be clearly described on the line locate ticket and will be clearly identifiable; if not use white-lining to mark the excavation area prior to giving notice to the notification center and before the locator arrives on the excavation site.
  - Mark the area of excavation using intervals that show the direction of the excavation
5. If it is requested by the operator that WTG white-line the intended excavation area, WTG shall white-line the planned excavation area prior to the operator locating their pipelines and/or facilities.
6. Provide in the notice the method or methods by which WTG will receive a positive response. This may include, but is not limited to:
  - Telephone,
  - Fax
  - Email
7. If an excavation project is too large to mark using white-lining or is so expansive that a

full description cannot be provided on a line locate ticket, then conduct a face-to-face meeting with the operator to discuss the excavation activities and to establish protocols for:

- The interval between each notice to the notification center;
  - The scope of each line locate ticket;
  - The life of each line locate ticket; and
  - The schedule of work on the excavation and the chronological order in which applicable locate tickets are to be marked.
8. WTG shall wait at least 48 hours, following the notification before any excavation or demolition activity can begin, except in the case of an emergency, where excavation may begin immediately, providing reasonable precautions have been taken to ensure the protection of all underground facilities.
9. If an excavation project is not completed within the required 14 calendar days from the excavation start date or the markings are no longer visible, WTG will refresh the locate ticket by contacting the notification center again. Limit the refresh area to the area yet to be excavated.

#### **4.7.2 WTG's Obligation with respect to On-Site Meetings**

If WTG requests an on-site meeting with the operator, WTG shall not begin any excavation activity prior to the mutually agreed upon start date determined during the on-site meeting.

- WTG shall document the on-site meeting and any subsequent meetings, and maintain these records for a period of at least 1 year. The documentation shall include the following:
  - Verification that the description of the excavation site is understood by both parties
  - The scheduled start date for the excavation that has been agreed upon
  - The date and time of the meeting
  - The name and company affiliation of each attendee at the meeting

#### **4.7.3 Options for Managing an Excavation Site in the Vicinity of an Underground Pipeline**

- After complying with the notice requirements of the Excavator Notice to Notification Center section of this procedure, jointly establish, if applicable, with the operator, the protocols applicable to an excavation site in the vicinity of underground pipelines based on the particular characteristics of each job. The protocols applicable to an excavation site may:
  - Designate the contact person or persons for each entity working at an excavation site;
  - Establish the required mode or modes of communication among all entities working at an excavation site, e.g., telephone or other electronic means or face-to-face meetings at prescribed times or intervals;
  - Provide the method for coordinating work activities among all entities working at an excavation site;

- Provide for the ownership and/or possession of the locate ticket or tickets;
  - Declare which entity or entities must have the locate ticket or locate ticket number before beginning work;
  - State the schedule of work on the excavation and, if applicable, the chronological order in which applicable locate tickets are to be located;
  - Provide for any other agreement with respect to excavation activities and/or marking requirements that will or will tend to ensure the proper and safe excavation in the vicinity of an underground pipeline.
- Once these protocols are established, make and retain a record of the agreement.

#### **4.7.4 Excavator Obligation to Avoid Damage to Underground Pipelines**

- Comply with the requirements relating to Excavator Notice to Notification Center listed in Section 4.7.1.
- WTG will not perform any construction activity on, across, over, or under an easement or right-of-way of a pipeline facility without first providing notice to the operator of that facility and:
  - The operator determines the intended construction will not increase the risk to the public or a risk to the pipeline facility;
  - The construction activity is conducted under a mutual agreement, or;
  - The construction activity is required to be done promptly due to a natural disaster.
- Plan an excavation in such a manner as to avoid damage to and minimize interference with all underground pipelines in the vicinity of the excavation area.
- Take all reasonable steps to protect underground pipelines from damage.
- Before beginning any excavation activity, WTG shall wait the required time frames listed below:
  - No less than 48 hours, excluding the date of notification, weekends and holidays;
  - An excavation start time agreed to, in writing, by the operator and the excavator.
- Prior to excavation, confirm that a copy of a valid locate ticket for the location is in the possession of WTG's designated representative and can be obtained upon request.
- Prior to excavation, verify correct location as specified on the locate ticket; verify white-lining; and make a visual check for any unmarked underground pipelines. Checking for unmarked underground pipelines includes, but is not limited to the following:
  - looking for additional pipeline line markers,
  - aboveground pipeline valves,
  - meter sets,
  - regulator stations,

- rectifier units.
- WTG must check for positive response prior to excavation and ensure all operators have responded and marked facilities.
- If there is no positive response, or WTG feels there may be an unmarked pipeline in the vicinity of the planned excavation, WTG will take steps to identify and communicate with unmarked pipeline operators, which may include calling the number listed on the aboveground pipeline marker sign and contacting the one-call center. After all reasonable efforts have been taken to contact pipeline owner and no positive response has been given, proceed with excavation using due caution.
- Powered or mechanized equipment shall not be used directly over marked routes of underground facilities until the precise location of the underground facilities has been determined by the excavator. Once the facilities have been exposed, WTG shall ensure the facilities are properly protected in order to avoid damage to them.
- If the precise location of the underground facilities cannot be determined, WTG shall notify the operator so that the operator can determine the precise location of the underground facilities prior to continuing excavation or demolition; with the following exception:
  - For the removal of pavement or masonry, and then only to the depth of such pavement or masonry.
- Protect and preserve locate markings from the time work begins until markings are no longer required for the proper and safe excavation in the vicinity of all underground facilities. If excavation activities cannot proceed without obliterating all or some of the markings made by a pipeline operator, WTG personnel shall provide temporary offset marks or stakes to retain the information regarding the location of each operator's underground facilities.

#### **4.7.5 Handling Damaged Facilities:**

If an excavation operation results in damage to an underground facility, which includes contact or damage to tracer wire, locate balls, or associated surface equipment; WTG shall do the following:

- WTG shall, as soon as practical, contact Okie811 and the underground facility operator, if known, to report the damage; and
- WTG shall make no repairs to the damaged underground facilities of another operator.
- WTG will delay backfilling in the immediate area of the damage until the damage is reported to the operator and a repair schedule is mutually agreed to by WTG and the operator.
- If damage endangers life, health, or property because of the presence of flammable material, WTG will keep sources of ignition away.



## 4.8 Incident Information Card

**INCIDENT INFORMATION** report to OCC via 405-521-2258 or TRPipelinesafety@occ.ok.gov

<i>OCC Title 63 Sec 142.2 - Any impact upon or removal of support from an underground facility as a result of</i>		
Date of Incident:		Time of Incident:
Time Operator Confirmed:	Time OCC Contacted:	Method Contacted: <input type="checkbox"/> Phone <input type="checkbox"/> Web
Operator Company: <input type="checkbox"/> WGI <input type="checkbox"/> WTG-Hugoton <input type="checkbox"/> WTG		Operator Phone Number:
Operator Contact Name:		Operator Contact Email:
Incident Address:		
City:		County:
# of Fatalities and Personal Injuries if any:		GPS Coordinates(Decimal Degrees): Lat: _____ Long: _____
Excavator Name:		Excavator Phone Number:
Excavator Address:		
All significant facts known by operator relevant to cause and extent of damages:		
<b>ADDITIONAL INFORMATION NEEDED FOR OCC SEMI-ANNUAL REPORT</b>		
Damage by: <input type="checkbox"/> Third Party <input type="checkbox"/> Operator's Contractor <input type="checkbox"/> Operator		
Type of Excavator: <input type="checkbox"/> Contractor <input type="checkbox"/> County <input type="checkbox"/> Farmer <input type="checkbox"/> Railroad <input type="checkbox"/> State <input type="checkbox"/> Utility <input type="checkbox"/> Home Owner <input type="checkbox"/> If Unknown/Other please list _____		
Damaged with: <input type="checkbox"/> Auger <input type="checkbox"/> Backhoe/Trackhoe <input type="checkbox"/> Boring <input type="checkbox"/> Bulldozer <input type="checkbox"/> Grader/Scraper <input type="checkbox"/> Hand Tools <input type="checkbox"/> Trencher <input type="checkbox"/> If Unknown/Other please list _____		
Type of Facility Damaged:		
Primary Cause of Damage:		

*Send completed report to Damage Prevention Coordinator at wtgmapping@westtexasgas.com*