

OQ Progress Plotter

Employee Name: _____ **ID #** _____

I. Common Modules (All Employees)

Module #	Module Title	Series	Date Completed
101	Characteristics & Hazards of Natural Gas	10-Safety	
102	Potential Ignition Sources: Indoor & Outdoor	10-Safety	
103	Recognizing Emergency Conditions	10-Safety	
104	Recognizing & Reporting Natural Gas Leaks	10-Safety	

II. Field Safety Modules (All Field Personnel)

Module #	Module Title	Series	Date Completed
111	Personal Protective Equipment	11-Safety	
121	Power Tool Safety	12-Safety	
122	Proper Firefighting Techniques	12-Safety	
131	Controlling the Accidental Leak of Gas	13-Safety	
201	Soil Substance	20-Meter	
202	Atmospheric Corrosion	20-Meter	
211	Recognizing Unsafe Meter Sets	21-Meter	
231	Operating the Combustible Gas Indicator	23-Leaks	

NOTE: 201, 202, 211 modules are required for all meter readers

III. Leak Survey and Response Modules:

Module #	Module Title	Series	Date Completed
221	Leak Classification	22-Leaks	
232	Operating the Flame Ionization Unit	23-Leaks	
271	Leak Surveys and Patrols	27-Leaks	

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IV. Customer Service Modules

Module #	Module Title	Series	Date Completed
241	Carbon Monoxide (CO) Testing	24-Leaks	
272	Customer Leak Investigation	27-Leaks	
301	Customer and Ventilation Air	30-Appl	
311	Pilot Lights	31-Appl	
312	Gas-Air Adjustment	31-Appl	
313	Venting	31-Appl	
321	Pressure Checks to Establish Gas Service	32-Svc	
322	Establishing and Disconnecting Gas	32-Svc	

V. Construction and Maintenance Modules:

Module #	Module Title	Series	Date Completed
261	Bar Hole Testing and Purging	26-Leaks	
401	Job Site Protection	40-Site	
402	Locating and Marking Facilities	40-Site	
403	Backhoe Safety	40-Site	
404	Excavation and Shoring Safety	40-Site	
411	Plastic Pipe Fusion	41-Join	
412	Joining Steel Pipe	41-Join	
421	Pressure Testing Steel and Plastic Pipeline	42-Press	
422	Purging Safety	42-Press	
431	Cathodic Protection	43-Corr	
441	Tapping/Stopping 1.25" Through 4" Pipe	44-Tap	
451	Installing Mains	45-Install	
452	Installing Service	45-Install	
453	Crossings	45-Install	
461	Steel and Cast Iron Mains	46-Maint	
462	Maintaining Steel and Cast Iron Mains	46-Maint	
463	Reinforcing Steel and Plastic Mains	46-Maint	
471	Abandoning Facilities	47-Aband	
501	Safe Vault Entry	50-Insp	

VI. Measurement and Control Modules

Module #	Module Title	Series	Date Completed
251	Odorization	25-Leaks	
511	Inspecting and Maintaining Valves	51-Insp	
512	Inspecting Pressure Regulating and Limiting Stations	51-Insp	
521	System Upgrading	51-Insp	

NMSU Operator Qualification Program

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NMSU OPERATOR QUALIFICATION PLAN

PART ONE: Purpose and Scope

1.1 Scope

This Operator Qualification Plan (OQ Plan) prescribes requirements for evaluating the qualifications of all individuals performing certain operating and maintenance tasks listed in this OQ Plan on New Mexico State University's (NMSU) gas pipeline system. It is adopted to comply with minimum pipeline safety regulations at 49 CFR Part 192, Subpart N.

After October 28, 2002 no employee, employee of a contractor or any other individual may perform any covered task identified in this Plan unless the requirements of this Plan have been satisfied. It is our responsibility to 1) ensure that all our employees and employees of our contractors are qualified in accordance with this Plan and 2) to maintain adequate records to document these qualifications.

In addition to qualifications for covered tasks, this Plan may include qualification, training and/or testing that is not required or regulated under 49 CFR 192 Subpart N. These qualification requirements are included here for the convenience of NMSU in order to consolidate all requirements into one Plan.

Pursuant to determinations made during the rulemaking process, these non-regulated training and evaluation procedures, voluntarily added to this plan by NMSU, are NOT subject to review or enforcement by federal or state regulators under 49 CFR 192 Subpart N.¹

1.2 Purpose

The purpose of this Plan is to ensure safe and efficient gas service by:

- Establishing objective criteria of required qualifications for all individuals performing safety-sensitive operations and maintenance tasks on NMSU's gas piping system.
- Ensuring through evaluation that each individual performing safety-sensitive tasks on NMSU's gas piping system is able to perform these tasks and recognize and respond appropriately to abnormal operating conditions they may encounter, and
- Maintaining necessary records to administer this plan.

1.3 Definitions

Unless another meaning is specifically indicated, when used in this Plan:

1. **Abnormal operating condition** means a condition identified by NMSU that may indicate a malfunction of a component or deviation from normal operations that may:

¹ "The operator may expand any of the seven required elements and add additional elements to their program but will only be held accountable to meet the requirements of this subpart." 63 Fed Reg . 57275

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Result in a condition exceeding design limits or hazard(s) to persons, property, or the environment. An abnormal operating condition for our system would be a failure of a service regulator, venting of a relief device, a release of gas from either a leak or a component failure, dead vegetation that might indicate a gas leak, the smell of gas while patrolling the campus, or other indicators that might be indicative of a gas leak.

2. Covered task means any task that:

- Is performed on a pipeline facility;
- Is an operations or maintenance task;
- Is performed as a requirement of 49 CFR Part 192; and
- Could affect the operation or integrity of the pipeline.

3. Evaluation means a process, established and documented by NMSU, to determine an individual's ability to perform a covered task by any of the following: written examination; oral examination; work performance history review; observation during (a) performance on the job, (b) on the job training, (c) simulations; or other forms of assessment.

4. Operator means NMSU.

5. Person means any individual, firm, joint venture, partnership, corporation, association, State, municipality, cooperative association, or joint stock association, and including any trustee, receiver, assignee, or personal representative thereof.

6. Pipe means any pipe or tubing used in the transportation of gas, including pipe-type holders.

7. Pipeline means all parts of those physical facilities through which gas moves in transportation, including pipe, valves and other appurtenance attached to pipe, compressor units, metering stations, regulator stations, delivery stations, holders, and fabricated assemblies.

8. Pipeline facility means new and existing pipeline, rights-of-way, and any equipment, facility, or building used in the transportation of gas or in the treatment of gas during the course of transportation.

9. Qualified means that an individual has been evaluated and can (a) perform assigned covered tasks and (b) recognize and react to abnormal operating conditions.

Part Two: Responsibilities

2.1 Plan Administration

The Plumbing Shop Supervisor is designated Plan Administrator and is responsible for the administration of this Plan:

Plan Administration includes: maintenance of the complete OQ Plan, including material incorporated by reference; distribution of up-to-date copies of the Plan to appropriate personnel; making the Plan available for inspection by authorized agents of regulatory agencies; ensuring that all milestones, periodic evaluation intervals, ect. are conducted as specified in this Plan; notifying all company employees in advance of the date an employee's current qualification will expire; scheduling evaluations; recording the results of evaluations; maintaining a current list of qualified employees;

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Monitoring federal and state regulations that affect this Plan; and such other activities as are necessary to carry out the scope and purpose of this Plan.

Part Three: Identification of Covered Tasks

3.1 Responsibility

The Plan Administrator is responsible for maintaining an up-to-date listing of covered tasks and must approve modifications or additions to the covered task list. The rationale for any changes to the covered task list shall be recorded.

3.2 Identifying Covered Tasks

Covered tasks are those tasks that:

- Are performed on a pipeline facility
- Are an operations or maintenance task
- Are performed as a requirement of 49 CFR Part 192; and
- Could affect the operation or integrity of the pipeline

Tasks that have been evaluated against the four- part tests are listed in Attachment A to this Plan. The Plan Administrator shall apply the four-part test to determine whether any new activities not addressed in Attachment A are or are not covered tasks when performed on NMSU facilities.

The operator must make provisions to allow individuals that are not qualified pursuant to this subpart to perform a covered task if directed and observed by an individual that is qualified.

A non-qualified person will not be permitted to perform a covered task without instruction and direct supervision by a qualified person such as a supervisor or qualified co-worker. The qualified person must present and in position to control the event while a non-qualified employee performs a covered task. Form D of this Plan will document this process.

3.3 Records

The current list of covered tasks is shown as Attachment A to this Plan. The rationale for the determination whether any task is covered or not covered shall be maintained by the Plan Administrator

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Part Four: Evaluation Methods

4.1 Responsibility

Selection of evaluation methods for each covered task listed in Attachment A is the responsibility of Plan Administrator.

4.2 Specified Evaluation Methods

The required evaluation(s) for each covered task are recorded and maintained by the Plan Administrator

4.3 Work Performance History Review

Work performance history review may be used to evaluate the qualifications of individuals who have regularly performed one or more covered tasks for NMSU prior to August 27, 1999. Form OQ 4 shall be completed for each task and individual for which work performance history review is to be used as the transitional evaluation method. Work performance history review will not be used as the sole evaluation method after October 28, 2002.

Part Five: Identification of Individuals Performing Covered Tasks

5.1 Responsibility

The Plan Administrator is responsible for identifying those employees who perform covered tasks during the course of their work on NMSU's system and shall schedule each employee for evaluation of his/her qualifications to perform each covered task. Evaluation shall be done using one of the evaluation methods identified in Part Four of this Plan. The plan Administrator shall maintain a list of individuals and the covered tasks as they are qualified to perform.

5.2 Recordkeeping

The Plan Administrator shall maintain an up-to-date list of qualified employees including the following minimum records

- Identification of qualified individual(s)
- Identification of the covered task(s) each individual is qualified to perform;
- Date(s) of current qualification; and
- Qualification method(s)

The Plan Administrator shall also maintain records of all actions performed as requirements of this OQ Plan;

- Processes for identification of covered tasks
- Evaluation records
- Investigations of incidents
- Re-evaluation on reasonable suspicion
- Communication of changes

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5.3 Record Retention

All records required by this Plan must be retained for 5 years after the record is no longer required to document the qualification of any individual to perform a covered task. An evaluation record may be discarded five years after:

- An individual ceases to perform a covered task on NMSU's system, or
- An individual has successfully retaken the evaluation

Part Six: Re-Evaluation of an Individual's Qualifications

6.1 Responsibility

The plan Administrator is responsible for tracking the expiration dates of the qualifications for each company employee and notifying individuals before any required evaluation will expire. The Plan Administrator is responsible for scheduling re-evaluation activities prior to the expiration date of qualifications for each employee. The OQ program will be assessed every year for improvement opportunities that will result greater program effectiveness and increased level of safety.

6.2 Re-Evaluation Intervals

NMSU requires that all individuals performing covered tasks on its piping system be re-evaluated at least once every five years. Some tasks may be re-evaluated more frequently under the circumstances described in sections 6.2.1, 6.2.2 and 6.2.3, or if the Plan Administrator determines that more frequent re-evaluation is appropriate.

In determining the appropriate re-evaluation interval, the Plan Administrator shall consider:

- The complexity of the knowledge and/or skills being evaluated (i.e. the "learning objective")
- The frequency with which the learning objective will be applied by the individual being qualified during the course of his/her work for NMSU; greater frequency requires less frequent re-evaluation, and
- The safety-sensitivity of the learning objective, i.e. what is the "worst case scenario" if this knowledge or skill is improperly applied during operation and maintenance of the pipeline system; greater safety-sensitivity requires more frequent re-evaluation.

Re-evaluation intervals for evaluations are recorded by the Plan Administrator.

6.2.1 Re-evaluation upon reason to believe that the individual is no longer qualified

Each employee is responsible for notifying the Plan Administrator whenever he/she has reason to believe that any individual working on the NMSU system is no longer qualified to perform a covered task. Reasons may include, but are not limited to, observation that an employee or employee of a contractor is improperly performing a task, observable loss of motor skills or other reasons that indicate an individual may no longer be able to perform a task. The Plan Administrator shall investigate and require re-evaluation in the covered task. The results of the investigation shall be recorded.

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6.2.2 Re-evaluation of Individuals Implicated in a Reportable Incident

Investigation of reportable incidents as defined in Part 191 shall include assessment of whether an individual's performance of a covered task may have caused or contributed to the severity of the incident. If the Plan Administrator determines that a NMSU employee's or contractor employee's performance of a covered task contributed to a reportable incident, qualifications related to the incident shall be re-evaluated. Qualifications in other covered tasks unrelated to the incident need not be re-evaluated. The results of the investigation shall be recorded.

6.2.3 Communication of Changes in Procedures, Equipment, Regulations, ect.

The Plan Administrator shall monitor changes in regulations, procedures, technology, new equipment, ect. that may affect the performance of a covered task and shall determine if these changes are so substantial as to require re-evaluation of the qualifications of each individual qualified to perform each covered task affected by the change. The Plan Administrator shall determine whether the evaluation method(s) must be changed as a result of the changes. Evaluation methods should be modified if the new equipment, technology or procedure requires different knowledge, skills and abilities than those measured by current evaluation method(s). The result of this process shall be recorded.

6.3 Re-Evaluation

As soon as possible after determining that re-evaluation is necessary under section 6.1 of this Plan, the Plan Administrator shall schedule a re-evaluation of qualifications. Until such re-evaluation is successfully completed, the affected individual shall be considered non-qualified for any task that requires successful completion of the evaluation(s) in question and may not perform the covered task unless directed and observed by an individual who is qualified to perform the covered task. The individual may, however, continue to be qualified for other covered tasks that do not require the evaluation(s) in question.

Part Seven: Qualification of Contractor Employees to Perform Covered Tasks

7.1 Responsibility

NMSU is responsible for assuring that contractor employees and employees of their subcontractors are qualified if they are to perform covered tasks on NMSU's piping system. The Plan Administrator is responsible to transmit with the request for proposals and other contract specifications NMSU's qualification requirement.

7.2 Evaluation of Contractor Employees

Contractors and other non-NMSU employees who perform covered tasks on NMSU facilities must be qualified if they perform any of the covered tasks listed in Attachment A. Qualifications may be accomplished by any one of the following:

The NMSU may evaluate the contractor employees using the evaluations required of NMSU employees performing the same task(s), or

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Contractors and other non-NMSU employees who perform covered tasks on NMSU facilities may provide evidence that all personnel have completed the evaluations specified in Attachment A or Attachment B for the covered tasks they will perform. NMSU has reviewed and adopted the evaluation methods used by contactors listed in Attachment B as approved methods for qualifying contractors or as an accepted equivalent alternative method to that found in Attachment A, or NMSU has reviewed and adopted certain 3rd party certification/qualification programs as accepted evaluation methods for certain covered tasks. These qualification criteria are listed in Attachment B. Contractor personnel possessing current qualifications from these 3rd parties will be accepted by NMSU as evidence of qualification.

Part Eight: Incorporation by Reference of Operator Qualification Plans of Companies with which NMSU has Mutual Assistance Plans.

In the event of major natural disasters or other emergencies, NMSU may utilize employees of other gas companies to restore gas service to NMSU customers. These individuals may be required to perform certain covered tasks on NMSU's facilities. In order to allow this mutual assistance to occur without violating 49 CFR 192 Subpart N, NMSU has incorporated by reference in Attachment C to this Plan the qualification requirements of companies whose employees NMSU might utilize for certain covered tasks

8.1 Responsibility

The Plan Administrator is responsible to identify covered tasks in Attachment A of this Plan that NMSU might utilize borrowed employees to perform under mutual assistance arrangements. The Plan Administrator shall also identify companies with whom NMSU would be likely to rely upon for emergency assistance and request a copy of the qualification requirements these companies have established for these covered tasks. These qualification requirements, found in Attachment C of this Plan have been evaluated and are incorporated by reference into this Plan as acceptable alternative methods of qualification for the covered tasks listed.

In the event NMSU is offered and accepts assistance from a company not listed in Attachment C, the Plan Administrator shall obtain and incorporate the qualification requirements of that company into Attachment C as soon as possible.

8.2 Notification of Significant Program Changes

Any operator whose program has been reviewed since October 28,2002, and that makes significant changes to its OQ Plan or Program on or after December 17,2004, must notify the inspecting agency(OPS Region or State Agency). Significant changes would include(but not necessarily limited to) the following:

1. A change in the number of covered tasks identified by the operator,
2. A change in the evaluation methods or criteria for performing covered tasks:
3. Increases in the number of non-qualified individuals that may perform a covered task while being directed and observed by a qualified individual.

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Last Name:	First Name:	ID #
Task:		

Form OQ-4 – Work Performance History Review

This form is to be used to qualify individuals to perform covered task by use of a work performance history review.

NOTE: This may be used for qualification only under the following conditions:

1. The individual being qualified has regularly performed this covered task prior to August 27,1999
2. Today's date is on or before October 28,2002

Results of Records Review

What evidence proves that this individual has regularly performed this task?

	Yes	No	N/A
Review <u>performance reviews for past 5 years</u> . Do these include statements about how this individual performs this task? If yes, describe on a separate page and attach to this form. Attach copies if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Implicated in accidents/poor performance</u> . Has this individual been cited for poor performance of this task or ever been implicated in an accident or near-miss caused by performance of this task? If yes, describe on a separate page and attach to this form. Attach copies if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Evidence of poor training or certification</u> . Are these records that this individual attended and successfully completed training programs directly related to this task? Attended seminars? Does the individual possess certification in relevant skills (e.g. NACE certification)? Attach copies of relevant records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewers:

Date:

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Attachment A: Covered Tasks

The following tasks have been evaluated and found to pass the four part test to be covered tasks subject to the Operator Qualification Rule. One or more acceptable qualification criteria are listed for each task.

Covered Task	Qualification Criteria
Repair coating on existing steel mains	NACE certification, or PNM certification
Measuring pipe-to-soil potential	NACE certification, or PNM certification
Cleaning and either coating or jacketing pipe for atmospheric corrosion	NACE certification, or PNM certification
Installing, replacing and testing electrical isolation couplings on an existing pipeline	NACE certification, or PNM certification
Inspecting for atmospheric corrosion	NACE certification, or PNM certification
Inspecting the condition of exposed pipe or pipe coating	NACE certification, or PNM certification
Installing/replacing an anode or test station on an existing line	NACE certification, or PNM certification
Investigating leak/odor complaints on company piping	PNM certification
Locating and marking lines	PNM certification
Repair distribution line leaks	Plumbers license with gas option, or PNM certification
Backfilling a trench following maintenance	PNM certification
Inspect and test pressure regulator station	PNM certification
Monitor gas odorization levels	No special knowledge or skills required
Conducting gas leak surveys	PNM certification
Joining plastic pipe for maintenance	PNM certification
Inspect plastic pipe fusion joint-maintenance	PNM certification
Replacing a section of existing tracer wire	PNM certification
Inspect valves	Plumbers license with gas option, or PNM certification
Repair and maintain valves	Plumbers license with gas option, or PNM certification
Welding on a pipeline for maintenance	PNM certification
Non-destructive testing of maintenance welds	PNM certification

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**FORM B
PIPELINE PERSONNEL**

QUALIFICATION RECORD OF INDIVIDUAL

Name:

ID#

Assigned Task(s) From Form A	Method of Initial Qualification	Qualification Date	Qualified By (Name)
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1.)

2.)

3.)

4.)

5.)

6.)

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FORM C

RECORD OF INDIVIDUAL EVALUATIONS/RE-EVALUATIONS

Name:

ID#

Task Being Evaluated:

Frequency of Re-Evaluations:

Evaluation Date(S):

NOTE: Includes related abnormal operating conditions.

Method of Evaluation (refer to section 192.803)

Reason for Evaluation (refer to section 192.805 c, d & e)

Evaluated By:

Signature:

Title:

Date:

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FORM D	RECORD OF NON-QUALIFIED PERSONS PERMITTED TO PERFORM COVERED TASKS
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Names:	Task(s) Being Performed	Qualified Person/Supervisor
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