

ARIZONA CORPORATION COMMISSION - PIPELINE SAFETY GROUP ANNUAL INSPECTION REPORT - Gas System Operators

Inspection Date : 8/3/2018 Last Inspection Date : 10/31/2016

Name of Facility: PINECLIFF VILLAGE APTS OPID #: 33535 Phone: (928) 774-5204

Cell Phone: (928) 225-5554 Fax: (928) 774-2524 Email: pinecliffmgr@shelton-cook.com

Address of Facility: 1105 E PONDEROSA PKWY City: FLAGSTAFF

State: AZ Zip: 86001 Contact Person: LISA BERGSTROM

Operator Name: Shelton Cook Management Phone: (928) 774-5204

Operator Address: 1105 E Ponderosa Pkwy City: FLAGSTAFF

please check box if this is to be the mailing address

State: AZ Zip: 86001 Number of Buildings: 6

Facility Type: Apartments / Condos Priority: 2 Gas Supplier: Unisource

LPG: No Natural: Yes Number of Meters: One Operating Pressure: 3 PSIG

GAS SYSTEM HISTORY A. Piping Type: Steel Date Installed: 1/1/1975

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|---|-----------------------|
| 1. Has a written operation and maintenance plan been established meeting the requirements of the regulations and review records maintained? | <u>UnSatisfactory</u> |
| 2. Has a written emergency plan been established and does operating personnel have knowledge of emergency procedures and are records maintained? | <u>UnSatisfactory</u> |
| 3. Has a map of the gas system been developed showing meter and valve locations, mains, and service lines? | <u>Satisfactory</u> |
| 4. Are operation and maintenance personnel qualified and are OQ records maintained? | <u>UnSatisfactory</u> |
| 5. Has all above ground pipe been maintained? | <u>Satisfactory</u> |
| 6. Has cathodic protection been tested at proper intervals and records maintained? Does it meet the negative voltage of at least 0.85 volt? | <u>UnSatisfactory</u> |
| 7. Have required valves been checked and serviced at intervals not exceeding 15 months but at least once each calendar year and records maintained? | <u>UnSatisfactory</u> |
| 8. Have periodic odorization checks been conducted and records maintained? | <u>Satisfactory</u> |
| 9. Has a leak survey of the system been conducted at intervals not exceeding 15 months but at least once each calendar year and records maintained? | <u>UnSatisfactory</u> |
| 10. Has operator filed annual report? | <u>UnSatisfactory</u> |

Last year on File : 2015

Need to send 2016 and 2017 annual reports.

Total Violations Found: 7

NOTE: Items listed or marked *Unsatisfactory* or *Not Checked* shall be corrected no later than 30-days following the receipt of this report. Correspondence regarding violations can be emailed to safety@azcc.gov or mailed to Pipeline Safety Section, 1300 W. Washington Street, Phoenix, AZ 85007. Failure to comply will result in this matter being forwarded to our Legal Council for further action, and this action may result in termination of gas service to your facility.

The findings of this report are based on observation made and documentation available to inspectors at the time of inspection.

Operator Representative Amy Trease ACC Representative Daniel Hickey

Notes :

- 1) Finding: O&M Plan is 17 years old and has not been up dated
Recommendation: Down load the latest forms from the ACC website. <http://www.azcc.gov/Divisions/Safety/mastermeter.asp>
- 2) Finding: Written emergency plan and personnel training review has not been reviewed since 10/28/2016
Recommendation: Update emergency plan and conduct a review over plan and with personnel.
- 3) Finding: There are several maps, but they do not have the locations of the anodes, test points, valves, etc.
Recommendation: Create map that has all types of facilities delineated.
- 6) Finding: Cathodic protection has not been tested since 10/21/2016 by Gandy and sons
Recommendation: Check cathodic protection levels and mediate any deficiencies within 30 days of this inspection.
Reminder: Cathodic protection status must be checked once each calendar year not to exceed 15 months.
- 7) Finding: Valve maintenance has not been done since 10/21/2016.
Recommendation: Perform valve maintenance within 30 days of this inspection.
Reminder: Valve maintenance must be conducted once each calendar year not to exceed 15 months.
- 8) Finding: Odorization level check has not been done since 10/21/2016.
Recommendation: Perform 4 "Sniff Tests" by end of 2018.
Reminder: Odorization level "Sniff Test" must be checked 4 times a year (Quarterly) and documented.
- 9) Finding: A leak survey has not been conducted since 10/21/2016 by Gandy and Sons.
Recommendation: Perform a leak survey of entire system within 30 days of this inspection.
Reminder: A leak survey must be conducted once each calendar year not to exceed 15 months