

Eastern Trail Management District Board of Directors Agenda
May 10, 2006 • 8:00 – 11:00 am
Kennebunk Town Hall

Most of the items listed under “Agenda Items” will have an attached sheet that provides information including background, necessary attachments, staff recommendations and proposed motions. This should allow you to be better prepared and reduce the amount of time that I need to talk thus allowing more focus on the actual issues.

I. Welcome & Introductions

II. Presidents Report – As needed

III. Approval of Minutes

- A. Minutes for April 12, 2006 approval by consensus or as amended**

IV. Agenda Items

A. Finances

1. Finance Report for April 2006 accepted by consensus
2. Proposed budget for FY 06-07

B. Election of Officers

1. Election of officers scheduled for June meeting

C. ETA Report – For items related to the events and activities of the ETA or its members

D. Construction Projects

1. **9:00am** - S. Portland – Scarborough Connector Project
 - a. Presentation by Wilbur Smith Associates
 - b. Board decision on final route for connector study
2. **10:00am** - OOB Project
 - a. Presentation by Milone & MacBroom
 - b. Board decision on final route for connector study
3. Scarborough Project
4. Desfosses Project

E. KEYS Gap Study

V. Consultant Report – As needed

VI. Next meeting: June 14, 2006 8:30am – 10:30am

VII. Adjourn

2006 Meeting Schedule (Second Wednesday of the month)	
January 11	February 8
March 8	April 12
May 10	June 14
July 12	August 9
September 13	October 11
November 8	December 13

ETMD Agenda Commentary

Agenda Item: IV.A.2 – Finances – Proposed Budget FY 06-07

- The proposed budget will be almost identical to the FY 05/06 Budget as not much is expected to change with our revenue staying static and the OOB Project occurring primarily in this upcoming year. I am preparing a FY Budget that will include YTD spending, FY 05/06 and revised figures for FY 06/07.

Agenda Item: IV-B.1 – Election of Officers

- The annual election of officers will take place at the June meeting. In accordance with the bylaws, the term is for one year beginning July 1. Current officers please come prepared to notify us if you wish to be considered during next month's election to continue your position for another term.
- Description of Officers from the ETMD Bylaws:

ARTICLE 10

OFFICERS

- 10.1 Election.** The Board of Directors shall elect the officers of the District. Only Directors shall be eligible to be officers. The officers of the District shall be the President, Vice President, Secretary and Treasurer. The Board may appoint assistants to the above officers as it deems appropriate. Any person can hold two or more offices unless precluded by state law. All officers and assistants shall have such duties as may be specified by the Board of Directors in addition to those duties specified herein.
- 10.2 Officers' Salaries.** The Board of Directors shall set by resolution the salaries and compensation, if any, to be paid by the District to the officers and any assistants.
- 10.3 Officers' Term.** The term of office for the officers of the District shall be one year from their election or their earlier death, resignation or removal. There is no limitation on the number of one-year terms an officer may serve. Any officer may resign at any time by giving written notice to the Board of Directors. A resignation shall take effect on the date specified in the notice unless the Board of Directors votes to have a sooner date and removes the resigning officer prior to the effective date of the resignation. The Board may remove any officer from office at any time by a majority vote. The Board of Directors shall fill any vacancy in any office of the District.
- 10.4 President.** The President shall preside over all meetings of the Board of Directors, and has the authority to appoint all committees, to call all meetings, to preside over executive sessions, to authorize the expenditure of funds up to \$5,000 without prior approval of the Board, to, in the absence of the Treasurer and when necessary and proper, endorse on behalf of the Corporation for collection, checks, notes and other obligations and to deposit the same to the credits of the Corporation and to hire and fire all employees or independent contractors of the District on such terms and conditions as may be specified by the Board of Directors.
- 10.5 Vice President.** The Vice President shall act for the President in the President's absence.
- 10.6 Secretary.** The Secretary is responsible for the minutes, records, correspondence and notice of the meetings of the Board of Directors. The Secretary must keep a record of all resolutions, votes, transactions, correspondence, findings and conclusions of the Board of Directors. Records are deemed public, unless deemed exempt under Title 1 M.R.S.A section 402, and may be inspected upon request.
- 10.7 Treasurer.** The Treasurer shall have the custody of all funds, property, and securities of the Corporation, subject to such regulations as may be imposed by the Board of Directors. When necessary and proper, the Treasurer shall endorse on behalf of the Corporation for collection, checks, notes and other obligations and shall deposit the same to the credit of the Corporation at such bank or banks or depository as the Board of Directors may designate. The Treasurer shall, in general, perform all duties incident to the office of Treasurer, including a general supervision and control of the accounts of the Corporation, subject to the control of the Board of Directors. The Board may authorize the delegation of some of the functions of the Treasurer to Southern Maine Regional Planning Commission subject to the supervision of the President and Treasurer.

Agenda Item: IV-D-1 Agenda Item: SP Connector Study

- Bruce Hyman from WSA will attend the meeting to present the work conducted under the study including three final alignment options for Board consideration.
- WSA conducted a site walk of the Sanborn property on April 27 in order to evaluate possible trail locations in accordance with the wish of Mark Sanborn, representing the landowners. The walk allowed WSA to re-evaluate the suitability of the property and develop cost estimates if the parcel was used. The Steering Committee met on May 2 and reviewed the WSA analysis of the three proposed options and determined that based on the information and status of options today it would recommend Option #2 (ET to Rigby Road to Old Bog Road) as the preferred route. Its decision was based on cost estimates, environmental restrictions & permitting and the ability to secure easements. See the attached map showing each of the three proposed options. WSA will provide additional data at the meeting and be available to discuss any portion of the study in more detail.

[See Attachment IV.A.1 – SP Study Map].

- **Proposed Motion:** “Move that the Board direct Wilbur Smith Associates to complete the Scarborough – South Portland Connector Study with Option #2 (Existing Eastern Trail to Pleasant Hill Rd. to Rigby Rd. to Old Bog Road to Wainright Recreation Complex).”

Agenda Item: IV-D-2 Agenda Item: OOB Project

- Dave Bragg from Milone & MacBroom will attend the meeting to present the 90% design plans for Board review and comment. The presentation will include the entire project from Pine Point Road to Cascade Road.
- The current project schedule is as follows:
 - May 19th- Submit 90% plans and specs to MDOT for final review
 - June 16th - Advertise for bids, have plans and specs completed
 - July 10th- Bid Opening
 - August 1 - Authorize construction start

Agenda Item: IV-D-3 Construction Projects – Scarborough Project

- Steve Workman and Wilbur Smith Associates will be meeting on Thursday, May 11 to begin project closeout negotiations, to include claims pending between the ETMD, WSA and CPM. The intent of this meeting is to reach consensus on ETMD-WSA claims/issues before meeting with CPM to complete closeout negotiations with it.
- Gerry Dube, CPM, contacted Steve Workman and let him know that he will be onsite beginning May 8 to take care of final punch list items to include earthwork on the approaches to the bridge, adhesive application on retaining wall cap stones and final painting on new rail extensions. Please note that this work does not include the bridge and railing coating repairs as that will be handled by Duncan Galvanizing as soon as temperatures remain warm enough during the day and night to apply the coating.
- The failure of the bridge and rail coating is increasing. Steve Workman has observed peeling and cracking on a second section of bridge truss. Duncan, ARC and CPM have committed to correcting the problem. The ETMD will not sign off on the project until this is fully corrected.

Agenda Item: IV-D-4 Construction Projects – Desfosses Project

- Final construction is underway. Steve Workman has completed a bollard and fence configuration plan that includes a new type of hinged bollard that should perform better year-round than the removable bollards currently in use on the Scarborough section. Dearborn Construction is expected to do the bollard, fence and sign post installation and work is expected to be completed in time for the opening.
- Bruce Gullifer directed his crew to remove the trash observed in the ditches along the Desfosses section of trail. The crew spent most of a week onsite removing an enormous amount of trash. The trash was there before the trail was constructed and much of it is quite old; however, it was removed to improve the appearance of the trail, its surrounding areas and as a symbol of good faith toward the Desfosses Family. Scarborough Community Services incurred labor and disposal expenses.
- Opening Ceremonies is scheduled for Saturday, June 3. John Andrews will provide details of the ceremony.

Agenda Item: IV.E – KEYS Gap Study

• Preliminary work has begun on the KEYS Gap Study. At the Bridge to the Greenway public work session on April 24 participants were asked to review large aerial photos with tax map overlays generated by SMRPC and vision potential off-road routes and provide any information about specific parcels that could help identify a route. Steve Workman has met with the Seacoast United Way which includes Kittery and Eliot to explore potential funding of the KEYS Study and the development of the NH East Coast Greenway and its connection via the Memorial Bridge to the ET. He will be attending a United Way Forum on May 18 to explore transportation issues with four strategic committees that will be directing how future UW funds will be distributed in the areas of transportation, housing, substance abuse and access to health care. This is an opportunity to connect a major funder to the support of non-motorized trails and connect issues such as health and housing to the benefits of trails.

• KEYS Gap Study Goals**I. Preliminary Exploration of the KEYS Region**

- A. Establish a steering committee to include the ETMD directors from Kittery, Eliot and South Berwick, a representative from the ETA, a representative from SMRPC/KACTS and a representative from the Greater York Chamber of Commerce (covers the KEYS Region) and York pending outcome of I.B.
- B. Meet with York Officials to explore the possibility of bringing a branch of the ET through York and if there is interest request that a municipal official be appointed to serve on the study steering committee.
 - Throughout the process, it will be made clear to the Town of York and the public that adding a York Spur to the ET and the Town of York to the ETMD is subject to final approval by the ETMD.
- C. Establish working sub-groups in each town facilitated by the town's ETMD director that will examine potential routes/parcels in its town. ETMD Consultant will direct and assist directors in this process.
- D. Steering Committee will distill work from the sub-groups and recommends three preliminary potential routes in each town that will be studied in greater detail in an engineering feasibility study.

II. Preparation of KEYS Engineering Feasibility Study

- A. Develop preliminary cost estimates to undertake study.
- B. Research and apply for funding sources to pay for the feasibility study.
- C. Issue consultant RFQ (Request for Qualifications)

D. Hire Consultant to undertake study

III. KEYS Engineering Feasibility Study

- A. Engineering Consultant conducts field work, public meetings and develops cost estimates of potential routes recommended by the steering committee.
- B. Steering Committee reviews consultant findings and recommends to the ETMD Board a route in each town that is also able to connect from town to town.
- C. ETMD Board selects a single preferred trail alignment and instructs engineering consultant to complete the study based on this route.
- D. Consultant completes Study.

Agenda Item: V – Consultant Report

- **ETMD Website:** Steve Workman has secured GoDaddy as the host for the ETMD website. Two year Hosting for a 50GB storage and 500GB monthly transfer site with an added feature to generate traffic from search engines cost \$194.18. Until the site is fully operational and being used it will be hard to determine if this is too much or too little for the site. As this site is intended to be a document library, interactive, photo archive during projects and will often include project documents for access by consultants/contractors (plans, bid docs, etc) Steve does not expect it to be too much for our needs. Steve is providing Larry Glantz with an outline of site content, features and will provide files as needed. The goal is to get the preliminary site up and running immediately then to phase in revised design, features and content over time.
- **Pipeline Safety Training:** Steve Workman, John Andrews and Ethan Davis attended a pipeline safety training class conducted by SafetyComm Solutions and sponsored by GSGT, Mobil Pipe Line Company and Portland Natural Gas Transmission System on May 1. The training was geared toward municipal officials and emergency responders. It was informative and was the first time in Steve's experience that pipeline officials had a frank discussion about past and potential pipeline accidents. The GSGT line is a Type II pipeline which means the contents carried in the pipeline is a gas upon entry, when traveling and upon exiting the system. I have attached a file containing several helpful handouts about pipeline safety, warning signs, federal laws protecting pipeline and emergency response.

[\[See Attachment V – Pipeline Safety Information\].](#)

Conceptual Trail Corridor Options

Cost Summary: 3 Options

Option #1: ET Corridor
(orange) \$ 2.45 M

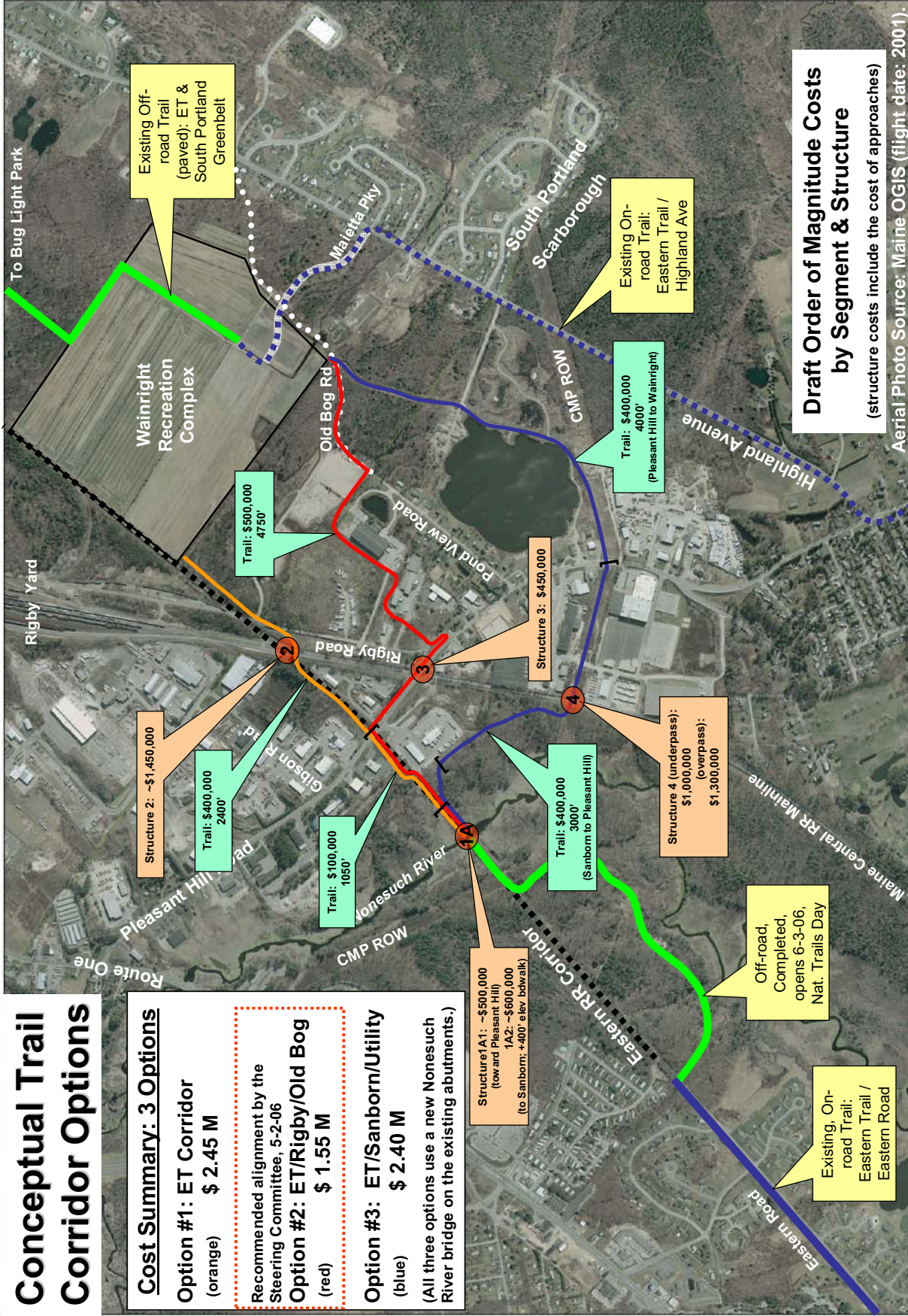
Recommended alignment by the Steering Committee, 5-2-06

Option #2: ET/Rigby/Old Bog
(red) \$ 1.55 M

Option #3: ET/Sanborn/Utility
(blue) \$ 2.40 M

(All three options use a new Nonesuch River bridge on the existing abutments.)

Structure1A1: ~\$500,000 (low and Pleasant Hill)
1A2: ~\$600,000 (to Sanborn; +400' elev. bdwalk)



Draft Order of Magnitude Costs by Segment & Structure
(structure costs include the cost of approaches)

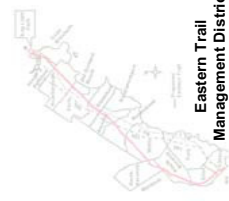
Aerial Photo Source: Maine OGIS (flight date: 2001).



Eastern Trail: Scarborough to South Portland Connector



DRAFT
5-3-06



DRAFT
File name: EThink.mxd
November 21, 2005

PRODUCT AND EMERGENCY RESPONSE INFORMATION

Attachment
V

GAS OR PIPELINE EMERGENCY - CONTACT PIPELINE OR GAS COMPANY AS SOON AS POSSIBLE

CALL GAS OR PIPELINE CONTROL CENTER

- ✓ Use Safety Information Manual for number
- ✓ Phone number on warning markers
- ✓ Use STATE One-Call System If Applicable

CONTROL CENTER NEEDS TO KNOW

- ✓ Your Name & Title in your organization
- ✓ Call back phone number – Primary, Alternate
- ✓ Establish a meeting place
- ✓ Be very specific on the location (Use GPS)

FIRE

- ✓ Is the leak area on fire
- ✓ Has anything else caught on fire besides the leak

INJURIES, DEATHS, OR SEVERE PROPERTY DAMAGE

- ✓ Have any known injuries occurred
- ✓ Have any known deaths occurred
- ✓ Has any severe property damage occurred

TRAFFIC & CROWD CONTROL

- ✓ Secure leak site for reasonable distance
- ✓ Work with company to determine safety zone
- ✓ No traffic allowed through any hot zone
- ✓ Move sightseers and media away
- ✓ Eliminate ignition sources

EVACUATIONS

- ✓ Primary responsibility of Emergency Agency
- ✓ Please consult with pipeline/gas company for plans

FIRE MANAGEMENT

- ✓ **Natural Gas** - DO NOT put out until supply stopped
- ✓ **Liquid Petroleum**
- ✓ Water IS NOT recommended
- ✓ Foam IS recommended
- ✓ Use dry chemical, vaporizing liquids, carbon dioxide

EXTINGUISH SECONDARY FIRES FOR BOTH TYPES

TYPES OF PRODUCTS

TYPE 1: LIQUID IN AND OUT OF LINE

- ✓ Vapors heavier than air
- ✓ Vapors do not normally travel long distances
- ✓ Can contaminate soil, water, etc.
- ✓ Crude Oil (**possible H₂S**), Diesel Fuel, Kerosene, Heating & Fuel Oil, Gasoline, Jet Fuel

TYPE 2: GAS IN AND OUT OF LINE

- ✓ Vapors lighter than air
- ✓ Dissipates rather rapidly into atmosphere
- ✓ Has relatively small range of ignition (4 – 15%)
- ✓ May be carried at very high pressures
- ✓ Odorless, Tasteless & Colorless -unless odorized
- ✓ May contain H₂S – **Hydrogen Sulfide**
- ✓ Natural Gas

TYPE 3: LIQUID IN LINE/GAS OUT OF LINE

- ✓ Vapors heavier than air
- ✓ Vapors may travel long distances from source
- ✓ Will create vapor cloud but as it mixes with air the cloud will disappear
- ✓ May be carried at relatively high pressures
- ✓ Can be Odorless, Tasteless & Colorless
- ✓ Slightly wider range of ignition
- ✓ Propane, Natural Gas Liquids, Ethane, Butane

HIGH CONSEQUENCE AREAS IDENTIFICATION

Hazardous Liquids Transmission – Per DOT

Regulation 195 – See Regulation For More Details

- ✓ A commercially navigable waterway, which means a waterway where a substantial likelihood of commercial navigation exists.
- ✓ A high population area, which means an urbanized area, as defined and delineated by the Census Bureau, that contains 50,000 or more people and has a population density of at least 1,000 people per sq. mile.
- ✓ An other populated area, which means a place, as defined and delineated by the Census Bureau, that contains a concentrated population, such as an incorporated or unincorporated city, town, village, or other designated residential or commercial area.
- ✓ An unusually sensitive area, as defined in 195.6.

Gas Transmission – Per DOT Regulation 192 – See Regulation For More Details

METHOD A

- ✓ A current class 3 location.
- ✓ A current class 4 location.
- ✓ Any areas outside a class 3 or location where the Potential Impact Radius is greater than 660 feet, and the Potential Impact Circle contains 20 or more buildings intended for human occupancy.
- ✓ An operator in an area with a Potential Impact Circle of greater than 660 feet may use a prorated formula to determine the HCA. See operators for details.
- ✓ The area within a Potential Impact Circle containing an identified site.

METHOD B

- ✓ The area within a Potential Impact Circle containing 20 or more buildings intended for human occupancy.
- ✓ The area within a Potential Impact Circle containing an identified site.

IDENTIFIED SITES – An area meeting 1 of 3 criteria:

1. An outside area or open structure that is occupied by 20 or more persons at least 50 days in any 12 month period (the days need not be consecutive). Examples included in the definition are beaches, playgrounds, recreational facilities, camping grounds, outdoor theatres, stadiums, recreational areas near a body of water or areas outside a rural building such as a religious facility or
2. A building that is occupied by 20 or more persons on at least 5 days a week for 10 weeks in any 12 month period (the days and weeks need not be consecutive). Examples included in the definition are religious facilities, office buildings, community centers, general stores, 4-H facilities, roller rinks.
3. A facility occupied by persons who are confined, are of impaired mobility, or would be difficult to evacuate. Examples included in the definition are hospitals, prisons, schools, day-care facilities, retirement facilities, assisted-living facilities.

PRODUCT AND EMERGENCY RESPONSE INFORMATION

WARNING SIGNALS

- ✓ Black, Dark Brown Or Clear Liquid
- ✓ Rainbow Sheen On Water
- ✓ White Vapor Cloud
- ✓ Loud Hissing Or Roaring Sound
- ✓ Dirt Blowing Into The Air
- ✓ Mud Or Water Bubbling Up
- ✓ Frozen Area On Ground
- ✓ Peculiar Odors
- ✓ Burning Eyes, Nose Or Throat
- ✓ Dead Vegetation

MUTUAL ASSISTANCE PREPARATION

- ✓ Get To Know Your Pipeline/Gas Operators
- ✓ Tour Facilities If Possible
- ✓ Participate In Field Exercises
- ✓ Request Additional Information
- ✓ Develop Response Plans And Practice To Minimize Hazards To Life And/Or Property

PLANNING PARTNERS

- ✓ Pipeline/Gas Companies/Other Utilities
- ✓ Police – Local/State/Sheriff
- ✓ Fire Companies
- ✓ 911 / Communications Centers
- ✓ HAZMAT
- ✓ Ambulance
- ✓ Hospitals
- ✓ Red Cross
- ✓ LEPC/EMA
- ✓ Public Officials
- ✓ Environmental Management
- ✓ Department Of Natural Resources
- ✓ Military Officials / Corps Of Engineers
- ✓ School Superintendents

RISK ASSESSMENT

Potential For Failure x Consequence Of Failure = Level Of Risk

RISK CONSIDERATIONS

- ✓ Type Of Product
- ✓ Volume/Amount Of Product
- ✓ Pressure Of Product
- ✓ Location Of Product
- ✓ Geography Of Product
- ✓ Facility Affected/Other Area Facilities
- ✓ Environmental Factors
- ✓ Response Team Capabilities
- ✓ Other Utilities – Underground Dangers Include:
 - Electric
 - Water
 - Cable
 - Fiber Optic

NIMS National Incident Management System

- ✓ Fully Coordinated Team Response
- ✓ Common Organizational Structure
- ✓ Flexibility And Continuity Of Command
- ✓ Adaptable To A Variety Of Incidents
- ✓ Accepted/Utilized By Federal/State

IGNITION SOURCES

- ✓ Static Electricity (Nylon Windbreaker)
- ✓ Metal To Metal Contact
- ✓ Pilot Lights, Matches & Smoking
- ✓ Sparks From Telephone
- ✓ Electric Switches & Motors
- ✓ Overhead Wires
- ✓ Internal Combustion Engines
- ✓ Garage Door Openers, Car Alarms & Door Locks
- ✓ Firearms
- ✓ Photo Equipment
- ✓ High Torque Starters – Diesel Engines
- ✓ Communication Devices – Not Intrinsically Safe

INCIDENT RESPONSE BASICS

- ✓ **Facility Representatives May Need Police Escort For Rapid Transit To Incident Site**
- ✓ Approach From Upwind/Assess From Safe Zone
- ✓ Park Vehicle Safe At Distance – Not In Hot Zone
- ✓ Do Not Drive Into Hot Zone
- ✓ Do Not Restart Stalled Vehicles/Abandon The Vehicle
 - Evacuate To Safe Upwind Location
- ✓ Establish Safety Perimeter – ½ Mile To 1 Mile
- ✓ Evacuate From Hot Zone
- ✓ Primary, Secondary Site – Hot Zone Can Shift
- ✓ Control Entry – Auto, Air, Rail, Boat, Foot Traffic
- ✓ Provide First Aid
- ✓ Eliminate Ignition Sources
- ✓ Initiate Communication With Onsite Company Rep ASAP
- ✓ Media – Refer All Requests To Company
- ✓ Maintain Evidence Collection/Preservation
- ✓ By-Product Dangers
 - Carbon Monoxide
 - Hydrogen Sulfide – H₂S
 - Extreme Danger – Death In Minutes

WEBSITES:

- ✓ SafetyComm Solutions
www.safetycommsolutions.com
- ✓ National Response Center
www.nrc.uscg.mil or 800-424-8802
- ✓ Federal Office of Pipeline Safety
ops.dot.gov
- ✓ Infrastructure Protection – NIPC
www.infragard.net
- ✓ National Pipeline Mapping System
www.npms.rspa.dot.gov

FOR MORE INFORMATION ON THE NASFM PIPELINE EMERGENCIES PROGRAM, PLEASE RESOURCE:
www.pipelineemergencies.com

FOR EMERGENCY RESPONSE INFORMATION, REFER TO D.O.T. GUIDEBOOK. FOR COPIES:

- ✓ 202-366-4900
- ✓ <http://hazmat.dot.gov>
- ✓ <http://hazmat.dot.gov/pubs/erg/guidebook.htm>

GAS AND PIPELINE FACILITY AND EXCAVATION INFORMATION

THE EXCAVATOR'S PROFESSION

Construction One of Top 10 Most Dangerous

PIPELINE/GAS NETWORK MILEAGE

Liquid Production/Transmission – 215,000 Miles

Gas Gathering/Transmission – 327,000 Miles

Gas Distribution – 1,100,000 Miles

Gas Service Lines – 755,000 Miles

- ✓ Over 2.4 Million Miles Of Lines
- ✓ Supply 65% Of Our Nation's Energy

FACILITIES YOU MAY ENCOUNTER

Production/Gathering/Transmission Operations

- ✓ Wells/Primarily Production Activities
- ✓ Gathering/Processing/Storage Facilities
- ✓ Refineries
- ✓ High-Strength Steel Transmission Lines

Distribution Operations

- ✓ Local Distribution Centers
- ✓ Service to Homes and Businesses
- ✓ Steel/High-Grade Plastic Distribution Lines

Other Facility Types

- ✓ Tank Farms
- ✓ Pump/Compressor Stations
- ✓ Valve Sites – Varying Types In Area
- ✓ Operating Stations

LINE/FACILITY CHARACTERISTICS

Gas Storage Fields – Transmission Or Local Gas Co.

- ✓ Extreme High Pressure – To 2000 PSI or More
- ✓ Location May Be Highly Populated

Transmission Lines

- ✓ High Pressure 800 -1200 PSI Average
- ✓ Pressure Can Damage Human Body
- ✓ Pressure Propels Debris At Bullet-Like Speeds
- ✓ Diameter 6" - 54" Average
- ✓ Capacity Extremely High Capacity
- ✓ Liquids 100s of Thousands GPH
- ✓ Gas 100s of Thousands C/F

GPH = Gallons Per Hour

C/F = Cubic Feet

Distribution

- ✓ Supply Lines/Service Lines
- ✓ Low Pressure - Average 30-45 PSI and Below
- ✓ Some Now At 60-100 PSI
- ✓ Supply Lines May Be Higher - To 300 PSI
- ✓ Diameter - Average 2" – 8"
- ✓ Supply Lines May Be Larger - "20 - "36

**DO NOT ATTEMPT TO STOP A LEAK
NO MATTER HOW SMALL**

CALL BEFORE YOU DIG – It's The Law

- ✓ Any Time You Disturb The Earth
- ✓ By Hand/With Machinery/With Explosives
- ✓ In Business/At Home
- ✓ Wait The Required Time For Marking
- ✓ Respect The Marks/Dig With Care
- ✓ If Something's Not Right, Make It Right
- ✓ Report Line Hits Immediately

Worksite Setup

- ✓ One-Call Used Every Time
- ✓ Marks Clear/Unobstructed
- ✓ Personnel Understand Locate Marks
- ✓ Personnel Know What Facilities Exist

Worksite Design

- ✓ Each Site Is Different/Has A Learning Curve
- ✓ Safety Emphasized/Rewarded Consistently

Worksite Activity

- ✓ Appropriate Tools Used To Expose Lines
- ✓ Area Free Of Distractions
- ✓ Ongoing Reminders Of Facility Dangers
- ✓ Communications Clear And Understood
- ✓ Ability To Stop If Unsafe Condition Exists

RIGHT OF WAY/WARNING MARKERS

Indicate Area Of Gas Or Pipeline Operations

May Have Numerous Markers In Right Of Way

May Have Numerous Companies In Right Of Way

Will Provide The Following -

- ✓ Pipeline/Gas Operator
- ✓ Emergency Number
- ✓ Material Transported

Will NOT Provide The Following –

- ✓ Exact Location Of Lines
- ✓ Line Depth (Never Assume Pipeline Depth)
- ✓ Line Pressure

FIRST ACTIONS IN CASE OF EMERGENCY

- ✓ Turn Off All Equipment Unless Imminent Danger
- ✓ Eliminate All Ignition Sources
- ✓ Evacuate Immediately Upwind
- ✓ Notify 911/Facility Operators From Safe Area

DO NOT OPERATE TRANSMISSION PIPELINE VALVES

- ✓ Valve May Be Automatic – At Control Center
- ✓ Valve May Have Integrated Shut-Down Device
- ✓ Valve May Need To Be Shut Down By Hand
- ✓ Only By Qualified Pipeline Or Gas Co. Personnel

**DISTRIBUTION SYSTEMS MAY HAVE DIFFERENT
RULES REGARDING THE OPERATION OF VALVES**

National One-Call Number

1-888-258-0808

Public Law 103-272
Excavation Activities Resulting in Pipeline Damages

01/06/97

CITE 49 USC Sec. 60123
EXPCITE TITLE 49 - TRANSPORTATION
SUBTITLE VIII - PIPELINES
CHAPTER 601 - SAFETY

TEXT Sec. 60123. Criminal penalties

(a) General Penalty. - A person knowingly and willfully violating section 60114(c), (FOOTNOTE 1) 60118(a), or 60128 of this title or a regulation prescribed or order issued under this chapter shall be fined under title 18, imprisoned for not more than 5 years, or both.

(FOOTNOTE 1) See References in Text note below.

(b) Penalty for Damaging or Destroying Facility. - A person knowingly and willfully damaging or destroying, or attempting to damage or destroy, an interstate gas pipeline facility or interstate hazardous liquid pipeline facility shall be fined under title 18, imprisoned for not more than 15 years, or both.

(c) Penalty for Damaging or Destroying Sign. - A person knowingly and willfully defacing, damaging, removing, or destroying a pipeline sign or right-of-way marker required by a law or regulation of the United States shall be fined under title 18, imprisoned for not more than one year, or both.

(d) Penalty for Not Using One-Call Notification System or Not Heeding Location Information or Markings. - A person shall be fined under title 18, imprisoned for not more than 5 years, or both, if the person knowingly and willfully -

(1) engages in an excavation activity -

(A) without first using an available one-call notification system to establish the location of underground facilities in the excavation area; or

(B) without paying attention to appropriate location information or markings the operator of a pipeline facility establishes; and

(2) subsequently damages -

(A) a pipeline facility that results in death, serious bodily harm, or actual damage to property of more than \$50,000;

(B) a pipeline facility that does not report the damage promptly to the operator of the pipeline facility and to other appropriate authorities; or

(C) a hazardous liquid pipeline facility that results in the release of more than 50 barrels of product.

SOURCE (Pub. L. 103-272, Sec. 1(e), July 5, 1994, 108 Stat. 1325; Pub. L. 104-304, Sec. 14, 18(b)(1), Oct. 12, 1996, 110 Stat. 3803, 3804.)

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- ✓ General Penalty----- ▶ Fines, Prison Up To 5 Years Or Both
 - ✓ Damaging/Destroying Pipeline Facility----- ▶ Fines, Prison Up To 15 Years Or Both
 - ✓ Damaging/Destroying Warning Marker----- ▶ Fines, Prison Up To 1 Year Or Both
 - ✓ Not Using One-Call/Not Heeding Warning Markings----- ▶ Fines, Prison Up To 5 Years Or Both

**FAILING TO REPORT DAMAGE CAUSED TO A PIPELINE FACILITY CAN ALSO RESULT IN
CIVIL AND CRIMINAL DAMAGES BEING ASSESSED**