

DG 18-103

Letter to D. Howland 10.11.18

ATTACHMENT 1

4.0 CUSTOMER EXCAVATION AND BACKFILL

Under certain conditions, and with prior approval from the Gas Distribution Operations Manager, customers or approved customer contractors will be permitted to perform excavation and backfill activities associated with gas main and service installation. An 18" bucket *should* be used for these excavations. Any larger size bucket must be approved by the Gas Distribution Operations Manager.

Qualified Tasks associated with these activities will be performed by or under the direct supervision of qualified utility personnel. These activities include the following:

- (a) Excavation in close proximity to live gas mains and services.
- (b) Installation of tracer wire. The tracer wire *shall* be installed within approximately 4" of the gas *facility* using approved standard for tracer wire installation.
- (c) Sand or clean select fill padding trench prior to pipe installation.
- (d) Installation of sand or clean select fill over pipe.
- (e) Installation of caution tape.
- (f) Compaction.
- (g) New installation *should* be marked at the completion of the job/project.

7.0 PERFORMANCE OF A COVERED TASK BY A NON-QUALIFIED INDIVIDUAL

Individuals who are not qualified under the Operator Qualification rule may perform Covered Tasks under the direction and observation of a qualified individual following the span of control for each Covered Task as specified in [Appendix B](#).

The NGA Operator Qualification Committee used a subject-matter-expert review process to determine the span of control for each task. Factors considered during this analysis included task complexity, risk, and associated abnormal operating conditions.

7.1 The qualified individual shall have the following responsibilities and authorities:

- (a) The responsibility to intervene if the task is being performed improperly and the ability to take immediate corrective action if necessary
- (b) Complete responsibility for proper and safe performance of the Covered Task by the non-qualified individual
- (c) The authority to dismiss the non-qualified individual from performing a particular Covered Task due to inability to perform the Covered Task as directed.
- (d) The responsibility to consider the following before allowing a non-qualified individual to perform a Covered Task under direction and observation:
 - (1) External factors, such as weather, noise, ground conditions, and obstructions
 - (2) Span of control requirements
 - (3) Circumstances unique to the non-qualified individual, such as training, experience, and any prior work performed under direction and observation.

7.2 A qualified individual must observe and direct, as appropriate, non-qualified personnel performing a Covered Task by:

- (a) Remaining in direct visual and verbal contact at all times with a non-qualified individual who is performing a Covered Task.
- (b) Allowing multiple Covered Tasks to be performed simultaneously only if direct visual and verbal contact with non-qualified personnel is maintained at all times during the performance of those Covered Tasks. A qualified individual observing multiple non-qualified individuals performing Covered Tasks simultaneously must abide by the most stringent (lowest) span of control ratio for the Covered Tasks being performed.
- (c) Exercising due diligence in identifying and reacting to abnormal operating conditions, as needed, in the course of observing and directing the work of the non-qualified individual.

7.3 If an abnormal operating condition occurs when a qualified individual is directing the work of one or more non-qualified individuals or if the qualified individual must intervene to ensure proper, safe performance of a Covered Task by any non-qualified person, the qualified individual must:

- (a) Stop all work being performed by non-qualified personnel under his/her direction and observation. No work on any Covered Task shall be performed by non-qualified personnel until such time as a qualified individual can resume the required oversight and responsibility for proper, safe performance of the Covered Task(s).
- (b) Prescribe immediate corrective action in response to the situation.

7.4 Non-Covered Tasks are exempt from oversight by the qualified individual.

7.5 Tapping an energized pipeline, welding steel, and joining plastic shall not be performed by a non-qualified individual.