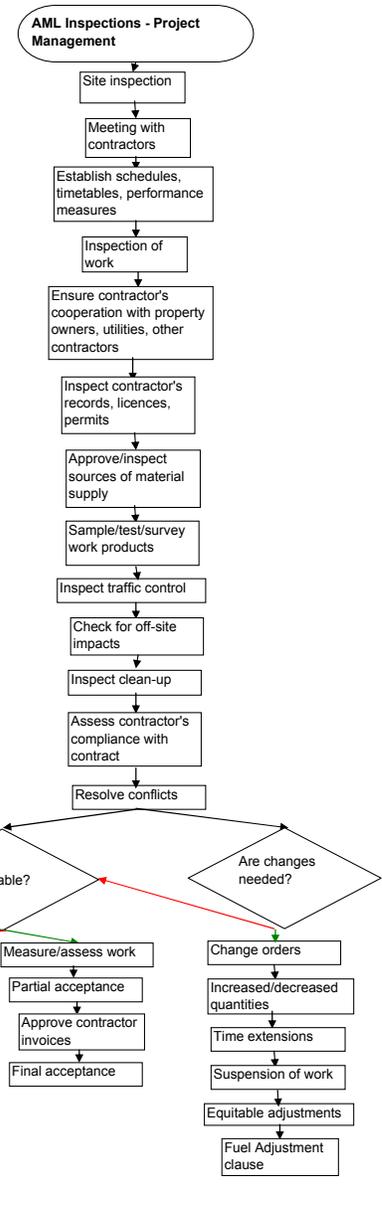
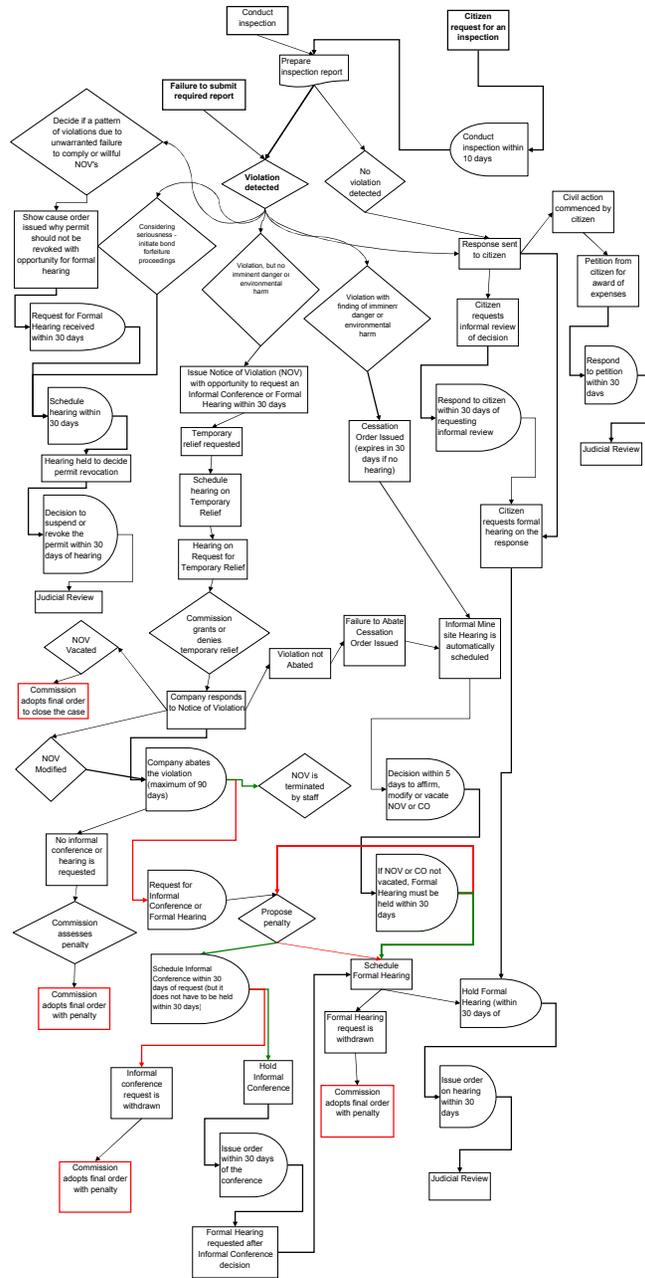


Environmental Assessment



Reclamation Enforcement Process



Reclamation Enforcement Process

Conduct inspection

Failure to submit required report

Prepare inspection report

Violation detected

Violation, but no imminent danger or environmental harm

Issue Notice of Violation (NOV) with opportunity to request an Informal Conference or Formal Hearing within 30 days

Temporary relief requested

Schedule hearing on Temporary Relief

Hearing on Request for Temporary Relief

Commission grants or denies temporary relief

Company responds to Notice of Violation

Company abates the violation (maximum of 90 days)

NOV Modified

NOV Vacated

Commission adopts final order to close the case

Request for Informal Conference or Formal Hearing (within 30 days)

NOV is terminated by staff

No informal conference or hearing is requested

Commission assesses penalty

Commission adopts final order with penalty

Propose penalty

Schedule Informal Conference within 30 days of request (but it does not have to be held within 30 days)

Informal conference request is withdrawn

Commission adopts final order with penalty

Hold Informal Conference

Issue order within 30 days of the conference

Formal Hearing requested after Informal Conference decision

Schedule Formal Hearing

Formal Hearing request is withdrawn

Hold Formal Hearing (within 30 days of request)

Issue order on hearing within 30 days

Judicial Review

Violation not Abated

Failure to Abate Cessation Order Issued

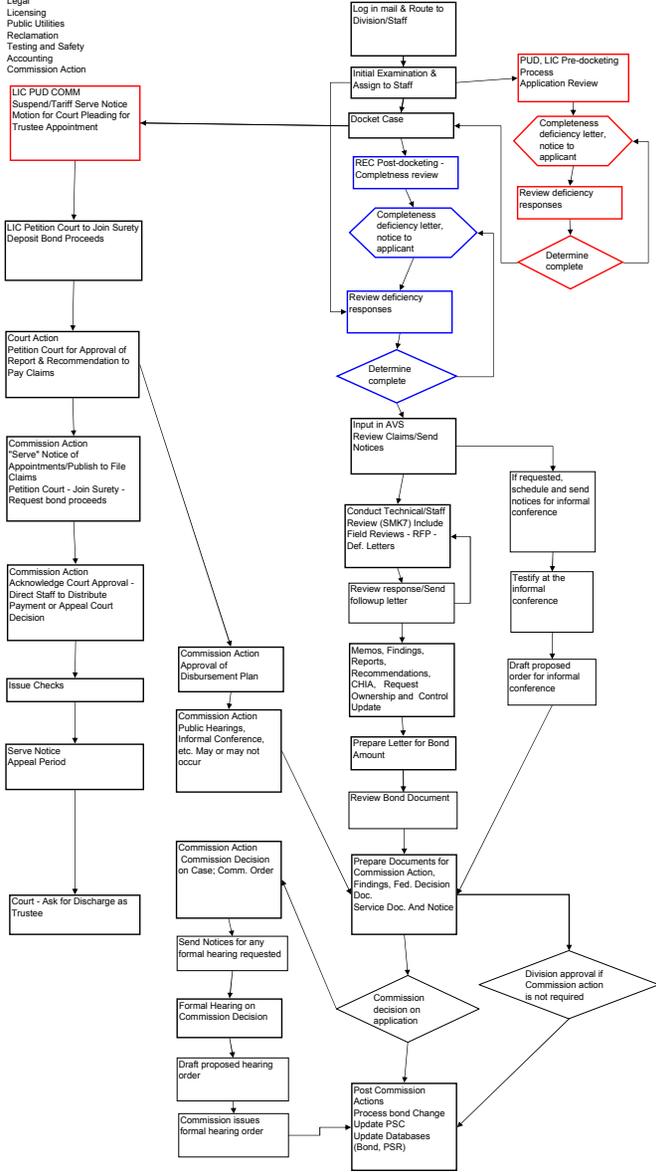
Informal Mine site Hearing is automatically scheduled

Decision within 5 days to affirm, modify or vacate NOV or CO
If NOV or CO not vacated, Formal Hearing must be held within 30 days
Formal hearing held
Issue hearing decision within 30 days
Judicial Review
Violation with finding of imminent danger or environmental harm
Cessation Order Issued (expires in 30 days if no hearing)
Citizen request for an inspection
Conduct inspection within 10 days
No violation detected
Response sent to citizen
Citizen requests informal review of decision
Respond to citizen within 30 days of requesting informal review
Citizen requests formal hearing on the response
Civil action commenced by citizen
Decide if a pattern of violations due to unwarranted failure to comply or willful NOV's
Show cause order issued why permit should not be revoked with opportunity for formal hearing
Request for Formal Hearing received within 30 days
Hearing held to decide permit revocation
Decision to suspend or revoke the permit within 30 days of hearing
Judicial Review
Schedule hearing within 30 days
Petition from citizen for award of expenses
Respond to petition within 30 days
Judicial Review
Considering seriousness - initiate bond forfeiture proceedings
End
Yes
No

Application Domain

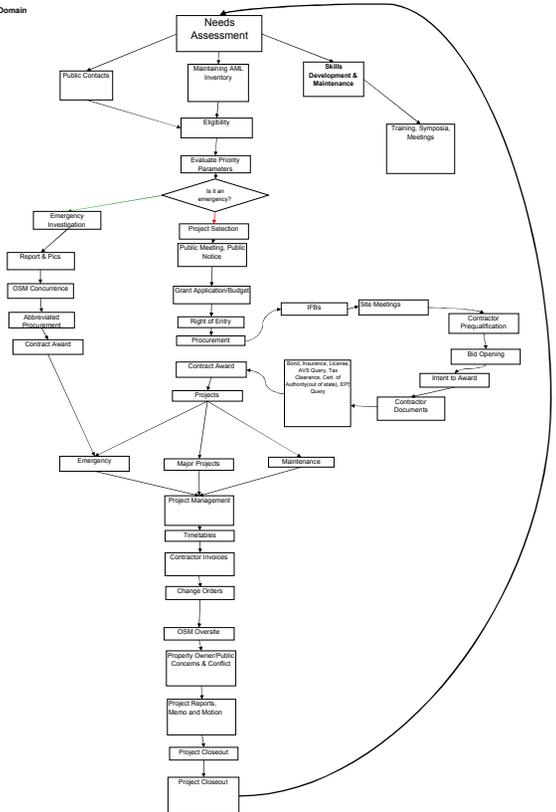
Abbreviations

- AML Abandoned Mine Lands
- LEG Legal
- LIC Licensing
- PUD Public Utilities
- REC Reclamation
- T&S Testing and Safety
- ACC Accounting
- COMM Commission Action



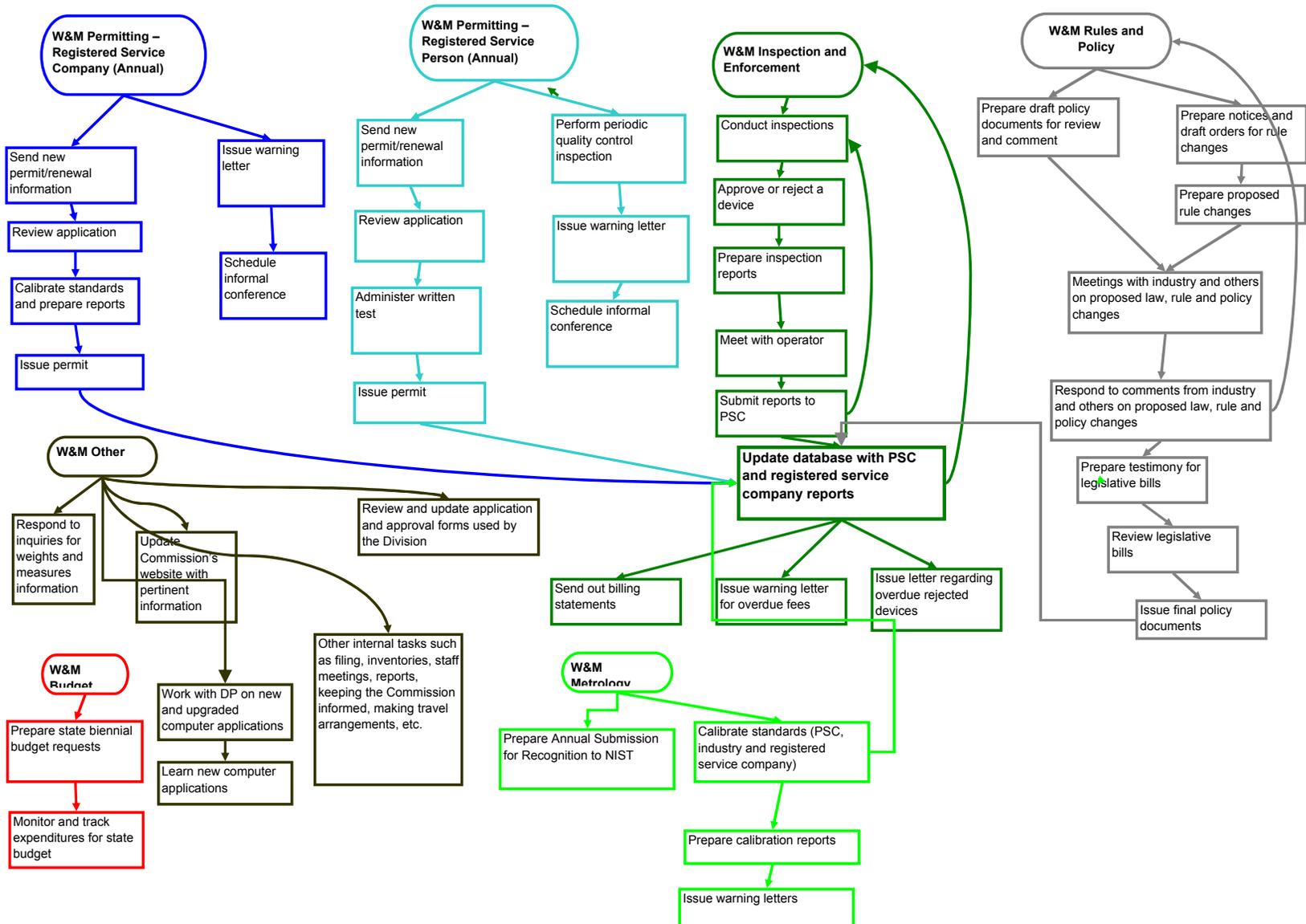
Construction & Information Domain

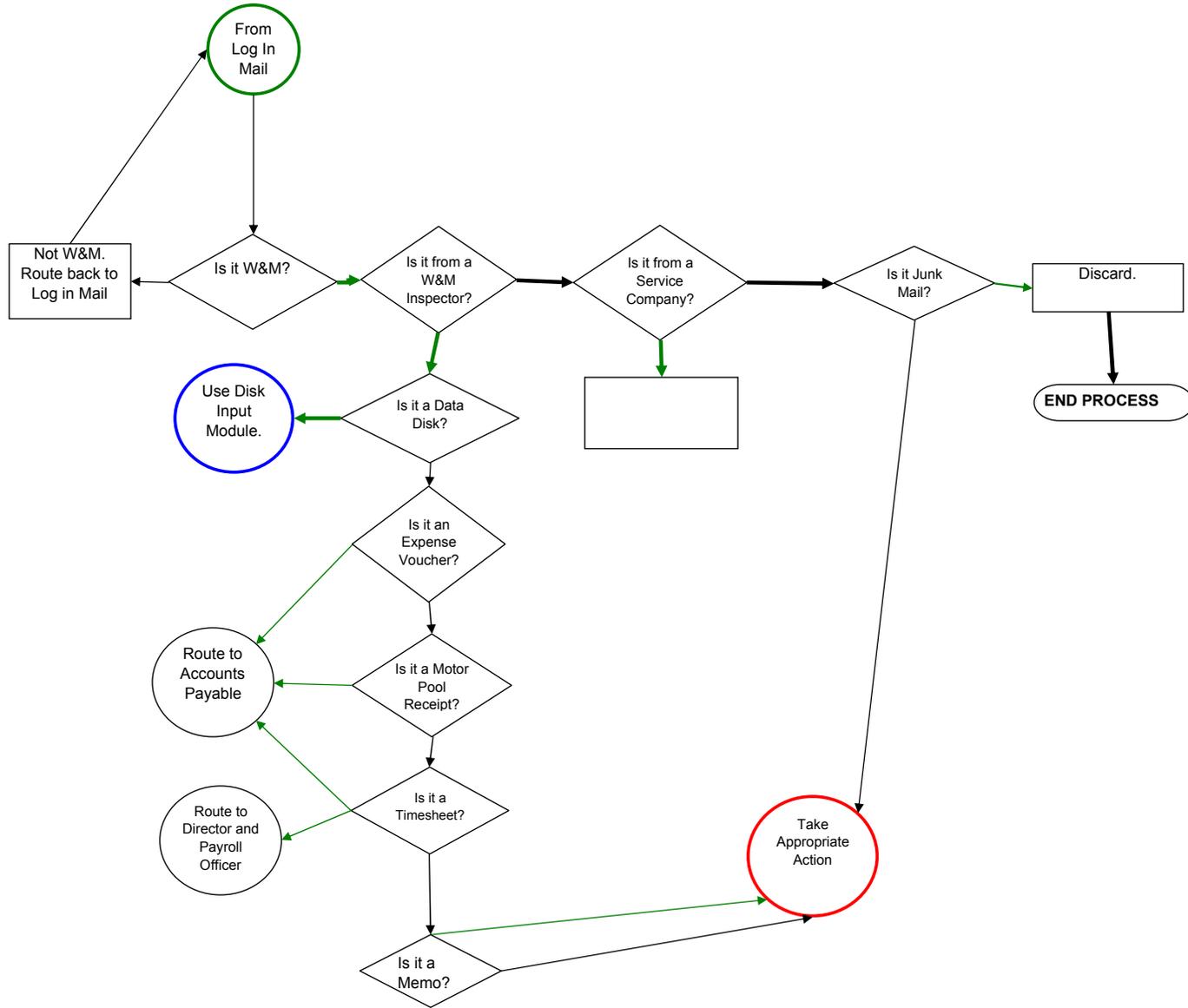
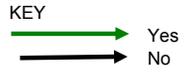
AMM Division Activities	
Key	
Plan	→
File	→
NO	→
	→
	→
	→
	→
	→
	→



Inspection Domain - W&M

Weights & Measures Division Tasks





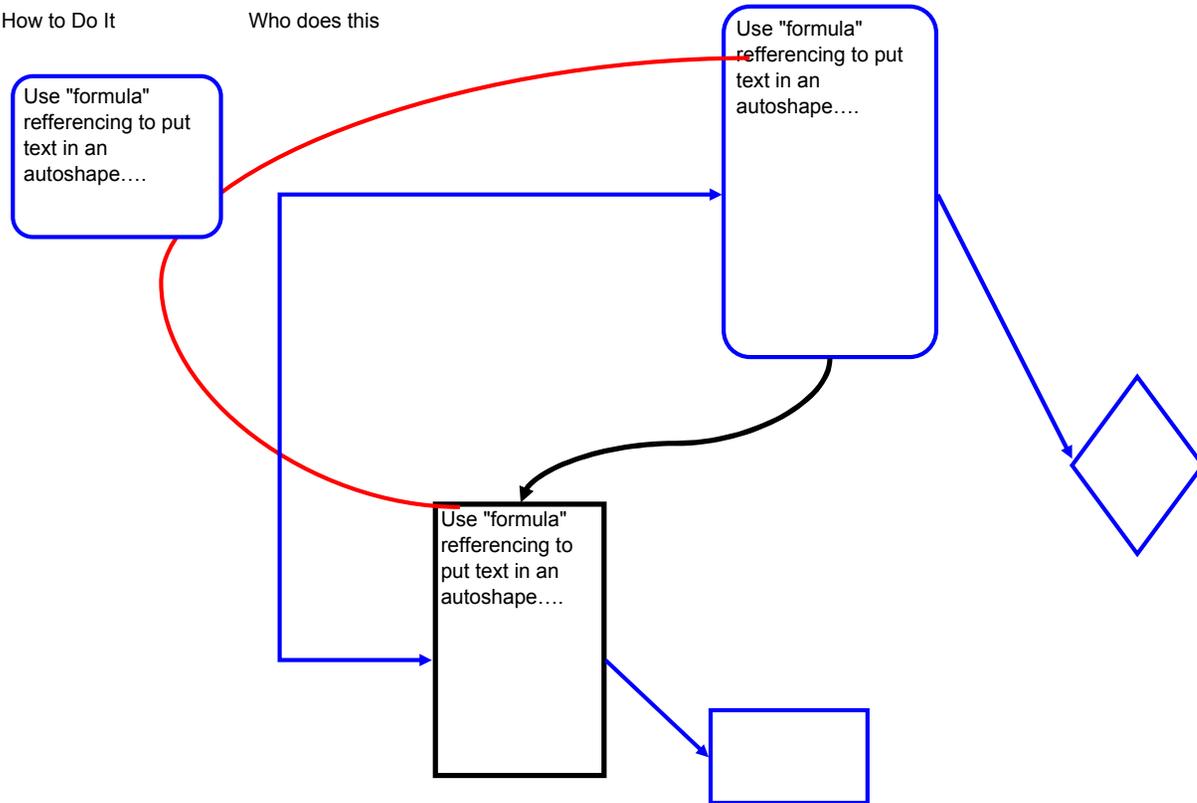
Tip
Show the "Drawing" tool bar
Use "formula" referencing to put text in an autoshape....
Drag the Flowchart and Connectors tool boxes to the screen
Make note of the tool tips on the Flow chart tool box.

Use "right click" - Format Auto shape" to change an auto shape.
Use "Set Auto shape Defaults" to repeat a shape style.

Use Connectors to link Flowchart Auto shapes.
They only "connect" in the middle of each side.
Indicated by the red dot vs. the unconnected green dot.
To change a connector line style right click and change the type.

How to Do It

Who does this



Process/Task	Action and/or Preparation By	Characteristic Time (ManHr)	Input	Output [preparation products; document(s) generated]	Category*									
					1	2	3	4	5	6	7	8		
Log in mail	Admin. Assist.													
Route to Division/Staff	Admin. Assist.													
Initial Examination & Assign to Staff	Div. Director													
Docket Case														
Suspend/Tariff														
Serve Notice														
Motion for Court														
Pleading for Trustee Appointment														
Petition Court to Join Surety														
Deposit Bond Proceeds														
REC Post-docketing - Completeness review	Staff													
Completeness deficiency letter, notice to applicant	Staff													
Review deficiency responses	Staff													
Pre-docketing application review, PUD, LIC	Staff													
Determine complete	Staff													
Completeness Notices	Staff													
PUD Determination of Completeness	Staff													
LIC Evidence of Insolvency Deficiency Notification	Staff													
Input in AVS/Send Notices	Staff													
Review Claims	Staff													

Review Bond Document
 Send Notices for any formal hearing requested
 Draft proposed hearing order
 Commission issues formal hearing order
 Review response/Send followup letter
 If requested, schedule and send notices for informal conference
 Testify at the informal conference
 Draft proposed order for informal conference
 Division approval if Commission action is not required
 Commission decision on application

Use "formula" referencing to put text in an autoshape....

***Categories**

1. Regulated entities
2. Licensees
3. Inspect
equipment/facilities only
(no permit or license from
Commission required)
4. Contractors
5. Professional services
6. Other government
entities
7. Property stakeholders
8. Public interest

Inspection Domain Data

Flow Chart Points

From Log In Mail

Is it W&M?

Not W&M. Route back to Log in Mail

Is it from a W&M Inspector?

Is it from a Service Company?

Is it Junk Mail?

Take Appropriate Action

Discard.

END PROCESS

Yes from A4

Is it a Data Disk?

Use Disk Input Module.

Is it an Expense Voucher?

Is it a Motor Pool Receipt?

Is it a Timesheet?

Is it a Memo?

Route to Accounts Payable

Route to Director and Payroll Officer

Excluded Parties System (EPS) Query
Conducting Public Bid Openings
Project Management
Preparing Closeout Documentation and Project Reports
AML Site Investigations/Inspections
AML Site Mapping
Responding to Public Contacts
Obtaining Rights of Entry
Maintaining AML Inventory (AMLIS)
Cooperating with OSM Overseers
Field Review
Record Review
Physical Inventory
Cooperating with Auditors
Writing Technical Papers and Newsletter Articles
Participating in National AML-Related Organizations (NAAML, IMCC, ITGAUM, etc.)
FLOW CHART POINTS
Public Contacts
Maintaining AML Inventory
Is it an emergency?
Eligibility
Emergency Investigation
Report
OSM Concurrence
Emergency
Project Selector
Eligibility
Grant Application/Budget
Procurement
IFB -Invitation For Bids
Right of Entry
Contract Award
Bond, Insurance, License, AVS Query, Tax Clearance, Cert. of Authority(out of state), EPS Query
Projects
Major Projects
Maintenance
Site Inspection
Classes, Sumposia, Meetings
Project Management

Interim Project Reports, Memo and Motion
Project Closeout
Inventory Update, Completion Reports, AMLIS
Public Meeting, Public Notice
Site Meetings
Contractor Prequalification
Bid Opening
Intent to Award
Contractor Documents
Contractor Invoices
Change Orders
OSM Oversight
Audits
Property Owner/Public Concerns & Conflict

Accounting Tasks					Category*							
Process/Task	Action and/or Preparation By	Characteristic Time (ManHr)	Input	Output [preparation products; document(s) generated]	1	2	3	4	5	6	7	8
Provide efficient and effective computer software applications.												
Develop USE CASE summary model	Division Director, a Primary User, Developer	3 to 24	Time, communications, talent	USE CASE summary model								
If necessary, Develop or Extend the Conceptual Model	Data Base Owner	1	Time, Talent	Conceptual Model								
If necessary, Develop or Extend the Physical Database Model	DBO	1 to 3	Time, Talent	Physical Model								
Develop USE CASE primary task model(s)	Division Director, a Primary User, Developer	3 to 24	Time, communications, talent	USE CASE primary task model(s)								
If necessary, Extend the Conceptual Model	DBO	1	Time, Talent	Conceptual Model								
If necessary, Extend the Physical Database Model	DBO	1 to 3	Time, Talent	Physical Model								
Design start window	Developer	1 to 3	Time, Talent	Non-working Concept Application								
Review starting window with USER to determine if there are additional primary tasks	Division Director, a Primary User, Developer	1	Time, communications, talent	Non-working Concept Application								
If necessary, Develop additional USE CASE primary task model(s)	Division Director, a Primary User, Developer	3 to 24	Time, communications, talent	Extended USE CASE primary task model(s)								
Determine Priority of task development.	Division Director, a Primary User	1	Time, communications, talent	Task Priority List								
Develop Primary Window layout for each primary task	Developer	1 to 3	Time, Talent	Extended Concept Application								
Identify sub-tasks	Developer	1 to 24	Time, Talent	Extended Task Priority List								
If necessary, Develop additional USE CASE sub-task model(s)	Division Director, a Primary User, Developer	1 to 3	Time, communications, talent	Extended USE CASE primary task model(s)								
Code each window as prioritized	Developer	.25 to 24+	Time, Talent	Semi-Working Concept Application								

Develop secondary window(s) layout for major subtasks	Developer	1 to 3	Time, Talent	Extended Semi-Working Concept Application															
Debug each window.	Developer, Primary User	0 to 8	Time, communications, talent	Extended Semi-Working Concept Application															
Review all USE CASE documents to determine if all requirements were met	Developer, Primary User	2 to 12	Time, communications																
Req. are Met																			
Req. are Not Met																			
Begin application testing phase. Application USER plays key role.	Primary Users(s), Developer	24 +	Time, communications	a test program.															
Amend any unexpected exceptions	Developer	.25 to 8	Time, Talent	Extended USE CASE primary task model(s)															
User determines that there are no known remaining issues. End testing phase	Primary Users(s), Director	?	Time, communications	"Complete" USE CASE primary task model(s)															
Begin rollout of the application	Primary User(s)	1 to 3	Time	Working application															
Application USER develops any necessary user manual.	Primary User	8 to 40+	Time, Talent	User manual															
Extend the list(s) of unexpected exceptions in each USE CASE	Primary Users(s), Developer	0.25	Time, communications	Extended USE CASE primary task model(s)															
When possible, amend any unexpected exceptions	Developer	1 to 8	Time, Talent	Extended Working application															
End rollout		?																	
Application is in production mode.	Primary User(s)	?	Time	Production Application															
An additional unexpected exception occurs.	Primary User(s)	?		Extended USE CASE primary task model(s)															
Periodically review the application to determine if there are additional requirements	Primary Users(s), Developer, Director	3	Time, communications, talent																

If necessary, extend the USE CASE summary model	Primary Users(s), Developer, Director		Time, communications, talent	USE CASE summary model										
Provide accurate and usable financial information to commissioners and division directors.														
Supervise the administration of federal grants and contracts.														
Provide equipment necessary for the deployment of computer-based applications.														
Provide necessary accounting and reporting to OMB, Legislative Council, ITD, federal government, utility industry payroll department, etc														
Supervise the administration of federal grants and contracts.														

*Categories

1. Regulated entities
2. Licensees
3. Inspect equipment/facilities only (no permit or license from Commission required)
4. Contractors
5. Professional services
6. Other government entities
7. Property stakeholders
8. Public interest

Accounting Flow

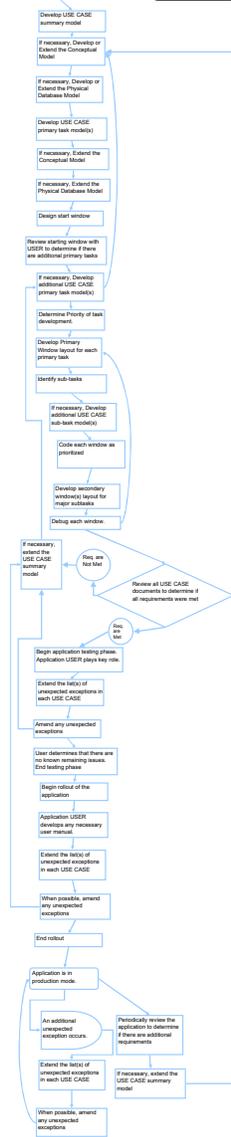
Provide efficient and effective computer software applications.

Supervise the administration of federal grants and contracts.

Provide accurate and usable financial information to commissioners and division directors.

Provide equipment necessary for the development of computer-based applications.

Provide necessary accounting and reporting to OMB, Legislative Council, ITD, Federal government, utility industry payroll department, etc.



AML Division Activities					Category*								
					1	2	3	4	5	6	7	8	
Process/Task	Action and/or Preparation By	Characteristic Time (ManHr)	Input	Output [preparation products; document(s) generated]									
1. Requiring Commission Action/Approval													
Grant Applications										X			
Budget Submittals										X			
AML Projects								X			X	X	
Project Selection								X					
Procurement								X					
Public Meetings											X	X	
Contract Award								X					
Contractor Invoices								X					
Major Change Orders								X					
Contract Closeout								X					
Out-of-State Travel for Meetings, Symposia, etc.													X
2. Not Requiring Commission Action/Approval													
Maintenance Projects								X			X		
Emergency Projects								X			X		
Preparing IFBs (Bid Packages)								X					
Preparing Project Cost Estimates								X					
Preparing/Updating Environmental Assessments										X			
Consultation with State And Federal Agencies										X			
Contractor Pre-qualification								X					
Processing Required Paperwork from Contractors								X					
Bonding Documents								X					
Insurance								X					
Contractor's License								X					
Applicant Violator System (AVS) Query								X		X			
Tax Clearance								X		X			

Certificate of Authority (for non-ND contractors)										X	X		
Excluded Parties System (EPS) Query										X	X		
Conducting Public Bid Openings										X			
Project Management										X	X	X	X
Preparing Closeout Documentation and Project Reports										X		X	
AML Site Investigations/Inspections												X	X
AML Site Mapping												X	X
Responding to Public Contacts												X	X
Obtaining Rights of Entry												X	
Maintaining AML Inventory (AMLIS)											X		X
Cooperating with OSM Overseers											X		
Field Review											X		
Record Review											X		
Physical Inventory											X		
Cooperating with Auditors											X		
Writing Technical Papers and Newsletter Articles													X
Participating in National AML-Related Organizations (NAAML, IMCC, ITGAUM, etc.)											X		X

* Categories

- 1 Regulated entities
- 2 Licensees
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- 4 Contractors
- 5 Professional services
- 6 Other government entities
- 7 Property stakeholders
- 8 Public interest

LEGAL FLOW

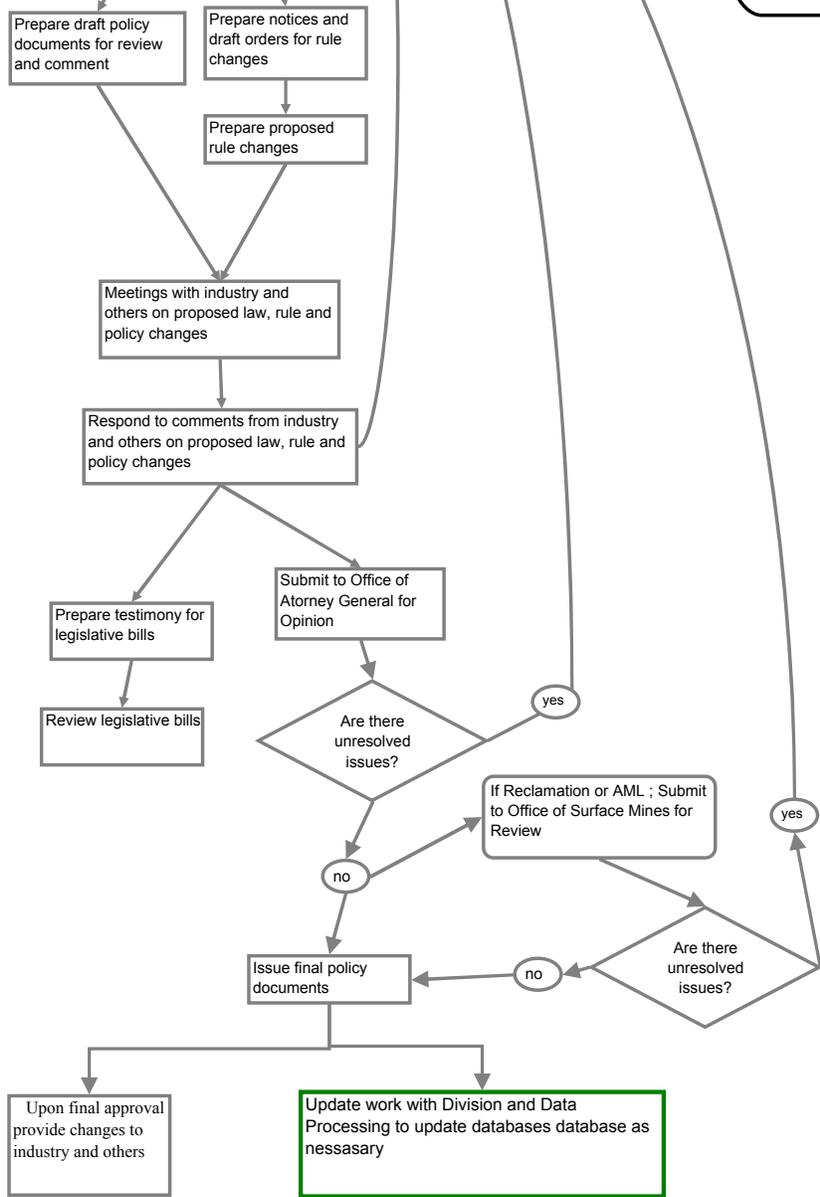
Advise and counsel the Commission in all matters directly or indirectly affecting the Commission or Commission staff.

Coordinate the agency's legislative and rulemaking activities

Represent the Commission in all proceedings before state and federal courts

Fulfill staff functions for various divisions as situations warrant and time allows.

Assist in the preparation and presentation of staff and Commission positions on matters of regulatory concern in Commission dockets and before state and federal



Regulate railroads as provided for by state law and represent ND's railroad shipping interests in federal proceedings and in direct negotiations with the rail carriers that serve the state.													
Rules and Policy													
Prepare draft policy documents for review and comment													
Prepare notices and draft orders for rule changes													
Prepare proposed rule changes													
Meetings with industry and others on proposed law, rule and policy changes													
Respond to comments from industry and others on proposed law, rule and policy changes													
Are there unresolved issues?													
yes													
no													
Prepare testimony for legislative bills													
Review legislative bills													
Submit to Office of Attorney General for Opinion													
If Reclamation or AML ; Submit to Office of Surface Mines for Review													
Issue final policy documents													
Upon final approval provide changes to industry and others					X								

Update work with Division and Data Processing to update databases database as nessasary

*Categories

1. Regulated entities
2. Licensees

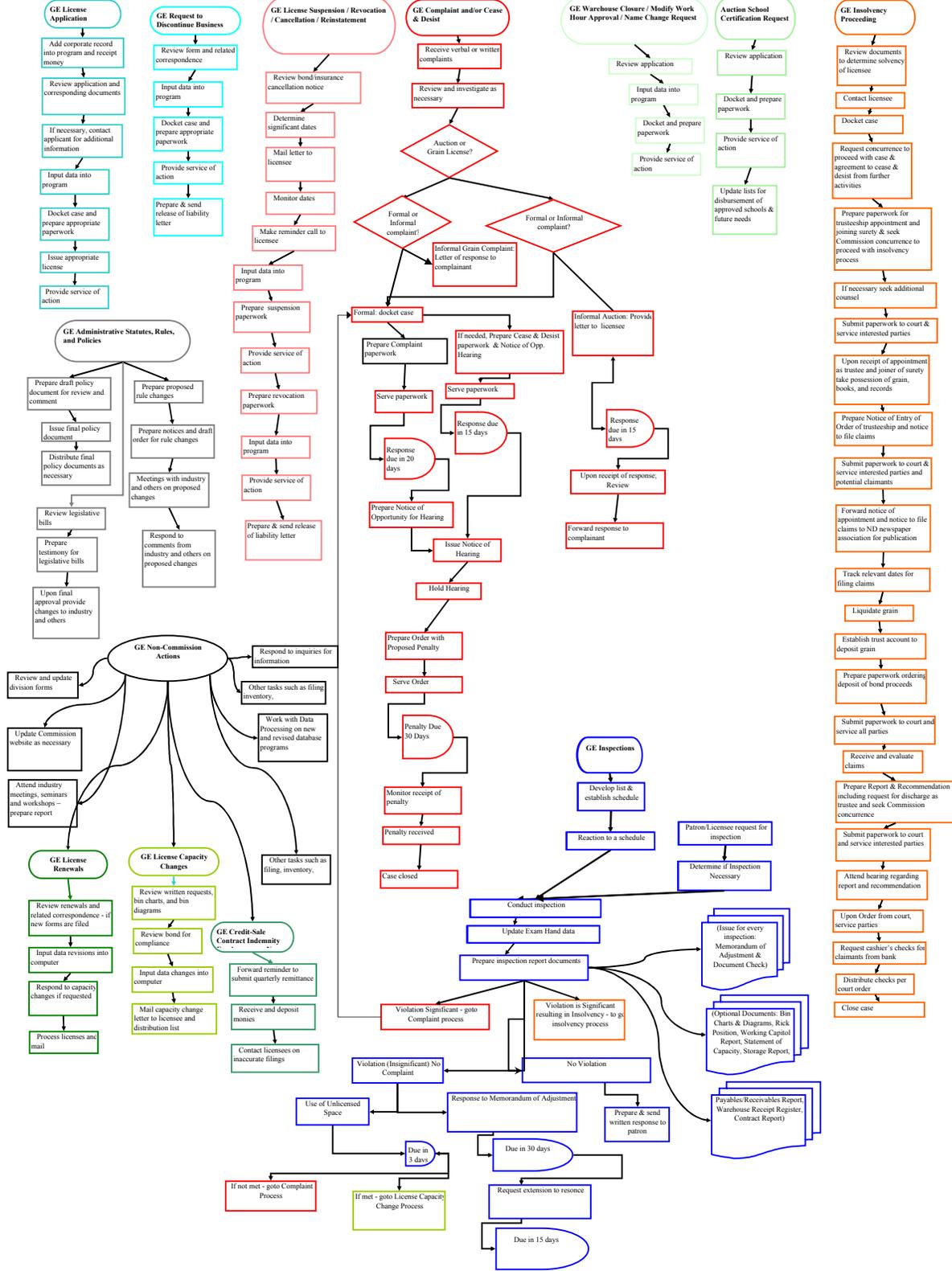
3. Inspect equipment/facilities only (no permit or license from Commission required)
4. Contractors
5. Professional services
6. Other government entities
7. Property stakeholders
8. Public interest

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
38	Forward response to complainant							X						
39	Formal or Informal complaint?													
40	Informal Auction: Letter													
41	Informal Grain Complaint: Letter of response to complainant													
42	Formal: docket case							X						
43	Prepare Complaint paperwork							X						
44	Schedule hearing							X						
45	Serve paperwork							X						
46	Response due in 20 days							X						
47	If needed, Prepare Cease & Desist paperwork & Notice of Opp. Hearing													
48	Prepare Notice of Opportunity for Hearing													
49	Serve paperwork													
50	Response due in 15 days													
51	If no response received - schedule hearing													
52	Issue Notice of Hearing													
53	Hold Hearing													
54	Prepare Order with Proposed Penalty													
55	Serve Order													
56	Penalty Due 30 Days													
57	Monitor receipt of penalty													
58	Penalty received													
59	Case closed													
60	GE Warehouse Closure / Modify Work Hour Approval / Name Change Request													
61	Review application							X						
62	Input data into program							X						
63	Docket and prepare paperwork							X						
64	Provide service of action							X						
65	Auction School Certification Request													
66	Review application							X						
67	Docket and prepare paperwork							X						
68	Provide service of action							X						
69	Update lists for disbursement of approved schools & future needs							X						
70	GE Insolvency Proceeding													
71	Review documents to determine solvency of licensee							X						
72	Contact licensee							X						
73	Docket case							X						
74	Request concurrence to proceed with case & agreement to cease & desist from further activities							X						
75	Prepare paperwork for trusteeship appointment and joining surety & seek Commission concurrence to proceed with insolvency process							X						
76	If necessary seek additional counsel							X				X		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
77	Submit paperwork to court & service interested parties							X				X		
78	Upon receipt of appointment as trustee and joiner of surety take possession of grain, books, and records							X						
79	Prepare Notice of Entry of Order of trusteeship and notice to file claims							X				X		
80	Submit paperwork to court & service interested parties and potential claimants							X				X		
81	Forward notice of appointment and notice to file claims to ND newspaper association for publication							X						
82	Track relevant dates for filing claims							X				X		
83	Liquidate grain							X				X		
84	Establish trust account to deposit grain							X				X		
85	Prepare paperwork ordering deposit of bond proceeds							X						
86	Submit paperwork to court and service all parties							X						
87	Receive and evaluate claims							X				X		
88	Prepare Report & Recommendation including request for discharge as trustee and seek Commission concurrence							X				X		
89	Submit paperwork to court and service interested parties							X				X		
90	Attend hearing regarding report and recommendation							X				X		
91	Upon Order from court, service parties							X						
92	Request cashier's checks for claimants from bank							X						
93	Distribute checks per court order							X				X		
94	Close case							X						
95	GE Administrative Statutes, Rules, and Policies													
96	Prepare draft policy document for review and comment							X						
97	Issue final policy document							X						
98	Distribute final policy documents as necessary							X						
99	Prepare proposed rule changes							X						
100	Prepare notices and draft order for rule changes							X						
101	Meetings with industry and others on proposed changes							X						
102	Respond to comments from industry and others on proposed changes							X						
103	Review legislative bills							X						
104	Prepare testimony for legislative bills							X						

Licensing Division Tasks

What is the relationship between Complaints and Inspections?

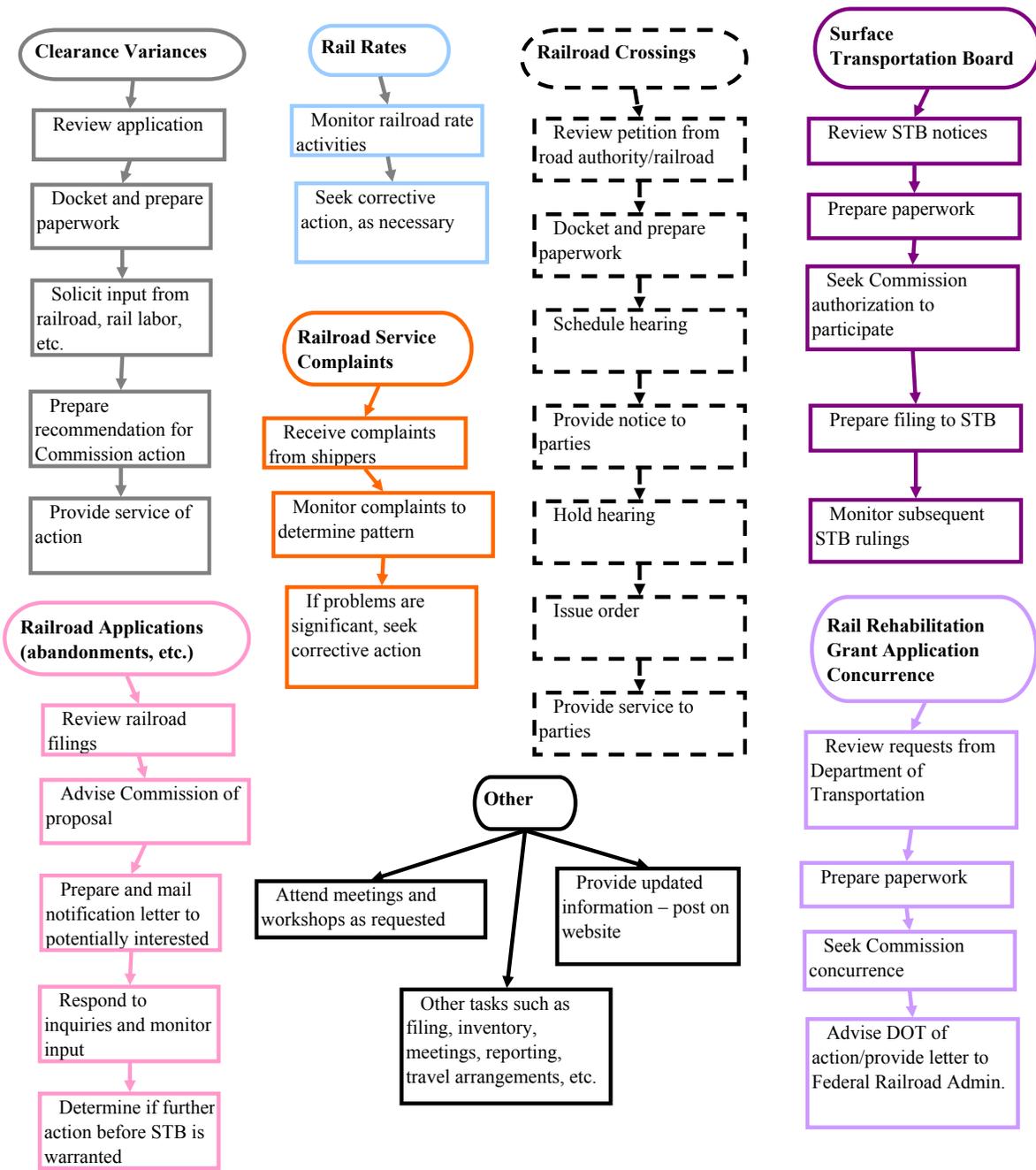


Docket & file tariff filings																			
Docket, review and schedule for meeting gas & electric tariff filings																			
Docket and review annual reports																			
Docket and review Ten Year Plan Reports																			
Handle Consumer Complaints																			
Process Formal Complaints																			
PC&N Temporary Authority																			
Maintain Mailing Lists																			
Maintain Consumer Contact Program																			
Monitor Reseller Bonding Requirements																			
Prepare agenda and paperwork for commission meetings																			

* Categories

- 1 Regulated entities
- 2 Licensees
- 3 Inspect equipment/facilities only (no permit or license from Commission required)
- 4 Contractors
- 5 Professional services
- 6 Other government entities
- 7 Property stakeholders
- 8 Public interest

Rail Flow Chart



Reclamation Division Tasks (2-15-06)	Action and/or Preparation By	Characteristic Time (ManHr)	Input	Output [preparation products; document(s) generated]	Category*							
					1	2	3	4	5	6	7	8
Permitting												
Review and evaluate applications and prepare related correspondence					X							
Meet with mining companies on applications					X							
Send notices to landowners, governmental agencies & others									X	X	X	
Conduct field reviews of areas to be affected					X							
Determine required bond amounts					X							
Review bond documents					X							
Prepare notice for any requested informal conference					X				X	X	X	
Participate at informal conferences					X				X	X	X	
Prepare draft orders for informal conferences					X				X	X	X	
Prepare cumulative hydrologic impact assessments					X							
Input data and query OSM's Application Violator System					X				X			
Prepare permit findings and other approval documents					X							
Prepare additional documents if federal coal will be mined					X				X			
Prepare notice for any formal hearing requested after Commission approval					X				X	X	X	
Participate at formal hearings					X				X	X	X	
Prepare draft orders for formal hearings					X				X	X	X	
Update databases and website with pertinent information					X				X	X	X	
Conduct midterm, pre-renewal and expired permit reviews					X							
Review annual financial reports for self-bonds					X							
Inspection and Enforcement												
Schedule and conduct inspections and prepare inspection reports					X				X			
Prepare inspection reports					X				X	X	X	
Meet with mining companies on inspection and enforcement issues					X							
Issue Notices of Violation					X				X		X	
Terminate violations when remedial action completed and checked					X				X		X	
Recommend proposed penalties for NOV's					X							
Prepare notice for any requested informal conference and formal hearing on the NOV					X				X	X	X	
Participate at informal conferences and formal hearings					X				X	X	X	
Prepare draft orders for informal conferences and hearings and for closing NOV cases when no hearing is held					X				X	X	X	

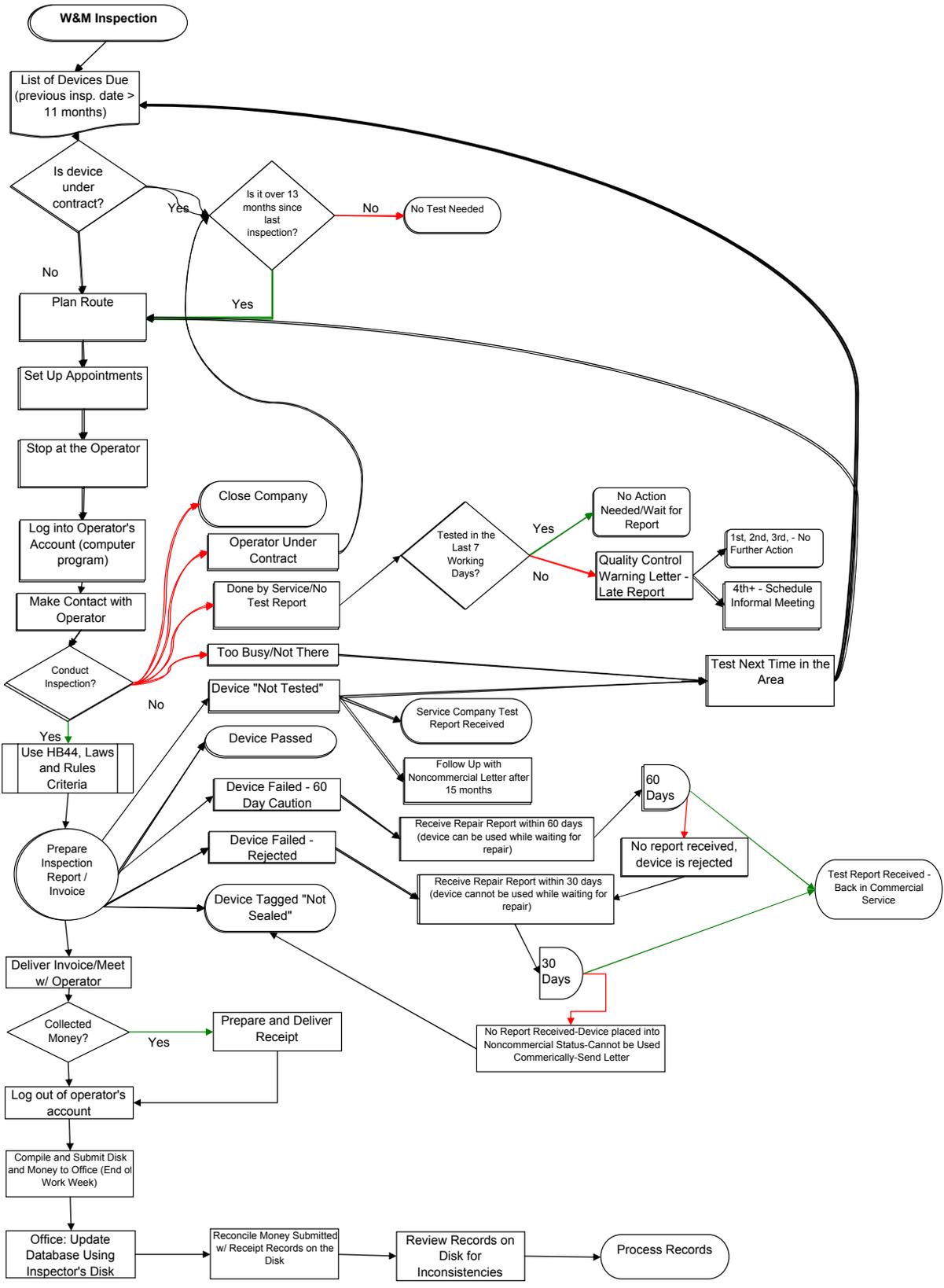
Test blasters					X	X												
Issue blaster certifications						X												
Maintain blaster database					X	X												
Rules and Policy																		
Prepare draft policy documents for review and comment					X								X	X	X			
Issue final policy documents					X								X	X	X			
Prepare proposed rule changes					X								X	X	X			
Prepare notices and draft orders for rule changes					X								X	X	X			
Prepare program amendments for submitting changes to OSM for approval													X					
Review and prepare comments on proposed federal rule changes and policies													X					
Review legislative bills													X					
Prepare testimony for legislative bills													X					
Meetings with industry and others on proposed law, rule and policy changes					X								X	X	X			
Respond to comments from industry and others on proposed law, rule and policy changes					X								X	X	X			
Work with OSM and multi-state group on policy and technical issues													X					
OSM oversight activities																		
Coordinate oversight activities with OSM, industry and others, including inspections and meetings					X								X	X	X			
Draft and review proposed work plans for oversight topics					X								X	X	X			
Prepare data for OSM oversight reports													X					
Review draft OSM oversight reports													X					
Submit periodic activity reports to OSM													X					
Grant and Budget																		
Prepare annual grant applications for federal funds													X					
Submit periodic grant reports to OSM													X					
Prepare budget estimates for OSM													X					
Prepare state biennial budget requests													X					
Monitor and track expenditures for grants and state budget													X					
Other																		
Respond to inquiries for mine information and reclamation requirements					X								X	X	X			
Review and update application and approval forms used by the Division					X													
Update Commission's website with pertinent information																		
Work with DP on new and upgraded computer applications													X					

Weights & Measures Division Tasks					Category*									
					1	2	3	4	5	6	7	8		
Process/Task	Action and/or Preparation By	Characteristic Time (ManHr)	Input	Output [preparation products; document(s) generated]										
W&M Permitting – Registered Service Company (Annual)														
Send new permit/renewal information					X									
Review application					X									
Calibrate standards and prepare reports					X									
Issue permit					X									
Update database					X									
Issue warning letter					X									
Schedule informal conference					X									
W&M Permitting – Registered Service Person (Annual)														
Send new permit/renewal information					X									
Review application					X									
Administer written test					X									
Issue permit					X									
Update database					X									
Perform periodic quality control inspection					X									
Issue warning letter					X									
Schedule informal conference					X									
W&M Inspection and Enforcement														
Conduct inspections						X				X			X	
Approve or reject a device						X				X			X	
Prepare inspection reports						X				X			X	
Meet with operator						X				X			X	
Submit reports to PSC						X				X			X	
Update database with PSC and registered service company reports						X				X			X	
Send out billing statements						X								
Issue warning letter for overdue fees						X								
Issue letter regarding overdue rejected devices						X				X				
Generate delinquent device report						X				X				
Generate revenue report														
Respond to variance requests						X				X				
Investigate and respond to complaints by general public						X				X			X	
W&M Rules and Policy														
Prepare draft policy documents for review and comment										X			X	
Issue final policy documents										X			X	
Prepare proposed rule changes										X			X	
Prepare notices and draft orders for rule changes										X			X	
Meetings with industry and others on proposed law, rule and policy changes										X			X	
Respond to comments from industry and others on proposed law, rule and policy changes										X			X	
Review legislative bills										X				
Prepare testimony for legislative bills										X				
W&M Budget														

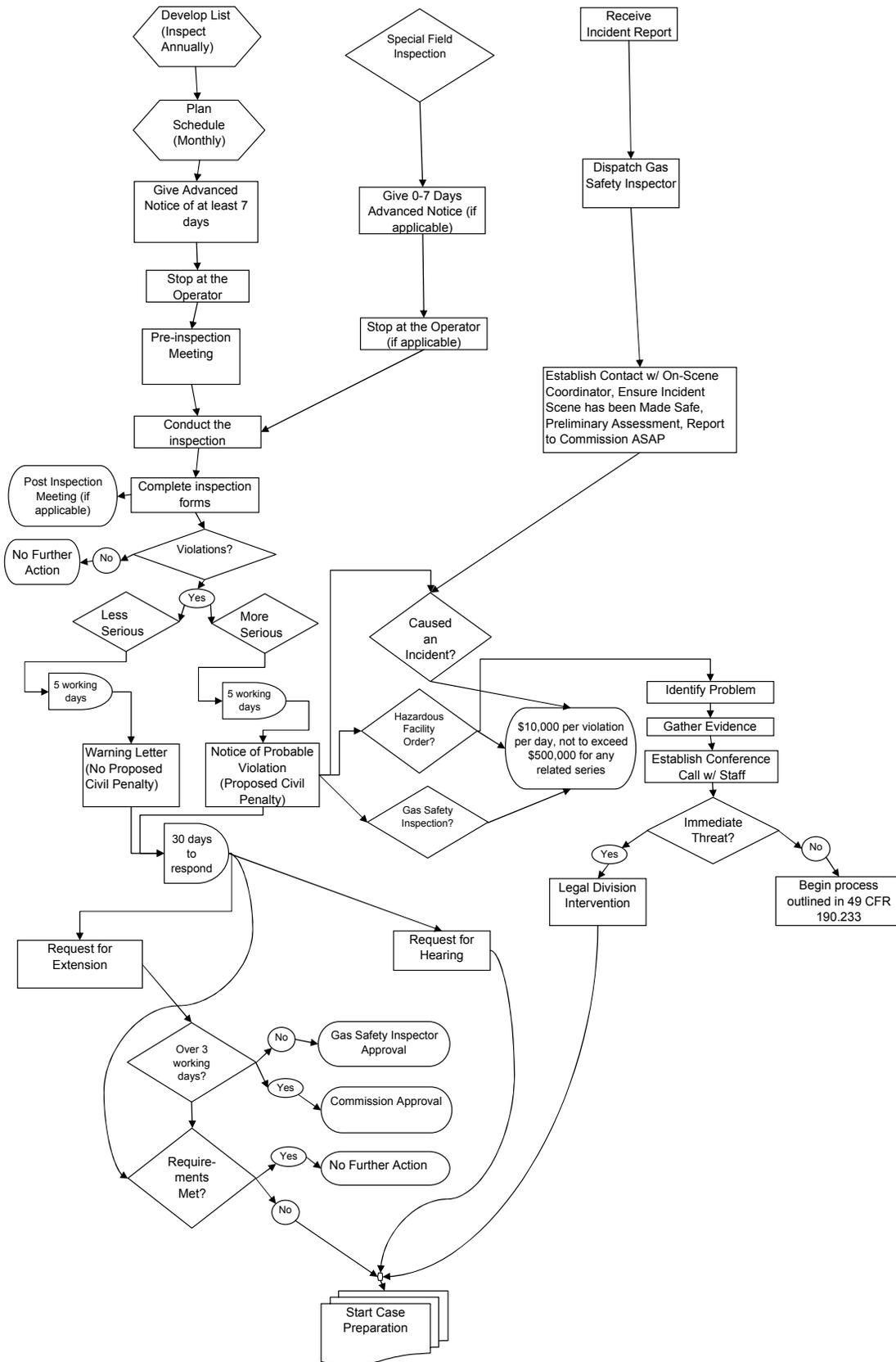
W&M Inspection

List of Devices Due (previous insp. date > 11 months)
Is device under contract?
Is it over 13 months since last inspection?
No Test Needed
Plan Route
Set Up Appointments
Stop at the Operator
Log into Operator's Account (computer program)
Make Contact with Operator
Conduct Inspection?
Prepare Inspection Report / Invoice
Device Passed
Device Fail
Device Failed - Rejected
Device Tagged "Not Sealed"
Deliver Invoice/Meet w/ Operator
Collected Money?
Prepare and Deliver Receipt
Log out of operator's account
Receive Repair Report within 60 days (device can be used while waiting for repair)
60 Days
No report received, device is rejected
Receive Repair Report within 30 days (device cannot be used while waiting for repair)
30 Days
No Report Received-Device placed into Noncommercial Status-Cannot be Used Commercially-Send Letter
Mail reminder invoices after 30 days
Mail remittance due in 30 days letter after 60 days
Mail certified collection letter (fee due in 10 days) after 90 days
No response - device is placed into noncommercial status until fee has been paid
Office: Update Database Using Inspector's Disk
Update data base with service company reports
Compile and Submit Disk and Money to Office (End of Work Week)
Reconcile Money Submitted w/ Receipt Records on the Disk
Device "Not Tested"
Follow Up with Noncommercial Letter after 15 months
Service Company Test Report Received
Test Next Time in the Area
Review Records on Disk for Inconsistencies
Process Records
Use HB44, Laws and Rules Criteria
Service Company Already Tested
Close Company
Operator Under Contract
Too Busy/Not There
Done by Service/No Test Report
Tested in the Last 7 Working Days?
No Action Needed/Wait for Report
Quality Control Warning Letter - Late Report
1st, 2nd, 3rd, - No Further Action
4th+ - Schedule Informal Meeting
Test Report Received - Back in Commercial Service
Yes
No

W&M InspectionFlow



Gas Pipeline Safety Flowchart



Gas Pipeline Safety

Develop List (Inspect Annually)

Plan Schedule (Monthly)

Give Advanced Notice of at least 7 days (written or verbal)

Stop at the Operator

Pre-inspection Meeting

- upcoming related items

- gas safety enforcement policy changes

- inspection agenda and time schedule

- any other pertinent information

Conduct the inspection

Complete inspection forms

Post Inspection Meeting (if applicable)

- record keeping

- Warning Letter (No Proposed Civil Penalty)

- Violations?

- No Further Action

- Less Serious

- More Serious

- Notice of Probable Violation (Proposed Civil Penalty)

 - 5 working days

 - 30 days to respond

 - Contact operator on 31st day for an explanation if no response

 - Request for Extension

 - Over 3 working days?

 - Gas Safety Inspector Approval

 - Commission Approval

 - Require-ments Met?

 - Start Case Preparation

 - Evaluation and Recommendation

 - Case Package

 - Gas Safety Inspection Report(s)

 - Evidence

 - Notice of Probable Violation

 - Operator's Response

 - operator's history of previous violations or warnings, if applicable

proposed compliance orders and possible follow-up inspection(s)
amount of civil penalties being proposed on each probable violation noted
nature, circumstances and severity of the probable violation
degree of suspected guilt on the part of the operator
operator's history of prior violations or complaints
operator's ability to pay
any good faith effort by the operator to achieve compliance
effect penalty may have on the operator's ability to continue in business
Caused an Incident?
\$10,000 max.
Hazardous Facility Order?
\$5,000 max.
Gas Safety Inspection?
\$500 max.

No penalties proposed if:

Operator does not follow own written plan
Found during training inspection
First official inspection of master meter operators
Issued in the form of written warning

inform operator that requesting a hearing may be requested as a response option

Special Field Inspection

New Construction Project
Violations discovered in the service area
Complaint from the public
based on warnings or violations found during an annual inspection
Design Testing and Construction (annual)
Pressure Control and Overpressure Protections (as needed)
Corrosion (as needed)
Plans (as needed)
Meter Set/Farm Taps (as needed)
Jurisdictional LP/Master Meter Investigations (as needed)
Operator qualification field verification
District Regulatory stations (as needed)
Integrity Management Field Inspections

Give 0-7 Days Advanced Notice (if applicable)

Stop at the Operator (if applicable)

Hazardous Facility Order

Identify Problem

Gather Evidence

Establish Conference Call w/ Staff

Immediate Threat?

Legal Division Intervention

Begin process outlined in 49 CFR 190.233

Incident Investigation

Release of gas from a pipeline or facility and:

a death or personal injury resulting in hospitalization

est. property damage of at least \$50,000

any event that is deemed significant

Receive Incident Report

Dispatch Gas Safety Inspector

Gas Safety Inspector will

Establish Contact w/ On-Scene Coordinator, Ensure Incident Scene has been Made Safe, Preliminary Assessment, Report to Commission ASAP

Request for Hearing

\$10,000 per violation per day, not to exceed \$500,000 for any related series

Yes

No