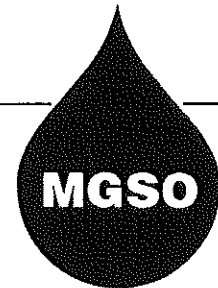


Municipal Gas Systems of Oklahoma

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May 2013 Newsletter

OGA Annual Conference registration forms sent out

Each year, natural gas professionals from Oklahoma and surrounding states gather to learn and discuss how to make the profession better, safer and more efficient. The 2013 OGA Annual Conference is set for August 26-28 at the Embassy Suites Hotel, Norman. Municipal gas professionals should plan now to attend.

This year's breakout sessions include:

- Surviving Your Environment
- Air Quality Issues
- Aerial Leak Detection
- Directional Boring
- Fire Extinguishers – Hands on Simulation
- Developing a Safety Culture
- Pipeline and Facilities Security
- Inline Pipe Inspections

In addition to the breakout sessions, attendees will have the opportunity to hear from two keynote speakers,

- Caron Lawhorn, Senior Vice President, Commercial, Natural Gas Distribution, ONEOK
- Dana Murphy, Commissioner, Oklahoma Corporation Commission

Finally, there is the opportunity to learn how to effectively deal with the press and other media should a natural gas incident happen to your system.

Conference flyers go out the week of May 6. If you don't receive one in the mail, you can log on to www.okgas.net and download the flyer and register. For more information, contact Tom Rider at tom@meso.org.

Updated SHRIMP Program to be released soon

The APGA Security and Integrity Foundation (SIF) will be releasing an updated version of SHRIMP in the next few weeks. The revisions will NOT require SHRIMP users to redo Distribution Integrity Management Programs (DIMP) plans that they have already created. It will

only affect plans the next time they are updated using SHRIMP. Some of the changes were a result of issues identified during the mock audit of a SHRIMP plan conducted at the SIF's Operations Conference in March.

Most of the changes are merely adding new text to some sections to make it clear that a SHRIMP created DIMP plan has fully addressed all the requirements of the DIMP rule. For example, item #19 on the DIMP Inspection Form asks if the written procedures consider, in addition to the operator's own information, data from external sources (e.g. trade associations, government agencies, or other system operators, etc.) to assist in identifying potential threats. SHRIMP does make extensive use of outside data sources, and the revised SHRIMP plan will include a detailed description of how external data sources are used. The inspection form and a document describing how each item is addressed in SHRIMP can be found at <http://www.apgasif.org/i4a/pages/index.cfm?pageid=3290>.

The wording in the threat assessment chapter has also been revised to read better and clarify if the statements about each threat refer to the entire system or just one subsection.

Perhaps the most significant change is how SHRIMP date stamps a user's DIMP plan when the user revises an existing plan. SHRIMP version 2 automatically puts the date of the prior plan in a "replaces plan dated" statement on the title page of the new plan. For some users, if SHRIMP did not have a record of the creation date of the prior plan, SHRIMP would insert "no prior plan" into the field. At first glance, this made it appear to state inspectors that the user did not have a plan in place on August 2, 2011 as required by the rule. SHRIMP will now allow the user to enter the "replaces plan dated" information if SHRIMP cannot assign a date.

The SIF will notify all SHRIMP users about these changes via email and announcements on the SHRIMP site. Major improvements to the threat assessment processes and risk ranking model are planned for later this year.

It is not too late to sign up for SHRIMP and join over 1,700 other systems that have used SHRIMP to develop their DIMP plans. Sign up information can be found at www.apgasif.org. For further information, please contact John Erickson of APGA staff by phone at 202-464-2742, ext 1002 or by email at jerickson@apga.org.

The Importance of Process Documentation

For most people, there is a lot to get done at work each day, and certain tasks may fall through the cracks because other items take priority. One task that often gets pushed to the bottom of the to-do list is documenting organizational processes in writing. Creating statements of procedure (SOP) can be a tedious activity, but the benefits are absolutely worth the investment of time and energy. Benefits include –

- By creating an SOP, there leaves little question about how a particular function should be performed. In business, people retire, move on to jobs at other companies and, unfortunately, pass away. An SOP ensures there is still a record of how specific tasks are to be done even when the people who used to do them are no longer around.

- When someone new is hired, SOPs can supplement that person’s training. Supervisors and trainers can use SOPs as a guide while training the new employee, and the employee can use SOPs as a reference when their supervisor or trainer is unavailable.

- SOPs can also improve safety. The number of questions surrounding how to perform a certain task is reduced or eliminated when a procedure has been established, put in writing and reviewed for quality by everyone who will engage in the procedure. When people understand – step by step – how to properly do their jobs, they have a lesser chance of hurting themselves and others.

- A well-written SOP can be used by other departments to better understand what your department does and how it’s done. For instance, a good human resources representative may find SOPs a good resource when creating a job description.

- SOPs provide consistency, which in turn improves quality and productivity. If you know how to do something the right way every single time, you will consistently get better at doing it. Additionally, by documenting processes in writing, you are better able to audit them to determine what you’re doing well and where you can improve.

*Taken from **incident prevention** magazine, April 2013.*

Supervisor Course to begin July 9

The next Supervisor Course begins Tuesday, July 9. Each session will be conducted at the MESO office, 308 NE 27th Street, Oklahoma City. This year long course meets monthly. Additionally, participants will have outside readings and assignments as part of the course.

The Supervisor Course was developed by Tom Rider, MESO general manager, with input from municipal officials across the state. Rider will again teach this series.

“Participants in the Supervisor Course have the opportunity to really improve their managerial and supervisory skills.” Rider said. “Through the interactive class discussion and dynamics, attendees will gain comprehensive knowledge towards understanding workers and how to get their best efforts from them.”

The training announcement for the Supervisor Course can be found on the MESO website – www.meso.org.

Upcoming Events

May 14 – 15	Pipeline Safety Conference	Tulsa
June 13	OGA Scholarship Classic	Guthrie
August 26 – 28	OGA Annual Conference	Norman