

Tennessee Public Utility Commission



Title VI

Implementation Plan FY 2016-2017

TABLE OF CONTENTS

Table of Contents	2
Overview of the Tennessee Public Utility Commission	3
Responsible Officials	4
Definitions.....	5
Non-Discrimination Policy.....	6
Duties of the Title VI Coordinator/Office of Civil Rights	7
Discriminatory Practices	8
Federal Programs or Activities.....	10
Gas Pipeline Safety	10
TPUC’s Policy of Non-Discrimination in Other Programs	11
Data Collection and Analysis.....	13
TPUC Policy - Limited English Proficiency.....	15
Complaint Procedures.....	17
Title VI Training	19
Sub-Recipient Monitoring.....	20
Public Notice and Outreach.....	21
Compliance Reporting.....	22
Evaluation Procedures.....	22
Attachments: Attachment A – Organizational Chart of Tennessee Public Utility Commission	
Attachment B – Pipeline Safety 2016 Natural Gas Certification	
Attachment C – LEP Policy Staff memo	
Attachment D – Complaint Form	
Attachment E – Complaint Log	
Attachment F – 2017 TPUC Title VI Training Questionnaire	

OVERVIEW:

TENNESSEE PUBLIC UTILITY COMMISSION

The mission of the Tennessee Public Utility Commission (formally the Tennessee Regulatory Authority) is to provide regulatory oversight of Tennessee's privately held public utility companies. The Commission also has the authority to enforce state and federal safety requirements for Tennessee's intrastate gas pipelines and all natural gas distribution systems within the state, including private systems, utility districts, municipalities, and master meters.

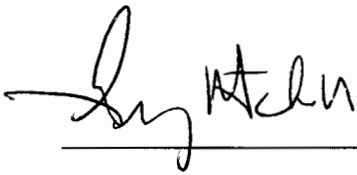
Leadership of the Commission is appointed by the Governor, Lt. Governor and Speaker of the House and is comprised of five Directors and an Executive Director. Director David Jones serves as agency Chairman along with Director Robin Morrison (Vice Chairman), Commissioners Kenneth C. Hill, Herbert H. Hilliard, and Keith Jordan. Additionally, Mr. Earl Taylor serves as the Commission's Executive Director as the appointee of the Governor, Lt. Governor, and Speaker of the House. An organizational chart of the agency is included as Attachment A.

The non-discrimination policy of the Commission states there shall be no discrimination on the basis of race, color, age, national origin, religion, disability, creed, or sex. The leadership of the Commission, by example and exercise of their authority, will continue to establish an atmosphere free of discrimination on the basis of religion, national origin, disability, sex, age, race, creed, or color.

RESPONSIBLE OFFICIALS

Responsibility for the Commission's implementation, coordination, and monitoring of Title VI of the Civil Rights Act of 1964 will rest with the Chairman's office. The Chairman's office will be responsible for appointing a member of the staff as the Title VI Coordinator and delegating all authority necessary to ensure implementation and compliance.

Contact information: Tennessee Public Utility Commission, 502 Deaderick Street, 4th floor, Nashville, TN 37243



Greg Mitchell, Title VI Coordinator
Greg.Mitchell@tn.gov



David Jones, Chairman
David.F.Jones@tn.gov

DEFINITIONS

Cap-Tel:	Captioned Telephone
Complainant:	A person, group, or company that makes a complaint, as in a legal action.
Direct Sale:	A pipeline that transports gas to a large volume customer such as a factory or power plant. This pipeline is upstream from a distribution center or directly off of a transmission line.
GPSD:	Gas Pipeline Safety Division
Intrastate Pipeline:	An inter-connected system of pipes that run within the specified boundaries of a state.
LEP:	Limited English Proficiency
Lifeline:	An assistance program that pays for a portion of a consumer's telephone bill.
Master Meter:	A pipeline system for distributing gas within, but not limited to, a definable area, such as a mobile home park, housing project, or apartment complex, where the operator purchases metered gas from an outside source for resale through a gas distribution pipeline system. The gas distribution pipeline system supplies the ultimate consumer who either purchases the gas directly through a meter or by other means, such as by rents.
Municipal System:	A utility system operated by a city or county government.
PHMSA:	Pipeline and Hazardous Material Safety Administration
Private System:	A utility system operated by a group of private investors or a corporation.
TRC:	Tennessee Relay Center
USDOT:	United State Department of Transportation

NON-DISCRIMINATION POLICY

The Commission affirms its intention to comply with Title VI of the Civil Rights Act of 1964, which states that:

No person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

ORGANIZATION OF THE CIVIL RIGHTS OFFICE TITLE VI COORDINATOR

The Title VI coordinator for the Commission is Greg Mitchell. The coordinator is responsible for resolving findings of non-compliance, resolutions of complaints, and assisting in any other areas of support needed. The Title VI coordinator has the primary responsibility for policy development, oversight, coordination of training activities, and the resolution of all Title VI compliance matters.

In addition to his Title VI duties, Mr. Mitchell serves in the Office of Communications & External Affairs Division within the Commission. Mr. Mitchell can be reached at (615) 770-6883 or by email at greg.mitchell@tn.gov.

Duties of the Title VI coordinator includes:

- 1) Preparing the Commission's Title VI implementation plan and plan updates.
- 2) Establishing an appropriate Limited English Proficiency (LEP) policy.
- 3) Verifying that all aspects of the Title VI plan are being implemented.
- 4) Reviewing complaint reports and other documentation to determine if additional compliance efforts are needed.
- 5) Consulting with the Commission's Directors to resolve complaints and findings of non-compliance with Title VI.
- 6) Serving as a liaison with other state personnel on Title VI issues and concerns.
- 7) Functioning as an information resource person to help the Commission comply with applicable statutes and regulations.

DISCRIMINATORY PRACTICES

Statement of Title VI Policy

The Commission affirms its intention to comply with Title VI of the Civil Rights Act of 1964, which states that:

No person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Therefore, the Commission acknowledges that Title VI of the Civil Rights Act of 1964:

- 1) Prohibits entities from denying services or benefits based on race, color, or national origin.
- 2) Prohibits providing services or benefits to some individuals that are different or inferior (either in quantity or quality) to those provided to others.
- 3) Prohibits segregation or separate treatment in any manner related to receiving services or benefits.
- 4) Prohibits requiring different standards or conditions as prerequisites for serving individuals.
- 5) Prohibits methods of administration which directly, or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination practices.
- 6) Encourages the participation of minorities as members of planning or advisory bodies for programs receiving federal funds.
- 7) Prohibits discriminatory activity in a facility built in whole or in part with federal funds.
- 8) Requires information and services to be provided in languages other than in English when significant numbers of beneficiaries are of limited English speaking ability.

An example of a hypothetical discriminatory practice within the scope of the Commission's business functions would consist of the Commission failing to provide access to assistive communications equipment to an individual who is hearing impaired on the basis of their race, color or national origin, but showing bias towards individual who is vision impaired and is part of the state's majority racial populations.

- 9) Requires notification to the eligible population about applicable programs.
- 10) Prohibits locating facilities in any way that would limit or impede access to a federally funded service or benefit.
- 11) Requires assurance of nondiscrimination in purchasing.

The Commission upholds the principles of Title VI in its activities and there have been no situations in which such discriminatory practices have occurred in relation to the Commission's activities.

FEDERAL PROGRAMS OR ACTIVITIES

Gas Pipeline Safety Inspections

The Gas Pipeline Safety Division (“GPSD”) of the Commission utilizes a grant from the United States Department of Transportation (“USDOT”) Pipeline and Hazardous Materials Safety Administration (“PHMSA”) for the purpose of performing safety inspections of Tennessee’s natural gas pipelines and natural gas distribution operators. The GPSD monitors compliance with federal and state safety regulations pertaining to the operation and maintenance requirements of natural gas transmission pipes, valves, and other hardware, as well as drug testing standards for all natural gas distribution systems. The grant is established under, 49 U.S.C. Section 60101, *et seq.* Federal funding allocated for Commission gas pipeline inspections during the past year amounted to approximately \$1,003,654.17.

The Commission has safety jurisdiction over operators including private, municipal systems and utility districts, and over gas distribution companies including two liquefied natural gas facilities. In the past fiscal year, the GSPD performed over 500 inspections on gas pipeline operators under its mandate.

Below is an Excel breakdown by operator type of the systems subject to safety inspections performed by the Commission.

Federal Program: TPUC Gas Pipeline Inspections FY16-17	
Operator Type	Number Represented
Municipal Systems	71
Master Meter Operators	26
Utility Districts	24
Intrastate Transmission	18
Private Systems	5
Liquefied Natural Gas (LNG)	2
Total	146
Federal Funding Allocated for Inspections:	\$1,003,654.17

*The 2016 Natural Gas certification is included as **Attachment B**.

TRA's POLICY ON NON-DISCRIMINATION IN OTHER NON-FEDERAL PROGRAMS

The Commission receives no federal funds to support the operation of the following programs. Nevertheless the Commission has taken steps to ensure that discrimination does not occur in the operation of these programs.

Tennessee Relay Center

As a service to Tennessee's deaf, deaf-blind, hard-of-hearing, and hearing and speech-impaired community, the Commission and AT&T entered into a contract in March 2012 for the provision of relay services and operation of the Tennessee Relay Center in Tennessee. Regulated by the Commission, the Tennessee Relay Service (TRC) provides free, statewide assisted telephone service to those with speech, hearing, and visual impairments by linking conversations between people who use text telephones (TTY's) or telebraille (TB) devices and people who use standard phones.

The contract embodies the Commission's policy of non-discrimination. Section D.7, assures that "no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this contract or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination." **The Commission does not receive Federal funds to operate the TRC.**

Tennessee CapTel Services

A contract for CapTel services was awarded to Hamilton Telecommunications for a one-year term beginning September 1, 2017 to August 31, 2018, and it includes the same contractual provision prohibiting discrimination on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. **The Commission does not receive Federal funds to provide CapTel Service.**

The contract embodies the Commission's policy of non-discrimination. Section D.7, assures that "no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this contract or in the employment practices of the Contractor (Sprint Corporation) on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination."

National Deaf Blind Equipment Distribution Program

The National Deaf Blind Equipment Distribution Program is an additional service to our deaf and blind community. The program provides assistive devices to enhance the communication abilities for Tennessee's deaf and blind citizens. While not a federal grant, the program is a reimbursement program by the FCC to the Commission.

Lifeline Phone Assistance Programs

The Lifeline phone assistance program enables qualified low-income households to obtain phone service by providing financial assistance toward the cost of maintaining phone and internet service. Under the Lifeline program a monthly discount is credited towards the local service portion of the recipient's telephone bill. Long distance service is excluded.

Although **no federal funds are received by the Commission for the Lifeline program**, the Commission promotes the existence of the program with numerous community partners and government agencies for the purpose of informing all qualified consumers of the program. The Commission follows and implements its policy of non-discrimination in reaching out to recipients and potential recipients regardless of disability, age, race, color, religion, sex, national origin, or any other protected classification.

Recording of Commission hearings

By Tennessee statute, the Commission is required to maintain a record of all Commission hearings and conferences. These services are provided through a State of Tennessee-approved court reporting service. At the request of the Commission, a qualified court reporter provides a written transcript of the Commission's hearings and conferences pursuant to all applicable rules and procedures of the Tennessee Public Utility Commission. **No federal funds are received or expended for court reporter services.**

DATA COLLECTION AND ANALYSIS

The Commission is comprised of 52 individuals performing various professional functions. As supplied by the Commission’s Personnel Manager, approximately 75% of the Commission’s personnel are Executive Service and 25% are Civil Service. The racial or national origin the staff consists of:

Racial and National Origin of Commission Staff	
Asian	1 (1%)
Black	10 (20%)
White	42 (79%)
Total	53 (100%)

For the state fiscal year July 1, 2016 to June 30, 2017, there were no complaints or lawsuits filed against the Commission alleging discrimination on the basis of race, color or national origin under any federally funded program or activity.

TENNESSEE CENSUS DATA

According to 2010 Census, data for Tennessee shows that the five most populous incorporated places across the state are:

Tennessee’s Five Most Populous Incorporated Areas	
Location	Population
Memphis	646,889
Nashville-Davidson	626,681
Knoxville	178,874
Chattanooga	167,674
Clarksville	132,929

Memphis decreased by 0.5 percent since the 2000 Census while Nashville-Davidson grew by 10.0 percent; Knoxville grew by 2.9 percent; Chattanooga grew by 7.8 percent, and Clarksville grew by 28.5 percent.

The largest county in Tennessee is Shelby, with a population of 927,644. Its population grew by 3.4 percent since 2000. The other counties in the top five include Davidson, with a population of 626,681 (increase of 10.0 percent); Knox, 432,226 (increase of 13.1 percent); Hamilton, 336,463 (increase of 9.3 percent); and Rutherford, 262,604 (increase of 44.3 percent). The state’s racial make-up consists of:

Total population: 6,346,105 (Source: US Census Bureau)

Tennessee's Racial Breakdown	
Location	Population
White persons	77.6%
Black persons	16.7%
Persons of Hispanic or Latino origin	4.6%
Asian	1.4%
American Indian/Alaska Natives	0.3%
Native Hawaiian or Pacific Islander	0.1%

LIMITED ENGLISH PROFICIENCY (LEP)

Tennessee Public Utility Commission Title VI Limited English Proficiency (LEP) Policy

The Tennessee Public Utility Commission is committed to ensuring that Tennessee citizens with Limited English Proficiency (LEP) are provided with the means and opportunity to participate fully in the services and information that the Commission provides. As such, we set forth the following policy directives to maintain this standard.

- The **Tennessee Public Utility Commission** will take the necessary actions and steps to ensure that persons with LEP will have an equal opportunity and purposeful access to the information and services made available by the Commission.
- The **Tennessee Public Utility Commission** will endeavor to maintain an established means of communication to persons with LEP by means of an established language translation service provider.
- The translators, interpreters and other aids needed to comply with the **Tennessee Public Utility Commission's** policy will be offered free of charged to the LEP population being served.
- Such provided services will be made available through the use of bilingual translators, available to translate from a large number of foreign languages.
- **Tennessee Public Utility Commission** staff shall be provided with translation services contact information, such as service provider information cards and informational posters, and kept current on new updates to translation services provided and new languages offered.
- The **Tennessee Public Utility Commission** will maintain a record of LEP interactions that shall be available for review by the public upon request.
- If requested, translations of **Tennessee Public Utility Commission** documents will be made and provided to persons with LEP.
- The **Tennessee Public Utility Commission** on an ongoing basis will review, assess and revise these policies with respect to serving Tennessee consumers with LEP to ensure continued compliance with the Title VI law.

- Commission staff is advised to contact the agency's Title VI coordinator, Greg Mitchell, if additional LEP resources are needed.
- Language translation will be provided through the State of Tennessee's contract service provider, Avaza Language Service Corporation, or through another State of Tennessee approved vendor of such services.
- Language Translation Service Contact information: Avaza Translation Service, 5209 Linbar Drive, Suite 603, Nashville, TN 37211.

During the typical fiscal year (July 1 to June 30), the Tennessee Public Utility Commission will provide multiple telephone encounters totaling hundreds minutes of LEP services provided to Tennessee residents. The language most encountered is: Spanish. Moreover, the documents that are translated include those related to the Telecommunications Devices Access Program (non-Federal), Lifeline Telephone Assistance Program form and our online consumer complaint form.

COMPLAINT PROCEDURES

Timeline for Filing

Any person alleging discrimination based on race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint can be filed with the appropriate federal agency, the Commission, or the Tennessee Human Rights Commission. These procedures comply with Tenn. Code Ann. § 4-21-905 (2005).

Receipt of Complaints

All complaints, written or verbal, are accepted. In the event that a complainant sets forth allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made will reduce the elements of the complaint to writing. It will not be necessary to know the identity of the complainant as long as the information is sufficient to determine the applicability of the complaint to the programs of the Commission and indicates the possibility of a violation.

Elements of a Complaint

The Commission will obtain the following information from the complainant:

- 1) Name (optional), address and telephone number.
- 2) The location and name of the entity delivering the service.
- 3) The nature of the incident that led the complainant to feel discrimination was a factor.
- 4) The basis of the complaint, i.e. race, color, or national origin.
- 5) Names, addresses, and telephone numbers of individuals who may have knowledge of the event.
- 6) The date(s) on which the alleged discriminatory event(s) occurred.

Complaint Resolution

- 1) Complaints will be reviewed by the Commission's Title VI coordinator. The coordinator will determine whether the complaint will be referred to an appropriate federal agency or will be investigated by the Authority.
- 2) Complaints will be reported to the THRC within 10 days.
- 3) Complaints to be investigated by the Commission will be handled within 90 days of receipt.
- 4) A letter will be sent to acknowledge receipt of the complaint and to request a time and date the complainant can be reached by telephone to discuss the complaint.

- 5) Complainants will not be parties to the Title VI investigation and will not enjoy a status different from other persons interviewed.
- 6) A preliminary review will be conducted on all complaints to substantiate or refute the allegations.
- 7) If the preliminary review indicates that there may be a problem, then a full complaint investigation will be initiated. A letter will be sent to the complainant explaining that an investigation will be started and that the complainant's assistance will be needed in the future.
- 8) If appropriate, the Authority will coordinate with other agencies on matters involving interdepartmental issues and reviews.
- 9) If the allegations are not substantiated, a letter containing a description of the investigated allegations, the scope of the investigation, the facts learned, and a closing statement summarizing the basis on which the determination was made will be sent to the complainant. The complainant will be advised of his/her right to file a complaint with other applicable governmental entities if dissatisfied with the resolution of the complaint.
- 10) If the complaint is substantiated, a letter will be sent notifying the complainant that the complaint has been investigated and substantiated and that efforts are being made to correct the deficiency.

The Tennessee Public Utility Commission received no complaints during the prior fiscal year.

TITLE VI TRAINING

The Commission's Title VI coordinator has attended all scheduled Title VI meetings, workshops, and informational sessions that have been sponsored by the Tennessee Human Rights Commission (The agency has in previous terms attended Title VI sessions spearheaded by the Legislative Black Caucus of the Tennessee General Assembly as well as the Tennessee Urban League). The Commission's Title VI coordinator, Mr. Mitchell is committed to attending additional Title VI training opportunities, both within Tennessee and outside, as they become available.

During the prior fiscal year the Commission conducted its annual Title VI training for all of its employees. **The training was conducted and completed by Commission staff between June 15 and June 30 of 2017**, and consisted of an interactive web-based method of engagement, through which staff was informed and trained on the Title VI law and reminded of the Commission's commitment to the law. The training covered the critical areas of the Commission's commitment to providing its services without partiality to one's race, color or national origin and the agency's dedication to serving Tennessee's citizens with Limited English Proficiency (LEP). Staff participation and completion of the training was recorded and monitored by the Title VI coordinator to ensure that 100% involvement and completion was achieved. We are pleased to report that our goal was achieved with all (52) staff members.

The Commission's Title VI training for fiscal year July 1st 2017 – June 30th, 2018 will be conducted in the 2nd quarter of 2018.

SUB-RECIPIENT MONITORING

Not applicable. There are no sub-recipient relationships that exist with entities outside the Commission.

Pursuant to the Commission's utilization of a federal grant from the United States Department of Transportation's Pipeline and Hazardous Materials Safety Administration (PHMSA) to perform safety inspections of Tennessee's natural gas pipelines and natural gas distribution operators, the Commission's federal grant is narrowly directed at performing safety inspections of natural gas pipes, valves and other hardware that cross the state.

PUBLIC NOTICE AND OUTREACH

The Commission participates in state-wide outreach programs to inform diverse groups about the services provided by and through the Authority. Notices of the programs are published on the agency's web page and on its social media platform like Facebook. In addition, in previous years information has been shared on local radio stations and through press releases and public service announcements.

The Commission's Title VI implementation plan will be available upon request to any interested group and minority members of these groups may review the plan and provide suggestions and recommendations for future plans.

There are no sub-recipient relationships with entities beyond the Commission. Therefore, there are no planning boards or advisory bodies for the federal grants the Authority receives from the U.S. Department of Transportation/PHMSA and U.S. Department of Energy.

COMPLIANCE REPORTING

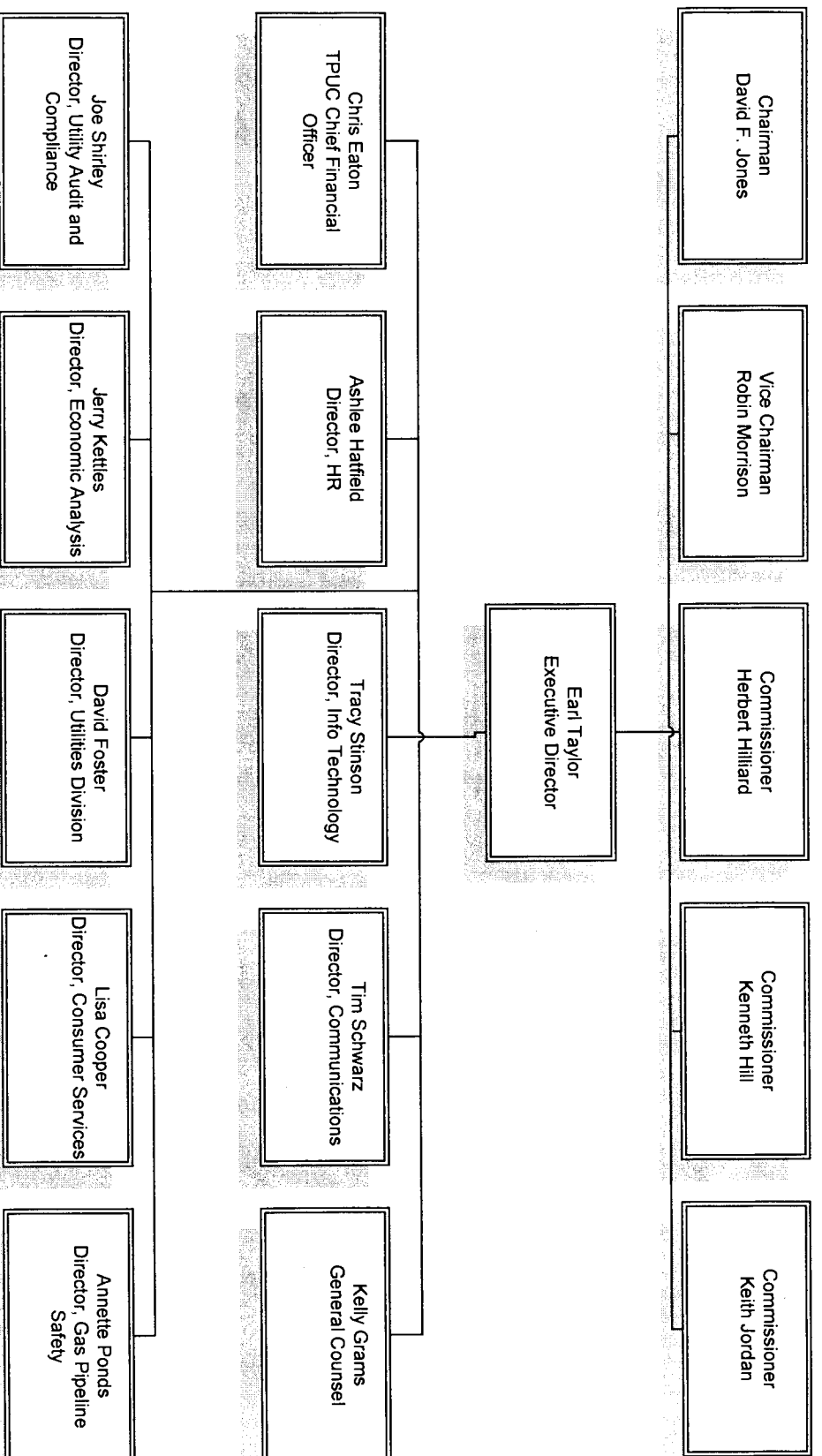
Federal or state departments/agencies to which the Commission furnishes or shares Title VI compliance reports: **Not applicable.**

There exist no sub-recipient relationships with entities outside the Commission. Title VI federal compliance reporting is not applicable. There are no Federal codes or regulations promulgated pursuant to 49 U.S.C. Section 60101 regarding compliance with Title VI. However, in the application for the gas pipeline safety grant, the Commission must certify its assurance regarding non-discrimination. The only Title VI-related document produced by the USDOT related to Title VI is its LEP Guidance, which was issued December 14, 2005 in the Federal Register (Vol. 70, No. 239).

EVALUATION PROCEDURES

As a condition of receipt of the federal grant from the USDOT/PHMSA, the Commission has certified that it will comply with the requirements set forth in Title VI. As such, the Commission maintains that it will administer in a nondiscriminatory manner its statutory duties as a condition of receiving the federal funds from the grantor. **There are no Commission sub-recipients in the administration of the federal grant from the USDOT/PHMSA as all pipeline inspections are performed by the Commission's Gas Pipeline Safety Division.**

Tennessee Public Utility Commission





U.S. Department
of Transportation
**Pipeline and Hazardous
Materials Safety
Administration**

1200 New Jersey Avenue SE
Washington DC 20590

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2137-0584. Public reporting for this collection of information is estimated to be approximately 58.5 hours per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Pipeline and Hazardous Materials Safety Administration (PHMSA), PHP-30, 1200 New Jersey Ave SE, Washington, D.C. 20590

Pipeline Safety

2016 Gas Base Grant Progress Report

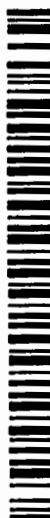
for

Tennessee Regulatory Authority

Please follow the directions listed below:

1. Review the entire document for completeness.
2. Review and have an authorized signatory sign and date page 2.
3. Fasten all pages with a paper or binder clip - no staples please as this package will be scanned upon it's arrival at PHMSA.
4. Mail the entire document, including this cover page to the following:

ATTN: Gwendolyn M. Hill
U.S. Department of Transportation
Pipeline & Hazardous Materials Safety Administration
Pipeline Safety, PHP-50
1200 New Jersey Avenue, SE Second Floor E22-321
Washington, D.C. 20590



FedSTAR Information

Electronic Submission Date: 2/15/2017 3:47:58 PM



Pipeline and Hazardous Materials Safety Administration
1200 New Jersey Avenue, SE
Washington DC 20590

OFFICE OF PIPELINE SAFETY

2016 Gas Base Grant Progress Report

Office: Tennessee Regulatory Authority

Annette S. Ponds

Authorized Signature

Annette S. Ponds

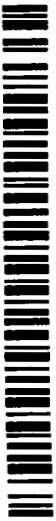
Printed Name

Chief, Gas Pipeline Safety Division

Title

February 15, 2017

Date



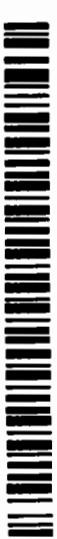
PROGRESS REPORT ATTACHMENTS (GAS)

PHMSA Form No. PHMSA F 999-92

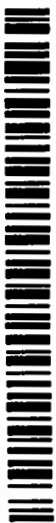
INSTRUCTIONS:

These attachments request information either for the entire calendar year (CY 2016: January 1 through December 31, 2016) or as of (or on) December 31, 2016. Please report actual as opposed to estimated numbers on the attachments. Be careful to provide complete and accurate information since the PHMSA State Programs will be validating the attachments during the state's next annual evaluation.

- **Attachment 1: State Jurisdiction and Agent Status Over Facilities.** Requires the state to indicate those pipeline operator types over which the state agency has jurisdiction under existing law. If the state does not have jurisdiction over an operator type, indicate why not in the column designated No, using the one alpha code (A or B) which best describes the reason. If the state agency has jurisdiction over an operator type, place an X in the column designated Yes and provide information on the number of operators, the number and percent of operators inspected, the number of inspection units, and the number and percent of inspection units inspected. If the jurisdiction over a type of operator is under a Section 60106 Agreement, indicate X/60106 in the column designated Yes. [If the same operator/inspection unit is visited more than once during the year, count only once under number of operators inspected/number of inspection units inspected on Attachment 1. The multiple visits would, however, be reflected under total inspection person-days in Attachment 2.]
- **Attachment 2: Total State Field Inspection Activity.** Requires the state to indicate by operator type the number of inspection person-days spent during CY 2016 on inspections; standard comprehensive; design, testing, and construction; on-site operator training; integrity management; operator qualification; investigating incidents or accidents; damage prevention activities; and compliance follow-up. Attachment 2 should include drug and alcohol inspections. Counting In Office Inspection Time - An inspector may choose to review pipeline company procedure manuals or records away from the company facility in order to effectively use onsite inspection time. The amount of time spent reviewing procedures and records may be counted as part of the inspection process. It is important that an inspector only record time for activities that normally would be completed as part of an onsite inspection. For example, an inspector may attribute the three hours he or she spent reviewing a pipeline operator's procedure manual and records prior to an on site inspection towards the total inspection time. Each supervisor must carefully review the reported time to ensure the time attributed is consistent with the activity completed and is carefully delineated from normal office duties.
- **Attachment 3: Facility Subject to State Safety Jurisdiction.** States should only list the facilities that are jurisdictional under Parts 192 and 193 (Gas) and Part 195 (Hazardous Liquid) of which the state has safety authority over. This attachment requires the business name and address of each person subject to the pipeline safety jurisdiction of the state agency as of December 31, 2016. Also indicate the operator type (e.g., intrastate transmission) consistent with the listing in Attachment 1 and include the number of inspection units in each operator's system. The operator identification number (OPID) assigned by PHMSA must also be included on this attachment. If an operator has multiple types of system (i.e. gas distribution and intrastate transmission), each type should be counted in corresponding category. Total operator count listed in Attachment 3 may not match Attachment 1 totals due to multiple types of systems per operator.
- **Attachment 4: Pipeline Incidents.** Requires a list of incidents investigated by or reported to the state agency that involved personal injury requiring hospitalization, a fatality, property damage exceeding \$50,000, and others deemed significant by the operator. Clearly identify the operator's reported cause AND the state's determination of the cause of the incident using the one most appropriate alpha code footnoted in the attachment. We summarize this information for Congress by classifying the cause into one of eight categories: (A) corrosion failure; (B) natural force damage; (C) excavation damage; (D) other outside force damage; (E) material failure of pipe or weld; (F) equipment failure; (G) incorrect operation; (H) other accident cause. You can also choose (IP) Investigation Pending for those incidents remaining under investigation as of December 31. Then provide a summary of incident investigations.



- **Attachment 5: State Compliance Actions.** This requires a summary of state pipeline inspection and compliance actions. [In the Number of Compliance Actions Taken column, keep in mind one compliance action can cover multiple probable violations.]
- **Attachment 6: State Record Maintenance and Reporting.** Requires a list of records and reports maintained and required by the state agency.
- **Attachment 7: State Employees Directly Involved in the Pipeline Safety Program.** This attachment requires a list by name and title of each employee directly involved in the pipeline safety program. Be sure to include the percentage of time each employee has been involved in the pipeline safety program during 2016. If an employee has not been in the pipeline safety program the full year of 2016, please note the number of months working on the program. Indicate a Qualification Category for each of the state's inspectors (see Attachment 7a). The categories are shown in descending order of education and experience. Please enter the number of the highest description applicable to each inspector. For each inspector and supervisor, indicate the month and year he/she successfully completed the training courses at the Pipeline Safety Office of Training and Qualifications in Oklahoma City, OK. Finally, provide in summary form the number of all staff (supervisors, inspectors/investigator, damage prevention/technical and clerical/administrative) working on the pipeline safety program and the person-years devoted to pipeline safety. Person-years should be reported in hundreds (e.g., 3.25).
- **Attachment 8: State Compliance with Federal Requirements.** This requires the state to indicate whether it is in compliance with applicable federal requirements. If a particular requirement is not applicable to the state (e.g. offshore inspections), indicate NA in the column designated Y/N/NA and indicate in the notes section why the regulation is not applicable. If a regulation has been adopted, indicate the date adopted (e.g., 05/01/04) in the appropriate column. If the regulation is applicable but has not been adopted indicate N in the Y/N/NA column and explain why not in the appropriate column (e.g., requires legislative action). If the state has not adopted the maximum penalty amounts of \$200,000 per day up to \$2,000,000 for a related series of violations please indicate civil penalty levels in effect in the state as of December 31, 2014. For State Adoption of Part 198 State One Call Damage Prevention Program if a state has any penalty amount for its damage prevention law please mark item 7.h as "Adopted but Different Dollar Amounts" and list the penalty amount in the Note section. Note at the end of Attachment 8 we are requesting each state to indicate the frequency its legislature meets in general session. This information will be taken into account when determining if applicable federal regulations have been adopted within 24 months of the effective date or two general sessions of the state legislature.
- **Attachment 10: Performance and Damage Prevention Questions.** This attachment requires a narrative of each states goals and accomplishments. In addition it requires a narrative on each states progress toward meeting the nine elements of an effective damage prevention program as described in the PIPES Act of 2006.



DEFINITIONS

- **Inspection Unit.** An inspection unit is all or part of an operator's pipeline facilities that are under the control of an administrative unit that provides sufficient communication and controls to ensure uniform design, construction, operation, and maintenance procedures for the facilities. (See Glossary of Terms in Guidelines for States Participating in the Pipeline Safety Program for application of the inspection unit concept to transmission and hazardous liquid pipeline systems, distribution systems, liquefied gas systems, municipality, master meter system, regulated gathering pipeline systems, and propane-air systems/petroleum gas systems.)
- **Inspection Person-Day.** An inspection person-day is all or part of a day spent by a state agency representative including travel in an on site examination or evaluation of an operator or his system to determine if the operator is in compliance with federal or state pipeline safety regulations, in an on site investigation of a pipeline incident, or in job-site training of an operator. Time expended on such activities should be reported as one inspection person-day for each day devoted to safety issues, regardless of the number of operators visited during that day.
- **Probable Violation.** A probable violation is a non-compliance with any section or, where a section is divided into subsections (a), (b), (c), etc., any subsection of federal or state pipeline regulations. Each numbered section should be counted separately. Multiple non-compliances of a numbered section discovered on the same inspection should be counted as one probable violation with multiple pieces of evidence.
- **Compliance Action.** A compliance action is an action or series of sequential actions taken to enforce federal or state pipeline regulations. One compliance action can cover multiple probable violations. A compliance action may take the form of a letter warning of future penalties for continued violation, an administratively imposed monetary sanction or order directing compliance with the regulations, an order directing corrective action under hazardous conditions, a show-cause order, a criminal sanction, a court injunction, or a similar formal action.



Attachment 1 - Stats on Operators

STATE JURISDICTION AND AGENT STATUS OVER GAS FACILITIES AS OF DECEMBER 31, 2016

Operator Type	State Agency Jurisdiction/ Agent Status		No. of Operators	Operators Inspected		No. of Inspection Units	Units Inspected	
	No ¹	Yes		#	%		#	%
Distribution								
Private		X/60105	5	5	100.0%	16	16	100.0%
Municipal		X/60105	71	71	100.0%	71	71	100.0%
Master Meter		X/60105	26	26	100.0%	28	28	100.0%
LPG		X/60105	0	0	N/A	0	0	N/A
Other		X/60105	24	24	100.0%	28	28	100.0%
Transmission								
Intrastate		X/60105	18	18	100.0%	18	18	100.0%
Interstate	F		0	0	N/A	0	0	N/A
LNG								
Interstate	F		0	0	N/A	0	0	N/A
Intrastate		X/60105	2	2	100.0%	2	2	100.0%
Other								
Gathering Lines		X/60105	0	0	N/A	0	0	N/A
Offshore Facilities	A		0	0	N/A	0	0	N/A
Total			146	146	100.0%	163	163	100.0%

¹Codes: A - None in state and does not have jurisdiction;

B - State does not have jurisdictional authority (Provide current status or action being taken to obtain authority in notes section below)

F - No, State is currently not an interstate agent.

X/60105P = Yes, I have Section 60105 (Certification) over some of the operator type (meaning: I have 60105 authority over some, but not all of this operator type and do not have a 60106 agreement with PHMSA to inspect them). These operators are identified in the notes below.

X/IA - Yes I have Interstate Agent jurisdiction over this type of operator

Distribution "Other" - ie Co-ops, Public Utility Districts, etc.

States should explain any special circumstances

General Instructions - All above facilities should only include facilities as defined by federal pipeline regulations and should not include extended jurisdiction by state regulation.

Attachment 1 Notes:

Other is utility districts.

Attachment 2 - State Inspection Activity

TOTAL STATE FIELD INSPECTION ACTIVITY AS OF DECEMBER 31, 2016

Operator Type	Standard Comprehensive	Design, Testing and Construction	On-Site Operator Training	Integrity Management	Operator Qualification	Investigating Incidents or Accidents	Damage Prevention Activities	Compliance Follow-up	Total
Distribution									
Private	77	0	0	0	27	4	0	1	109
Municipal	213	0	0	0	86	0	0	10	309
Master Meter	14	0	0	0	12	0	0	3	29
LPG	0	0	0	0	0	0	0	0	0
Other	101	0	0	0	36	0	0	0	137
Transmission									
Intrastate	24.5	0	0	4	16.5	0	0	0	45
Interstate	0	0	0	0	0	0	0	0	0
LNG									
Interstate	0	0	0	0	0	0	0	0	0
Intrastate	3.5	0	0	0	1.5	0	0	0	5
Other									
Gathering Lines	0	0	0	0	0	0	0	0	0
Offshore Facilities	0	0	0	0	0	0	0	0	0
Total	433	0	0	4	179	4	0	14	634

Drug and Alcohol
Total Count of Drug and Alcohol Inspections

0

Attachment 2 Notes

Other operators are utility districts. Operator qualification inspections listed were Protocol 9 inspections only - not complete operator qualification inspections. Master meter inspections were conducted for each of our 28 master meter units. All but 2 units were credited with a half day for a standard and a half day for a protocol 9. Two units did not receive a protocol 9 inspection as part of their annual inspection. Complete operator qualification inspections will be performed once

every 5 years for each operator as outlined in the program plan. Damage prevention inspections are not conducted by our pipeline safety division. This program is under the jurisdiction of the Tennessee Underground Utility Damage Prevention Board.



PHMSA F 999-95
DUNS: 878586999
2016 Gas Baseline Progress Report

Attachment 3 - List of Operators

GAS FACILITIES SUBJECT TO STATE SAFETY JURISDICTION AS OF DECEMBER 31, 2016

Operator Business Name Operator ID Address	Distribution (Operator type & Inspection Units)			Transmission (Operator type & Inspection Units)		LNG(Operator type & Inspection Units)		Other (Operator type & Inspection Units)		Offshore Facilities (State Waters)
	Private	Municipal	Master Meter	LPG	Other	Intrastate	Interstate	Intrastate	Interstate	
Adamsville Gas Department 00049 Box 301, Adamsville, TN 38310	0	1	0	0	0	0	0	0	0	0
AGC Flat Glass 32188 600 AFG Road, Church Hill, TN 37642	0	0	0	0	0	1	0	0	0	0
AGL Resources 2288 2207 Olan Mills Drive, Chattanooga, TN 37421	1	0	0	0	0	1	0	0	0	0
Alexian Village of Tennessee 35982 100 James Boulevard, Signal Mountain, TN 37377	0	0	1	0	0	0	0	0	0	0
Athens Utilities Board 774 P. O. Box 689, Athens, TN 37303	0	1	0	0	0	0	0	0	0	0
Atlas Energy 38884 106 Ridge View Way, Clinton, TN 37716	0	0	0	0	0	1	0	0	0	0
Atmos Energy 20211 810 Crescent Centre Drive Ste. 600, Franklin, TN 37067	10	0	0	0	0	1	0	0	0	0
Avalon West Apartments 35983 309 Broome Road, Knoxville, TN 37923	0	0	1	0	0	0	0	0	0	0

Columbia Housing Authority 35797 P. O. Box 115, Columbia, TN 38402	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cookeville Gas Department 2764 Box 998, Cookeville, TN 38501	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Counce Natural Gas System 30863 P.O.Box 285, Burnesville, MS 38833-0285	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Covington Gas Department 2853 Box 768, Covington, TN 38019	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Crockett Public Utility District 2880 82 No. Bells Street, Alamo, TN 38001	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Domtar Paper 39133 100 Clinchfield Street, Kingsport, TN 37660	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Dunlap Gas System 3610 P. O. Box 145, Dunlap, TN 37327	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dyersburg Gas Department 3660 435 Highway 51 Bypass South, Dyersburg, TN 38025	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elk River Public Utility District 4370 P.O.Box 970, Tullahoma, TN 37388-0970	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Englewood Gas Department 4480 P. O. Box 150, Englewood, TN 37329	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ESG Pipeline 32298 4655 Rosebud Lane, Newburgh, IN 47630	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Etowah Utilities 4567 P.O.Box 927, Etowah, TN 37331-0927	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fayetteville Public Utilities 5110 408 College Street West, Fayetteville, TN 37334	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Utility District of Tipton Co. 19471 P. O. Box 684, Covington, TN 38019	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0



Livingston Housing Authority 35805 P. O. Box 98, Livingston, TN 38570	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lobelville Gas Company 11624 P. O. Box 369, Lobelville, TN 37097	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loretto Municipal Gas System 11752 P. O. Box 176, Loretto, TN 38469	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loudon Utilities Gas Division 1776 P O Box 69, Loudon, TN 37774	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Madisonville Gas System 12042 400 College Street, Madisonville, TN 37354	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Magnum Hunter 32624 120 Prosperous Place, Suite 201 Lexington, KY 40509	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Marion Natural Gas System 12168 P. O. Box 408, South Pittsburg, TN 37380	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Martin Gas Department 12204 703 North Lindell St., Martin, TN 38237	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Martin Housing Authority 35806 134 East Heights Drive, Martin, TN 38237	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mason Natural Gas System 12222 12157 Main Street, Mason, TN 38049	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maury City Gas System 12234 P. O. Box 245, Maury City, TN 38050	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McKenzie Housing Authority 35973 22 McDonald Avenue, McKenzie, TN 38201	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Memphis Housing Authority 35974 700 Adams Avenue, Memphis, TN 38105	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Memphis Light Gas Water Division 12342 P.O. Box 430, Memphis, TN 38101	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0



Metro Development Housing Agency 35975 890 South Seventh Street, Nashville, TN 37206	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Middle Tennessee Gas Utility District 12438 P. O. Box 670, Smithville, TN 37166	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Middleton Gas 39121 300 South Main Street, Moscow, TN 38052	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mt. Pleasant Gas System 25126 Box 426, Mt. Pleasant, TN 38474	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Munford Gas Company 12697 1397 Munford Avenue, Munford, TN 38058	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murfreesboro Housing Authority 35976 415 N Maple Street, Murfreesboro, TN 37130	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Navitas 32647 3186-D Airway Ave, Costa Mesa, CA 92626	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Newbern Housing Authority 100 Flower Valley Drive, Newbern, TN 38059	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Newbern Utilities 13430 302 East Main Street, Newbern, TN 38059	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oak Ridge Utility District 14010 P. O. Box 4189, Oak Ridge, TN 37831-4189	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Obion Gas System 14040 P. O. Box 547, Obion, TN 38240	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paris-Henry County Utility District. 15126 P. O. Box 309, Paris, TN 38242	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parsons Natural Gas System 15140 P.O Box 128, Parsons, TN 38363	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parsons-Decaturville Housing Authority 35977 155 Miller Street Apt. 301C, Parsons, TN 38363	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Troy Gas System 19710 P. O. Box 246, Troy, TN 38260	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tulahoma Housing Authority 35980 2401 Cedar Lane Village Drive, Tulahoma, TN 37388	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unicoi County Utility District 20030 P. O. Box 599, Erwin, TN 37650	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Union City Housing Authority 35981 1409 East Main Street, Union City, TN 38261	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Upper Cumberland Gas Utility District 985 P. O. Box 807, Crossville, TN 38557	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Volunteer Energy Natural Gas Inc. 32307 18359 Highway 58 N, Decatur, TN 37322	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wacker Polysilicon North America 39275 553 Wacker Blvd NW, Charleston, TN 37310	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Waynesboro Natural Gas System 22315 P. O. Box 471, Waynesboro, TN 38485	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
West Tennessee Public Utility District 22434 P. O. Box 568, Huntingdon, TN 38344	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Inspection Unit totals by type	Distribution (Operator type & Inspection Units)			Transmission (Operator type & Inspection Units)		LNG(Operator type & Inspection Units)		Other (Operator type & Inspection Units)			
	Private	Municipal	Master Meter	LPG	Other	Intrastate	Interstate	Intrastate	Interstate	Gathering Lines (Jurisdictional)	Offshore Facilities (State Waters)
	17	70	26	0	28	18	0	2	0	0	0

Total Operators **143**

Attachment 3 Notes:
 Gallatin Housing Authority was removed as an operator in March of 2016 because Gallatin Gas took over ownership of the remaining natural gas system. No inspection was conducted at the housing authority prior to its ownership changing in 2016.

Newbern HA added in 2017 as new master meter operator - operator will obtain operator id.

Rose Garden Apartments removed as master meter operator because it was taken over by Gibson County.

Murfreesboro HA was removed as master meter operator - converted to all electric.



Attachment 4 - Incidents/Accidents

SIGNIFICANT⁴ GAS INCIDENTS/ACCIDENTS JANUARY 1, THROUGH DECEMBER 31, 2016

Date of Incident	Location - City/County/etc.	Injuries #	Fatalities #	Property Damage ³ \$	Cause Code ¹	State Cause Code ¹
10/26/2016	Murfreesboro, TN	0	0	\$520,000.00	E	IP
Name of Operator: Atmos Energy						
Operator ID: 20211		NRC ID:		1162559		
Summary ²						
<p>During an attempted installation of a 2-inch by 3/4-inch service line tap tee to a 2-inch HDPE main by electrofusion, overheating occurred, the wall of the main was compromised and ignition occurred. One employee was burned but did not require hospitalization. The service line was burned to the meter at a newly constructed house. The house was a total loss, valued at approximately \$500,000.</p>						

¹Cause Codes: A - Corrosion failure; B - Natural Force Damage; C - Excavation Damage; D - Other Outside Force Damage; E - Pipe, Weld or Joint Failure; F - Equipment Failure; G - Incorrect Operation; H - Other Incident Cause; IP - Investigation Pending;

²Please attach a summary or report of the state agency's investigation of each of the above incidents.

³Interstate agents should use the 191.3 Incident definition for listing incidents investigated on interstate facilities.

⁴Significant: Investigated by or reported to the state agency, involving personal injury requiring hospitalization, fatality, property damage exceeding \$50,000 and other incidents otherwise considered significant which involved jurisdictional facilities.



Attachment 4 Notes

The TRA is continuing to investigate the cause of the incident.

Attachment 5 - Stats on Compliance Actions

STATE COMPLIANCE ACTIONS -- CALENDAR YEAR (CY) 2016

Probable Violation Categories	Intrastate	Interstate
Number carried over from all previous CY's	115	0
Number Found During CY	98	0
Number submitted for DOT action [60106 Agreement agent only]	0	0
Number corrected during CY (including carry over from previous year(s))	119	0
Number to be corrected at end of CY (including carry over)	94	0

Number of Compliance Actions Taken ¹
(see definition) 40

Civil Penalties

Number assessed during CY	10
Dollars assessed during CY	\$2,626,610.00
Number collected during CY	2
Dollars collected during CY	\$30,000.00

¹Do not double count for a related series of actions.

Attachment 5 Notes

Operators are allowed in most cases to enter into a compromise to invest portions or all of the civil penalty dollars into their system to enhance public safety with approval of expenditures and timeframes by TRA.

Timeframe(s) for implementation of agreed actions is generally a year from agreement. Failure to meet the compromise agreement results in referral for a show cause hearing.

Attachment 6 - List of Records Kept

GAS STATE RECORD MAINTENANCE AND REPORTING DURING CY 2016

Records Maintained by the State Agency

Engineer's weekly itinerary/logsheet.
Report of Gas inspections.
Spreadsheet of violations cited and cleared.
Letters to Gas operators reporting compliance and non-compliance with the Minimum Federal Safety Standards.
Inventory control records of equipment and field inspection tools.
Pipeline Safety Program financial records.
Cathodic Protection Status Reports
Accident Investigation Reports.
Inspection checklist forms for standard and specialized inspections.
Tennessee's Underground Utility Damage Prevention Law.
Office of Pipeline Safety Training manuals, computer based training discs, and supplemental materials.
Current WINDot compliance software and Pipeline safety regulations handbooks.
Operator qualification rule guidelines and training information including protocols
Pipeline Safety Grant information
Inspection Risk Management Model
Bare Steel Replacement Program for Atmos Energy
Maintain current specifications for projects designed/constructed by various operators.
Electronic database containing detailed operator and inspection information including violations, inspection type, inspection person days, inspection date(s), etc.
Cast Iron Replacement Programs for all operators where applicable
Mechanical Coupling Replacement/Repair Programs for all operators where applicable

Reports Required from Operators

Construction notifications
Copies of Annual DOT report form (Distribution)
Copies of DOT accident/incident reports
Copies of Mechanical Fittings Failure reports
Copies of Safety Related Condition reports
Copies of Annual DOT report form (Transmission)

Attachment 6 Notes



Attachment 7 - Staffing and TQ Training

STATE EMPLOYEES DIRECTLY INVOLVED IN THE GAS PIPELINE SAFETY PROGRAM DURING CY 2016

Name/Title	% Time	# Months	Qual. Cat.
Supervisor			
Annette Ponds Chief, Gas Pipeline Safety Division	96	12	I
Inspector/Investigator			
Tim Thompson Env. Prot. Spec. 3	100	12	III
Hut, Pete Env. Prot. Spec.3	100	12	I
Parsa Pazeshk Env. Prot. Spec.3	100	7	III
Travis Aslinger Env. Prot. Spec. 3	100	12	II
Shinisha Freeman Env. Prot. Sp. 3	100	12	I
Phillip Hendricks Env. Prot. Spec 3	100	12	II
Annette Ponds Chief, Gas Pipeline Safety Division	4	12	I
Ted Wilkinson Inspector/Investigator	100	4	III
Clerical and Administrative Support			
Vicky Nelson Administrative Assistant	100	12	NA
Rachel Bouey Administrative Assistant	100	6	NA

Summary

Employee Type	No. of Staff	Person-Years
Supervisor	1	0.96
Inspectors/Investigators	8	5.96
Damage Prevention/Technical	0	
Clerical/Administrative	2	1.50
Total	11	8.42

Last Name	First Name	Course	Completion Date
ASLINGER	JAMES (TRAVIS)	PHMSA-PL4253 Liquefied Natural Gas (LNG) Safety Technology and Inspection Course	1/29/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL300Q Operator Qualification WBT Course	6/25/2015
ASLINGER	JAMES (TRAVIS)	PHMSA-PL3600 Root Cause/Incident Investigation Course	8/19/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL1255 Gas Pressure Regulation and Overpressure Protection Course	12/1/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	12/11/2015
ASLINGER	JAMES (TRAVIS)	PHMSA-PL1310 Plastic and Composite Materials Course	6/10/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL3256 Pipeline Failure Investigation Techniques Course	4/29/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL3322 Evaluation of Operator Qualification (OQ) Programs Course	7/8/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL3257 Pipeline Safety Regulation Application and Compliance Procedures Course	5/6/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL3DA Drug and Alcohol Testing for the Pipeline Industry WBT	1/8/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL3293 Corrosion Control of Pipeline Systems Course	5/20/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL31C - Investigating and Managing Internal Corrosion of Pipelines WBT Course	1/15/2016
ASLINGER	JAMES (TRAVIS)	PHMSA-PL3242 Welding and Welding Inspection of Pipeline Materials Course	10/28/2016
FREEMAN	SHINISHA	PHMSA-PL3293 Corrosion Control of Pipeline Systems Course	7/18/2014
FREEMAN	SHINISHA	PHMSA-PL300Q Operator Qualification WBT Course	7/31/2015
FREEMAN	SHINISHA	PHMSA-PL3322 Evaluation of Operator Qualification (OQ) Programs Course	5/5/2016
FREEMAN	SHINISHA	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	1/31/2014
FREEMAN	SHINISHA	PHMSA-PL3600 Root Cause/Incident Investigation Course	4/15/2016
FREEMAN	SHINISHA	PHMSA-PL1310 Plastic and Composite Materials Course	5/15/2015
FREEMAN	SHINISHA	PHMSA-PL1245 Safety Evaluation of Distribution Integrity Management Programs (DIMP) Course	3/31/2016
FREEMAN	SHINISHA	PHMSA-PL3242 Welding and Welding Inspection of Pipeline Materials Course	1/29/2016
FREEMAN	SHINISHA	PHMSA-PL3257 Pipeline Safety Regulation Application and Compliance Procedures Course	6/27/2014

FREEMAN	SHINISHA	PHMSA-PL3256 Pipeline Failure Investigation Techniques Course	8/21/2015
FREEMAN	SHINISHA	PHMSA-PL31C - Investigating and Managing Internal Corrosion of Pipelines WBT Course	7/4/2014
FREEMAN	SHINISHA	PHMSA-PL1255 Gas Pressure Regulation and Overpressure Protection Course	9/11/2014
HENDRICKS	PHILLIP	PHMSA-PL3DA Drug and Alcohol Testing for the Pipeline Industry WBT	5/21/2015
HENDRICKS	PHILLIP	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	12/11/2015
HENDRICKS	PHILLIP	PHMSA-PL1310 Plastic and Composite Materials Course	6/10/2016
HENDRICKS	PHILLIP	PHMSA-PL3242 Welding and Welding Inspection of Pipeline Materials Course	10/28/2016
HENDRICKS	PHILLIP	PHMSA-PL30Q Operator Qualification WBT Course	5/22/2015
HENDRICKS	PHILLIP	PHMSA-PL31C - Investigating and Managing Internal Corrosion of Pipelines WBT Course	1/8/2016
HENDRICKS	PHILLIP	PHMSA-PL3256 Pipeline Failure Investigation Techniques Course	4/29/2016
HENDRICKS	PHILLIP	PHMSA-PL3293 Corrosion Control of Pipeline Systems Course	5/20/2016
HENDRICKS	PHILLIP	PHMSA-PL1255 Gas Pressure Regulation and Overpressure Protection Course	12/1/2016
HENDRICKS	PHILLIP	PHMSA-PL3322 Evaluation of Operator Qualification (OQ) Programs Course	7/8/2016
HENDRICKS	PHILLIP	PHMSA-PL3600 Root Cause/Incident Investigation Course	4/15/2016
HENDRICKS	PHILLIP	PHMSA-PL3257 Pipeline Safety Regulation Application and Compliance Procedures Course	11/18/2016
HUT	PETER	PHMSA-PL3275 General Pipeline Safety Awareness Course	10/19/2012
HUT	PETER	PHMSA-PL3257 Pipeline Safety Regulation Application and Compliance Procedures Course	9/25/2009
HUT	PETER	PHMSA-PL-RT3306 External Corrosion Direct Assessment (ECDA) Field Course Retest	3/13/2015
HUT	PETER	PHMSA-PL3293 Corrosion Control of Pipeline Systems Course	4/16/2010
HUT	PETER	PHMSA-PL3242 Welding and Welding Inspection of Pipeline Materials Course	4/24/2009
HUT	PETER	PHMSA-PL3256 Pipeline Failure Investigation Techniques Course	1/16/2009
HUT	PETER	PHMSA-PL1255 Gas Pressure Regulation and Overpressure Protection Course	4/30/2009
HUT	PETER	PHMSA-PL3254 Joining of Pipeline Materials Course	4/24/2009
HUT	PETER	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	11/2/2007
HUT	PETER	PHMSA-PL1245 Safety Evaluation of Distribution Integrity Management Programs (DIMP) Course	4/27/2011
HUT	PETER	PHMSA-PL3322 Evaluation of Operator Qualification (OQ) Programs Course	5/5/2016
HUT	PETER	PHMSA-PL3291 Fundamentals of (SCADA) System Technology and Operation Course	3/7/2014
HUT	PETER	PHMSA-PL3355 Safety Evaluation of Control Room Management Programs	10/21/2016
HUT	PETER	PHMSA-PL3292 Safety Evaluation of Inline Inspection (ILI)/Pigging Programs Course	8/23/2013
HUT	PETER	PHMSA-PL1310 Plastic and Composite Materials Course	4/24/2009
HUT	PETER	PHMSA-PL31C - Investigating and Managing Internal Corrosion of Pipelines WBT Course	3/30/2014
HUT	PETER	PHMSA-PL30Q Operator Qualification WBT Course	6/26/2015
HUT	PETER	PHMSA-PL4253 Liquefied Natural Gas (LNG) Safety Technology and Inspection Course	1/28/2011
HUT	PETER	PHMSA-PL3600 Root Cause/Incident Investigation Course	6/13/2014
HUT	PETER	PHMSA-PL1297 Gas Integrity Management (IM) Protocol Course	3/12/2015

HUT	PETER	PHMSA-PL3267 Fundamentals of Integrity Management Course	4/12/2013
PEZESHK	PARSA	PHMSA-PL3293 Corrosion Control of Pipeline Systems Course	6/10/2016
PEZESHK	PARSA	PHMSA-PL31C - Investigating and Managing Internal Corrosion of Pipelines WBT Course	5/23/2016
PEZESHK	PARSA	PHMSA-PL3322 Evaluation of Operator Qualification (OQ) Programs Course	5/5/2016
PEZESHK	PARSA	PHMSA-PL30Q Operator Qualification WBT Course	2/19/2016
PEZESHK	PARSA	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	12/11/2015
PEZESHK	PARSA	PHMSA-PL1310 Plastic and Composite Materials Course	7/1/2016
PEZESHK	PARSA	PHMSA-PL4253 Liquefied Natural Gas (LNG) Safety Technology and Inspection Course	5/13/2016
PONDS	ANNETTE	PHMSA-PL3275 General Pipeline Safety Awareness Course	10/19/2012
PONDS	ANNETTE	PHMSA-PL3242 Welding and Welding Inspection of Pipeline Materials Course	7/19/2013
PONDS	ANNETTE	PHMSA-PL3365 Public Awareness Program Effectiveness Evaluation (PAPEE) Seminar	9/14/2011
PONDS	ANNETTE	PHMSA-PL1255 Gas Pressure Regulation and Overpressure Protection Course	4/26/2012
PONDS	ANNETTE	PHMSA-PL3257 Pipeline Safety Regulation Application and Compliance Procedures Course	9/20/2013
PONDS	ANNETTE	PHMSA-PL3267 Fundamentals of Integrity Management Course	4/22/2016
PONDS	ANNETTE	PHMSA-PL3293 Corrosion Control of Pipeline Systems Course	10/21/2011
PONDS	ANNETTE	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	5/6/2011
PONDS	ANNETTE	PHMSA-PL1245 Safety Evaluation of Distribution Integrity Management Programs (DIMP) Course	3/31/2016
PONDS	ANNETTE	PHMSA-PL3256 Pipeline Failure Investigation Techniques Course	5/3/2013
PONDS	ANNETTE	PHMSA-PL3600 Root Cause/Incident Investigation Course	6/24/2016
PONDS	ANNETTE	PHMSA-PL1310 Plastic and Composite Materials Course	2/28/2014
THOMPSON	TIM	PHMSA-PL1310 Plastic and Composite Materials Course	7/1/2016
THOMPSON	TIM	PHMSA-PL31C - Investigating and Managing Internal Corrosion of Pipelines WBT Course	5/11/2016
THOMPSON	TIM	PHMSA-PL3DA Drug and Alcohol Testing for the Pipeline Industry WBT	7/6/2015
THOMPSON	TIM	PHMSA-PL30Q Operator Qualification WBT Course	2/19/2016
THOMPSON	TIM	PHMSA-PL3256 Pipeline Failure Investigation Techniques Course	4/29/2016
THOMPSON	TIM	PHMSA-PL3293 Corrosion Control of Pipeline Systems Course	6/10/2016
THOMPSON	TIM	PHMSA-PL3322 Evaluation of Operator Qualification (OQ) Programs Course	5/5/2016
THOMPSON	TIM	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	12/11/2015
THOMPSON	TIM	PHMSA-PL3242 Welding and Welding Inspection of Pipeline Materials Course	10/28/2016
WILKINSON	TED	PHMSA-PL1255 Gas Pressure Regulation and Overpressure Protection Course	12/1/2016
WILKINSON	TED	PHMSA-PL1250 Safety Evaluation of Gas Pipeline Systems Course	10/21/2016

Attachment 7 Notes

Attachment 8 - Compliance with Federal Regulations

STATE COMPLIANCE WITH FEDERAL REQUIREMENTS AS OF DECEMBER 31, 2016

No.	Effective Date	Impact	Adoption Date	Adoption Status
1		<p>Maximum Penalties Substantially same as DOT (\$205,638/\$2,056,308). State must adopt minimum penalties of at least (\$100,000/\$1,000,000). Indicate actual amount in notes.</p> <p>TCA Section 65-28-108: Any person who violates any provisions of section 65-28-104 to 65-28-111 or any regulation issued under such section is subject to a civil penalty not to exceed ten thousand dollars (\$10,000) for each violation for each day that such violation persists, except that the maximum civil penalty shall not exceed five hundred thousand dollars (\$500,000) for any continuing series of violations</p>	09/1971	Adopted Other
2	191-14)	191.23 and 191.25 Safety-Related Conditions(through current amendment	08/1989	Adopted
Note'				
3	Part 192 Amendments			
01-90	Pre 2002	[All applicable amendments prior to and including 2002]	12/2000	Adopted
Note'				
91	4/23/2004	Definition of high consequence areas for gas transmission lines	04/2004	Adopted
Note'				
92	9/4/2003	Procedures for Producer-operated outer continental shelf natural pipelines that cross directly into state waters	09/2003	Adopted
Note'				
93	10/15/2003	various changes to gas pipeline safety standards from NAPSR recommendations	10/2003	Adopted
Note'				
94	5/6/2005	Modification to the definition of a Transmission Line	05/2005	Adopted
Note'				

95	5/26/2004	Pipeline integrity management for transmission lines in HCAs	05/2004	Adopted
Note ¹				
96	9/14/2004	Pressure limiting and regulating stations	09/2004	Adopted
Note ¹				
97	7/28/2004	Passage of internal inspection devices on new and retrofitted transmission pipelines	07/2004	Adopted
Note ¹				
98	9/9/2004	Performance of periodic underwater inspections	09/2004	Adopted
Note ¹				
99	6/20/2005	API RP 1162 Public awareness campaign	06/2005	Adopted
Note ¹				
100	7/15/2005	PSIA Statutory changes to Operator Qualification Program	07/2005	Adopted
Note ¹				
101	11/25/2005	Adoption of NACE Standard as a direct assesment standard	11/2005	Adopted
Note ¹				
102	4/14/2006	Definition of a Gathering Line	04/2006	Adopted
Note ¹				
103	7/10/2006	Incorporate by Reference various Standards	07/2006	Adopted
Note ¹				
103a	2/1/2007	Update Incorporated by Reference and Correction	2/2007	Adopted
Note ¹				
72 FR 20055	4/23/2007	Design and Construction Standards to Reduce Internal Corrosion in Gas Transmission Pipelines	04/2007	Adopted
Note ¹				
104	5/23/2007	Integrity Management Program Modifications and Clarifications	05/2007	Adopted
Note ¹				

105	12/13/2007	Applicability of Public Awareness Regulations to Certain Gas Distribution Operators	12/2007	Adopted
Note'				
106-73 FR 16562	3/28/2008	Administrative Procedures, Updates and Technical Amendments (73 FR 16562)	3/2008	Adopted
Note'				
107-73 FR 62147	10/17/2008	Standards for Increasing the Maximum Allowable Operating Pressure for Gas Transmission Pipelines (73 FR 62147)	10/2008	Adopted
Note'				
108-73 FR 79002	12/24/2008	PA-11 Design Pressures (73 FR 79005)	12/2008	Adopted
Note'				
109-74 FR 2889	1/16/2009	Administrative Procedures, Address Updates , and Technical Amendments	1/2009	Adopted
Note'				
110-74 FR 17099	4/14/2009	Incorporation by Reference Update: American Petroleum Institute (API) Standards 5L and 1104	4/2009	Adopted
Note'				
111-74 FR 62503	11/30/2009	Editorial Amendments to Pipeline Safety Regulations	11/2009	Adopted
Note'				
112-74 FR 63310	12/3/2009	Control Room Management/Human Factors	12/2009	Adopted
Note'				
113-74 FR 63906	12/4/2009	Integrity Management Program for Gas Distribution Pipelines	12/2009	Adopted
Note'				
114 - 75 FR 48593	8/11/2010	Periodic Updates of Regulatory References to Technical Standards and Miscellaneous Edits	8/2010	Adopted
Note'				
115 - 75 FR 72878	11/26/2010	Updates to Pipeline and Liquefied Gas Reporting Requirements	11/2010	Adopted
Note'				

116 - 76 FR 5494	4/4/2011	Mechanical Fitting Failure Reporting Requirements	4/2011	Adopted
Note ¹				
117-76 FR 35130	8/15/2011	Control Room Management/Human Factors	8/2011	Adopted
Note ¹				
118 - 78 FR 58897	9/28/2013	Administrative Procedures, Updates, and Technical Corrections	9/2013	Adopted
Note ¹				
119 - 80 FR 168	3/6/2015	Periodic Updates of Regulatory References to Technical Standards and Miscellaneous Edits	3/6/2015	Adopted
Note ¹				
120 - 80 FR 12779	10/1/2015	Miscellaneous Changes to Pipeline Safety Regulations (Part 192.305 DELAYED)	10/1/2015	Adopted
Note ¹				
4		Part 193 Amendments (applicable only where state has jurisdiction over LNG)		
01-17	Pre 2002	[All applicable amendments prior to and including 2002]	01/2001	Adopted
Note ¹				
18	4/9/2004	Updated LNG standards by section	04/2004	Adopted
Note ¹				
19	7/10/2006	Incorporate by Reference various Standards	07/2006	Adopted
Note ¹				
20-73 FR 16562	3/28/2008	Administrative Procedures, Updates and Technical Amendments (73 FR 16562)	03/2008	Adopted
Note ¹				
21-74 FR 2889	1/16/2009	Administrative Procedures , Address Updates and Technical Amendments	1/2009	Adopted
Note ¹				
22 - 75 FR 48593	8/11/2010	Periodic Updates of Regulatory References to Technical Standards and Miscellaneous Edits	1/2009	Adopted
Note ¹				

23 - 75 FR 72878	11/26/2010	Updates to Pipeline and Liquefied Gas Reporting Requirements	11/2010	Adopted
Note¹				
24 - 78 FR 58897	9/28/2013	Administrative Procedures, Updates, and Technical Corrections	9/2013	Adopted
Note¹				
25 - 80 FR 168	3/6/2015	Periodic Updates of Regulatory References to Technical Standards and Miscellaneous Edits	3/6/2015	Adopted
Note¹				
5		Part 199 - Drug Testing	05/1991	Adopted
Note¹				
6		Part 199 Amendments		
01-19	Pre 2002	[All applicable amendments prior to and including 2002]	01/2001	Adopted
Note¹				
20	3/12/2003	Definition of Administrator	03/2003	Adopted
Note¹				
21	12/31/2003	Instructions for Single Use Form for MIS	12/2003	Adopted
Note¹				
22	7/14/2004	New address for reporting	07/2004	Adopted
Note¹				
23	3/8/2005	Administration name change	03/2005	Adopted
Note¹				
24-73 FR 16562	3/28/2008	Administrative Procedures, Updates and Technical Amendments (73 FR 16562)	03/2008	Adopted
Note¹				
25 - 78 FR 58897	9/28/2013	Administrative Procedures, Updates, and Technical Corrections	09/2013	Adopted
Note¹				



26 - 80 FR 168	3/6/2015	Periodic Updates of Regulatory References to Technical Standards and Miscellaneous Edits	3/6/2015	Adopted
Note ¹				
7		State Adoption of Part 198 State One-Call Damage Prevention Program		
a.		Mandatory coverage of areas having pipeline facilities	07/1999	Adopted
Note ¹				
b.		Qualification for operation of one-call system	07/1999	Adopted
Note ¹				
c.		Mandatory excavator notification of one-call center	07/1999	Adopted
Note ¹				
d.		State determination whether calls to center are toll free	07/1999	Adopted
Note ¹				
e.		Mandatory intrastate pipeline operator participation	07/1999	Adopted
Note ¹				
f.		Mandatory operator response to notification	07/1999	Adopted
Note ¹				
g.		Mandatory notification of excavators/public	07/1999	Adopted
Note ¹				
h.		Civil penalties/injunctive relief substantially same as DOT	07/1999	Adopted but Different Dollar Amounts
Note ¹		UUDP Board requires training for first offense, and \$2,500 for additional offenses up to a maximum of \$5,000.		

If Adoption Status is No, Please provide an explanation

State Attendance at 2016 NAPS Regional Meeting: Attended full time (Lead rep or alternative pipeline staff)
 Frequency of General Legislative Session: Annually

Attachment 8 Notes

The TRA statutes allow civil penalties to be assessed up to \$10,000 per day up to a maximum of \$500,000 for each violation.

TRA adopts federal regulations for 49 CFR Parts 191, 192, 193, 195 and 199 by reference.



PHMSA F 999-95
DUNS: 878586999
2016 Gas Bas. Grant Progress Report

Attachment 10 - Performance and Damage Prevention Questions

CALENDAR YEAR (CY) 2016

Planned Performance: What are your Planned Annual and Long-term goals for your Pipeline Safety Program?

The 2016 program goals were to conduct at least one inspection for each jurisdictional operator in the state. At least 479 inspection person-days were to be conducted during the 2016 calendar year. Each inspector was to conduct at least 85 inspection person-days during the calendar year. The program goals involved beginning efforts to determine jurisdiction for master meters in the state. The state was to actively schedule new inspectors in training at TQ.

Past Performance: What did the Pipeline Safety Program accomplish during the subject year (to this document) to contribute toward the program's annual and long-term goals?

During 2016 inspectors conducted standard inspections on all jurisdictional operators and a protocol 9 on all but approximately 5 (due to the operator using contractors to conduct field activities). Each inspector conducted at least 85 inspection person-days or an appropriate ratio based on how long they were inspectors during the calendar year. A total of 634 inspector person-days were conducted during the calendar year. In addition we had inspectors attend 37 weeks of training at TQ in Oklahoma City. The program also added an additional administrative assistant to the program. The program has grown to 6 full time inspectors, the Chief (who also does some inspections) and two full time administrative assistants. The program also substantially increased enforcement actions, including assessing 10 civil penalties totaling approximately \$2,626,610.

1. Has the state or agency reviewed the Damage Prevention Assistance Program (DPAP) document in the last twelve months?

Yes

2. Has the state or agency developed or is in the process of developing a plan to address the nine elements contained in the PIPES Act of 2006 for an effective State Damage Prevention Program?

Yes

If yes to question 2, where does the state or agency stand on implementation of the nine elements contained in the PIPES Act of 2006? Please provide a description of how the state or agency has or will meet each element. If not, please provide a brief passage explaining the reasons why the state or agency has not.

The following information is provided by the Underground Utility Damage Enforcement Board.

The Tennessee Underground Utility Damage Enforcement Board ("Board") is a new entity that began taking complaints for violations of the Tennessee Underground Utility Damage Prevention Act ("Act") on October 1, 2016. The Board is composed of a large cross-section of stakeholders working toward the goal of preventing underground utility damage. The Board's enforcement and education activities serve to enhance communication and partnership among stakeholders, including excavators and operators. The Board will be working closely with the state one-call service to provide compliance training over the next twelve months.

The Act establishing the Board has established a legal framework for the enforcement of violations, with an emphasis on training for first time violators; however fines may be imposed for reckless or subsequent violations. The Board intends to encourage consistent and fair enforcement of the Act. The Board intends to collect complaint information and other data to measure and evaluate the program to identify areas for improvements.

Attachment 10 Notes

Annette Ponds

From: system@fedstar.phmsa.dot.gov
Sent: Friday, February 24, 2017 11:15 AM
To: Annette Ponds
Subject: TENNESSEE:2016-Gas Year End(Final) Payment Request Submittal-Submitted:2/24/2017 12:14:58 PM

Annette Ponds has electronically signed and submitted the Gas Year End(Final) Payment Request Submittal
FedSTAR has received your document electronically.
If you have any questions , Please call 757 689 3168.

Program : 2016 Gas Year End(Final) Payment Request Submittal

This is an automatic Email. Please do not reply to this Email.

2016 Gas Year End Payment Request Cost Summary

<u>DIRECT COSTS</u>	<u>Estimated</u>	<u>Actual</u>
<u>Compensation for Personnel Services (A-87 #8)</u>		
A. Supervisory personnel who are directly engaged in the administration of the Pipeline Safety Program	\$97,490.00	\$94,608.00
A1. Supervisory fringe benefits	\$39,728.00	\$35,497.51
B. Technical personnel who conduct pipeline safety inspections, failure investigations and review plans, etc.	\$343,512.00	\$345,531.55
B1. Technical fringe benefits	\$144,446.00	\$140,489.42
C. Administrative personnel whose duties are directly related to the Pipeline Safety Program.	\$90,006.00	\$77,793.55
C1. Administrative fringe benefits	\$31,918.00	\$30,094.54
D. Damage Prevention/Technical personnel include damage prevention personnel, GIS personnel and other technical personnel directly related to the pipeline safety program	\$0.00	\$0.00
D1. Damage Prevention/Technical fringe	\$0.00	\$0.00
<u>ACTIVITIES</u>		
Audit costs and related services (A-87 #04).....	\$0.00	\$0.00
Communication costs (A-87 #07).....	\$10,000.00	\$3,316.98
Maintenance, operations and repairs (A-87 #25).....	\$0.00	\$0.00
Memberships, subscriptions and professional activity costs (A-87 #28)..	\$2,500.00	\$1,600.00
Professional services (i.e. Studies and Research) (A-87 #32).....	\$0.00	\$0.00
Publication and printing costs(A-87 #34).....	\$2,000.00	\$27.50
Rental costs of building and equipment (A-87 #37).....	\$42,000.00	\$49,656.16
Training and Education (A-87 #42).....	\$6,000.00	\$2,070.00
Travel costs (A-87 #43).....	\$100,000.00	\$131,460.31
<u>MATERIALS</u>		
Motor Vehicles (A-87 #15).....	\$0.00	\$0.00
Office Equipment (A-87 #15).....	\$5,000.00	\$299.98
Safety Clothing (A-87 #26).....	\$4,000.00	\$1,335.28
Supplies (A-87 #26).....	\$5,000.00	\$1,130.28
Testing Equipment(A-87 #15).....	\$3,000.00	\$2,016.02
<u>INDIRECT COSTS (A-87 Attachment C, D, E)</u>		
Indirect costs incurred by State Agency(i.e. Public Utilities Commission, Public Service Commission, State Corporation Commission).	\$92,660.00	\$86,727.09
TOTAL	\$1,019,260.00	\$1,003,654.17

Pipeline Safety Program Cost Summary Explanations -- Calendar Year 2016

DIRECT COSTS

PERSONNEL

Supervisory Personnel	Thresholds not exceeded; therefore an explanation is not needed.
Supervisory Fringe Benefits	Fringe benefits were less than anticipated.
Technical Personnel	Thresholds not exceeded; therefore an explanation is not needed.
Technical Fringe Benefits	Thresholds not exceeded; therefore an explanation is not needed.
Administrative Personnel	Added another administrative assistant position for 6 months. Estimated costs were for a full year.
Administrative Fringe Benefits	Thresholds not exceeded; therefore an explanation is not needed.
Damage Prevention Personnel	Thresholds not exceeded; therefore an explanation is not needed.
Damage Prevention Fringe Benefits	Thresholds not exceeded; therefore an explanation is not needed.

ACTIVITIES

Audit	Thresholds not exceeded; therefore an explanation is not needed.
Communication	Costs for cell phones, remote access to files via cell phones, data use for cell phones, etc. were incurred but the agency did not allocate these costs to grant budget.
Maintenance, operations and repairs	Thresholds not exceeded; therefore an explanation is not needed.
Memberships, subscriptions and professional activities	Membership costs were less than anticipated.
Professional services (i.e. studies and research)	Thresholds not exceeded; therefore an explanation is not needed.
Publication and Printing	Publication and printing costs were less than anticipated.
Rental costs of building and equipment	Rental cost percentage for division increased due to additional staff.
Training and Education	Costs for training were less than anticipated.
Travel	Costs for training were greater than anticipated due to availability for training in courses in Oklahoma City. 35 weeks of training were completed by inspectors in 2016 at Oklahoma City.

MATERIALS

Motor Vehicles	Thresholds not exceeded; therefore an explanation is not needed.
Office Equipment	Office Equipment was purchased - laptops, mobile scanners, etc. but were not allocated to the grant by the agency
Safety Clothing	Volume of safety clothes were less than anticipated.
Supplies	Volume of supplies were less than anticipated.
Testing Equipment	Volume of testing equipment was lower than anticipated.

TENNESSEE PUBLIC UTILITY COMMISSION



Title VI Limited English Proficiency (LEP) Policy

The Tennessee Public Utility Commission is committed to ensuring that Tennessee citizens with Limited English Proficiency (LEP) are provided with the means and opportunity to participate fully in the services and information that the Tennessee Public Utility Commission provides. As such, we set forth the following policy directives to maintain this standard.

- The **Tennessee Public Utility Commission** will take the certain actions and steps to ensure that persons with Limited English Proficiency (LEP) will have an equal opportunity and purposeful access to the information and services made available by the TRA.
- The **Tennessee Public Utility Commission** will endeavor to maintain an established means of communication to persons with LEP by means of an established language translation service provider.
- The translators, interpreters and other aids needed to comply with the **Tennessee Public Utility Commission's** policy will be offered without cost to the LEP population being served.
- Such provided services will be made available through the use of bilingual translators, fluent in multiple languages.
- **CSD** staff shall be provided with translation services contact information, such as service provider information cards and informational posters and kept current on new updates to translation services provided, such as new languages offered.
- **CSD** will maintain a record of LEP interactions. This information shall be available for review by the public if requested.
- If requested, the translation of **Tennessee Public Utility Commission** documents will be provided to persons with LEP.
- **CSD** staff is advised to contact the agency's Title VI coordinator, if additional LEP resources are needed.

- Language translation will be provided through the State of Tennessee's contract service provider, Avaza Language Service Corporation, or through another State of Tennessee approved vendor of such services.
- Language Translation Service Contact information: Avaza Translation Service, 5209 Linbar Drive, Suite 603, Nashville, TN 37211.

TENNESSEE PUBLIC UTILITY COMMISSION



Title VI Complaint Form

Name: (Optional)

Address:

Phone:

Email:

Please describe the incident in detail (use a separate sheet if necessary)

Circle below the basis of the complaint:

Race Color National Origin

Name, address and phone number of other individuals who may have knowledge of the discriminatory event (if applicable):

Date of the alleged discriminatory event:

Please mail or fax form to: Tennessee Public Utility Commission, Title VI Coordinator, 502 Deaderick St, Nashville, TN 37243, Fax: (615) 741-5015, or to the Tennessee Human Rights Commission, William R. Snodgrass Building, Tennessee Towers, 312 Rosa L. Parks Blvd, 23rd floor, Fax (615) 253-1886.

ATTACHMENT D

**Tennessee Public Utility Commission
Title VI Complaint Log**

Name (optional)	Address, City, Zip	Phone	Email
-----------------	--------------------	-------	-------

1)

2)

3)

4)

5)

*Please complete a complaint form to describe the incident in detail

ATTACHMENT E

2017 Title VI Training

Each year the Tennessee Public Utility Commission is required to reaffirm its commitment to comply with the Title VI law of the Civil Rights Act of 1964. The following training module is designed to ensure that each employee understands and is aware of the Tennessee Public Utility Commission's commitment to Title VI and our efforts to support it.

1. As an employee of the Tennessee Public Utility Commission, do you reaffirm the agency's commitment to the Title VI law of the Civil Rights Act of 1964 that prohibits entities from denying services or benefits based on race, color, or national origin?

Yes

No

2. The Tennessee Public Utility Commission is committed to serving citizens with Limited English Proficiency to ensure that they are provided with equal opportunity and access to the services and information provided by the Commission. Do you?

Support

Oppose

3. The Tennessee Public Utility Commission utilizes language translation services for Limited English Proficiency (LEP) citizens. Do you agree to assist LEP citizens by forwarding such inquiries to the appropriate division or person for assistance?

Yes

No

4. Title VI also prohibits providing services or benefits in a discriminatory manner. One such example would include overlooking certain population sectors of the state to promote the Lifeline program in favor of other population sectors. As a Tennessee Public Utility Commission employee do you reaffirm the agency's commitment to providing services or benefits without partiality?

Yes

No

5. Any person alleging discrimination based on race, color, or national origin has a right to file a complaint with the Tennessee Public Utility Commission within 180 days of the alleged incident. As a Tennessee Public Utility Commission employee do you reaffirm the

4. Title VI also prohibits providing services or benefits in a discriminatory manner. One such example would include overlooking certain population sectors of the state to promote the Lifeline program in favor of other population sectors. As a Tennessee Public Utility Commission employee do you reaffirm the agency's commitment to providing services or benefits without partiality?

Yes

No

5. Any person alleging discrimination based on race, color, or national origin has a right to file a complaint with the Tennessee Public Utility Commission within 180 days of the alleged incident. As a Tennessee Public Utility Commission employee do you reaffirm the agency's commitment to the complaint filing process and agree to forward all such complaints to the appropriate division?

Yes

No

6. Title VI allows for complaints to be filed either in written form or verbally and the identity of the person filing the complaint is not necessary. As a Tennessee Public Utility Commission employee do you reaffirm the agency's commitment to the complaint filing process?

Yes

No

7. All Title VI complaints may be filed with the Tennessee Public Utility Commission's Communications and External Affairs Division or with the Executive Director's office.

Accept

Oppose

Done

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