

1-A Introduction

DESC O&M Manual - Version 2022.5 October 5, 2022

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1.0 SCOPE

This chapter provides an introduction to the Dominion Energy North Carolina (DENC) and Dominion Energy South Carolina (DESC) Operations and Maintenance Manual (O&M). DENC and DESC operations include natural *gas* distribution facilities, natural gas transmission *pipelines*, and liquefied natural gas facilities identified as follows:

- Dominion Energy North Carolina (DENC) in North Carolina
- Dominion Energy South Carolina (DESC) in South Carolina

References will be included where additional requirements are specified by a state pipeline regulation. These additional requirements will be applied to the operations in that state and will be identified in this manual by a state icon and light blue text background.

DENC and DESC has set forth these Operating and Maintenance procedures to ensure safe, consistent pipeline operating and maintenance practices throughout the company and to comply with federal and state regulations in all areas of operation. These O&M procedures have the force of company policy and non-compliance of such *may* be punishable by disciplinary action up to and including termination of employment.

2.0 REGULATORY REFERENCES

49 CFR Part 192 §§ [192.601](#), [192.603](#), [192.605](#), [192.703](#), [192.805](#)

South Carolina Chapter 103, Article 4. Gas Systems, Subarticle 8, [103-490 General](#)

3.0 INTRODUCTION

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3.1 General [192.601][192.703][192.805(b)]

These procedures cover topics such as *emergency* response, corrosion control, pipeline maintenance, station maintenance, uprating and periodic testing. Although these procedures cover many operating and maintenance practices, they are minimum requirements and not intended to replace sound judgement and common sense. All pipeline operations and maintenance *shall* be efficiently conducted as to protect human life, property, and environment.

DENC and DESC's continuing surveillance of its pipeline system is accomplished through periodic inspections required by these Operating and Maintenance Procedures. Although different programs exist for each area of operations and maintenance, information may be compiled for pipeline evaluation.

If any pipeline facility is found to be in unsafe or unsatisfactory condition, DENC and DESC will initiate a program to repair, replace, or remove from service the facility involved.

Records of inspections, tests, surveys or other actions specified in this manual will be maintained in the manner applicable to each DE operating system.

All individuals, including but not limited to, DENC and DESC employees, contractors, and sub-contractors that perform covered tasks on DENC and DESC pipeline facilities shall be evaluated and qualified under the DENC and DESC OQ Program prior to the performance of such tasks. An exception is made for non-qualified individuals to allow the performance of certain covered tasks when doing so under the direction and observation of a qualified individual.

Welding, joining plastic pipe, tapping pipelines and non-destructive testing of welds and joints may not be conducted by non-qualified individuals under observation. All personnel performing these tasks must be qualified according to the requirements of this OQ plan and the specific covered task requirements.

In several sections accountability by job title is named for certain actions. Exceptions to this can and will occur. This is acceptable provided the management of the appropriate division is made aware of the change.

Procedures for taking adequate precautions in excavated trenches to protect personnel from the hazards of unsafe accumulations of vapor or gas, and making available when needed at the excavation, emergency rescue equipment, including a breathing apparatus and, a rescue harness and line are documented in chapter 12-B *Leak* Response, Leak Classification, and Gas Emergencies, [section 3.2 Working in Natural Gas Atmospheres Involving Excavations](#) and chapter 1E Safety, [section 3.3 Trenching and Excavation Safety](#).

Procedures for responding promptly to a report of a gas odor inside or near a building are contained in [12-B Leak Response, Leak Classification, and Gas Emergencies](#).

Control Room Management procedures required by 49 CFR [192.631](#) are available in the DENC and DESC [Gas Control Manual](#) (online manual).

3.2 Compliance with this Manual [192.603]

Personnel who perform work covered by these procedures, DENC and DESC employees or contractors, and their supervisors are responsible for compliance

3.3 Approval Required for Deviation from this Manual [[192.603](#)]

Any exceptions to the procedures contained herein *must* be approved by the Director or designee unless otherwise specified in the procedure.

3.4 Availability of Manuals and Records [[192.605\(b\)](#)]

DENC and DESC personnel *shall* have access to these manuals and records as needed for compliance with these procedures. The Integrity Management and Compliance department will maintain these documents for availability.

This manual is maintained in an internet-based system allowing access by computers, laptops, tablets and smartphone. The internet address is scana.vlpmanuals.com. Employees will be provided with usernames and passwords for accessing this manual. Access to the site will also be available for contractors and regulators as needed. Additional manuals that may be useful in the operations and maintenance of DENC and DESC facilities will be included on this website and access granted as applicable. Crews working where internet access is limited may request a PDF copy of the manual through their Supervisor.

Employees may access any needed maintenance records in Reports Explorer (Essentials Database). Employees may access construction records in Filenet. Employees may obtain operating history by contacting Gas Control.

3.5 Annual Review [[192.605\(a\)](#)]

[3.5.1 O&M Procedure Review and Modification](#)

[3.5.2 Review of O&M Activities](#)

3.5.1 O&M Procedure Review and Modification

The DENC and DESC O&M Procedures will be reviewed and updated by a joint Subject Matter Expert (SME) group at least once each calendar year not to exceed 15 months. The General Managers (DENC and DESC) are responsible for final approval of revisions made throughout the year and of the manual's final format at the end of the annual review.

Employees are encouraged to submit proposals for modifications to the O&M Manual procedures. Proposals for additions, deletions, or changes to this manual should be submitted in writing to the Integrity Management and Compliance department using the Procedure Revision Proposal form (Form 1-A-1) ([PDF file](#)) ([Microsoft Word file](#)). Other forms of proposals such as emails and phone calls are also acceptable.

Regularly scheduled SME/Manager joint review meetings will discuss and/or approve proposed changes. A follow-up response will be provided within 30 days after the review to the person submitting the proposal that addresses whether the proposal will be accepted, how the proposal might be altered, or why the proposal might be rejected.

The Integrity Management and Compliance department will coordinate the approved updates and communications to DENC and DESC personnel and other entities as applicable on quarterly basis or as needed. Communication will be made via a Training Bulletin with roster distributed by the Technical Training Dept.

Documentation of the updates will be kept in the "[Review/Revision History](#)" section of this manual.

3.5.2 Review of O&M Activities

The performance of operations and maintenance work shall be periodically reviewed to determine the adequacy and effectiveness of the procedures found in this manual.

Reviews of applicable work are accomplished through one or more of the following techniques:

- Work performance observation – Field audits of personnel performing O&M work activities.
- Addressing feedback submitted by personnel performing or supervising O&M work activities – Operations roundtables are held periodically to serve as a forum for discussing issues associated with various construction, operations and maintenance activities.
- Addressing issues identified in regulatory inspections.
- Mock emergency exercises – Periodically, emergency simulations are performed and subsequently analyzed to monitor emergency preparedness and response.
- *Incident*/Failure Investigations – Investigations of incident, near-misses and failures are performed to determine their causal factors and to identify preventative and/or mitigative measures to avoid similar occurrences in the future.

3.6 State Regulatory Agency

DENC and DESC pipeline facilities are subject to the regulations found in 49 CFR Part [191](#) *Transportation of Natural and Other Gas by Pipeline: Annual Reports, Incident Reports, and Safety-related Condition Reports* and 49 CFR Part [192](#) *Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards*.

Compliance inspections and enforcement of these regulations are conducted under the authority of the following state agency:

Office of Regulatory Staff of South Carolina

1401 Main Street, Suite 900

Columbia, SC 29201

803-737-0914

4.0 TRAINING/QUALIFICATIONS

As required.

5.0 DOCUMENTATION/FORMS

Records of inspections, tests, surveys or other actions specified in this manual will be maintained in the appropriate records system.

The annual review of this manual will be documented and maintained by the Integrity Management and Compliance department group via joint Subject Matter Expert groups.

Use the Procedure Revision Proposal form (Form 1-A-1) ([PDF file](#)) ([Microsoft Word file](#)) for submitting changes to the O&M procedures.

6.0 RELATED DOCUMENTS

None at this time.

7.0 APPENDICES

(UNCONTROLLED IF PRINTED)