Above Ground Valve – Annual Inspection,

Partial Operation & Maintenance

SCOPE AND PURPOSE

This procedure is to ensure that each valve that may be used for the safe operation of a Distribution system is checked and serviced, as needed.

It describes valve inspection and maintenance practices required to comply with §192.745 and §192.747.

RESPONSIBILITY

The System Maintenance or Measurement Supervisor, or other designee, is responsible to ensure that valve maintenance is performed at the intervals described in this procedure.

PERSONNEL SAFETY (Where Applicable)

Do not perform valve maintenance if lightning is present.

Upon approaching a valve or valve enclosed in a valve box, check the atmosphere around the valve or valve box for the presence of a gas leak. Repair or schedule for repair any leak detected in accordance with stated procedures.

EQUIPMENT AND MATERIALS

Leak Detection Equipment
Valve Key Wrench
Valve Cleaner (If Needed)
Valve Lubricant As Specified by Valve Manufacturer (As Needed)
Valve Sealant (If Needed)
Other equipment and materials as needed

OPERATOR QUALIFICATION

This activity is a covered task under the Operator Qualification Plan and may only be performed by or directed and observed by an individual who is currently qualified to perform valve maintenance. Refer to the OQ Plan for specific qualification requirements.

INSTRUCTIONS

a. Obtain records of valve to be inspected along with other documentation needed to record the actions taken on the jobsite.
b. While approaching each valve, perform a visual examination of the area for signs of conditions that may interfere with proper access to the valve such as:
   - Paving over of valve or valve box
   - Excavation or landscaping activities covering valve or valve box
   - Objects permanently placed over top of valve or valve box
   - Vandalism
c. If valve is underground, check valve box cover for proper fit, support, and ensure that the proper product designation is stamped on the valve box lid.

d. If valve or valve box is equipped with a locking device, ensure proper operation – lubricate as needed.

e. ***If Valve is Above-Ground***
   i. Perform a visual check of the valve to identify:
      - Initial valve position ("Open" or "Closed").
      - Orientation of the valve in relation to the valve stops, if any.
      - Excess dirt, rust, or foreign materials that may interfere with the operation of the valve.
   ii. Remove any excess dirt, rust, or foreign materials that may interfere with the operation of the valve.
   iii. Check the valve for proper alignment to permit the use of a key or wrench.
   iv. For valves that are to be partially operated (required for Transmission Lines), care shall be taken to ensure that valves that should be "open" are left open and valves that should be "closed" are left closed.
      - Check the valve for proper lubrication.
      - These valves should only be operated to the extent necessary to establish operability of the valve – *Extreme care* should be taken to return these valves to the proper "open" or "closed" position.
   v. If lubrication is needed, *DO NOT OVER-LUBRICATE* the valve – over-lubrication may force excess grease into the gas stream and cause a stoppage and/or hamper the proper operations of downstream equipment – *ALWAYS Follow Manufacturer's Guideline for Greasing Valves.*
   vi. Upon completion of the inspection, verify that the valve is in the proper position.
   vii. Check the valve for leaks.

REPORTING/NOTIFICATION

Complete documentation in accordance with Operation and Maintenance Manual.

ABNORMAL OPERATING CONDITIONS

AOC Main Category (Examples of Specific AOCs)	**Reactions to AOC, as appropriate**
Unplanned escape of product from a pipeline • Blowing/Escaping gas/Grade I leak	➢ Protect life & Property ➢ Prevent accidental ignition ➢ Notify appropriate personnel ➢ Notify Fire/Emergency Responders ➢ Initiate Emergency Plan ➢ Locate source/cause of AOC ➢ Use appropriate PPE ➢ Stop gas flow ➢ Make repairs/eliminate AOC
Fire or Explosion • Fire on a pipeline • Explosion	➢ Protect life & Property ➢ Prevent accidental ignition ➢ Notify appropriate personnel ➢ Locate source/cause of AOC ➢ Use appropriate PPE ➢ Stop gas flow ➢ Make repairs/eliminate AOC

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	➢ Notify Fire/Emergency Responders ➢ Initiate Emergency Plan	
Unplanned Flow Rate Deviation • No Flow • Unplanned Decrease in Flow • Unplanned Increase in Flow	➢ Protect life & property ➢ Notify appropriate personnel ➢ Initiate Emergency Plan as Needed	➢ Locate source/cause of AOC ➢ Make repairs/eliminate AOC
Unplanned Status Change • Inoperable/Failure of a Pipeline Component • Stray Current on a Pipeline – Electric Shock	➢ Protect life & property ➢ Notify appropriate personnel ➢ Initiate Emergency Plan as Needed	➢ Locate source/cause of AOC ➢ Make repairs/eliminate AOC
Inadequate Odorization or Reports of Gas Odor • Low odorization • Over odorization • Odor complaint	➢ Protect life & property ➢ Prevent accidental ignition ➢ Notify appropriate personnel	➢ Locate source/cause of AOC ➢ Make repairs/eliminate AOC
Improper Installation/Misalignment of Components • Improper fitting/component installation • Misalignment of fittings/components	➢ Protect life & property ➢ Prevent accidental ignition	➢ Notify appropriate personnel ➢ Make repairs/eliminate AOC

RELATED PROCEDURES

SCUD Procedure #MAINT011 – Above Ground Valve – Corrective Maintenance
SCUD Procedure #CONST002 – Valve Operations – Above Ground
SCUD Procedure #MAINT006 – Visual Inspection for Atmospheric Corrosion