Best Practices Committee Meeting
Chicago, IL – July 21, 2011

Co-Chairs – Don Heyer & Tammy Wilfong

Attendance:

Check Attendees	Name	Role	Organization
	Antoniou, Andy	Gas Distribution	Union Gas
X	Baca, Philip	Co-Primary: Gas Transmission	El Paso Natural Gas Pipeline
X	Barringer, L. Bradford	Road Builder	BRS Inc.
	Barton, Nancy	Gas Transmission	El Paso
	Bell, Allen	Electric	Georgia Power Company
X	Bevers, Bruce	Gas Transmission	Williams
	Borski, Larry	Gas Transmission	Williams Gas Pipeline - Transco
	Boswell, William	One Call	William P. Boswell LLC
	Bradley, Dan	Co-Primary: Locator	Geospatial Corporation
	Brangers, Jason	Co-Primary: State Regulator	NAPSR
	Broussard, Gweneyette	Oil	Shell Pipeline Company
	Buckner, Don	Equipment Manufacturing	VAC-TRON
X	Burke, Randy	Oil	Chevron Pipe Line Company
X	Clarillos, Robert	Gas Distribution	Southwest Gas Corporation
	Crosier, Ruby	One Call	Sunshine State One Call of Florida
	Dana, Daniel	Gas Distribution	Vectren Energy Delivery
X	Dankanich, Alex	DOT/PHMSA	PHMSA
	Dunham, Dirk	Gas Distribution	Consumers Energy
X	Erwin, David	One Call	Sunshine State One-Call of Florida
	Fairbanks, Ron	One Call	North Carolina One Call Center
	Gormley, John	Gas Transmission	Northern Natural Gas Company
	Gould, Rick	Telecom	Qwest Communication Corp.
X	Graves, Warren	Co-Primary: Excavator	Team Fishel
X	Gray, Allen S.	Primary: Roadbuilder	Carolinas AGC Utility Division
	Green, Chuck	One Call	Ohio Utilities Protection Service
X	Greer, Drew	Equipment Manufacturing	Radiodetection
	Griffith, Carl	Excavator	Trench-It, Inc.
	Hanson, Corky	State Regulator	Arizona Corporation Commission
X	Heyer, Donald	One Call (Co-Chair), Co-Primary One Call	USA North
	Holmes, Sandra	One Call	Arizona Blue Stake, Inc.
Phone	Holzer, Jim	Secondary: One Call	New Jersey One Call
	Husband, Jessie	Oil	Colonial Pipeline Co
	Hyland, Chris	Gas	Terasen Gas (Vancouver Island)
	Indelicato, Dominic	Locator	UIT Underground Imaging Technologies, LLC
	Isham, W. Cale	Co-Primary: Railroad	BNSF Railway
	Jackson, Brian	Gas Distribution	Atmos Energy
X	Jarnecke, Dennis	Gas Distribution	Gas Technology Institute

X	Johns, William	Primary: Engineering/Design	SPEC Services
	Kalian, Kyle	Telecom	Qwest
	Kane, Bob	Gas	SaskEnergy
X	Kelly, Walter	Excavator	Walt Kelly Enterprises, Inc.
	Kennedy, George S.	Co-Primary: Excavator	NUCA
	Kerr, Khrysanne	CGA Participant	Common Ground Alliance
	Kertis, David	Gas	Delmarva Power
	Kiger, William	One Call	Pennsylvania One Call System, Inc.
Phone	Kipp, Robert (Bob)	CGA Participant	Common Ground Alliance
X	Krauss, Richard	Co-Primary: Locator	UtiliQuest
	Laplander, Jim	One Call	City of Savannah
Phone	Lee, Erika	CGA Participant	Common Ground Alliance
X	Lewzader, Michael	Co-Primary: Railroad	Union Pacific Railroad
X	Lipscomb, Roger	One Call	Ohio Utilities Protection Service
	Lonn, Richard	Co-Primary: Gas Distribution	Atlanta Gas Light
	Lu, Andrew	Gas Distribution	American Gas Association
	Lund, Andrew	Engineering/Design	Sentinel USA
	Lynch, Susan	One Call	Consolidated Utility Services, Inc.
	Mason, Chris	R&D Liaison	Williams Gas Pipeline
X	McClain, Ron	Board Liaison	Kinder Morgan
	McGriff, Danny	State Regulator	GA Public Service Commission
	McIntosh, Guy	Locator	Safe Site Inc.
	Meeks, Doug	One Call	Texas Excavation Safety System
	Menke, Greg	Excavator	RMCI, Inc
	Mertens, Hans	State Regulator	Vermont Department of Public Service
	Mickelberg, Mark	Gas Transmission	ONEOK Partners
	Miller, Alice	One Call	Ohio Utilities Protection Service
	Morehead, Murvyn	Primary: Public Works	City of Overland Park
	Morin, Emmanuel	Gas Distribution	Gaz Metro
	Muise, Thomas	Gas Distribution	Southwest Gas
	Munthe, Dan	Gas Transmission	Alliance Pipeline
	Murray, Christie	PHMSA	U.S. DOT/PHMSA
	Nash, Roger	Gas Distribution	Atmos Energy Corp
	Nelson, Harold	Gas Distribution	Atmos Energy
X	Newman, Mark	Gas Transmission	NiSource/Columbia Gas Transmission
	O'Keefe, Shawn	Public Works	City of St. Paul
X	Palmer, William	Co-Primary: Gas Distribution	Southwest Gas Corporation
X	Panzer, Louis	One Call	Arizona Blue Stake, Inc.
X	Pegram, Walt	One Call	Ohio Utilities Protection Services
	Pevarski, Rick	One Call	Virginia Utility Protection Service
	Price, Dave	One Call	Virginia Utility Protection Service, Inc.
X	Reed, Kathy	Oil	BP Pipelines (North America), Inc.
	Reed, Angela	Gas Transmission	NiSource
	Rosendahl, Jerry	Board Liaison	Minnesota Dept of Public Safe
	Sames, Christina	Gas Distribution	AGA
	Scrivner, J	Gas Transmission	Boardwalk Pipeline Partners / Texas Gas Trans
	Shori, Sunil	Co-Primary: State Regulator	California Public Utilities

	Spangler, David	Gas Distribution	Washington Gas
	Steinberger, Kirk	Oil	Kinder Morgan
X	Sullivan, Mike	One Call	Alberta One-Call
	Sweet, Mark	One Call	Sunshine State One-Call of Florida
	Urbain, Eric	One Call	MISS DIG System
	Vaughan, Tim	Gas Transmission	Spectra Energy
	Vaughn, Tim	One Call	Kentucky 811
	Vitale, Brad	Gas Distribution	XCEL Energy
	Wang, Jemmie	Locator	USIC
	Ware, Marilyn	Electric	Pinnacle West Capital Corp/APS
	Weathers, Isaac	One Call	Utilities Protection Center, Inc.
	Weyers, Patrick	Co-Primary: Electric	American Electric Power
X	Wilfong, Tammy	Co-Primary: Telecom (Co-Chair)	Verizon Business
	Willson, Corey	Board Liaison	3M
	Wilson, Michael	One Call	Indiana American Water
	Winters, Jon	Locator	United States Infrastructure Corp
	Wise, Misty	Telecommunications	Century Link
X	Wofford, David	One Call	Texas Excavation Safety System
	Woolbright, Kevin	Public Works	WSSC
	Worth, Marc	Gas Transmission	PSNC Energy
X	Wright, Stephen	One Call	Dig Safely New York
	Yancey, Dean	Electric	Duke Energy Corp

VISITORS:

Name	Company/Email
Jeff Bistodeau	Infrastructure Resources
Scott Mercier	Gladall Industries
Kira Henschel	AEM, khenschel@aem.org
John Fisher	Alamo Group
Steve Rieben	Asplundh One-Call
George Munro	Spectra Energy
Geoff Price	Chevron Pipe Line Co.

1) Welcome (Don Heyer & Tammy Wilfong)

ACTION ITEM: Don Heyer proposed that the committee accept Jim Holtzer as Best Practice Secretary. The proposal was unanimously accepted.

ACTION ITEM: Don Heyer asked that the meeting summary from the March meeting be approved. Allen Gray indicated an error in the summary (Page 6 under item J, Near Miss definition). The examples should be removed from the definition. The committee agreed to this modification by consensus. The March summary was approved based on that change.

2) Board Liaisons/Staff Update (Ron McClain, John Robertson, & Jerry Rosendahl / Bob Kipp)

- TR 2009-10 and TR 2009-12 were both approved by the Board of Directors during their last teleconference in June and the wording will appear in version 9.0.
- Record numbers were once again recorded for media reach and frequency during National Safe Digging Month.
- CGA members are currently working on initiatives to support August 11th as 8/11 Day.
- The 2010 DIRT report is being finalized by the Reporting Task Team.
- The next Board meeting is August 26, 2011 in NYC.

3) Approved TR Status (Co-Chairs/Board Liaisons)

a) TR 2009-10 Newly Installed Facilities in Areas of Ongoing Excavation
Walt Kelly (Chair – Excavator) Bob Chisholm (One Call), Phil Baca (Gas Trans), Jason Manning (Equipment), Patrick Weyers (Electric), Andrew Lu (Gas Distr), Bill Palmer (Gas Distr), Walt Pegram (One Call)**,** Warren Graves (Excavator) and Jim Holzer (One Call)

Allen Gray asked if this practice applies to the subcontractors as well as the GC. Alex asked if electronic was acceptable.

Status: Approved by Board during June meeting.

b) TR 2009-12 Electronic Positive Response (definition)
Louis Panzer (Chair – One Call) Richard Krauss (Locator), Don Heyer (One Call), Dave Erwin (One Call), Tammy Wilfong (Telecom), Bruce Bevers (Gas Trans) and Tim Vaughn (Gas Trans).

Status: Approved by Board during June meeting.

c) TR 2010-05 Near Miss (definition)
Louis Panzer (Chair – One Call) Richard Krauss (Locator), Don Heyer (One Call), Dave Erwin (One Call), Tammy Wilfong (Telecom), Bruce Bevers (Gas Trans) and Tim Vaughn (Gas Trans).

Status: During review of the meeting summary, an error was noted. This was discussed by the committee under item 1 in today's meeting summary. The updated definition will now be presented to the Board during the August 26th meeting.

4) Ad Hoc Task Group Reports (Ongoing TRs)

a) TR 2009-13 Review of 5-13 One Call Reference at Site
Bob Chisholm (Chair – One Call) Mike Lewzader (Railroad), Walt Kelly (Excavator)**,** Richard Krauss (Locator) and Warren Graves (Excavator).

It was noted the Bob Chisholm has retired from Alberta One Call and a new task team chair is needed.

Status: ONGOING

b) TR 2009-14 Access (Combination of 3-6 and 5-7)
Bill Kiger (Chair – One Call) Steve Wright (One Call), Susan Lynch (One Call) and Louis Panzer (One Call).

Status: No Report/ONGOING

c) TR 2009-15 Reference to 811 in the Best Practices
Bill Kiger (Chair – One Call) Susan Lynch (One Call), Dave Price (One Call) and Dan Bradley (Locator).

Status: No Report/ONGOING

d) TR 2009-21 Low Impact Marking
Bill Kiger (Chair – One Call) Dave Erwin (One Call), Dan Bradley (Locator), Alex Dankanich (DOT/PHMSA), Greg Jefferies (Locator), Rick Gould (Telecom), Rick Lonn (Gas Distr), George Kennedy (Excavator), Mark Sweet (One Call) and Louis Panzer (One Call).

Status: No Report/ONGOING

e) TR 2010-02 Updating Chapter 9
Brad Barringer (Chair – Roadbuilder), Bill Kiger (One Call)**,** Gloria Grev (Gas Distr), Bob Chisholm (One Call), Rick Lonn (Gas Distr)**,** Andrew Lu (Gas Distr), Ellen Kiger (One Call), Allen Gray (Roadbuilder), Donna Williams (One Call), Lloyd Freeman (Gas Distr), Tammy Wilfong (Telecom) and Dana Williams (Gas Distr).

Brad indicated that there have been several email communications among the Data Committee. There is movement to rewrite the portion that describes identifying the stakeholder. Definitions of events, near miss, damages and incidents need to be reviewed/consistent. Brad indicated that to make any meaningful changes; the definitions need to be addressed.
Status: ONGOING

f) TR 2010-03 Tolerance Zone (definition)
Bruce Bevers (Chair – Gas Trans) Louis Panzer (One Call) Richard Krauss (Locator), Don Heyer (One Call), Dave Erwin (One Call), Tammy Wilfong (Telecom), and Tim Vaughn (Gas Trans).

Wording was posted for 30-day review

Discussion: The committee discussed the definition provided for 30-day review. Some did not agree with language related to "a strip of land contains." Other expressed concern over "tolerance zone vs. caution zone." The committee also discussed the rationale behind the review of this definition and the protocol when a committee (like Data Reporting & Evaluation) establishes a new definition. Many want to emphasize that the BP glossary should be the single source for definitions within the CGA. If a committee would like to propose a modification, they can do so through the normal process. Consistency remains very important.

The board asked for a review of the definition of tolerance zone following their review of a previous TR. There are inconsistencies with the DIRT User Guide definitions as well as the Best Practices.

Status: ONGOING

- Bruce Bevers to send new wording in regards to: area vs. strip of land and tolerance zone vs. caution zone. Team to post wording for 30-day review prior to November meeting.

g) TR 2010-04 Locate (definition)
Bruce Bevers (Chair – Gas Trans) Louis Panzer (One Call) Richard Krauss (Locator), Don Heyer (One Call), Dave Erwin (One Call), Tammy Wilfong (Telecom), and Tim Vaughn (Gas Trans).

Wording posted for 30-day review

Discussion: The primary comment revolved around the word "physically." The committee has agreed that the word "physically" needs to be removed or replaced with the word "electronically."

The task team will look at the terms and Appendix B. They will plan to submit wording for 30 day review. Bruce will also compile the comments and forward on to the committee. When posted for 30-day review, the wording will be distributed to the committee.

Status: ONGOING

h) TR 2010-05 Review definitions in DIRT User Guide
Bruce Bevers (Chair – Gas Trans), Louis Panzer (One Call), Richard Krauss (Locator), Don Heyer (One Call), Dave Erwin (One Call), Tammy Wilfong (Telecom), and Tim Vaughn (Gas Trans).

Proposed for review as new TRs (to be assigned numbers) -

Discussion: Bruce Bevers has stepped in as co-chair of the glossary committee. The team identified the following terms not found in the Best Practices Glossary:

Don Heyer asked that the committee establish a separate transaction record (TR) for each one of the terms below.

- Downtime - TR 2011-03
- Event – TR 2011-04
- Joint Trench – TR 2011-05
- Locator – TR 2011-06
- Root Cause – TR 2011-07
- Ticket Number – TR 2011-08

The committee also agreed to establish TRs for the following terms found in both the Best Practices and in the Damage Information Reporting Tool User's Guide but defined differently:

- Excavation – TR 2011- 09
- Excavator – TR 2011-10

The committee also discussed the possibility of having a flip chart or Go-To-Meeting during upcoming meetings.

i) TR 2010-06 Protection of Offshore Facilities
Tim Vaughn (Chair – Gas Trans), Don Heyer (One Call), Bryan Lantz (Telecom), Bruce Bevers (Gas Trans), Dan Bradley (Locator) and Walt Kelly (Excavator).

Status: No Report/ONGOING

5) Best Practice Document Review –

- Chapter 5 Excavation – Task Team/Review
  Allen Gray (Chair – Roadbuilder) Phil Baca (Gas Trans), Warren Graves (Excavator), Walt Kelly (Excavator), Bob Chisholm (One Call), Mike Lewzader (Railroad), Misty Wise (Telecom), Murvyn Morehead (Public Works), and Richard Krauss (Locator).

  Action: Allen Gray recommended that the task team should be dissolved. The group has completed review of the BPs with respect to Excavation. The committee agreed. (Team CLOSED)

- Chapter 7 Compliance – Task Team/Review
  Bill Kiger (Chair – One Call), Bill Boswell (One Call), Alex Dankanich (DOT), Dave Erwin (One Call), Bruce Bevers (Gas Trans), Paul Metro (State Regulator), Rick Lonn (Gas Distr) and Walt Kelly (Excavator).

  Status: No Report/ONGOING

- Terms & Conditions Task Team/Review
  Walt Kelly (Chair – Excavator), Jim Holzer (One Call), Bill Palmer (Gas Distr), Walt Pegram (One Call), Allen Gray (Roadbuilder), Dan Dana (Gas Distr), Bob Chisholm (One Call), Bruce Bevers (Gas Trans), Patrick Weyers (Electric), Richard Krauss (Locating), Cale Isham (Railroad), Andrew Lu (Gas Distr), Jason Manning (Equipment), and Rick Lonn (Gas Distr).

  Status: Following the March meeting, the task team provided staff with feedback on the current Terms & Conditions. These comments were to be shared with CGA legal counsel. Bob and Erika reviewed the comments with Mark Palma. At this time, staff and legal counsel recommend to keep Terms & Conditions as currently found in Version 8.0.

- Editorial Task Team/Review
  Bill Boswell & Allen Gray (Co-Chairs – One Call / Roadbuilder), Mike Lewzader (Past Co Chair)

  - There is an ongoing policy that anyone can open a chapter at any time. You can create a subcommittee to review a chapter.
  - Chapter reviews will be placed on hold until the technical writer completes review of the Best Practices.
  - Carol Elkins, Technical Writer has been hired as a contractor to CGA for the purpose of reviewing the Best Practices. An introductory meeting will be held on August 4, 2011.

  Status: ONGOING

6) Additional New TR Proposals & Questions for the Committee –

- **Electronic Positive Response through the One Call Center** (Bruce Bevers)
  New Practice Proposal Posted to Meeting Page.
  - Committee previously agreed on 3/8 to establish this as **TR 2011-02.** Proposed action was to submit a practice proposal and establish a team.
  - **Task Team**: Jim Holzer, Rich Krause, Steve Wright, Walt Pegram, Don Heyer, Louis Panzer and Tammy Wilfong.
- **TR 2011-01 Length/Scope of Ticket was established on 03/08. Task Team:** Tammy Wilfong, George Kennedy, Phil Baca, Rick Gould, Allen Gray, Dan Dana, Rick Lonn, Randy Burke, Mike Lewzader and Walt Pegram.

7) CGA Update (NSDM & Survey Results) (Kerr) – NSDM_Presentation

8) Future Best Practice Committee Meetings –
a) November 2, 2011 – (Tempe, AZ – Mission Palms Resort)
b) March 6, 2012 – (Las Vegas, NV)

9) Adjourn Meeting**.**

ACTION ITEM: Bruce Bevers has been selected as co-chair of the BP Committee for the 2012/2013 term to replace Don Heyer.

ACTION ITEM: The committee suggested that CGA host a Webinar on the process of making a best practice (proposal-publication). (Staff – Lee/Kerr & Co-Chairs)