



# The Pipeline Safety Pulse

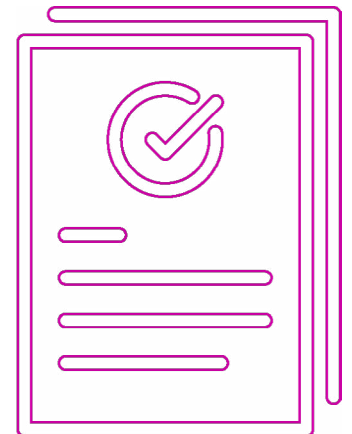
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In every issue of *The Pulse*, we are exploring an element of our National Grid Pipeline Safety Management System (PSMS), which is a structured framework designed to enhance Gas Business processes and procedures to reduce and eliminate pipeline safety incidents. It is based on the American Petroleum Institute's RP 1173.

## Our Pipeline Safety Management System: Element 10

### Documentation and Record Keeping (DRK)



#### Element Purpose:

Effective documentation and record keeping are essential in the pipeline safety improvement process. It is essential that technical and operational work products are documented and retrievable when needed. Examples of documents include drawings, policies, procedures and manuals. Examples of records include pressure test results, NDE inspections, welding quality testing, ILL inspection data and purchased material specifications. Work products from each PSMS element, such as Management Reviews, are essential records.

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## Our Pipeline Safety Management System: Element 10

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National Grid's documentation and record keeping practices and procedures provide greater certainty that the pipeline safety management system will perform as expected.

### Key expectations

- A written documentation and records management procedure exists that ensures documents and records are:
  - Identifiable, retrievable and able to provide evidence of compliance to standards
  - Assigned designated records retention intervals
  - Updated in the system, including the GIS, on a timely basis
- Where record gaps exist, a process is in place for closing those gaps through ongoing work related to operations, maintenance and pipeline integrity.
- Records relating to regulatory and environmental compliance, operating permits, industry codes and standards, and licenses are maintained and kept current.
- Transmission assets and the associated records are traceable, verifiable and complete (TVC).

Inclusion and diversity



## Inclusion and diversity dates to remember

### August

- **August 1–31:** National Civility Month
- **August 1:** National Minority Donor Day
- **August 9:** International Day of the World's Indigenous People
- **August 17:** Marcus Garvey Day
- **August 19:** World Humanitarian Day
- **August 21:** Senior Citizens Day
- **August 26:** Women's Equality Day



# 811 Day



August 11 (8/11) is 811 Day, established by the US Department of Transportation's Pipeline and Hazardous Materials Safety Administration (PHMSA) to ensure the practice of safe digging.

Research shows that calling 811 or visiting your local one-call center online (or [call811.com](https://www.call811.com)) is the best preventive measure in excavation safety and damage prevention. If you call 8-1-1 before you dig, you have a 99 percent chance of avoiding an incident, injury, harm to the environment and even death.

As a reminder to encourage excavators to call 811, National Grid will be sending excavators an 8/11 Day email and 811 postcard in August.

## 811 in your area

- **In Massachusetts**, state law requires you to call Dig Safe® or make an online locate request at least 72 hours before any excavation starts, excluding weekends and legal holidays. Call 811 or 1-888-DIG-SAFE (344-7233) or [digsafe.com](https://www.digsafe.com).
- **In Upstate New York**, state law requires you to call UDig NY or make an online locate request at least two full working days before any excavation starts, excluding the date of your call, weekends and legal holidays. Call 811 or 1-800-962-7962 or [UDigNY.org](https://www.UDigNY.org).
- **In Downstate New York**, state law requires you to call New York 811 or make an online locate request at least two full working days before any excavation starts, excluding the date of your call, weekends and legal holidays. Call 811 or 1-800-272-4480 or [NewYork-811.com](https://www.NewYork-811.com).



## Oswego fire department takes the prize!

The entire firefighting crew of several upstate New York fire departments completed National Grid's First Responder e-Learning course on natural gas.

The successful departments were entered into a drawing for a \$500 donation to their department. National Grid representatives Danielle Lazzaro and Walter Dangos presented the prize to winners Chief Randy Griffin and his crew from the City of Oswego. Congratulations to the winning crew and to all the departments who completed the safety training!



National Grid representatives Danielle Lazzaro and Walter Dangos present the \$500 donation prize to winners Chief Randy Griffin and the fire department of the City of Oswego.





# Time for a heating system check up



Summer is here, and it's the perfect time to do regular maintenance on your heating system to keep it running safely and efficiently. Hire a professional to:

- ✓ Inspect and clean blower assembly (blower housing, blower wheel and motor).
- ✓ Lubricate motor and inspect and replace fan belt on older models.
- ✓ Inspect evaporator coil, drain pan and condensate drain lines. Clean as needed.
- ✓ Inspect for leaks in gas furnaces.
- ✓ Inspect burner assembly – clean and adjust as needed.
- ✓ Inspect ignition system and safety controls – clean and adjust as needed.
- ✓ Inspect heat exchanger or heating elements.
- ✓ Inspect flue system – check for proper attachment to the furnace, dislocated sections, and signs of corrosion. Replace if necessary.
- ✓ Inspect control box, associated controls, wiring and connections.
- ✓ Clean or replace air filters.
- ✓ Inspect conditioned airflow system (ductwork) – check for leaks.

Follow up with National Grid if any unusual odors are detected. Make sure carbon monoxide and smoke detectors are working. Replace batteries annually.



## Can your children swim?



Every year in the US, nearly 4,000 people drown. Most of those who drown are children. The American Red Cross recommends that all members of your family learn to swim and achieve “water competency.” That is, they are able to:

- Enter the water
- Get a breath
- Stay afloat
- Change position
- Swim a distance
- Get out of the water safely

Adults should know what to do in a water emergency:

- How to safely help someone in trouble in the water
- How to call for help
- How to provide CPR

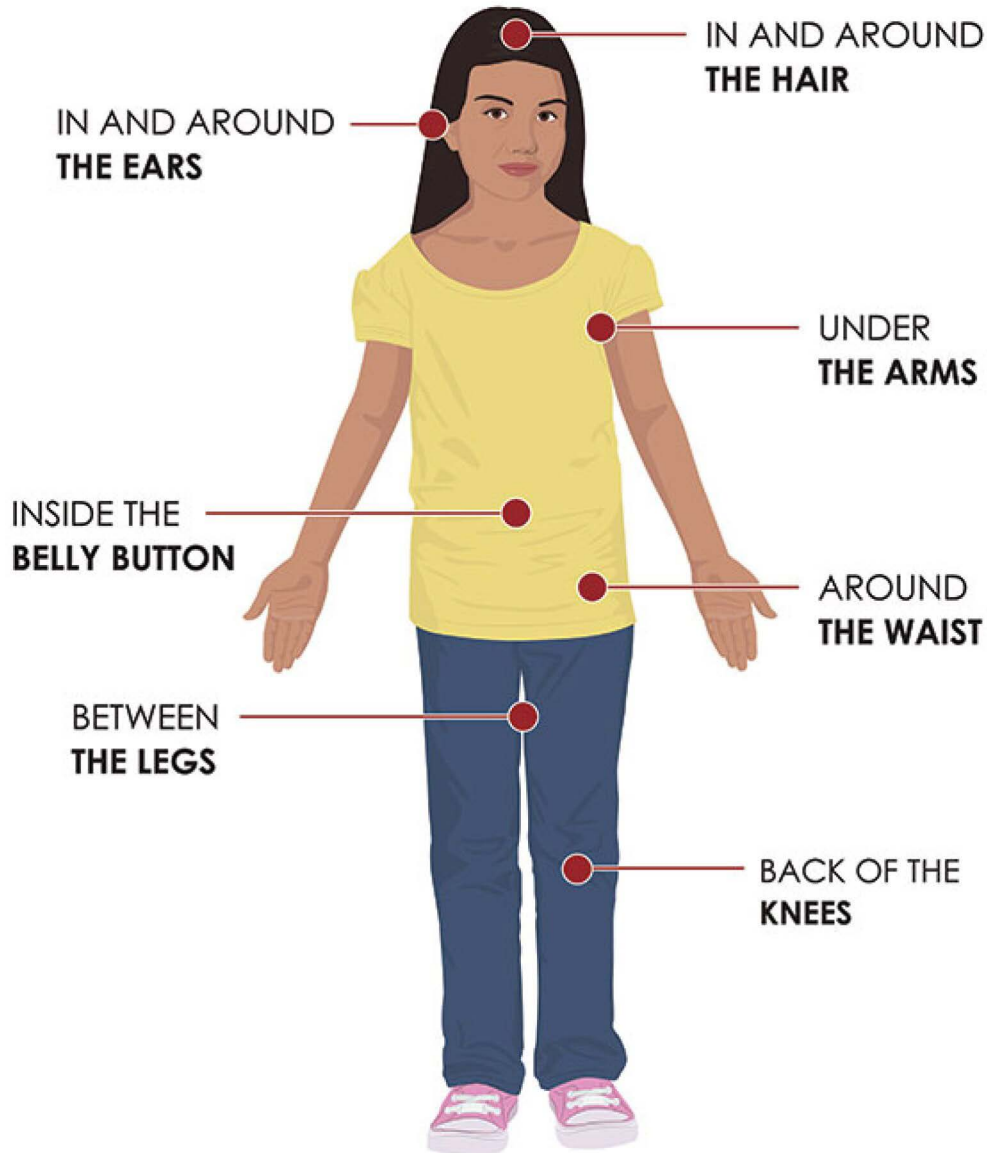




# Protect your family from ticks



Ticks are most active in warmer months. When you or your children have been outside, check clothing, gear and pets for ticks. Showering within two hours of coming indoors reduces your risk of getting Lyme disease. For more information on “Preventing Tick Bites,” visit [https://www.cdc.gov/ticks/avoid/on\\_people.html](https://www.cdc.gov/ticks/avoid/on_people.html).



*Check yourself, your children and pets for ticks when you've visited tick-prone areas.*





Safety awareness



# Be the one to call 911

Too often people ignore the smell of gas and don't report it, especially if other people are around. That could be dangerous, to you and others. Don't wait for someone else to call 911 and National Grid. If you smell leaking gas, hear gas whistling or hissing, or see a damaged connection to a gas appliance or pipeline, don't hesitate. Call 911 and National Grid immediately at:

- Massachusetts: 1-800-233-5325
- Long Island and the Rockaways: 1-800-490-0045
- Metro New York: 1-718-643-4050
- Upstate New York: 1-800-892-2345



Company news



# Pipeline safety spotlight recognition



Every quarter, *The Pulse* will feature an article about an employee or team that you nominate for the Employee Spotlight. Nominate an employee, coworker or team who embodies National Grid values, and we will put them in the spotlight for some well-deserved recognition. Please complete **The Pulse Spotlight nomination form**, then email the completed form to Lead Communications Specialist Lisa Callahan at [lisa.callahan@nationalgrid.com](mailto:lisa.callahan@nationalgrid.com).

The Pipeline Safety Pulse nationalgrid

Pulse spotlight nomination form

Every quarter, *The Pulse*, our Pipeline Safety newsletter, would like to feature an article about an employee, coworker or team that embodies National Grid values, and we would like to Spotlight this well-deserved recognition.

Please complete the form below, answering as many of the questions as are relevant to your nomination. Email the completed form to Lead Communications Specialist Lisa Callahan at [lisa.callahan@nationalgrid.com](mailto:lisa.callahan@nationalgrid.com).

Nominee: \_\_\_\_\_ Department: \_\_\_\_\_ Job title: \_\_\_\_\_

Nominator: \_\_\_\_\_ Job title: \_\_\_\_\_ Phone: \_\_\_\_\_

Please provide information that embodies the National Grid values. The information you provide will help us to determine the recipient of this recognition.

Please answer as many of the questions below as are relevant to your nomination.

What specific incident or achievement has inspired you to make this nomination?

What impact has your nominee's accomplishment had on our division or National Grid?

How have your nominee's accomplishments supported our division's goals for National Grid's goals?

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