

# Roles & Responsibilities

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# General Overview

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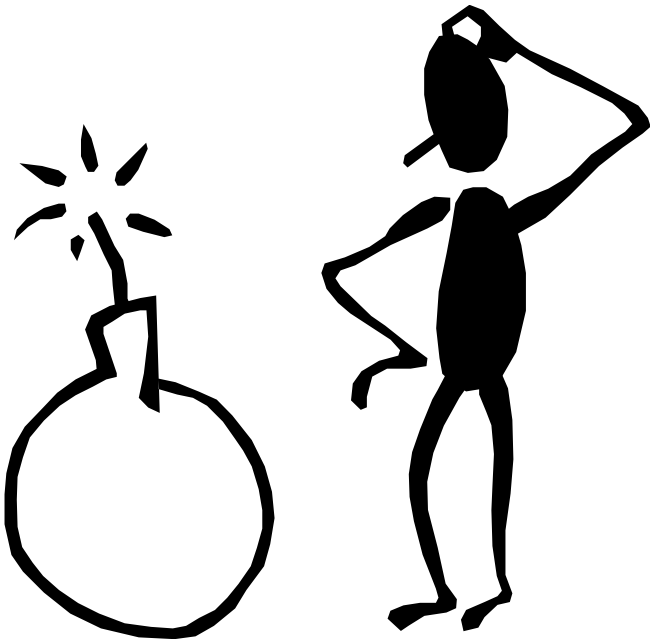
- Roles & responsibilities defined
- Consensus for Controllers
- Differences in Controller authority
- Challenges for compliance with NPRM

# What needs to be done?

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## Who needs to do it?



# Roles & Responsibilities

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- Policy defining Controller authorities & responsibilities under normal & abnormal operating conditions.
- Normal Conditions – document
  - Ensuring safe and efficient system operations
  - Responding to a changed condition by use of an appropriate action or procedure
  - Notifying other personnel as appropriate
  - Accurate and thorough documentation
  - System, segment or equipment start-up or shut-down
  - Monitoring systems, segment or equipment for deviations to normal operating conditions

# Roles & Responsibilities

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- Normal Conditions – document expectations
  - Fieldwork on pipelines or associated equipment
  - Monitoring system flow rate, pressure, or field/tank delivery
  - Communicating to other personnel
  - Adjustments to CPM settings
  - Adjustments to alarm priorities/thresholds
  - Adjustments to equipment availability (e.g. tag out a unit)

# Roles & Responsibilities

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- Document for Abnormal Conditions
  - Responding to emergency and abnormal alerts/alarms
  - Investigating the abnormal condition
  - Notifying other personnel as appropriate
  - Notifying other potentially impacted pipeline companies
  - Ensuring the system returns to normal operating condition
  - Documenting accurately and thoroughly
  - Continuing operations of the system based on the condition
  - Obtaining authority to restart pipeline systems, segments, or equipment which have been shut down due to the condition

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- Interface with the public
  - Notifying appropriate personnel
  - Notifying appropriate agencies
  - Determining the nature of an emergency call and taking appropriate action
  - Providing information to the calling party
  - Documenting the details of the call and the actions taken

# Roles & Responsibilities

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- Control Room Supervisor Expectations
  - Determining necessary actions based on circumstances
  - Determining personnel to be notified of the condition
  - Adjusting CPM settings
  - Adjusting alarm priorities/thresholds
  - Adjusting equipment availability (e.g. tag out a unit)
  - Providing authorization to restart pipeline systems, segments, or equipment

# NPRM

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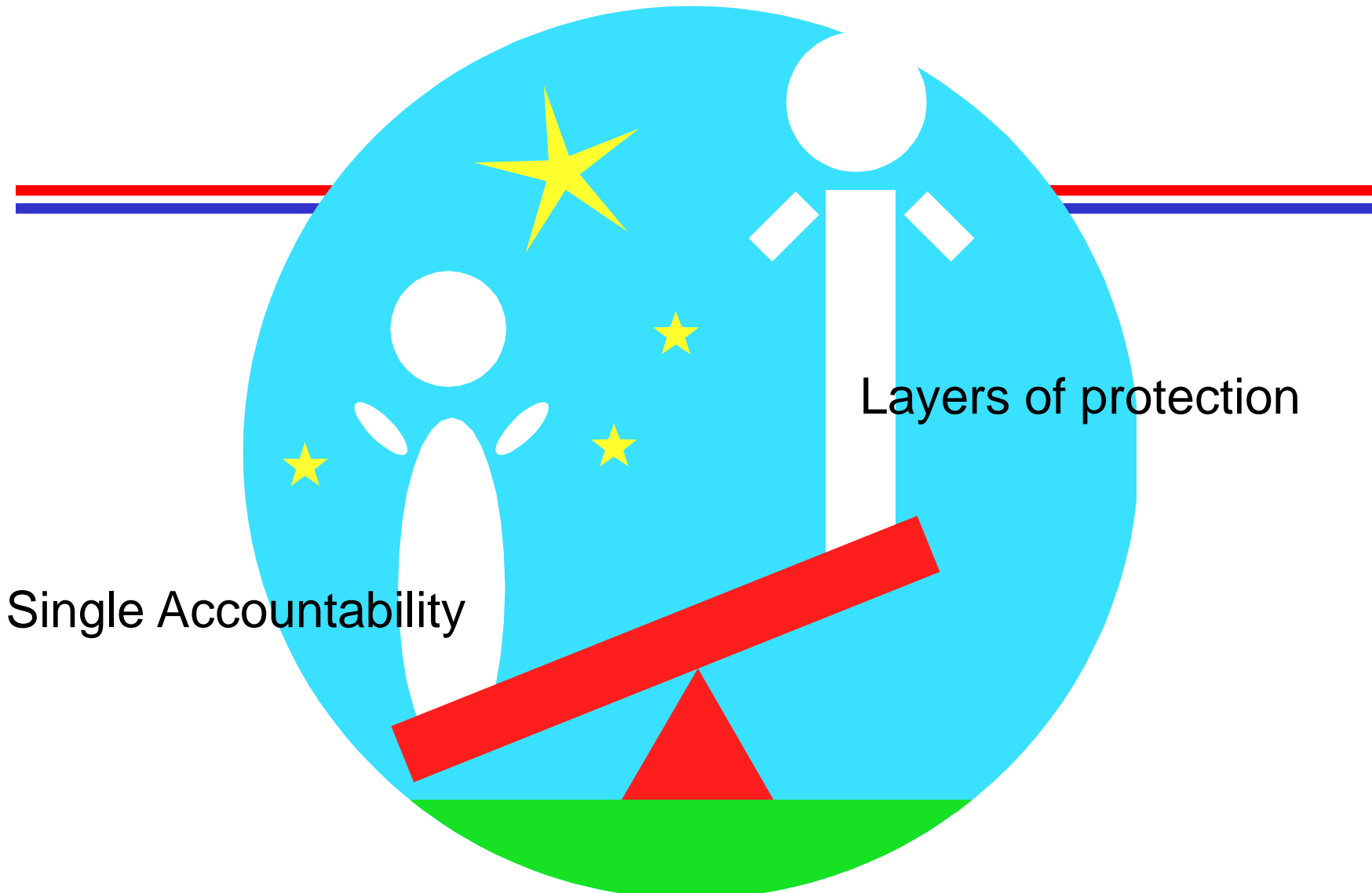
- Define Controller Roles & Responsibilities
  - Normal, Abnormal & Emergencies
- Document Controller's authority to make decisions & take actions
- Define expectations for Controller's role in abnormal & emergency conditions
  - Controller detected
  - Not Controller detected
    - Take action
    - Communicate with others

# NPRM

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- Provide timely notification & coordination with operator of another pipeline in a common corridor when a leak or failure is suspected.
  - Normal, Abnormal & Emergencies
- Controller logon ID control or on-duty sign in



Single Accountability

Layers of protection

Create a Balance

# Defining Roles & Responsibilities

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## – Key Concepts

- Define R & R to be clear when there is single accountability & when there is not
- Make hand off to others well defined & consistent
- Aligned with company delegation of authority
- Balance need for review of critical operations & creating potential for role confusion or inefficiency
- Compatible with information availability
- Aligned with company documentation practices

# Potential role & responsibility locations

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- Define Roles, responsibilities within
  - Procedures
  - Practices
  - Training programs
  - Job Descriptions
  - Stand alone document
- R & R Hand off
  - Define Hand off
    - When
    - To Whom
    - Information required for effective transfer
  - Define when consultation with others is required

# Execute Roles & Responsibilities

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- Controller authority for shut down in suspected leak and AOCs?
- Controller authority for restart after
  - Suspected leak investigation
  - Other AOC

# Evaluate Effectiveness

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- Observe behaviors for confusion, inconsistency
- Solicit feedback through
  - Qualification process
  - Incident Investigations
- Controller roles & responsibilities clear currently?
  - Examples of solely controller responsibilities
  - Examples of shared responsibilities
  - Examples of potentially ambiguous responsibilities

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# Questions?