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Georgia Public Service Commission

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Atlanta, GA 30334-5701

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psc.ga.gov

DOCKET # 37078
DOCUMENT # 216304

Docket No. 37078

City of Richland Gas Department
390 Broad Street P. O. Box 126
Richland, GA 31825

REF: Comprehensive Inspection # KR23-010

☒ Certified Mail ☐ Regular Mail ☐ Email

Attention: Mr. Kenneth Josey

On March 6, 2023, a representative of the Georgia Public Service Commission Pipeline/Facilities Safety Office conducted an inspection of your gas system. The enclosed inspection report numbered KR23-010 is provided for your information and file.

In conjunction with this inspection report, Staff has recommended the following enforcement(s):

Enforcement Action:

- ☒ Notice of Probable Violation
- ☒ Notice of Probable Violation with Proposed Civil Penalty
- ☐ Notice of Amendment

Enforcement Letter:

- ☐ Warning Letter
- ☒ Letter of Concern

Enforcement Notification:

- ☐ Observed Issue
- ☐ No Violation

Please review and respond to this report in accordance with the attached Instructions for Responding to Enforcement Actions, Enforcement Letters, and Notifications Issued by the Georgia Public Service Commission. Please refer to Docket No. 37078 in your response.

Please let me know if there are any questions concerning this report at (404) 985-4271 or mthebert@psc.ga.gov. Thank you for your continuing contribution toward increased pipeline safety.

Sincerely,

Michelle Thebert

Michelle L. Thebert
Director, Office of Pipeline Safety/Facilities Protection

COMMISSIONERS

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REPORT OF NATURAL GAS SAFETY

INSPECTION NO: KR23-010

OPERATOR: City of Richland Gas Department

INVESTIGATOR: Kenny Rowe

INSPECTION DATE: March 6, 2023 REPORT MAILED DATE: November 6, 2023

Any questions concerning this report may be directed to the above address or by telephoning (404) 463-6526.

1. PURPOSE OF INSPECTION

To conduct a comprehensive inspection of the Operators plans, programs, procedures, pipeline, and pipeline facilities for compliance with the minimum federal safety standards in 49CFR Parts 191 and 192.

2. CONTINUING VIOLATIONS

Violation	Description	Inspection#	Date
515-9-3-.08	Written Formal Notice of Violation	JL16-022	3/14/2016
Consent Agreement Pending	Operator is negotiating Consent Agreement with the FPU Director	DL19-011	2/12/2019
192.603(c)	General - The Associate Administrator or the State Agency that has submitted a current...	AT22-046	8/31/2022

3. CLEARED VIOLATIONS

4. NEW VIOLATIONS

Violation	Description	Inspection#	Date
192.605(a)	Each operator shall prepare and follow for each pipeline, a manual of written procedures for...	KR23-010	3/6/2023
192.747(a)	Each valve, the use of which may be necessary for the safe operation of a distribution system, m...	KR23-010	3/6/2023
192.723(a)	Each operator of a distribution system shall conduct periodic leakage surveys in accordance with...	KR23-010	3/6/2023
192.605(b)(8)	Periodically reviewing the work done by operator personnel to determine the effectiveness and...	KR23-010	3/6/2023
192.615(b)(3)	Review employee activities to determine whether the procedures were effectively followed in each...	KR23-010	3/6/2023
192.707(d)(2)	Line markers for mains and transmission lines. Marker warning. The following must be written...	KR23-010	3/6/2023
192.625(f)	To assure the proper concentration of odorant in accordance with this section, each operator must...	KR23-010	3/6/2023
192.625(a)	A combustible gas in a distribution line must contain a natural odorant or be odorized so that at...	KR23-010	3/6/2023

5. OTHER RECOMMENDATIONS/COMMENTS

SEE ATTACHED INSPECTION REPORT.

CITY OF RICHLAND / COMPREHENSIVE INSPECTION
INSPECTION NUMBER KR23-010 / DOCKET NUMBER 37078

From March 23rd to 26th, 2022, Staff reported to the City of Richland to perform a comprehensive inspection. The inspection consisted of an examination of the Operators O&M Manual, emergency plan, records and pipeline facilities for compliance with the minimum federal safety standards.

During the inspection, the Operator was represented by:
Couri Josey– Richland Public Works Supervisor
Bobby Boyd – City Services, Inc. (Consultant)

Commission Staff was represented by:
Kenny Rowe- Lead inspector
Jason Smith – Pipeline Safety Inspector
Brant Sweat– Pipeline Safety Inspector
Daniel Clemmons- Pipeline Safety Inspector

At the time of this inspection the City of Richland was under one (1) previously existing probable violation and was negotiating a Consent Agreement with the Director. These violations were not reviewed during this time, due to the operator being unaware of the existing probable violations and consent agreement. Staff agreed to follow up on the existing violations and consent agreement at a later date. (Ref. Inspection Number DL23-014)

NOTICE OF PROBABLE VIOLATION
As a result of this inspection Staff found that the Operator was in probable violation of the minimum federal safety standards; specifically:

1. 49CFR, §192.723 – Distribution systems: Leakage surveys.
   (a) Each operator of a distribution system shall conduct periodic leakage surveys in accordance with this section.
   (b) The type and scope of the leakage control program must be determined by the nature of the operations and the local conditions, but it must meet the following minimum requirements:
      (1) A leakage survey with leak detector equipment must be conducted in business districts, including tests of the atmosphere in gas, electric, telephone, sewer, and water system manholes, at cracks in pavement and sidewalks, and at other locations providing an opportunity for finding gas leaks, at intervals not exceeding 15 months, but at least once each calendar year.
      (2) A leakage survey with leak detector equipment must be conducted outside business districts as frequently as necessary, but at least once every 5 calendar years at intervals not exceeding 63 months. However, for cathodically unprotected distribution lines subject to § 192.465(e) on which electrical surveys for corrosion are impractical, a leakage survey must be conducted at least once every 3 calendar years at intervals not exceeding 39 months.

   STAFF COMMENTS: PHMSA Comprehensive inspection form for records.
   Question #20. Distribution Leakage Surveys - Do records indicate distribution leakage surveys were conducted as required?

   While reviewing the Operator's leak survey records Staff noticed locations being skipped for reasons such as locked fences.
   - During the 2020 leak survey 1657 Nicholson Street (#8093) was not surveyed due to a dog in the yard and 507 Jester Street was not surveyed due to a locked gate.
   - During the 2020, 2021 and 2022 leak surveys AT&T (#4426) was not surveyed due to a gate being locked.
   - During the 2022 leak survey 200 Charlevoix was skipped due to a fence, and 123 Bush Street was skipped due to a gate being locked.

When asked about these locations that were skipped, the Operator informed Staff that when these situations were encountered, they would get assistance from the local sheriff's department to access the properties the following day. When asked about the records documenting this, the Operator informed Staff they did not record any information on the follow-up visit.

PROBABLE VIOLATION: The City of Richland Gas Department failed to demonstrate that they have conducted leak surveys in accordance with §192.723.

2. 49CFR §192.747 – Valve maintenance: Distribution systems
   (a) Each valve, the use of which may be necessary for the safe operation of a distribution system, must be checked and serviced at intervals not exceeding 15 months, but at least once each calendar year.

   STAFF COMMENTS: PHMSA comprehensive inspection form for records.
   Question #25. Valve Maintenance Distribution Lines – Do records indicate proper inspection of each distribution system valve that might be required in an emergency at intervals not exceeding 15 months, but at least once each calendar year, and prompt remedial action to correct any valve found inoperable?

   During the records portion of this inspection, the Operator could not provide records for certain valves deemed critical valves in the case of an emergency. Also, during the field portion of this inspection, the Operator failed to locate several of the valves they have listed as emergency valves. This also relates to PHMSA's comprehensive form for field observations, Question #40. Valve Maintenance Distribution Lines – Is proper inspection being performed for each distribution system valve that might be required in an emergency, and prompt remedial action to correct any valve found inoperable?

   Staff notes that the Operator was previously cited for failing to service their emergency valves in Inspection Numbers LB03-096 in September 2003 and Inspection Number LB11-017 in March 2011.

   PROBABLE VIOLATION: The City of Richland Gas Department failed to demonstrate that each valve, which may be necessary for the safe operation of their distribution system, was checked and serviced at intervals not exceeding 15 months, but at least once each calendar year.

3. 49CFR, §192.605 – Procedural manual for operations, maintenance, and emergencies.
   (b) Maintenance and normal operations. The manual required by paragraph (a) of this section must include procedures for the following, if applicable, to provide safety during maintenance and operations.
      (8) Periodically reviewing the work done by operator personnel to determine the effectiveness, and adequacy of the procedures used in normal operation and maintenance and modifying the procedures when deficiencies are found.

   STAFF COMMENTS: PHMSA comprehensive form for records.
   Question #3. Normal Operations and Maintenance Procedures – Review – Do records indicate periodic review of the work done by operator personnel to determine the effectiveness, and adequacy of the processes used in normal operations and maintenance and modifying the process when deficiencies are found?

   During the records review portion of this inspection Staff found multiple work orders that were filled out by the contractor that showed no indication of the Operators Gas Superintendent reviewing the order to determine adequacy of the work being performed by the contractor.

PROBABLE VIOLATION: The Operator failed to periodically review work orders done by their contractor to determine the effectiveness and adequacy of the processes used in normal operations and maintenance.

4. 49CFR §192.615 – Emergency plans.
   (b) Each operator shall:
      (3) Review employee activities to determine whether the procedures were effectively followed in each emergency.

   STAFF COMMENTS: PHMSA comprehensive inspection form for records.
   Question #6. Emergency Response Performance – Do records indicate review of employee activities to determine whether the procedures were effectively followed in each emergency?

   During the records review portion of this inspection, Staff found that in 2018 an excavation damage occurred. The Operator had no records demonstrating a review of work performed by personnel or contractors during the emergency.

   PROBABLE VIOLATION: The Operator failed to provide records showing the review of work performed by personnel or contractors to determine whether the procedures were effectively followed during an emergency situation.

5. 49CFR §192.625 – Odorization of gas.
   (f) To assure the proper concentration of odorant in accordance with this section, each operator must conduct periodic sampling of combustible gases using an instrument capable of determining the percentage of gas in air at which the odor becomes readily detectable.

   STAFF COMMENTS: PHMSA comprehensive inspection form for records.
   Question #16. Odorization of Gas – Do records indicate appropriate odorization of its combustible gases in accordance with its process and conduct of the required testing to verify odorant levels met requirements?

   At the time of this inspection, the Odorometer used for sampling odor was currently calibrated; however, the Operator could not provide the calibration records from the last five years of the Odorometer.

   PROBABLE VIOLATION: The Operator could not provide evidence that the Odorometer used for periodic sampling of odor for the last five years was calibrated during the required testing to verify odorant levels met requirements.

6. 49CFR §192.625 – Odorization of gas.
   (a) A combustible gas in a distribution line must contain a natural odorant or be odorized so that at a concentration in air of one-fifth of the lower explosive limit, the gas is readily detectable by a person with a normal sense of smell.

   STAFF COMMENTS: PHMSA comprehensive form for field observation.
   Question #34. Odorization of Gas – Is sampling of combustible gases adequate using an instrument capable of determining the percentage of gas in air at which it becomes readily detectable?

During the field portion of this inspection, odorant sampling could not be performed because neither the Operator nor the Contractor performing the sampling could provide qualification records demonstrating that they were qualified to perform the task of Odorization Periodic Sampling. Page 239 of the Operators O&M states, "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 periodic odorizer inspection, testing, preventive and corrective maintenance. Refer to the OQ Plan for specific qualification requirements."

PROBABLE VIOLATION: At the time of this inspection, the Operator could not demonstrate if the percentage of gas in air at which it becomes readily detectable was adequate due to the lack of qualified personnel to perform the task of periodic sampling.

7. 49CFR §192.707 – Line markers for mains and transmission lines.
   (d) Marker warning. The following must be written legibly on a background of sharply contrasting color on each line marker:
      (2) The name of the operator and telephone number (including area code) where the operator can be reached at all times.

   STAFF COMMENTS: PHMSA comprehensive form for field observation.
   Question #37. Placement of ROW Markers. – Are line markers placed and maintained as required for above ground pipelines?

   During the field portion of this inspection, Staff inspected the operator's regulator station that had a sign on the fence surrounding the station with an incorrect phone number to call in case of an emergency. Staff tried calling the number several times to check if it worked but never reached anyone. A recording eventually came on that stated, "Answering services are off".

   Staff notes that this issue concerning markers with incorrect telephone numbers was also noted in Inspection Number LB03-096 in September 2003.

   PROBABLE VIOLATION: The Operator failed to maintain a line marker that displays the content required by §192.707(d)(2) for their above ground pipeline.

8. 49CFR §192.605 - Procedural manual for operations, maintenance, and emergencies.
   (a) General. Each operator shall prepare and follow for each pipeline, a manual of written procedures for conducting operations and maintenance activities and for emergency response. For transmission lines, the manual must also include procedures for handling abnormal operations. This manual must be reviewed and updated by the operator at intervals not exceeding 15 months, but at least one each calendar year. This manual must be prepared before operations of a pipeline system commence. Appropriate parts of the manual must be kept at locations where operations and maintenance activities are conducted.

   PROBABLE VIOLATION: Based on the observed deficiencies indicated in this report, Staff determined that the Operator has failed to prepare and follow a manual of written procedures for conducting operations and maintenance activities and for emergency response.

   <u>The specific code sections and noted deficiencies are identified below:</u>

a) 49 CFR, §192.481- Atmospheric corrosion control: Monitoring.
(c) If atmospheric corrosion is found during an inspection, the operator must provide protection against the corrosion as required by § 192.479.

STAFF COMMENTS: PHMSA comprehensive inspection form for records.
Question #23. Atmospheric Corrosion Monitoring – Do records document inspection of aboveground pipe for atmospheric corrosion?

In the Richland Gas Department's Operations and Maintenance manual under 'Atmospheric Corrosion Control: Monitoring' specifically 'Remedial Measures: General' it states Atmospheric corrosion control abatement (paint) must be applied to each section of above ground metallic pipe that is ranked as Grade 3 or Grade 4 in the annual Atmospheric Corrosion Control Survey within twelve (12) months of determination.

While reviewing the Operator's records Staff found multiple locations where Atmospheric Corrosion were identified as Grade 3 'moderate' or Grade 4 'heavy' for multiple years. Staff found approximately 19 locations in Richland's business district that fall under moderate or heavy. Some of those locations included:

- 346 Broad Street was labeled grade 4 'heavy' from 2017 thru 2022
- Moore Hardware and the Masonic Temple was labeled grade 3 'moderate' from 2020 thru 2022
- NAPA Auto Parts, 1368 Wall Street, William's Funeral Home and Fashion Emporium were labeled grade 3 from 2017 thru 2022.
- Some of the locations outside of Richland's business district included:
  - The following were labeled grade 3 'moderate' in 2019 and 2022: 638 Hamilton Street (riser), 629 Hamilton Street (#8176), 1008 Alston Street (#8082), 986 Alston Street (#8632), 343 East Meyer Street (#1909), 383 East Meyer Street (#4429) and 57 Church Street (#1978).
  - The following were labeled grade 3 'moderate in 2018 and 2021: 1779 Wall Street (#4406), 224 West Broad Street (#8026), 213 West Broad Street (#3935), 1006 Nicholson Street (#8084), 969 Nicholson Street (#6543), 60 Lipsey Street (#1776) and 100 Virginia Street (#0896).
  - The following were labeled grade 3 'moderate in 2017 and 2020: 68 Jester Street (#1809), 78 Chambliss Street (#1828) 124 Nutwood Circle (#9524), 2078 Nicholson Street (#2558), 345 Alston Street (#1894), 204 Nicholson Street (#441). The address 38 Columbia Avenue (#8017) was labeled grade 4 in 2017 and 2020

PROBABLE VIOLATION: The City of Richland Gas Department failed to follow its written procedure for mitigating atmospheric corrosion found in its gas system.

b) 49CFR, §192. 481 – Atmospheric corrosion control: Monitoring.
(c) If atmospheric corrosion is found during an inspection, the operator must provide protection against the corrosion as required by § 192.479.

STAFF COMMENTS: PHMSA comprehensive form for field observations.
Question #27. Atmospheric Corrosion Monitoring - Do field observations indicate that pipe exposed to atmospheric corrosion is properly coated?

During field visits in Richland's gas distribution system, Staff came upon multiple locations where above ground piping lacked proper coating to protect it from atmospheric corrosion.

PROBABLE VIOLATION: The Operator failed to provide adequate protection to above ground piping from atmospheric corrosion.

c) 49CFR, §192. 463 – External Corrosion Control: Cathodic Protection.
(a) Each cathodic protection system required by this subpart must provide a level of cathodic protection that complies with one or more of the applicable criteria contained in appendix D of this part.

STAFF COMMENTS: PHMSA comprehensive inspection form for records.
Question #6. Cathodic Protection Monitoring Criteria – Do records document that the CP monitoring criteria used was acceptable?

On page 70 of the Operators Operation and Maintenance manual, it states: "A minimum structure-to-electrolyte (pipe-to-soil) potential of -850 mV, or more negative, as measured with respect to a saturated copper/copper sulfate (CSE) reference electrode." During this inspection, Staff found CP monitoring records that indicated several low readings throughout the Operators system in 2018, 2019, 2020, 2021, and 2022.

PROBABLE VIOLATION: The Operator failed to follow their procedures to meet the CP monitoring criteria that their manual states they will use.

d) 49CFR, §192.465 – External corrosion control: Monitoring.
(d) Each operator shall take prompt remedial action to correct any deficiencies indicated by the monitoring.

STAFF COMMENTS: PHMSA comprehensive inspection form for records
Question #11. Correction of Corrosion Control Deficiencies – Do records adequately document action taken to correct any identified deficiencies in corrosion control?

On page 70 of the Operators Operation and Maintenance manual it states: "If the pipe-to-soil reading is below the minimum of -850 mV, remedial action will be taken.

During the records review portion of this inspection, Staff found recommendations were made by the contractor in the CP monitoring records to correct low CP readings that were never corrected.

PROBABLE VIOLATION: The Operator failed to follow their procedures to take remedial action to correct low CP readings recommended by their contractor who performed their CP survey.

ITEM OF CONCERN

1. 49CFR §192.181 – Distribution line valves.
(b) Each regulator station controlling the flow or pressure of gas in a distribution system must have a valve installed on the inlet piping at a distance from the regulator station sufficient to permit the operation of the valve during an emergency that might preclude access to the station.

STAFF COMMENTS: PHMSA comprehensive form for field observation.
Question #3. Distribution Valve Placement – Are distribution line valves being installed as required of 192.181?

The Operator has one regulator station in which the inlet valve is located a few feet from the station inside of the fenced in area where the regulator station sits. During an emergency that would preclude access to the station the Operator would not be able to operate the valve if necessary. The operator advised that they believe this station is pre-code.

ITEM OF CONCERN: The City of Richland does not have a valve on the inlet piping of their regulator station that would be operable during an emergency that would preclude access to the station.

PROPOSED CIVIL PENALTY

Under Commission Rule 515-9-1.01, by virtue of the authority vested in the Commission by law and pursuant to orders issued by the Commission on May 4, 1967, July 6, 1967, April 23, 1968, and October 29, 1970, all Rules and Regulations prescribed by the United States Department of Transportation applicable to the "Transportation of Natural and Other Gas by Pipeline: Minimum Safety Standards" (C.F.R. 49, Parts 191 and 192) are by this Rule made the Rules and Regulations of the Georgia Public Service Commission for the safe installation and operation of all natural gas transmission and distribution facilities by companies subject to the jurisdiction of the Commission within this State.

Under Commission Rule 515-9-3-.08 (Written Formal Notice of Violation), the Commission may propose a civil penalty in conjunction with this notice of probable violation. Further, the City of Richland is subject to civil penalties under O.C.G.A. § 46-2-91(b), which states that Any operator which violates any rule or regulation of the commission prescribed pursuant to subsection (i) of Code Section 46-2-20, or which fails, neglects, or refuses to comply with any order after notice thereof, shall be liable to a penalty not to exceed the maximum penalties provided for in 49 C.F.R. Section 190.223.

Staff has reviewed the circumstances surrounding the probable violations cited in this report and has recommended the civil penalties listed below. Please note that this recommended amount is less than the amount authorized by Georgia law.

Item #	Code / Rule	Description	Proposed Penalty
1	§192.723	Leakage Surveys	$2,500.00
2	§192.747(a)	Valve Maintenance	$2,500.00
5	§192.625(f)	Odorization Sampling	$2,500.00
7	§192.707(d)(2)	Line Markers	$2,500.00
TOTAL PROPOSED PENALTY			$10,000.00

Please review and respond to this report in accordance with the attached Instructions for Responding to Enforcement Letters Issued by the Georgia Public Service Commission.

OPERATOR RESPONSE FORM

Operator Name: City of Richland

Informal Conference Requested: Yes ☐ No ☐

Docket Number: 37078

Responses required within **30 days of electronic mail.** Provide the following information for this report:

Response to Inspection Number:_____

Type of Enforcement Action(s) cited in report:			Informal Conference Requested	
☐ Notice of Probable Violation (NOPV)	☐ New	☐Continuing	☐ Yes	☐ No
☐ Notice of Amendment (NOA)	☐ New	☐Continuing	☐ Yes	☐ No
☐ Warning Letter	☐ New	☐Continuing	☐ Yes	☐ No
☐ Letter of Concern	☐ New	☐Continuing	☐ Yes	☐ No
☐ Observed Issue	☐ New	☐Continuing	☐ Yes	☐ No
☐ Proposed Civil Penalty	$_____ PCP $ Amount (Total for report)			

Indicate below (A-E) based on the type of Enforcement Actions in this report: (Check all that apply)
Complete a separate copy of Page 2, Operator Response to Enforcement Action, for each cited item.

A. Response for **Notice of Probable Violation** (with and without proposed civil penalty):
   1. ☐ Written statement indicating that corrective measures have achieved Compliance or
   2. ☐ Written plan of action outlining the corrective measures that will be taken to achieve compliance and when compliance is anticipated.

B. Response for **NOA**:
   1. ☐ Contested: Attach written explanation, information, or other material in answer to the allegations in the Notice of Amendment stating your reasons for objecting to the NOA, in whole or in part; or
   2. ☐ Not Contested: Explanation, information, or other material believed to warrant modification of the NOA in whole or in part; or
   3. ☐ Written request for clarification. (Attached)

C. Response for **Continuing** and/or **Existing** violations:
   Current status, updates, expected completion dates, proposed modifications, etc., of the continuing and/or existing violations, even if this information was previously provided. Referencing a previously filed response letter, as status, updates, etc. alone is not sufficient for this response. Failure to provide this information may result in formal interrogatories from the Director through data requests.

D. Response for ☐ **Letter of Concern** / ☐ **Warning Letter**
   I acknowledge receipt of the Letter of Concern/Warning Letter:_____
   SIGNATURE / TITLE

   Additional Comments: (Optional)_____

E. Response for **Observed Issue** and **No Violation**: (Optional Response)
   Staff requests that the Operator acknowledge receipt of the Observed Issue/No Violation in writing, or by submitting an email to the FPU Director

Operator Response to Enforcement Action

Enforcement Action for:_____ ☐ New Violation ☐ Continuing Violation
Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☐ Notice of Probable Violation (NOPV)	☐ Yes ☐ No	$_____ Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☐ Proposed Civil Penalty	☐ Yes ☐ No	

OPERATORS RESPONSE: _____

_____

_____

_____

_____

_____

_____

_____

Response Provided by: _____ Date:_____
Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed:_____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

_____

Supervisor Review by:_____ Date Reviewed:_____

Additional Enforcement Recommended: ☐ Yes ☐ No

_____

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments:_____

_____

Filings:
For all written responses or any other official correspondence, the Operator shall file the response at the following address:

Ms. Sallie Tanner, Executive Secretary
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, Georgia 30334

The Operator must file **five (5)** copies of any response and/or official correspondence, as well as a CD with an electronic version of the response in Microsoft Word and/or a PDF, if applicable.

Informal Conference:
Any Operator who chooses to request an informal conference shall request such a conference through emailing the Director (michellet@psc.state.ga.us), calling the Director (404-463-2765), or selecting the "Request Conference" choice.

Civil Penalty Payments:
Certified check for the full amount of the recommended civil penalty or consent agreement amount made payable to the Georgia Public Service Commission. The Operator's name, applicable Docket No., and Inspection Report No. must be included on the certified check. Mail payment to:

Ms. Michelle Thebert, Director, Facilities Protection Unit
Georgia Public Service Commission
244 Washington Street
Atlanta, Georgia 30334

Hearing Requests:
The Operator has the right to request a hearing before the full Commission to contest the alleged probable violations, recommended civil penalties, and all other proposed actions of enforcement. A request for a hearing must be submitted in writing and in accordance with Commission Rule 515-2-1-.04. The Operator must include a statement of the issues that you intend to raise at the hearing. The issues may relate to the allegations, new information, proposed compliance order, proposed civil penalty, or any other recommendation for enforcement action. Please refer to Commission Rule 515-9-3-.11 and O.C.G.A. § 46-2-91 for assessment considerations upon which civil penalties are based. An operator's failure to specify an issue may result in a waiver of the right to raise that issue at hearing. The request must also indicate whether or not the Operator will be represented by counsel at the hearing.

Open Records and Trade Secret Filings:
The Operator is advised that any material provided to the Commission, and all materials prepared by the Commission, including the Notice of Probable Violations and any Orders issued in this case, may be considered public information and subject to disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.). If you believe that any portion of your response material is security sensitive, privileged, confidential or may cause your company competitive disadvantages and would qualify for protection under the Commission's "Trade Secret Rule" (Commission Rule 515-3-1-.11), you must, along with the complete original document clearly marked "TRADE SECRET" on each page, provide a second copy of the document with the portions you believe qualify for trade secret treatment redacted, and an explanation of why you believe the redacted information qualifies for such trade secret treatment. Should the Commission receive a request for disclosure of any "TRADE SECRET" material, you will be notified, if after review, the materials and your provided justification are deemed not to meet any exemptions provided in the Georgia Open Records Act. You may appeal the Commission's decision to release material at that time. Your appeal will stay the release of those materials until a final decision is made.

BEFORE THE GEORGIA PUBLIC SERVICE COMMISSION
STATE OF GEORGIA

IN THE MATTER OF:	)	
	)	
Probable Violation(s) Report with	)	**DOCKET NO. 37078**
Proposed Civil Penalty and	)	
Letter of Concern	)	
City of Richland Gas Department	)	
Inspection KR23-010 on March 6, 2023		

CERTIFICATE OF SERVICE

I, the undersigned, do hereby certify that I have caused to be served a copy of the foregoing, and a copy of same was served upon all parties and persons listed below via electronic mail as indicated by an asterisk I further certify that the *City of Richland Gas Department* was served a hard copy of the above-stated document by U.S. Mail, certified/return receipt requested.

*Sallie Tanner, Executive Secretary
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, GA 30334

*The Honorable Kenneth Josey, Mayor
City of Richland Gas Department
390 Broad Street
P.O. Box 126
Richland, GA 31825
wilsonwandal@bellsouth.net

*Michelle Thebert, Facilities Protection Unit Director
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, GA 30334

Respectfully Submitted this 8th day of November 2023:

Cathy Nesbitt, Administrative Assistant
Georgia Public Service Commission
Facilities Protection Unit
244 Washington Street, SW
Atlanta, GA 30334