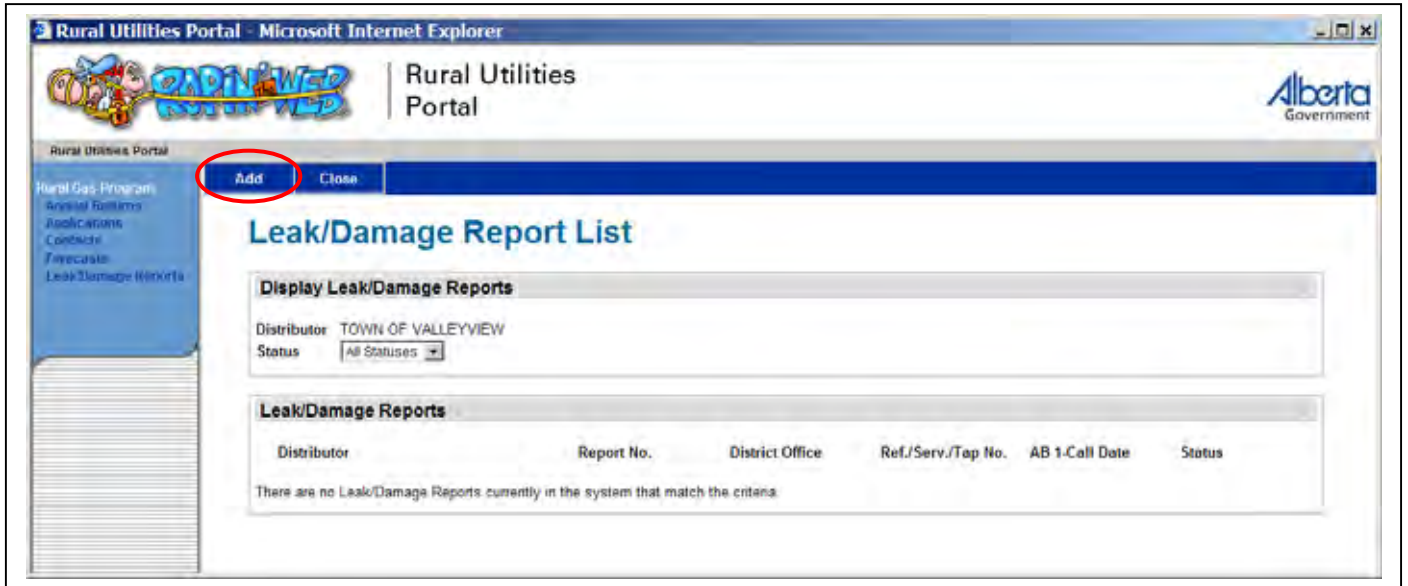


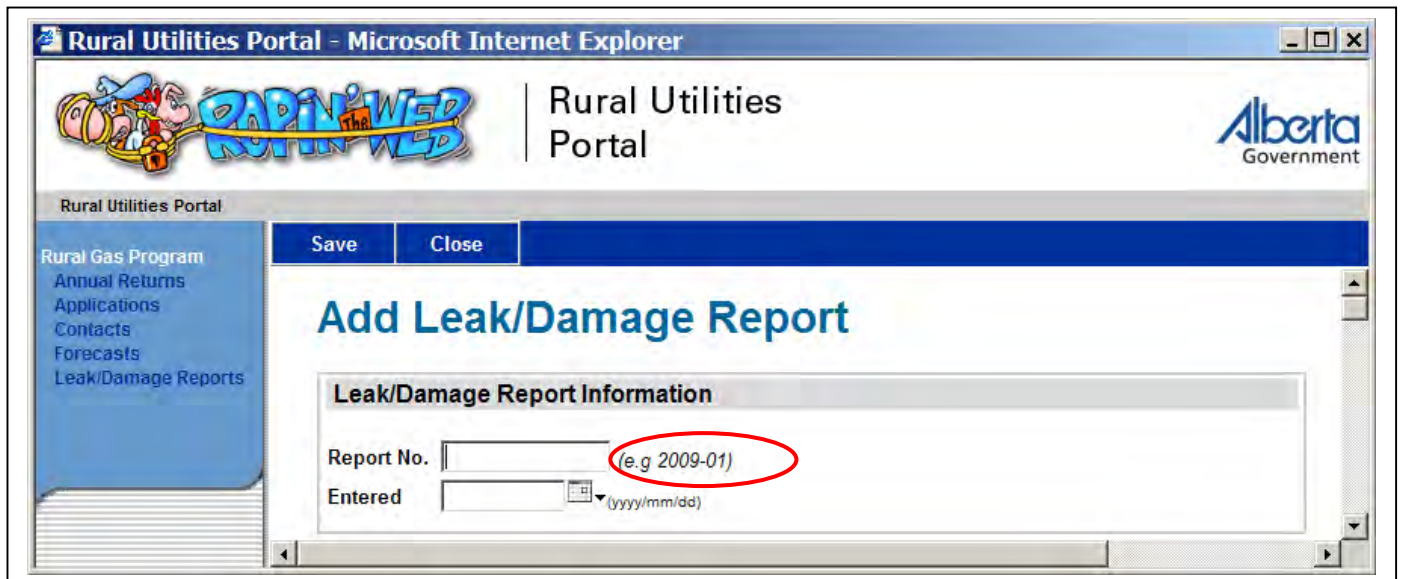
Tips on how to enter the data in the Rural Utilities Portal:

Use the Distributors username and Password to open the Rural Utilities Portal.

Entering the Leak/Damage menu will give you an option to see all your reports, if you click on "Add" the template where you enter the Leak/Damage information will open.



Always use the 4 digit year and two digit report number i.e. 2010-01 for the report number.



“District Office” should be annotated when the Distributor has more than one Office that responds to repairs.

The “AB 1-Call Date” is the date in which you received the on-call notification

The screenshot shows the Rural Utilities Portal interface in Microsoft Internet Explorer. The page title is "Rural Utilities Portal - Microsoft Internet Explorer". The logo "RAPIN WEB" is on the left, and "Rural Utilities Portal" and "Alberta Government" are on the right. The main content area has a "Save" and "Close" button at the top. Below these are several form fields: "Facility Owner" with the value "\* TOWN OF VALLEYVIEW", "District Office" (empty), "Ref./Serv./Tap No." (empty), "AB 1-Call Date" (empty), "Site Location:" with sub-fields for "Street Address", "City", and "Postal Code" (with example "T5T5T5"), "Legal Land Description" with dropdowns for "M:", "R:" (with "(01-30)", "T:" (with "(001-126)", "S:" (with "(01-36)", and "Q:" (with a dropdown), "Lot" (empty), "Block" (empty), "Rural Subd'n" (empty), and "Municipality/MD/ID/County" (empty).

The “Plant Damaged” box will only be annotated where there is damage by human intervention.

Proceed through the template box by box. Where there are pull-down menus select the appropriate option, if there is not an option that fits the scenario use the “Other” box to the right of that box (where that option exists) to identify or clarify the type of incident.

*i.e. Natural Elements may be “Pipe Failure,, Mechanical or Fusion Joint Failure or possibly Lightning Hit.*

If there is not a clear option just add your scenario in the “Other” box.

The screenshot shows the Rural Utilities Portal interface in Microsoft Internet Explorer. The page title is "Rural Utilities Portal - Microsoft Internet Explorer". The logo "RAPIN WEB" is on the left, and "Rural Utilities Portal" and "Alberta Government" are on the right. The main content area has a "Save" and "Close" button at the top. Below these are several form fields: "Area" (dropdown), "Site" (dropdown), "Plant Damaged" (dropdown, circled in red), "Type of Incident" (dropdown), "Activity" (dropdown), and two "Other" text input fields.

For system failures situations a number of boxes (pertaining to hits/human intervention) will be not applicable (leave those boxes blank)

Rural Utilities Portal - Microsoft Internet Explorer

Rural Utilities Portal

Alberta Government

Rural Gas Program

- Annual Returns
- Applications
- Contacts
- Forecasts
- Leak/Damage Reports

Save Close

Damaged By [dropdown] Other [text]

Company Name [text]

Contact [text]

Mailing Street Address [text]

Mailing City [text]

Mailing Postal Code [text] (e.g. T5T5T5)

Phone Number [text] (e.g. 7803334444)

Working For [text]

The “**Contact Authorized?**” box will, in 99% of the cases, be a “**No**” or “**N/A**”. The “**Yes**” option is only used where you have an abandoned line and permission is given to cut thru the line, or where a bigger steel line is crossing yours and you have given the contractor permission to squeeze off and remove a section of your line enabling their crews an easier alternative to cross under your line.

Rural Utilities Portal - Microsoft Internet Explorer

Rural Utilities Portal

Alberta Government

Rural Gas Program

- Annual Returns
- Applications
- Contacts
- Forecasts
- Leak/Damage Reports

Save Close

Locates Requested?  Yes  No  N/A

Locates Done?  Yes  No  N/A

Locates Accurate?  Yes  No  N/A

Hand Exposed?  Yes  No  N/A

Locate Ticket No. [text]

Date Located [calendar] (yyyy/mm/dd)

Facility Marked By [dropdown]

**Contact Auth'd?**  Yes  No  N/A

Damage Preventable?  Yes  No  N/A

In the “**Pipe Classification**” box those options listed are for PE pipelines. If another type of pipe was hit please clarify pipe grade in the “**Other**” box to the right.

The screenshot shows the 'Rural Utilities Portal' interface in Microsoft Internet Explorer. The page features a 'RAPINWEB' logo, the 'Rural Utilities Portal' title, and the 'Alberta Government' logo. A navigation menu on the left includes 'Rural Gas Program', 'Annual Returns', 'Applications', 'Contacts', 'Forecasts', and 'Leak/Damage Reports'. The main form area has 'Save' and 'Close' buttons. The 'Pipe Classification' section is highlighted with a red box and includes the following fields: 'Line Size (O.D.)', 'Pipe Material', 'Pipe Manufacturer', 'Classification', 'Operating Pressure', and 'Pipe Depth'. Each of these fields has a corresponding 'Other' text input box to its right.

In the “**Repair Joint**” box if it is a mechanical repair joint and not a temporary repair, clarify why not - *i.e. CIL 219 resin*.

In the “**Description of Break**” box, if the incident is a third party hit, you would specify that in the “**Other**” box to the right (usual term is “severed”). If it is a lightning strike, the terms may be “melted” or “material blow-out”.

If the failure is a mechanical joint we would like to see the type of joint specified in the “**Other**” box - *i.e. Continental coupling – cracked nut, etc.*

If it is a fusion failure please specify if it was a workmanship or material failure *i.e cold face or separation in heat effected zone, etc.* in the “**Other**” box

“**Time and Date of Break**” when you have a release on your system that may have been I identified by your wholesale/volume monitoring or line walk program – where applicable - please use your gas volume tracking program to estimate the date and time of any leaks.

The screenshot shows the 'Rural Utilities Portal' interface in Microsoft Internet Explorer, similar to the first image. The 'Repair Joint Type' and 'Description of Break' sections are highlighted with a red box. The 'Repair Joint Type' section includes a dropdown menu and an 'Other' text input box. The 'Description of Break' section includes a dropdown menu and an 'Other' text input box. Below these, the 'Time and Date of Line Break (Approx.)' section has fields for 'Hour', 'Minute', and 'Date' (with a calendar icon and a format hint '(yyyy/mm/dd)') and an 'Unknown' checkbox. The 'Time Incident Reported' section has fields for 'Hour' and 'Minute'. The 'Time/Date Emergency Crew Arrived' section has fields for 'Hour', 'Minute', and 'Date' (with a calendar icon and a format hint '(yyyy/mm/dd)').

If your line walk program determined the leak, please note that in the **Comments Section**. Also add any information regarding third party hits that may help us deliver a need message to third parties that need to be reminded of the damage prevention process. If the main cause of a hit was due to locate issues, please give a summary of those issues.

Select **“Save”** to complete your report.

