

## API Pipeline Environmental and Safety Awards

### Frequently Asked Questions

**Q: We have been tracking the contractor hours of 14 of our major contractors for the last 3 years. However, we have dozens of additional contractors with a lesser contribution that may only be used one time. Is there a guideline as to when contractors do not have to be included in the number of contractor hours?**

**A:** The intent is to capture *all* contractor incidents and contractor hours, not the individual contractor. It is left to the company's discretion as to the level of effort they wish to expend to gather all contractor hours; however, all incidents should be included. If you track some contractors' hours, but not others, use the actual number you track and estimate the hours for the remainder of the contractors. The preference is always to use actual hours rather than an estimate. The estimate is only to be used if contractor hours are not currently tracked.

**Q: Could you clarify the formula for estimating contractor hours? Also, is it based on dollars incurred in particular regions of the United States?**

**A:** The formula for estimating contractor hours assumes 50% is material and 50% is labor, with the labor rate averaged as \$40/hour. The formula was based on average percentages from different areas, but it does not take into account regional differences. Again, the preference is to collect actual contractor hours. (**Note:** the estimation formula is currently being reviewed by an API industry work group and may be updated for the 2016 award year).

**Q: On the OII "Data Entry" form, what is the protocol for documenting contractor data. Do we put the data in as a whole from all our contractors?**

**A:** Yes, contractor information should be a combined total. Do not make separate entries for each contractor. Please note that data for U.S. contractors and non-U.S. contractors are reported on separate forms.

**Q. What is PPTS and how do I submit data?**

**A.** PPTS, the Pipeline Performance Tracking System, is a voluntary spill reporting system open to all liquids pipeline operators. It also collects annual information on pipeline infrastructure such as miles, diameter, decade of construction, and other information. Data are submitted electronically through software on the API server. For more information, go to [www.api.org/ppts](http://www.api.org/ppts). Your company must be a participant in PPTS in order to qualify for the API Pipeline Environmental Award. If you are not sure if your company is a participant, or if you are not sure who submits your company's information to PPTS, contact Adebukola Adefemi at API ([Adefemia@api.org](mailto:Adefemia@api.org) or 202-682-8548).

**Q. Where do I find the "PPTS System Name(s)"?**

A. Each operator that participates in PPTS has one or more PPTS System Names that identify which systems it is responsible for reporting. The person who submits your company's information to PPTS will know your System Name(s). If you are not sure if your company is a participant, or if you are not sure who submits your company's data to PPTS, contact Adebukola Adefemi at API ([Adefemia@api.org](mailto:Adefemia@api.org) or 202-682-8548).

**Q. Does PPTS record just pipeline spills or does it also track spills in terminals, pump stations and other facilities?**

A. PPTS records information about releases in all of a participating company's assets, whether pipeline right-of-way or inside the fence of a facility and whether subject to PHMSA jurisdiction or not.