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RECEIVED MAY 07 2012

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**CERTIFIED MAIL**

May 1, 2012

Mr. Byron Coy, Jr.  
Director, Eastern Region  
Pipeline and Hazardous Materials Safety Administration  
Mountain View Office Park  
820 Bear Tavern Road, Suite 103  
West Trenton, NJ 08628

**RE: CPF 1-2012-5006W**

Dear Mr. Coy,

This letter is the formal response by Dominion Transmission, Inc. (DTI) to the Warning Letter dated April 2, 2012 stating:

**“1. §195.402 Procedural manual for operations, maintenance, and emergencies.**

**(c) Maintenance and normal operations. The manual required by paragraph (a) of this section must include procedures for the following to provide safety during maintenance and normal operations:**

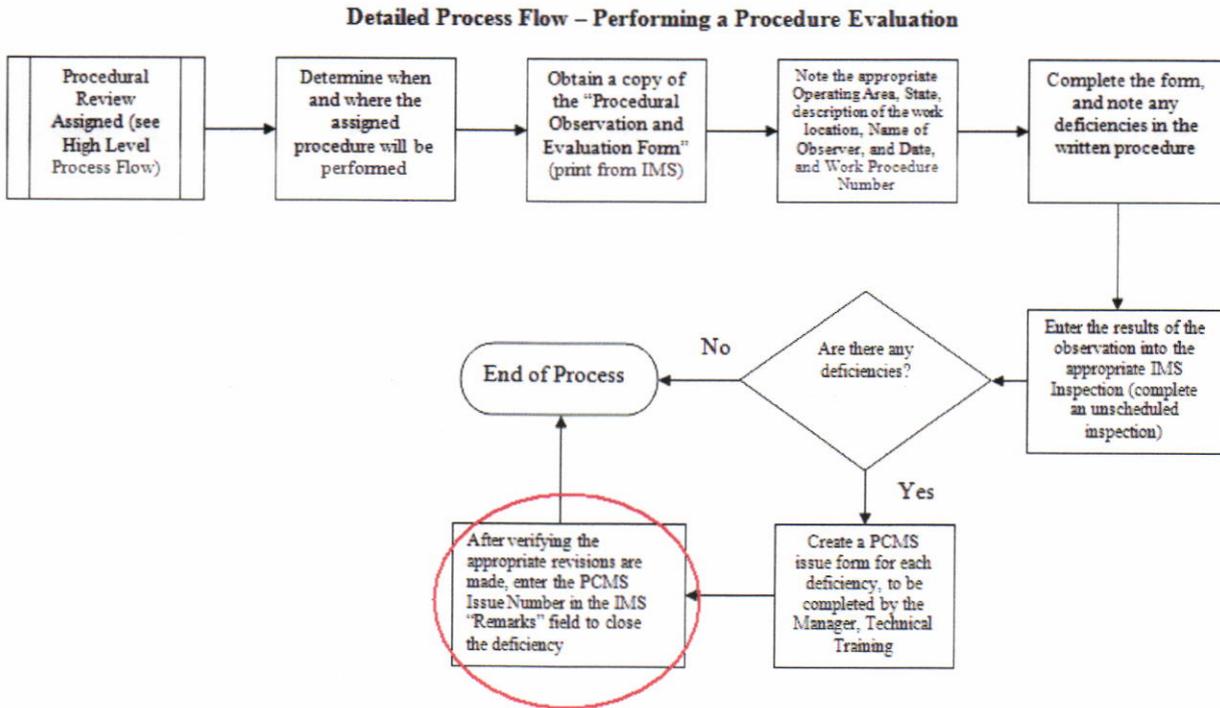
**(13) Periodically reviewing the work done by operator to determine the effectiveness of the procedures used in normal operation and maintenance and taking corrective action where deficiencies are found.**

DTI's procedures failed to provide a process to ensure that the approved changes to the procedures were included in the revised procedures. During a records review to verify that periodic review of procedures was being performed, it was noted that changes requested and approved by DTI personnel to procedure "OQ-016-GL – Performing Rectifier Inspection" on DTI's "Procedure Observation" form, dated November 16, 2009, had not been included on the most recent revision."

**DTI Response:**

In order to prevent the reoccurrence of this deficiency, DTI has revised its procedures to include verification that the noted revisions are made prior to the issue being resolved in

its work management system. A revised process flow (added step circled in red) is provided below for your reference.



The detailed process flow above is linked to DTI SOP 185/45 – *Review of Work Done by Operation Personnel*.

If you have any questions, or should require additional information, please do not hesitate to contact Shawn Miller at (304) 627-3404.

Respectfully,

Jeffrey L. Barger  
Vice President, Pipeline Operations  
Dominion Transmission, Inc.