



OPERATIONS SECTION AWARDS MANUAL

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NOTICE: Nothing in this Manual shall affect the status of the American Gas Association (AGA) as an organization described in Section 501(c)(6) of the Internal Revenue Code of 1986 or any corresponding provisions of any future internal revenue law. This Manual shall be interpreted in a manner consistent with applicable state law and the intentions set forth in herein and so as to conform to the requirements of the federal tax laws and regulations issued pursuant thereto. AGA may amend any award to conform to the provisions of applicable federal or state law or government regulation governing its permissible activities. The continuation or conditions governing any Award may be amended unilaterally and without notice by AGA or, if is supported by a sponsor or donor, conditions may be amended by joint action of the sponsor or donor and the AGA Operations Section's Managing Committee.

AWARD OF MERIT

General

Believing that a person's real reward for dedicated and constructive service to the Operations Section of the American Gas Association is the inner satisfaction that comes from accomplishment and from close association with his/her fellow workers toward a purpose, the section also recognizes valuable service in a more tangible form. The section has established the Operations Section Award of Merit for the purpose of giving public recognition to those whose service to the gas industry through participation in the activities of the section has been outstanding.

Those to whom the certificate of award is given will constitute an honorary individual who has demonstrated:

- a) Outstanding leadership
- b) Participation in AGA events
- c) Continuous and dedicated organizational service
- d) There are five levels of awards and a Lifetime Achievement category for an individual who has accumulated points of 150 or more:
 1. Award of Merit (Bronze) – 25 points
 2. Award of Merit (Silver) – 50 points
 3. Award of Merit (Gold) – 75 points
 4. Award of Merit (Platinum) – 100 points
 5. Award of Merit (Diamond) – 125 points
 6. Lifetime Achievement – 150+ points

Procedures

- a) The award shall be established and administered in accordance with the following procedures:
 - The Executive Committee of the Operations Section's Managing Committee shall be responsible for reviewing and approving a listing of recipients of the Awards of Merit in

accordance with these rules. The recommended list will be provided by AGA staff.

- In order to determine eligibility for these awards the following point system shall be used:

Completed service as:

- Committee Chairman, all Vice Chairmen (1st, 2nd, 3rd) – 4 points
- Immediate Past Chairman – 1 point
- Task group* Chairman and Vice Chairman (*year project is completed*) – 2 points
- Task group* member (*year project is completed*) – 1 point
- Operations Section Chairman, all Vice Chairmen (1st, 2nd, 3rd), Immediate Past Chairman – 4 points

To receive credit for a year, the leadership position or task group membership must be served for at least 6 months of that year.

*Task groups eligible for points should be considered a special group that is working on something above normal committee work (white papers, special projects).

Contributions of time, talent and leadership:

- Committee member – 1 point for each committee meeting attended
- Presenter, presider, facilitator/host, panel member or program chairman at an AGA conference, workshop, roundtable, safety summit, webinar, audio conference or committee meeting – 2 points
- Discussion group speakers – 2 points
- Member company representatives attending AGA Peer Reviews as Subject Matter Experts (SME's) and Peer Review Point of Contacts – 4 points
- Operations Best Practices Program Steering Committee – 4 points

- o AGA members appointed by AGA on industry committees/groups or representing AGA at industry events (e.g., NTSB hearing, DOT Pipeline Advisory Committee, Common Ground Alliance, Plastic Pipe Database Committee, NFPA 59A) – 4 points
- b) These awards shall be presented at the annual Operations Conference.
- c) In order to recognize extraordinary service to the gas industry through avenues not covered by the point system, a member of the Operations Section may be declared eligible for the Award by recommendation of the subcommittee or the Executive Committee with two-thirds (2/3) approval of the Managing Committee.
- d) A roster of candidates eligible for the award shall be prepared each year by Operations Section staff and sent to the Executive Committee for review and approval.
- e) An award plaque shall be presented to each eligible candidate.
- f) Amendments to these rules may be proposed by any member of the Operations Section's Managing Committee or AGA Staff. The adoption of the proposed amendment shall be voted at the next succeeding meeting of the committee, and shall require a two-thirds affirmative vote of those present.

NOTE:

An updated listing of Award of Merit points can be found on the AGA website at: <https://www.aga.org/about/awards/>

This listing is updated once a year following the AGA Operations Conference and includes points accrued through the prior calendar year.

CHAIRMAN SERVICE AWARD

The Purpose of the Chairman Service Award, which is presented annually by the Section, is to give recognition to the Chairman of the technical committees of the Section.

- a) The Chairman must serve at least 7 months of his/her term in order to be eligible to receive the Award.
- b) The Service Award shall consist of an appropriate certificate mounted in plaque form.
- c) The Service Award shall be presented at the Fall Committee Meetings.

*At the same presentation of the Chairman Service Awards, the Chairman of the Operations Section will receive the Operations Section Leadership Award. This is an annual award given to the Chairman of the Operations Section.

AGA DISTRIBUTION ACHIEVEMENT AWARD

General

The purpose of this award is to recognize an outstanding individual contributor to the science and art of gas distribution. The contribution must be made during the past five years preceding the year in which the Award is made. Such contribution might consist of a plan, design, program, or any other act that contributes to the safety, economy, or service of a distribution system, but shall not consist solely of the delivery of a report or paper. However, an idea or ideas disclosed in a paper or individual report might be eligible for an Award.

The award consists of an inscribed plaque and \$1,000 cash award.

Procedures

- a) For the purpose of the Award, distribution shall be defined as all those elements of design, construction, operations, maintenance, repair, renewal and safety pertaining to a system carrying manufactured, natural or mixed gas from the point of manufacture or purchase by the utility to the outlet of the customer meter. A distribution system consists of, but is not limited to, mains, valves, pressure regulators, gauges, controls, services, meter connections, meters, and accessories of each of these items, as well as manholes and buildings used in connection with gas distribution and protective measures against corrosion used on distributive systems.
- b) The above definition of distribution in the gas industry is prepared solely in order that the Award Committee as described in paragraph "k" below hereafter may determine the eligibility of candidates for the Award described herein.
- c) Excluded from the above definition of distribution are gas holders, storage tanks, pumping stations, and the basic portions (motor and chassis) of cars and trucks.
- d) To be eligible for the Award, any candidate must be a regular employee of a gas company, holding company, or service company member of the American Gas Association.
- e) One Award will be made each year at the Operations Section's Operations Conference if there is a candidate whose work in distribution, as defined herein, is sufficiently outstanding and

valuable in the judgment of the Award Committee to merit the Award.

- f) The Award shall be available annually unless terminated by one year's notice to the Section Managing Committee by the donor, or to the donor by the Managing Committee. The conditions governing this Award may be amended by joint action of the donor and the Section Managing Committee. The Operations Section of the American Gas Association shall have the right to make suggestions for amendments at any time.
- g) The AGA Operations Section will make an announcement in January of each year requesting nominations of individuals who have done outstanding work in distribution during the past five years. Nominations should describe the nature of the work done by the nominated individual and the reasons for recommending that he/she be considered for the award. To be eligible for consideration, nominations must be received at AGA by the date shown on the nomination form.
- h) In the event that more than one individual worked on a single project considered worthy of nomination, the company shall nominate one person whom they consider most eligible. If there should be more than one project considered eligible by the company, an individual may be nominated for each project. To be eligible for consideration, nominations must be received at AGA Headquarters by the date shown on the nomination form.
- i) Other candidates whose accomplishments may come to the attention of the Award Committee shall also be eligible for consideration, provided the candidate meets the eligibility requirements.
- j) The award may be given posthumously to a surviving family member, subject to the decision of the Award Committee and the approval of the Section Managing Committee.
- k) For purpose of recommending what action should be taken by the Section Managing Committee in any year, the Award Committee shall be made up of the Chairman of the Operations Section and the Chairman of the following committees: Corrosion Control, Engineering, and Field Operations, also to include the Award Sponsor. The Chairman of the Operations Section shall be the Chairman of this Award Committee.
- l) It shall be the duty of this Award Committee to review all nominations received and all candidates coming to its attention,

and to select one of the candidates for the Award. If, in the opinion of the Award Committee, none of the candidates has made a sufficiently outstanding contribution to the science and art of distribution to merit the Award, the Award shall not be given in that year. Candidates considered in previous years shall not be precluded from consideration during the current year, providing they meet the above mentioned eligibility requirements. The decision of the Award committee shall be final, subject only to the power of the Section Managing Committee to decline to make the Award to a person selected by the Award Committee.

- m) Applications received after the due date listed on the nomination form will be considered for the following year.

INDUSTRY LEADER IN ACCIDENT PREVENTION CERTIFICATE

General

The purpose of this award is to give appropriate recognition to AGA member companies for being an industry leader in employee safety, as measured by DART-incident rate.

Procedures

A member company can earn this award by achieving a DART-incident rate below the natural gas industry average for their company type.

These awards, consisting of a suitably inscribed certificate, are distributed accordingly.

JOHN B. MCGOWAN SR. RESEARCH AWARD

General

The purpose of the John B. McGowan, Sr. Research Award, **sponsored by Continental Industries**, is to provide recognition to an individual or company who has made an outstanding contribution to improving the natural gas system safety, delivery, design, construction, operation, maintenance or efficiency through their research efforts.

For the purpose of this award, research should be defined as either fundamental or applied research. The research may be related to the areas of transmission, distribution, utilization, or other areas directly related to the natural gas energy industry.

Procedures

- a) The definition of research in the previous paragraph has been prepared solely in order that the committee described below may determine the eligibility of candidates for the award described herein.
- b) One award will be made each year during the Operations Section's Operations Conference, providing a candidate is identified whose contribution, as defined above, is sufficiently outstanding and valuable in the judgment of the Awards Search Committee to merit such an award. The Award shall consist of a cash prize of \$1,000, and an inscribed plaque, both provided by the award sponsor, identifying the individual or company and his/her/their contributions. The donor may, at its discretion, pay for transportation for the recipient to the AGA meeting at which the award is presented. The plaque, at a minimum, should be inscribed "The John B. McGowan, Sr. Research Award".
- c) The Award should be available annually unless terminated by the donor, who shall provide a minimum of one year's notice to the Operations Section's Executive Committee (EC) through AGA, or by the Section Managing Committee through EC which shall provide reasonable notice to the donor. The conditions governing this award may be amended by joint action of the donor and the Managing Committee. The AGA Operations Section will make an announcement in January of each year requesting nominations of individuals who have made outstanding contributions to gas industry research. Nominations should describe the nature of the work done by the nominated individual and the reasons for

recommending that he/she be considered for the award. To be eligible for consideration, nominations must be received at AGA by the date shown on the nomination form.

- d) A posthumous award, subject to the decision of the Awards Search Committee and the approval of the Section Managing Committee and of a recipient survivor, may be made if there is a surviving spouse, father, mother, son or daughter.
- e) The Awards Search Committee shall consist of the Operations Section's Chairman, the Executive Committee, and a representative of Continental Industries. The Chairman of the Operations Section shall serve as Chairman of the Awards Search Committee.
- f) It shall be the duty of this Awards Search Committee to review all nominations and to select one of the candidates for the award. If, in the opinion of the Awards Search Committee, none of the candidates has made a sufficiently outstanding contribution to the natural gas industry to merit the award, none shall be given that year. Candidates considered in previous years shall not be precluded from consideration during the current year.
- g) The decision of the Awards Search Committee shall be final.
- h) Applications received after the due date listed on the nomination form will be considered for the following year.

LOUIS A. SARKES MEMORIAL AWARD FOR ENGINEERING ACHIEVEMENT

General

The purpose of this award is to provide special recognition, not covered by other awards of the Section, to an Operations Section AGA member company representative, who has made a significant, unique contribution to the gas industry. Recommendation for the award may be made as the result of a specific achievement or for work performed in Section activities over an extended period.

Procedures

- a) Recipients of this award are restricted to AGA member company employees, and must be either a current or past member of the Operations Section.
- b) Nominations for this award may be submitted at any time during the Section year.
- c) Nominations must be accompanied by a written recommendation detailing the specific achievements of the candidate for the award.
- d) Nominations should be forwarded to the Vice President, Operations & Engineering of AGA for processing.
- e) Upon receipt of a nomination for the award, the Vice President, Operations & Engineering, will advise the Chairman of the Operations Section, who will convene a special award selection committee to consider the nomination.
- f) The Award Selection Committee will consist of the Section Chairman, who serves as Chairman of the committee, one member of the Executive Committee and three members of the Operations Section's Managing Committee.
- g) Selection for the award requires a majority vote of approval by the Award Selection Committee.
- h) The award will consist of an appropriate certificate mounted in plaque form.
- i) The award will be presented at the Operations Section Operations Conference.

- j) Applications received after the due date listed on the nomination form will be considered for the following year.

AGA MERITORIOUS SERVICE CERTIFICATE AND AWARD

General

This award will be awarded each year to the individual who has performed the most meritorious act in the gas industry in saving human life during the prior calendar year. Applications are to be filed by the date shown on the nomination form. Certificates may be awarded to those performing meritorious acts in saving human life.

The award consists of a framed certificate and \$1,000 cash award.

Procedures

- a) Not more than one principal award made annually for a period covered by the prior calendar year - provided a meritorious act was performed, however, a number of certificates may be awarded.
- b) This award is made to a gas industry employee who has shown meritorious and conspicuous judgment, intelligence or bravery in saving human life either in the plant or works of any gas undertaking - or having to do with the handling of the products manufactured or distributed.
- c) The Meritorious Service Award shall be available to employees of gas distribution and transmission companies which are members of the American Gas Association.
- d) An award may be given posthumously to a surviving family member.
- e) The AGA Operations Section's Safety and Occupational Health Committee serves as the Award Selection Committee. This award is presented at the Operations Conference. It shall be the duty of the Award Committee to review all nominations received and all candidates coming to their attention, and to select one of the candidates for the Award. If, in the opinion of the Award Committee, none of the candidates are eligible, the Award shall not be given in that year.
- f) Applications covering a period from January 1 to December 31 are to be filed with the AGA Vice President, Operations &

Engineering, on or before the stated deadline date. The application must be signed by an executive officer of the employing company and should be submitted to the AGA Vice President, Operations & Engineering

- g) The decision of the Award Committee shall be final, subject only to authority of the Section Managing Committee to decline to make the Award to a person selected by the Award Committee. Applications received after the due date listed on the nomination form will be considered for the following year.

MILTON W. HEATH, SR. MEMORIAL AWARD

General

The purpose of the Milton W. Heath, Sr. Memorial Award, **sponsored by Heath Consultants Incorporated**, is to recognize the outstanding contributor to leak detection, prevention, or repair. The contribution must be made during the past five years preceding the year in which the Award is made. Such contribution might consist of a plan, design, program, or any other action that adds to the safety, economy, or service of the gas industry in the area of leak detection, prevention or repair, but shall not consist solely of the delivery of a paper or report. However, an idea or ideas disclosed in a paper or individual report might be eligible for the Award.

Procedures

- a) To be eligible for the Award, any candidate must be a regular employee of a gas company, holding company, or service company member of the American Gas Association.
- b) One Award will be made each year at the Operations Section's Operations Conference if there is a candidate whose work, as defined herein, is sufficiently & outstanding and valuable in the judgment of the Award Committee to merit the Award. The Award shall consist of a cash prize of \$1,000 provided by the award sponsor, and an inscribed plaque, provided by the AGA. The sponsor may, at his discretion, pay for transportation for the recipient to the AGA Meeting at which the award is presented.
- c) The plaque, at a minimum, should be inscribed "AGA Milton W. Heath, Sr. Memorial Award Sponsored by Heath Consultants Inc."
- d) The Award shall be available annually unless terminated by one year's notice to the Section Managing Committee by the donor, or to the donor by the Section Managing Committee. The conditions governing this Award may be amended by joint action of the donor and the AGA Operations Section's Managing Committee.
- e) The AGA Operations Section will make an announcement in January of each year requesting nominations of individuals who have done outstanding work in leak detection, prevention or repair during the last five years. Nominations should describe the nature of the work done by the nominated individual and the

reasons for recommending that he/she be considered for the award. To be eligible for consideration, nominations must be received at AGA by the date shown on the nomination form.

- f) In the event that more than one individual worked on a single project considered worthy of nomination, they shall nominate one person whom they consider most eligible. If there should be more than one project considered eligible, an individual may be nominated for each project. To be eligible for consideration, nominations must be received at AGA Headquarters by the date shown on the nomination form.
- g) Other candidates whose accomplishments may come to the attention of the Award Committee shall also be eligible for consideration, provided the candidate meets the above mentioned eligibility requirements.
- h) The award may be given posthumously, subject to the decision of the Award Committee and the approval of the Section's Managing Committee.
- i) The Award Committee shall be made up of the Chairman of the Operations Section, Second Vice Chairman of the Operations Section, and the Chairs of the Corrosion Control, Construction Operations, Field Operations and Safety and Occupational Health Committees, and the Award Sponsor.; . The Chairman of the Operations Section shall be the Chairman of this Award Committee.
- j) It shall be the duty of this Award Committee to review all nominations received and all candidates coming to their attention, and to select one of the candidates for the Award. If, in the opinion of the Award Committee, none of the candidates has made a sufficiently outstanding contribution to leak detection, prevention or repair to merit the Award, the Award shall not be given in that year. Candidates considered in previous years shall not be precluded from consideration during the current year.
- k) The decision of the Award Committee shall be final, subject only to authority of the Section Managing Committee to decline to make the Award to a person selected by the Award Committee.
- l) Applications received after the due date listed on the nomination form will be considered for the following year.

SAFETY ACHIEVEMENT AWARDS

General

The award recognizes those member companies having the lowest DART incident rate during the calendar year in their category. The companies are evaluated based upon the data that is submitted to AGA for inclusion in the natural gas industry annual safety statistics report.

Procedures

Starting in 2009, AGA establishes six Safety Achievement Awards for gas distribution utilities, two for combination utilities, and two for pipeline operators. Companies are assigned a category based upon their number of employees. However, rather than establishing criteria for each category, companies will be assigned to a certain size category *after* all the data has been collected. This will ensure that each of the ten categories is balanced and competitive for award purposes.

In calculating the DART-incident rate for each company, companies will be capped at 1,960 hours per employee. Note there are three pre-requisites for an award winning company:

1. The company must have zero employee fatalities;
2. The company must have a DART-incident rate lower than the industry average for that particular segment of the industry; and
3. The company must have an OSHA-recordable incident rate lower than the industry average for that particular segment of the industry

If a company with the lowest DART-incident rate is not eligible for the Safety Achievement Award, then the winner will be the company with the next lowest DART-incident rate in that particular category, which does meet the three pre-requisites.

a. **Combination Utilities**

Companies will be separated into two groups for award purposes, based upon the number of employees. The groups will be balanced and will be called “medium” and “large.” (For instance, if 20 companies report, there will be 10 in each group. If 21 companies report, there will be 11 in the large group and 10 in the medium-sized group.) There will be one award given per group.

b. **Gas Transmission**

Companies will be separated into two groups for award purposes, based upon the number of employees. The groups will be balanced and will be called “medium” and “large.” (For instance, if 20 companies report, there will be 10 in each group. If 21 companies report, there will be 11 in the large group and 10 in the medium-sized group.) There will be one award given per group.

c. Gas Distribution

Companies will be separated into six groups for award purposes, based upon the number of employees. The groups will be balanced and will be called:

- Small
- Medium-small
- Medium-large
- Large
- Very large
- Mega

It will not be known in which category a particular company shall be placed, until all the safety data has been collected by AGA.

For instance, if 75 distribution companies report, the 13 largest companies will be placed into the Mega-sized category, the next 13 largest shall be placed into the Very Large-sized category, and the next 13 largest shall be placed into the Large-sized category. The remaining 36 companies shall be evenly divided into the remaining three categories

Fleet Safety Awards

AGA will recognize four leaders in motor vehicle safety for the categories of Gas Distribution Utilities, Combination Utilities, Gas Transmission and “Small Operator.” Any company with 1,000,000 miles driven or less will be categorized as a Small Operator for this particular award, regardless of their industry segment. Overall performance will be measured by the number of reportable motor vehicle accidents per 1,000,000 miles driven. Companies experiencing a motor-vehicle related fatality are not eligible for the award. Companies that cannot submit a mileage figure are also not eligible for the award.

TRAILBLAZER AWARD

General

The purpose of the Trailblazer Award is to recognize those individuals who have made a notable commitment in representing AGA on time-sensitive matters of advocacy and/or technology outside the general scope of technical committees in the AGA Operations Section. These individuals championed their cause and benefited the entire natural gas utility community.

- a) Award(s) will be made at the annual AGA Operations Conference if there is/are qualified candidates (as outlined above). The judgment and approval of the Operations Section Executive Committee shall determine whether or not any individual is worthy of the Award. The action of the Executive Committee will be final in making the Award in any year.
- b) A posthumous Award, subject to the approval of the Section's Executive Committee and to the approval of a recipient survivor, may be made in memory of one who would have received such Award providing there is a surviving spouse, father, mother, son or daughter.

Procedures

- a) Nominations should describe the nature of the work done by the nominated individual and the reasons for recommending that he/she be considered for the award. To be eligible for consideration, nominations must be received at AGA by the date shown on the nomination form for Award presentation at that year's Operations Conference.
- b) Nominations may be submitted by AGA staff and employees of AGA member companies and should be submitted to the Vice President of Operations & Engineering. Submissions should include a detailed description as to how the candidate(s) meets the criteria set forth above.
- c) Candidates can be from AGA member and non-member companies, government, research, etc., just as long as the candidate meets the criteria set forth above