

ATTACHMENT P2-1478



UO Guideline G15001

ISSUING DEPARTMENTS	GD&TS and Technical Services	EFFECTIVE DATE	8-05
UO SPONSORS	Director – GD&TS Director – Technical Services	REVIEW DATE	8-08
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TITLE Gas Overbuilds			

- Purpose** This guideline establishes uniform procedures for correcting hazardous situations resulting from gas overbuilds on gas distribution and service facilities. These procedures include clear directions as to financial responsibility for making the corrections.
- Safety** This guideline promotes safety by reducing potential hazards from gas overbuilds on gas distribution and service facilities.
- Implementation Responsibilities**
 The directors of Gas Distribution and Technical Services (GD&TS) and Technical Services are responsible for approving, revising, and distributing this guideline.
 Transmission and Distribution (T&D) directors, superintendents and managers and Operations, Maintenance and Construction (OM&C) supervisors are responsible for implementing this guideline within their respective organizations.
 Each of the area OM&C directors are responsible for appointing the designated Gas Overbuild Local Program Manager for their area and communicating that appointment to the senior gas engineer(s) for that area.
 The division senior gas engineers are responsible for implementing this guideline in their assigned areas. This includes assisting OM&C in setting up the local process as outlined in Attachment 1, Detailed Gas Overbuild Procedure, providing guidance on corrective actions and work prioritization, and performing reviews to ensure compliance.
- Compliance** Internal Company departments may conduct periodic reviews. The California Public Utilities Commission (CPUC) may also conduct compliance reviews of the requirements in this guideline.
- Procedure** See Attachment 1, Detailed Gas Overbuild Procedure, and Attachment 3, Gas Overbuild Correction Guide for detailed procedures.

Definition of Terms

Competent Gas Estimating Person A gas associate distribution engineer a senior gas estimator, a gas estimator, and their supervisors

Competent Person An employee who has the training and experience to determine if a field situation contains a gas overbuild See the list in Attachment 1

Gas Overbuild A situation in which third-party construction above or close to a gas meter set, service, distribution main, or transmission line reduces or limits access to Company gas facilities, preventing routine inspection and maintenance or creating a potential hazard Such construction includes but is not limited to buildings or portions of buildings, decks, patios, walls, driveways, or other utility structures Potential hazards include but are not limited to migrating gas and excessive outside force on gas facilities

Gas Overbuild Local Program Manager The management employee designated by the area OM&C director as being responsible for managing the Gas Overbuild Program for a given headquarters

PLM Pipeline Maintenance Program A database used to schedule maintenance and maintain information for California Gas Transmission (CGT) facilities

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Signed,

Signed,

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Reference Documents Gas Rule 11, "Discontinuance and Restoration of Service"Gas Rule 15, "Gas Main Extensions"Gas Rule 16, "Gas Service Extensions"**Attachments**Attachment 1, "Detailed Gas Overbuild Procedure"Attachment 2, Form F15001-2, "Potential Gas Overbuild Notification"Attachment 3, "Gas Overbuild Correction Guide"Attachment 4, "Sample Letters to Customers"

Detailed Gas Overbuild Procedure

1 Determining That a Gas Overbuild Exists

A The following gas-competent employees are qualified and likely to detect gas overbuilds during their scheduled work

- (1) Leak surveyors
- (2) Mark and Locate employees
- (3) Gas Construction employees
- (4) Gas Measurement and Control employees
- (5) Gas Estimating employees
- (6) Gas Engineering employees
- (7) Field Service employees
- (8) Transmission mechanics
- (9) Corrosion mechanics

B The following employees may detect *potential* gas overbuilds

- (1) Meter Readers
- (2) Service Planning employees other than Gas Estimating employees
- (3) Other employees

C Reporting Potential Gas Overbuilds

- (1) The employee detecting the potential gas overbuild must submit the following information to the Gas Overbuild Local Program Manager using the "Potential Gas Overbuild Notification" (Attachment 2) This information must then be entered in Systems Applications and Products in Data Processing (SAP) as a notification This report must be made within 5 working days of discovering of the potential gas overbuild
 - (a) Address/location of the overbuild
 - (b) A description of the facilities over the gas line
 - (c) The date of discovery
 - (d) If possible, photographs depicting the gas line location in relation to the overbuild
- (2) Conditions that could result in imminent danger to life or property must be reported immediately to the appropriate supervisor
- (3) The Gas Overbuild Local Program Manager or designee must investigate the location within 30 calendar days and determine whether an overbuild exists

2 Action After Determining That a Gas Overbuild Exists

- A After determining that a gas overbuild exists on a gas distribution or service facility, the Gas Overbuild Local Program Manager or designate must document it in SAP
- B If the gas overbuild is on a gas transmission facility, the Gas Overbuild Local Program Manager must transmit the information to CGT for action in accordance with CGT procedures This must be done via a Work Request in PLM and by separately sending a copy of the "Potential Gas Overbuild Notification" to the local Gas Transmission superintendent This transmittal must be noted on the notification in SAP All agreements and correspondence with customers must be recorded in CorDaptix in addition to any documentation required by CGT procedures The office of the Local Gas Overbuild Program Manager must make all CorDaptix entries on behalf of CGT When CGT has resolved the gas overbuild, it must notify the Gas Overbuild Local Program Manager who will close the notification in SAP The "Potential Gas Overbuild Notification" must be retained in SAP for documentation
- C The Gas Overbuild Local Program Manager must assign the gas distribution or service overbuild to a specific individual within the Service Planning or Estimating departments, or to the group or individual designated by the area OM&C director
- D If there is a need to determine if the Company possesses formal land rights for the gas distribution or service line other than by the service agreement, the designated employee must contact the local Land Services office for assistance
- E Within the time specified in Attachment 3, Gas Overbuild Correction Guide , the designated employee must send a letter to the customer of record and request that the customer remove the overbuild according to the time limits specified in Attachment 3 Reasonable extensions will be allowed based on reasonable progress Each letter must be recorded as a Customer Contact on the Premises record in CorDaptix If the customer does not remove the overbuild within the time period specified the designated employee must offer to have the gas line relocated at the customer s expense This offer must be recorded as a Customer Contact on the Premises record in CorDaptix
- F If the customer fails to respond to the letter or refuses to correct the situation or to pay for the relocation within the time period specified above, the designated employee must send a letter to the customer indicating that gas service may be discontinued within 30 working days unless the customer agrees to correct the situation The letter(s) must be documented as "Customer Contacts on the Premises record in CorDaptix

3 Action if the Customer Agrees to Correct the Overbuild

- A The designated employee must obtain written agreement to correct the overbuild from the property owner This document must include a **negotiated deadline for the correction**
- B If the property owner fails to correct the overbuild by the negotiated deadline, the designated individual must send a letter to the property owner and the customer of record (if different from the property owner) as described in Section 2, Item E
- C The designated employee must document the completion of the overbuild correction in SAP

4. **Action if the Customer Agrees to Pay the Company to Relocate the Gas Line at the Customer's Cost**
 - A. Rearrangement of gas facilities must be performed in accordance with Gas Rule 16, "Gas Service Extensions".
 - B. All letters must be documented as "Customer Contact" on the Premises record in CorDaptix.
 - C. Document completed work in SAP.

5. **Action if the Customer Refuses to Correct the Overbuild or to Pay for the Gas Line Relocation**
 - A. Follow Gas Rule 11, "Discontinuance and Restoration of Service", Paragraph I and UO Standard 7010, "Gas Service Cut-Off Charge," for gas service cutoffs.
 - B. Once the Job Estimate is authorized, the designated employee must contact the customer one final time to give the customer the opportunity to agree to removing the overbuild or relocating the gas line at the customer's expense. These contacts must be documented as "Customer Contacts" on the Premises record in CorDaptix.
 - C. At the end of the 10 working days, Construction will cut the gas line as indicated in the Job Estimate. This work must be documented in SAP and as a "Customer Contact" on the Premises record in CorDaptix.
 - D. If the Gas Overbuild Local Program Manager receives a Cease and Desist Order from the customer's legal representative, the Company will comply and the project information will be forwarded to the Law department for response. The Gas Overbuild Local Program Manager will conduct a monthly follow-up and record the follow-up information in SAP until the overbuild condition has been resolved.

6. **Action After Determining That a Gas Overbuild Does Not Exist**
 - A. The Gas Overbuild Local Program Manager or designate must close the notification in SAP after determining that a gas overbuild does not exist.
 - B. The "Potential Gas Overbuild Notification" must be retained in SAP and in the Gas Service Order file.

7. **Action if the Overbuild Clearance Is Delayed**
 - A. Resolve overbuild situations in accordance with Attachment 3, "Gas Overbuild Correction Guide". However, action must not be canceled due to any delay.
 - B. The customer is responsible for correcting gas overbuilds or relocating the gas line even if action is delayed.
 - C. A customer is not responsible for correcting gas overbuilds if the gas facilities were installed in an incorrect location.

8 GD&TS Monitoring Responsibilities

- A The Gas Overbuild Local Program Manager must provide project updates to the Work Requested by Others (WRO) program manager biannually
- B Gas Distribution and Technical Services (GD&TS) must provide quality assurance

9 Record Retention Requirements

Documentation of the notification resolutions for all potential gas overbuilds must be kept in the SAP file for each notification

Gas Overbuild Correction Guide

Priority Level	Potential Result of Overbuild	MWC/MAT ² Expense Capital	Initial Customer Contact Time Frame ¹
1	Allows accumulation of gas without proper venting and a source of ignition is present	EWM 51H	10 working days
2	Prevents access to clear underground contacts	EWM 51H	10 working days
	Prevents access to service curb or shut off valve	EWM 51H EXC 27A	6 months
	Prevents access to maintained distribution valve	EWM 51H	6 months
	Prevents access to district regulator station	EWM 51H	6 months
3	Prevents access to gas facilities to perform the required maintenance and operation activities such as <ul style="list-style-type: none"> • Leak survey • Electrolysis test station (ETS) • Other compliance work 	EWM 51H	1 year
4	Limits access to read the meter ³	US ⁴ service valve EWM 51H DS ⁴ service valve HY N/A	1 year
	Exposes aboveground gas facilities to damage by vehicles Refer to <u>Gas Standards J 15, 'Gas Meter Locations, Item 3 F</u>	EWM 51H EXB 27A	1 year

Footnotes

- 1 Initial Customer Contact Time Frame is the time between the date that the Gas Overbuild Local Program Manager or designee has determined that a gas overbuild exists and the date the employee assigned to handle the overbuild first contacts the customer
- 2 Charge to the expense MWC/MAT for partial service relocations or main relocations less than 100 feet Charge to the appropriate capital MWC/MAT for full service relocations or main relocations greater than 100 feet
- 3 Corrective actions include meter reading alternatives such as implementing Self Read where the customer fills out a plastic card or installing automatic meter reading Contact the principal engineer – Gas Metering Services for additional alternatives
- 4 US Upstream of DS Downstream of
- 5 Scheduled gas meter changes covered by CSS Procedure Field Service Procedure SMC/TOU/Gas Regulator Replacement CGI Process
- 6 Check the Meter Protection Program database for inclusion