



Alternate Gas Control Relocation Plan

Summary

This plan is used to relocate Gas Control in the event that 77 Beale Street is uninhabitable or system conditions require the relocation to Alternate Gas Control (AGC).

Level of Use: Reference Use

Target Audience

Gas System Operations, Gas Control: Gas Control Manager, Gas System Supervisor, Senior Transmission Coordinators, Transmission Coordinators, Gas System Operators

Safety

This process will outline roles and responsibilities to ensure control room personnel are provided with information, tools and training needed to operate PG&E's pipeline system safely.

Before You Start

Qualifications: Senior Transmission Coordinators, Transmission Coordinators and Gas System Operators are to complete Operator Qualification ASME B31Q for required tasks. (monitoring, remote open/close valves, start/stop compressors)

Training: Senior Transmission Coordinators, Transmission Coordinators and Gas System Operators will complete all training as detailed in TD4436P-06, Gas Control Room Training Procedure.



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Procedure Steps

1 MAKING THE DECISION TO RELOCATE TO AGC

- 1.1 The Senior Transmission Coordinator is responsible for evaluating any situation which may require the need to relocate to Alternate Gas Control (AGC). AGC is located at 1421 Vineyards Parkway, Brentwood, California 94513.
- 1.2 Conditions Requiring Relocation
 1. Facility related
 - a. A facility related situation is one where Gas Control personnel cannot continue working at the primary work location (16th floor of 77 Beale Street) due to access issues, safety concerns, terrorist threats/actions or other circumstances affecting building functions. (e.g., fire, earthquake, loss of building utilities)
 2. Equipment related
 - a. An equipment related situation is when essential hardware equipment or software may become inoperable
 3. Communications related
 - a. A communications related situation is when a line of communication which is essential to operations has failed. (e.g., a problem with the data network)
- 1.3 Factors to Consider for Relocating
 1. Assess Resource Availability
 - a. Evaluate the availability and reliability of essential resources such as: SCADA, modeling and forecasting tools, methods of communication, etc.
 2. Identifying Safety Issues
 - a. Evaluate all safety issues during an emergency. Determine whether Gas Control personnel can safely remain in the primary location and whether personnel can safely report to and from the primary location.
 3. Estimating the Duration of the Problem
 - a. Estimate how long the problem might continue. For example, estimate if the problem is likely to be corrected prior to a shift change or whether it might persist over multiple days or weeks.
- 1.4 Ultimately, the Senior Transmission Coordinator on shift makes the decision to relocate to AGC. However, the Senior Transmission Coordinator should gain concurrence with the Gas System Supervisor and/or Manager prior to making a decision.



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2 USING THE ALTERNATE TRANSMISSION OPERATIONS CENTER (ATOC)

- 2.1 When relocation is initiated and the primary work location for Gas Control must be vacated before control at AGC is fully established, the Transmission Coordinators on shift may temporarily operate from the ATOC. The ATOC is located on the 3rd floor at 45 Beale Street in Room 318 and is manned until AGC assumes full control of operations. The ATOC can accommodate two Transmission Coordinators and has two phones, two UDN workstations and one ODN workstation with SCADA capability.

3 PROCESS FOR RELOCATING TO AGC

- 3.1 The relocation process to AGC depends on the successful transfer of information and resources from one physical facility to another. This process is best facilitated when roles and responsibilities of those involved are clearly identified and executed. The following delineates those roles and responsibilities.

1. Senior Transmission Coordinator (in San Francisco)
 - a. After deciding to relocate to AGC, coordinate with the TC and GSOs on shift to contact the Senior TC, TC, and GSOs that will report to AGC. This step is only required during unplanned relocations. Planned exercises have a crew scheduled to arrive at AGC for the planned transition.
 - b. Use the telephone to call the following bulleted groups when relocating operations from Gas Control to AGC. Document that these notifications are made by electronically completing the first page of the Relocation Communications Checklist. Keep the checklist available for completion of the following step.
 - All pipeline interconnects
 - Gas Scheduling
 - Meteorology
 - Corporate Security
 - E-Gen Procurement
 - CAISO
 - TCC
 - OEC, and/or EOC (make this notification only if any of these emergency centers have been opened)
 - Transmission Coordinators and Gas System Operators responsible for reporting to AGC (make this notification only if the relocation is unplanned)



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- c. Send an e-mail to the Outlook group list **GSO Gas Control Relocation** to communicate the intention of relocating operations from Gas Control to AGC. Document the completion of this notification by electronically completing the second page of the Relocation Communications Checklist. The Outlook group list **GSO Gas Control Relocation** consists of the following:

- Wholesale Marketing and Business Development
- Gas System Planning, Gas Operations Engineering
- Corporate Security
- Meteorology
- Maintenance & Construction Gas Transmission Supervisors
- Gas System Operations employees
- SCADA Support Team
- Electric Operations Emergency Preparedness Team
- VP of Gas Transmission Maintenance & Construction
- VP of Standards and Policies
- EVP of Gas Operations
- All Gas System Operations employees
- Telecom and Network Operations (TCC)

Below is a sample e-mail that might be used to communicate the intention to relocate to AGC

To All,

Gas Control plans to relocate to their alternate site at Brentwood Terminal today at 6:00 AM. The transfer of operations will continue until Sunday evening Dec.19th at approximately 6:00 PM when Gas Control will return to the San Francisco Control Room. This relocation is being done as part of our location recovery exercise. Gas Control can be contacted using the customary phone numbers. If you have any questions please contact the Senior Transmission Coordinator at (415) 973-3214 or internally at 223-3214.

- d. Save the completed Relocation Communications Checklist to the [AGC Checklist Archives](#) folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Relocation Communications Checklist."



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- e. Document and inform the manned stations of the intention of relocating to AGC on the Gas Logging System.
 - f. Perform the Senior TC Console Specific Shift Change Process by phone when requested by the relieving Senior TC. Electronically complete the Senior TC Console Specific Shift Change Checklist. See Gas Control Shift Change Process, Section 2.3 in CRM Operations Manual. (Continue acknowledging alarms until the shift change briefing is complete).
2. Senior Transmission Coordinator (in Brentwood)
- a. Verify functionality of the following bulleted items and then electronically complete the Functionality Verification Checklist Senior TC.
 - SCADA
 - Microsoft Outlook
 - Gas Logging System
 - The Daily Operating Plan
 - 24 Hour Sendout
 - Weather Plan with Core Load Forecast
 - Shift Summary
 - Previous Day Plan Finals
 - Senior Log
 - AMR Printouts
 - Gas Day Summary
 - E-Gen Model
 - Cold Weather Forecast
 - GTS 152 Report
 - Scheduled Clearance Activity Sheet (SharePoint)

*Contact the appropriate technical support team if any of the above is inaccessible or non-functional

- b. Save the completed Functionality Verification Checklist Senior TC to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Functionality Verification Checklist Senior TC."



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- c. Call the Senior TC in San Francisco to request the shift change process. See Gas Control Console Specific Shift Change Process, in the CRM Operations Manual, Section 2.3. (Do not acknowledge alarms until the shift change process is complete).
- d. Document the completion of the Senior TC Console Specific Shift Change Process, the commencement of alarm acknowledgement, and the transfer of control on the Gas Logging System (e.g. "the Senior TC shift change is complete, Senior TC alarm acknowledgement and control will now occur from AGC").
- e. Use the telephone to call the following bulleted groups and inform them that operations have successfully been transferred to AGC. Verify that these notifications are made by electronically completing the first page of the Relocation Communications Checklist. Keep the checklist available for completion of the following step.
 - All pipeline interconnects
 - Gas Scheduling
 - Meteorology
 - Corporate Security
 - E-Gen Procurement
 - CAISO
 - TCC
 - OEC, and/or EOC (make this notification only if any of these emergency centers are opened)
- f. Send an e-mail to the Outlook group list **GSO Gas Control Relocation** stating the completion of relocating operations from Gas Control to AGC. Document the completion of this notification by electronically completing the second page of the Relocation Communications Checklist.

Below is a sample e-mail that might be used to communicate that AGC has assumed control

To All,

As of 6:30 pm tonight, Gas Control has relocated to their alternate site at Brentwood Terminal. The transfer of operations will continue until Sunday evening Dec.19th at approximately 6:00 PM when Gas Control will return to the San Francisco Control Room. This relocation is being done as part of our location recovery exercise. Gas Control can be contacted using the customary phone numbers. If you have any questions please contact the Senior Transmission Coordinator at (415) 973-3214 or internally at 223-3214.

3. Transmission Coordinator (in San Francisco)



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- a. Test the satellite and cellular phones by electronically completing Steps 1-4 of the Phone Testing Checklist.
- b. Save the completed Phone Testing Checklist to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the a 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Phone Testing Checklist."
- c. Initiate the TC shift change process by phone when requested by the relieving Transmission Coordinator at AGC. See Gas Control Shift Change Process, Section 2.3 in CRM Operations Manual. (Continue acknowledging alarms until the shift change briefing is complete).
- d. Immediately following the shift change process, forward all Gas Control phone lines to AGC, but only after verifying that the Senior TC and GSOs have completed their shift change processes.
- e. The TC will perform the process of forwarding all Gas Control phone lines to AGC. The steps are listed as follows:
 - (1) Dial 8-223-3777 or 9-973-3777
 - (2) Enter the 5 digit SF extension number to be forwarded (e.g. 3-3214)
 - (3) Enter 1122#
 - (4) Enter 72#
 - (5) Enter the 8 digit forwarding destination (e.g. 8-582-4883). The call will automatically terminate.
 - (6) Repeat the above steps a. through e. for each phone line to be forwarded
 - (7) Verify and document the completion of the phone forwarding process on the gas logging system
 - (8) Refer to the Facility Readiness and Maintenance section of this document if technical difficulties are encountered in forwarding the phones

	SF Gas Control Extensions	Forwarding Extensions at Brentwood
1	3-3214	8-582-4883
2	3-3212	8-582-4882



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3	3-3216	8-582-4885
4	3-3211	8-582-4888
5	7-8243	8-582-4857
6	3-7957	8-582-4826
7	3-7958	8-582-4830
8	3-7959	8-582-4836
9	3-7960	8-582-4849
10	3-7961	8-582-4858
11	3-7982	8-582-4811
12	3-7983	8-582-4812
13	3-7984	8-582-4813
14	3-7985	8-582-4824
15	3-7986	8-582-4825
16	3-7987	8-582-4825

4. Transmission Coordinator (in Brentwood)

a. Verify functionality of the following bulleted items and then electronically complete the Functionality Verification Checklist TC.

- SCADA
- Microsoft Outlook
- Gas Logging System
- GIS Maps and Diagrams
- Gas Control SharePoint
- The 300 Minimum
- Third Party Storage Capacity
- Order board (Ord.xls)
- California Production Log (Cal.doc)



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- Storage Ops
 - Wild Goose Capacity sheet
 - Lodi Capacity sheet
 - Gill Ranch Capacity sheet
- b. Save the completed Functionality Verification Checklist TC to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Functionality Verification Checklist."
- c. Test the satellite and cellular phones by electronically completing Steps 5-8 of the Phone Testing Checklist.
- d. Call the TC in San Francisco to begin the TC shift change process. See Gas Control Console Specific Shift Change Process, Section 2.3 in CRM Operations Manual. (Do not acknowledge alarms until the shift change process is complete).
- e. Document the completion of the TC Console Specific Shift Change Process, the commencement of alarm acknowledgement, and the transfer of control on the gas logging system. i.e. "the TC shift change is complete, TC alarm acknowledgement and control will now occur from AGC."
5. Gas System Operators (in San Francisco)
- a. If the relocation is unplanned, check with the Senior TC to determine which Gas System Operators should be contacted for staffing AGC.
- b. If the relocation is unplanned, contact the Gas System Operators that need to report to AGC and confirm the staffing details with the Senior TC.
- c. Initiate the GSO Console Specific Shift Change Process by phone when requested by the relieving Gas System Operators at AGC. The shift change process must be console specific and performed in accordance with the CRM Operation Manual, Section 2.3.
6. Gas System Operators (in Brentwood)
- a. Verify functionality of the following bulleted items and then electronically complete the Functionality Verification Checklist GSO.
- SCADA
 - Microsoft Outlook
 - Gas Logging System



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- GIS Maps and Diagrams
 - Gas Control SharePoint
 - Technician Resource and Calendar (TRAC)
- b. Save the completed Functionality Verification Checklist GSO to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Functionality Verification Checklist."
 - c. Call Gas System Operators in San Francisco and request a shift change. The shift change process must be console specific and performed in accordance with the CRM Operation Manual, Section 2.3.
 - d. Document the completion of the shift change process, the commencement of alarm acknowledgement, and the transfer of control on the gas logging system. i.e. "the north GSO shift change is complete, GSO alarm acknowledgement and control for the north will now occur from AGC." This must be done after each GSO has completed the shift change process.

4 STAFFING THE AGC

- 4.1 AGC must be staffed with a minimum of one Senior TC and one TC anytime a relocation occurs. Gas System Operators (GSOs) must staff AGC with a minimum of three (3) individuals during day shifts and two (2) individuals on night shifts, holidays and weekends.

5 CONTINGENCY PLANS FOR DATA OUTAGES

- 5.1 During instances of widespread SCADA failure, the Senior TC should consider requesting the deployment of personnel throughout the service territory whom will gather field data to relay back to Gas Control by radio, phone, and/or fax. This process shall continue until SCADA can be restored. Pipeline inventories and sendouts should be calculated manually using the Manual Figures Inventory Tool.

6 CONTINGENCY PLANS FOR COMMUNICATION OUTAGES

- 6.1 Should primary methods of communication such as phones, fax, e-mail, or the gas logging system fail, alternate modes of communication should be utilized. Back-up forms of communication may include use of satellite phones, cell phones, or two-way radios.

1. The list below includes all of the satellite phone numbers:

Gas Control - Phone #1	480-775-5928
Gas Control - Phone #2	480-263-7048
Brentwood - Phone #1	480-413-8521
Brentwood - Phone #2	480-456-2380



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McDonald Island	480-263-5469
Los Medanos	480-768-1426
Hinkley	480-263-7077
Topock	480-458-6133

2. The list below includes all cellular phone numbers:

Gas Control (S.F.) – Phone #1 415-244-1106

Alternate Site (BRT) – Phone #1 510-331-0782

Alternate Site (BRT) – Phone #2 408-768-2754

7 FACILITY ACCESS

7.1 Access to the ATOC

1. The ATOC is located within a NERC regulated area of a PG&E facility. Access to the ATOC requires **annual** completion of web-based training course CORP-0804 and a valid one-time background check. Corporate Security will send a quarterly notification of access verification to the Gas System Supervisor to ensure access to the ATOC by control room personnel is uninterrupted.

7.2 Directions to the ATOC

1. From 77 Beale lobby, take elevators to the 3rd floor, from the 3rd floor elevator lobby turn right and head north through the double doors, proceed to the end of the corridor and turn left, at the end of the hallway slide your card at the door on the left and then immediately type in the last four digits of you SSN on the keypad while the green light is lit. Pass through the door and go to the end of the corridor then turn left, make a quick right, go to the end of the hallway then go left, then right. Pass your cardkey at the door.

7.3 Leaving the ATOC

1. Swipe your cardkey at the card reader just before leaving the secured area of the floor. Failure to do so will prevent access to the restricted area during the next attempt to enter.

7.4 Access to AGC

1. The AGC is a secured facility which requires the use of a cardkey for access. Contact the Fairfield Security Control at 8-227-6372 or 707-427-6372 for concerns regarding cardkey access.

8 FACILITY READINESS AND MAINTENANCE



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8.1 ATOC

1. The ATOC workspace shall be inspected on a quarterly basis to ensure that the ODN and UDN workstations are functioning properly. Inspections should include: verifying access to The Daily Operating Plan, opening the Gas Logging System, accessing SCADA, using the one touch dialing feature by calling at least one interconnect from each of the two phones. Electronically complete the Alternate Transmission Operations Center Inspection Checklist to verify completion of the quarterly inspections. The Gas System Supervisor is responsible for ensuring that the quarterly inspections are completed and that deficiencies are corrected in a timely manner. Save completed checklists to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Alternate Transmission Operations Center Inspection Checklist."

8.2 Alternate Gas Control (AGC)

1. The AGC facility shall be activated at least annually. This will be a planned relocation exercises to evaluate the readiness and reliability of the facility. Each exercise is used to identify deficiencies in AGC and the relocation process. The Gas Control Supervisor is responsible for ensuring that the relocation exercises are completed and that deficiencies are corrected in a timely manner.

9 RELOCATION CRITIQUES

- 9.1 Every relocation exercise shall be critiqued. The critique should include whether the relocation was successful, it should highlight what worked well but more importantly it should identify areas for improvement. Issues identified for improvement should be addressed promptly wherever possible. The critiques should be documented using Corporate Security's Exercise Critique Template form and kept on record. The Exercise Critique Template form is located on the Corporate Security website in the Business Continuity section.

10 PHONES AND CONTACT NUMBERS

- 10.1 The Gas System Supervisor is responsible for ensuring that satellite and cellular phones are tested as scheduled. To ensure their reliability, the satellite phones and cellular phones are tested on a monthly basis. Additionally, satellite and cellular phones should be tested at the start of any planned or unplanned relocations. Each of the four (4) manned stations, Gas Control, and AGC has satellite phones. Gas Control and AGC have cellular phones. Steps for performing the monthly tests are listed on the Phone Testing Checklist. Gas Control personnel will perform the tests by using both satellite phones to call each of the manned station satellite phones. Cellular phones are to be tested between Gas Control and AGC.

1. Complete the Phone Testing Checklist electronically each time testing is performed. Any testing which is unsuccessful must be noted on the checklist and followed up with TSC <http://tsc/>. Click [here](#) to access the detailed instructions for testing the satellite phones and for phone passwords.



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2. For planned relocations, the landline forwarding process should be tested as early as possible in the shift in which the transfer will occur. Any technical difficulties encountered in forwarding phone lines should immediately be forwarded to TSC with a request to escalate the issue with a "high" or "critical" priority level. As a last resort, an e-mail may be sent to Outlook e-mail group name IT IS TSC Seniors.
3. Gas Control is responsible for annually verifying the accuracy of contact phone numbers for all emergency responders, pipeline interconnects, independent storage providers, manned compressor stations, manned storage fields, Gas Maintenance and Construction Supervisors, WM&BD on-calls, Gas Control Support contacts, Gas Engineering on-calls, Electric Operations contacts (including 3rd party Electric Generators), and Major Industrial Customers listed in the Communications Plan Master Contact List (Gas Control Contact Matrix) whenever planned relocations occur. This verification is to be performed by calling the numbers listed in the Communications Plan Master Contact List (Gas Control Contact Matrix) that resides in the Control Room Management (CRM), Section 2.4, Appendix 1 in SharePoint. Any entities on the contact list that are called as normal procedure during a relocation do not need to be called in duplicate as part of this task. Phone numbers identified as incorrect must be brought to the attention of the Gas System Operations Supervisor.

11 TESTING SCADA

- 11.1 The SCADA system shall be tested at least annually to ensure that a secondary system will maintain functionality of SCADA during an unlikely failure of the primary system. The Senior TC or TC should coordinate with the SCADA Support team in implementing the test and recording the results of the test.

12 MAINTENANCE OF OPERATING MAPS AND OPERATING DIAGRAMS

- 12.1 The Gas Control Supervisor is responsible for ensuring that revised operating maps and operating diagrams received by Gas Control from Gas Engineering are delivered to AGC and used to replace outdated versions at least on a quarterly basis.

13 SAFETY

13.1 Personal Protective Equipment

1. A long sleeve natural fiber shirt, hard hat, hard soled shoes and safety vest must be worn anytime while not in the control room, parking lot, or any paved area adjoining the two.

14 PROCESS FOR RETURNING TO SAN FRANCISCO

- 14.1 The decision to return to San Francisco will be made by the Senior Transmission Coordinator on shift at AGC, once it has been determined by Corporate Security (see Relocation Communications Checklist.) and ISTS (1-415-973-9000 or 8-223-9000) that it is safe to do so. The Senior Transmission Coordinator on shift in AGC should also gain concurrence from the Gas System Supervisor and/or Gas Control Manager, prior to making the decision.

1. Senior Transmission Coordinator (Brentwood)



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- a. Use the telephone to call the following bulleted groups when returning operations from AGC to Gas Control. Document that these notifications are made by electronically completing the first page of the Relocation Communications Checklist. Keep the checklist available for completion of the following step.
- All pipeline interconnects
 - Gas Scheduling
 - Meteorology
 - Corporate Security
 - E-Gen Procurement
 - CAISO
 - TCC
 - Transmission Coordinators and Gas System Operators responsible for reporting to AGC (make this notification only if the relocation is unplanned)
 - GRC, OEC, and/or EOC (make this notification only if any of these emergency centers are opened)
- b. Send an e-mail to the Outlook group list **GSO Gas Control Relocation** prior to returning operations from AGC to Gas Control. Document that this notification is made by electronically completing the second page of the Relocation Communications Checklist. The Outlook group list **GSO Gas Control Relocation** consists of the following:
- Wholesale Marketing and Business Development
 - Gas System Planning, Gas Operations Engineering
 - Corporate Security
 - Meteorology
 - Maintenance & Construction Gas Transmission Supervisors
 - Gas System Operations employees
 - SCADA Support Team
 - Electric Operations Emergency Preparedness Team
 - VP of Gas Transmission Maintenance & Construction
 - VP of Standards and Policies
 - EVP of Gas Operations
 - All Gas System Operations employees



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- Telecom and Network Operations (TCC)

Below is a sample e-mail that might be used to communicate the intention of returning Gas Control to San Francisco

To All,

Gas Control plans to return to their primary site in San Francisco tomorrow at 6:00 AM. The transfer of operations to the Alternate Gas Control facility in Brentwood will conclude at the completion of tomorrow's transfer. If you have any questions please contact the Senior Transmission Coordinator at (415) 973-3214 or internally at 223-3214.

- c. Save the completed Relocation Communications Checklist to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Relocation Communications Checklist."
 - d. Document and inform all manned stations of the intention of returning to the primary Gas Control site in San Francisco on the Gas Logging System.
 - e. Initiate the Senior TC Console Specific Shift Change Process by phone when requested by the relieving Senior TC. Electronically complete the Senior TC Console Specific Shift Change Checklist. See Gas Control Console Specific Shift Change Process, Section 2.3 in CRM Operations Manual. (Continue acknowledging alarms until the shift change briefing is complete).
2. Senior Transmission Coordinator (San Francisco)
 - a. Verify functionality of the following bulleted items and then complete the Functionality Verification Checklist Senior TC.
 - SCADA
 - Microsoft Outlook
 - Gas Logging System
 - The Daily Operating Plan
 - 24 Hour Sendout
 - Weather Plan with Core Load Forecast
 - Shift Summary
 - Previous Day Plan Finals



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- Senior Log
- AMR Printouts
- Gas Day Summary
- E-Gen Model
- Cold Weather Forecast
- GTS 152 Report
- Scheduled Clearance Activity Sheet (SharePoint)

*Contact the appropriate technical support team if any of the above is inaccessible or non-functional

- b. Save the completed Functionality Verification Checklist TC to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Functionality Verification Checklist Senior TC."
- c. Call the Senior TC in San Francisco to begin the Console Specific Shift Change Process See Gas Control Shift Change Process, Section 2.3 in CRM Operations Manual. (Do not acknowledge alarms until the shift change process is complete).
- d. Document the completion of the Senior TC Console Specific Shift Change Process, the commencement of alarm acknowledgement, and the transfer of control on the gas logging system.
- e. Use the telephone to call the following bulleted groups after returning operations from AGC to Gas Control. Verify that these notifications are made by electronically completing the first page of the Relocation Communications Checklist. Keep the checklist available for completion of the following step.
 - All pipeline interconnects
 - Gas Scheduling
 - Meteorology
 - Corporate Security
 - E-Gen Procurement
 - CAISO
 - TCC
 - OEC, and/or EOC (make this notification only if any of these emergency centers are opened)



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- f. Send an e-mail to the Outlook group list **GSO Gas Control Relocation** stating that the transfer of control from AGC back to the primary Gas Control site is complete.

Below is a sample e-mail that might be used to communicate that AGC has assumed control

To All,

As of 6:30 pm tonight, Gas Control has relocated back to their primary site in San Francisco. This transfer concludes our location recovery exercise. If you have any questions please contact the Senior Transmission Coordinator at (415) 973-3214 / internal 223-3214.

3. Transmission Coordinator (Brentwood)
 - a. Initiate the TC Console Specific Shift Change Process by phone when requested by the relieving Transmission Coordinator in San Francisco. See Gas Control Console Specific Shift Change Process, Section 2.3 in CRM Operations Manual. (Continue acknowledging alarms until the shift change briefing is complete).
4. Transmission Coordinator (San Francisco)
 - a. Verify functionality of the following bulleted items and then complete the Functionality Verification Checklist TC.
 - SCADA
 - Microsoft Outlook
 - Gas Logging System
 - GIS Maps and Diagrams
 - Gas Control SharePoint
 - The 300 Minimum
 - Third Party Storage Capacity
 - Order board (Ord.xls)
 - California Production Log (Cal.doc)
 - Storage Ops
 - Wild Goose Capacity sheet
 - Lodi Capacity sheet
 - Gill Ranch Capacity sheet
 - b. Save the completed Functionality Verification Checklist TC to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Functionality Verification Checklist."



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- c. Call the TC at AGC to begin the TC Console Specific Shift Change Process. See Gas Control Console Specific Shift Change Process, Section 2.3 in CRM Operations Manual. (Do not acknowledge alarms until the shift change process is complete).
- d. Document the completion of the TC Console Specific Shift Change Process, the commencement of alarm acknowledgement, and the transfer of control on the gas logging system. After the Senior TCs and GSOs have completed their respective shift change process, immediately cancel the call forwarding to AGC.
- e. The TC will initiate the process of canceling the “call forwarding” to Alternate Gas Control. The canceling of “call forwarding” steps are listed as follows:
 - (1) Dial 8-223-3777 or 415-973-3777
 - (2) Enter the 5 digit extension number you want to cancel forwarding for. E.g. 3-3214
 - (3) Enter 1122#
 - (4) Enter 73# - The call will automatically terminate.
 - (5) Repeat steps a. through d. for each phone line to have call forwarding cancelled
 - (6) Verify and document the results of the phone forwarding process on the Gas Logging System

	SF Gas Control Extensions	Forwarding Extensions at Brentwood
1	3-3214	8-582-4883
2	3-3212	8-582-4882
3	3-3216	8-582-4885
4	3-3211	8-582-4888
5	7-8243	8-582-4857
6	3-7957	8-582-4826
7	3-7958	8-582-4830
8	3-7959	8-582-4836
9	3-7960	8-582-4849
10	3-7961	8-582-4858



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11	3-7982	8-582-4811
12	3-7983	8-582-4812
13	3-7984	8-582-4813
14	3-7985	8-582-4824
15	3-7986	8-582-4825
16	3-7987	8-582-4825

5. Gas System Operators (Brentwood)

- a. If the relocation is unplanned, check with the Senior TC to confirm which Gas System Operators will staff Gas Control in San Francisco.
- b. If the relocation is unplanned, contact the Gas System Operators that need to report to Gas Control and confirm the staffing details with the Senior TC.
- c. Perform the GSO Console Specific Shift Change Process when requested by the relieving Gas System Operators in San Francisco. The shift change process must be console specific and performed in accordance with the CRM Operation Manual, Section 2.3.

6. Gas System Operators (San Francisco)

- a. Electronically complete the Functionality Verification Checklist GSO to verify electronic access to the following:
 - SCADA
 - Microsoft Outlook
 - Gas Logging System
 - GIS Maps and Diagrams
 - Gas Control SharePoint
 - Technician Resource and Calendar (TRAC)
- b. Save the completed Functionality Verification Checklist GSO to the AGC Checklist Archives folder on the Gas Control SharePoint site. Create a unique filename by adding the 6-digit date and your LAN ID to the beginning of the filename. e.g. "060411jigw Functionality Verification Checklist."
- c. Call Gas System Operators at AGC and request a shift change. The shift change process must be console specific and performed in accordance with the CRM Operation Manual, Section 2.3.



Alternate Gas Control Relocation Plan

- d. Document the completion of the shift change process, the commencement of alarm acknowledgement, and the transfer of control on the gas logging system. i.e. "the north GSO shift change is complete, GSO alarm acknowledgement and control for the north will now occur from AGC." This must be done after each GSO has completed the shift change process.

15 Recordkeeping

See TD-4436S, "Gas System Operations Control Room Management Standard," Section 10, "Recordkeeping," for recordkeeping instructions.



[ = CAUTION or  = WARNING]



END of Instructions



Alternate Gas Control Relocation Plan

Definitions

Implementation Responsibilities

Manager of Gas Control
• Training, Operations Meetings

Governing Document

Utility Standard: GT&D Gas System Operations Control Room #:TD-4436S

Compliance Requirement/Regulatory Commitment

CFR 49 192.631, Control Room Management Rule

Reference Documents

Developmental References:
Supplemental References:

Appendices

Attachments

[SCADA Outage Manual System Operations Plan](#)

Document Recision

Approved By

Redacted

Manager of Gas Control

Document Owner

Redacted

Manager of Gas Control



Alternate Gas Control Relocation Plan

Document Contact

Redacted

Lead Transmission Coordinator

MOC Tracking and Revision Notes

Date	Rev #	Comments	Approved By
7/26/11	0	New Document	Redacted
5/9/12	1	Links updated and Manual Inventory reference	
6/18/12	2	Links updated to Functionality Checklists	
7/27/12	3	Section 10 title changed, section 10.4 added to describe process for maintaining phone numbers in Gas Control Contact Matrix.	
10/09/12	4	Expanded shift change process to include Console Specific, removed references to quarterly, added Event to emergency command mode, , 2.1 deleted available inserted manned.	
11/16/12	5	Included language in section 14, providing direction to Senior TCs in making the decision to return operations to the primary Gas Control location (SF)	