

1 Actions Based on Priority

1.1 Take actions, based on priority of document update need, as shown in Table 1 below.

Table 1, Gas Guidance Document Update Priority-Based Actions

Priority:	Critical¹	High	Medium	Low
Actions				
1. Update and publish document revision ²	Take immediate actions to address critical update need	6 months, not to exceed 9 months from the document review date or when document needs to be updated as a result of a critical priority need.	1 year, not to exceed 15 months from the document review date or when document needs to be updated as a result of a higher priority need.	Update document when document needs to be updated as a result of a higher priority need.

1.2 **No Update Required:** If the Document Review indicates that that NO update is required, THEN the document is not prioritized for an update.

¹ Some critical or high priority document update needs may require shop or usability testing and evaluation that may extend the publication timeframes.

² Mandated deadlines based on the issuance of new regulatory requirements or new external regulatory commitments take precedence over the determined priority of the document update need.

Table 2, Gas Guidance Document Update Priority Matrix

Severity \ Probability		A	B	C	D
		<u>Almost Certain</u> Will undoubtedly happen, possibly frequently. Expected more than 10 times per year	<u>Likely</u> Will probably happen but is not persisting. Expected at least once, but less than 10 times per year	<u>Possible</u> Might happen occasionally. expected at most once in 5 years	<u>Unlikely</u> Not expected to happen. Expected to occur at most once in 10 years
1	<ul style="list-style-type: none"> Fatalities System wide loss of service. Financial loss > \$20M Pipeline or facility shut down by regulatory agency. Catastrophic contamination that leads to lawsuits. Results in system wide environmental damage. Extended national / international and media coverage (> 6 months) 	CRITICAL			
2	<ul style="list-style-type: none"> Multiple disabling injuries. Regional loss of service. Financial loss >\$5 M to \$20 M Regulatory penalty or legal action including incarceration or large fines. Long-term contamination leads to prosecution. Regional environmental damage. Extended national / international media (1 week - 6 months) 	HIGH			
3	<ul style="list-style-type: none"> Serious injury. Division/District loss of service. Financial loss \$1M to <\$5M Warning letter, notice of non-compliance or notice of violation no fines expected. Limited Hazmat release with Division/District environmental damage remediation required. State media coverage 	MEDIUM			
4	<ul style="list-style-type: none"> Minor injuries limited to first aid. Local loss of distribution service Financial loss <\$1M Few or no regulatory action or notifications. Minor spillage or unpermitted release of air with negligible impact on environment. without impact to local air quality of wildlife Local or No media coverage. 	LOW			