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Subject: SED Gas Citation Program Standard Operating Procedure (SOP) and Template

All,

On August 1 and 2, 2013, the California Public Utilities Commission's Safety and Enforcement Division (SED) conducted a public workshop to gather feedback on the implementation of Commission Resolution ALJ-274. This e-mail is a follow-up on the action items discussed at the workshop and is provided for informational purposes only.

SED has developed a **Gas Safety Citation Program Standard Operating Procedure (SOP)** and corresponding **Gas Citation Template**. Both can be found on the CPUC website here:  
[http://www.cpuc.ca.gov/PUC/safety/Pipeline/Standard\\_Operating\\_Procedure\\_for\\_Citations.htm](http://www.cpuc.ca.gov/PUC/safety/Pipeline/Standard_Operating_Procedure_for_Citations.htm)

This SOP addresses issues raised at the workshop that SED identified as most critical to resolve in order to move forward with the issuance of citations. The SOP and the Gas Citation Template are internal management documents intended primarily to provide guidance to staff and therefore SED reserves the right to make revisions to the SOP and the Gas Citation Template at its sole discretion and without notice to affected parties (see the disclaimer set forth in the SOP). SED also reserves the right to deviate from the SOP at its sole discretion.

SED is aware that this version of the SOP does not address several items that were raised at the August 2013 public workshop. Therefore, SED has drafted a plan for continuous improvement and ongoing revisions of this document (see attached PDF document **Citation Program Improvement Plan**). SED views the SOP as an evolving document and SED welcomes feedback and proposed revisions to it. Everyone is also welcome to comment on the Citation Program Improvement Plan.

If you have any questions, please reach out to me or Kenneth Bruno at  
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Kind Regards,

Liza

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