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October 14, 2013

Mr. Mike Robertson
Gas Safety and Reliability Branch
Safety and Enforcement Division
California Public Utilities Commission
320 West 4th Street, Suite 500
Los Angeles, CA. 90013

Re: State of California – Public Utilities Commission
General Order 112-E Audit – PG&E’s Gas Transmission Meridian District

Dear Mr. Robertson:

This letter supplements PG&E’s September 3, 2013 response to the 2013 Gas Transmission Meridian District General Order 112-E audit report. In this supplemental response, PG&E provides updates to several responses and provides additional supporting documentation, in addition to the documentation that was initially provided in our September 3, 2013 response.

Please contact [Redacted] or [Redacted] for any questions you may have regarding this response.

Sincerely,

/S/
Frances Yee

Attachments

cc: Terence Eng, CPUC
Dennis Lee, CPUC
Liza Malashenko, CPUC

Jane Yura, PG&E
Bill Gibson, PG&E

[Redacted]

**General Order 112-E Findings
CPUC Inspection Report August 2, 2013
Meridian District**

INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	NOV – 1	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	<p>1 <u>Title 49 CFR §192.13(c) states:</u></p> <p><i>“Each operator shall maintain, modify as appropriate, and follow the plans, procedures, and programs that it is required to establish under this part.”</i></p> <p>1.1 PG&E’s Standard S4350-TD-4350D Odorization of Natural Gas, section 4.6 states in part:</p> <p><i>“Gas odor must be readily detectable at a concentration of 0.6% gas-in-air or less.”</i></p> <p>PG&E’s Form 62-3480 reiterates the requirement, stating:</p> <p><i>“If the odor intensity reading is over 0.6% gas in air (too weak) or below 0.1% gas in air (too strong), a confirmation test with a different operator will be performed and the System Gas Control supervisor, or GT&D district supervisor, shall be notified immediately.”</i></p> <p>The District documented odor intensity readings of greater than 0.6% at the following locations listed in Table 1, but provided no documentation of a confirmation test or supervisor notification.</p> <p style="text-align: center;">Table 1: Odorization Test Locations requiring remedial action</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 60%;">Location</th> <th style="width: 25%;">Reading</th> </tr> </thead> <tbody> <tr> <td>4/5/2011</td> <td rowspan="13" style="text-align: center; vertical-align: middle;">Redacted</td> <td>0.70%</td> </tr> <tr> <td>4/5/2011</td> <td>0.70%</td> </tr> <tr> <td>4/5/2011</td> <td>0.70%</td> </tr> <tr> <td>4/5/2011</td> <td>0.70%</td> </tr> <tr> <td>4/6/2011</td> <td>0.70%</td> </tr> <tr> <td>4/7/2011</td> <td>0.70%</td> </tr> <tr> <td>4/18/2011</td> <td>0.70%</td> </tr> <tr> <td>2/8/2013</td> <td>0.70%</td> </tr> <tr> <td>2/9/2013</td> <td>0.70%</td> </tr> <tr> <td>2/9/2013</td> <td>3.00%</td> </tr> <tr> <td>2/9/2013</td> <td>6.00%</td> </tr> </tbody> </table>	Date	Location	Reading	4/5/2011	Redacted	0.70%	4/5/2011	0.70%	4/5/2011	0.70%	4/5/2011	0.70%	4/6/2011	0.70%	4/7/2011	0.70%	4/18/2011	0.70%	2/8/2013	0.70%	2/9/2013	0.70%	2/9/2013	3.00%	2/9/2013	6.00%
Date	Location	Reading																									
4/5/2011	Redacted	0.70%																									
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1.2 PG&E's Work Procedure WP4110-05 Leak Survey Procedures for Gas Transmission, Section D.1. states in part:

"The leak surveyor is responsible for documenting each leak survey on the sign-off sheet.

The purpose of the sign-off sheet is to provide evidence of the following items for every segment of pipe within a pipeline group:

The model and serial number of the instrument used to survey each pipe segment within the pipeline group."

The District performed leak surveys at [Redacted] on 2/5/13, 2/15/12, and 2/25/11 using a Remote Methane Leak Detector (RMLD). The District did not document the serial number of the survey instrument on the leak survey records.

1.3 PG&E's Work Procedure WP4110-05 Leak Survey Procedures for Gas Transmission, Section D.2.h. states:

"Leak survey supervisors must review leak surveys assigned to their headquarters and conducted by their direct reports, contractors, or temporary employees. After completing the survey and document review, record the reviewer LAN ID and initial the entry."

The District did not document the reviewer LAN ID or supervisor signature on page 2 of 2 of the [Redacted] Leak Survey Report dated 2/5/13.

1.4 PG&E's Work Procedure WP4540-01 District Regulator Station Maintenance, Section II.A.3. states in part:

"Using an approved analog or digital differential pressure gauge, perform a filter differential pressure test and record the pressure reading. If the differential pressure is 2 pounds per square inch (psi) or greater, the filter element must be inspected and immediately changed out if necessary."

The District recorded the Filter Differential at [Redacted] L-136, Location C-[Redacted] as being significantly over 2 psi in 2012 and 2013 as indicated in Table 2. The District provided no documentation of remedial action.

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Table 2: Filter Differential Readings at Fell Station

Date	Reg 22		Reg 21	
	As Found (psi)	As Left (psi)	As Found (psi)	As Left (psi)
4/26/2012	560	559.5	560	559.4
4/24/2013	771.4	771.3	764	763.8

1.5 PG&E’s Standard S4131, Selection of Steel Gas Pipeline Repair Methods – Attachment 1, page 9, states that a mechanical clamp *“May be used without welding for a pinhole corrosion leak only and shall be welded under other conditions.”*

The District documented a leak (leak number 96-13-22001-B) caused by a weld failure on 3/8/13. The leak was not a pinhole corrosion leak, yet documentation indicates that the District did not weld the clamp onto the pipe as required.

1.6 PG&E’s Standard O-16, Corrosion Control of Gas Facilities, page 14, states in part:

9. Internal Corrosion

“All electrical resistance probe readings should be taken and logged at monthly intervals, but not to exceed an interval of 90 days, for the life of the system or until the probe is retired from service.”

1.6.1 The District exceeded both the monthly interval and 90 day interval requirement for taking electrical resistance probe readings at three locations, as listed below in Table 3.

Table 3: Locations Where Readings Exceeded the 90 Day Interval

Location	Reading Gap	Interval (days)
Redacted	2/1/12 - 4/5/13	429
	1/21/10 - 3/1/13	1135
	2/9/10 - 4/11/13	1157

1.6.2 The District routinely exceeded the monthly interval requirement for taking electrical resistance probe readings. The District routinely took readings once every two months rather than once every month. For example, the District performed readings at W/O rd. 8 120’ S/TSM1-1 in July, September, and November of 2011.

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1.7 PG&E’s Gas Information Bulletin TD-4430B-001, page 2, states in part:

“All emergency valves found inoperable must be restored to service within 12 months of the finding, or obtain written documentation that the valve is no longer needed.”

The District restored two valves to service, shown in Table 4, on L-167 MP13 over 12 months after the District found the valves to be inoperable. The District provided no written documentation indicating that the valves were no longer needed.

Table 4: Valves Inoperable for over 12 months

Valve	Date Found Inoperable	Repaired Date	Interval (months)
V-A	3/16/2010	1/10/2012	> 21
V-B	3/16/2010	3/13/2013	> 35

1.8 PG&E’s Standard H-70, Pressure Relief Devices, page 3, states in part:

“In addition to annual capacity testing, the capacity of relief devices shall be verified immediately when changes are made which could affect the ability of the relief valve to protect the system.”

The District reduced downstream MAOP from 975 psig to 800 psig at the following locations listed in Table 5. The District did not verify immediately the capacity of the relief devices when changes (reduction in MAOP) could affect the ability of the relief valves to protect the system.

Table 5: Relief Valve Locations and Date of Downstream MAOP Reduction

Location	Line	Year
Redacted	L-302	2013

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PG&E RESPONSE

1.1 PG&E agrees with this finding. The 2011 Odor Intensity readings for the locations listed above required additional corrective actions per PG&E’s standard TD-4350S, “Odorization of Natural Gas” (Replaced with TD-4570P-03 Odorizing Natural Gas in June 2013). Table 1 listed 11 locations, although there are only 10 locations because W/S RDT 1220 S Rd46 is the same location as 2482 Road S, Mtr 3 52903939. The first 9 locations had a reading of 0.7% in 2011. Please see the subsequent 2012 readings which show the reading to be in the acceptable range of 0.1% to 0.6%. (Attachment 1) The last two 2011 readings had the decimal point in the wrong place, and should be 0.3% and 0.6% gas-in-air – within the acceptable range.

Meridian District conducted a tailboard briefing on September 20, 2013 to ensure employees are aware of the requirement to have Odor Intensity readings by different personnel if the reading is outside the acceptable range and to notify supervision. See Attachment SUP-A.

1.2 PG&E agrees with this finding. Meridian District has reviewed employee timecards for the dates listed and compared them with the leak survey records and calibration records of the RMLD leak survey instruments. Only employees who utilize the RMLD instruments for the day perform the calibration check prior to use. Meridian District was therefore able to determine which RMLD units were utilized for the days noted above and have added the RMLD serial numbers to the leak survey records. Meridian District conducted a tailboard briefing with employees to ensure that leak survey records are completely filled out.

1.3 PG&E agrees with this finding. The supervisor had only signed the first page of the leak survey record. On August 5, 2013, the supervisor reviewed the entire form for completeness and signed and dated the second page of the form.

1.4 PG&E respectfully disagrees with this finding. The District Regulator Station Maintenance Record calls to record the filter pressure differential in either inches of water column, or psi. In this instance, the employee recorded both the actual pressure just upstream of the filter and just downstream of the filter. Please note that the difference in these actual pressures as shown in Table 3 above indicate filter differential pressures NOT requiring further action. The employee was briefed on May 7, 2013 of the need to record the differential pressure value.

1.5 PG&E respectfully disagrees with this finding. The employee who performed this repair was interviewed as a result of this confusion regarding the leak cause. The employee stated that the leak cause was a pinhole internal corrosion leak, and not a weld failure leak. The IGIS record has been corrected to reflect the leak cause to be

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internal corrosion. (See Attachment 2) PG&E’s procedure TD-4100P-05 Appendix B allows for a pinhole corrosion leak to be repaired by installing a mechanical clamp without welding. See Attachment 3 – TD-4100P-05, which supersedes Standard S4131.

1.6 PG&E agrees with this finding. The corrosometer probe read locations have been placed on a monthly maintenance schedule in the Pipeline Maintenance tool (PLM). Meridian District has initiated three corrective orders to repair these corrosometer probes. See Attachment SUP-B for the three corrective work requests 198116, 198118, and 198119. All three have an expected completion date of December 31, 2013.

1.7 PG&E agrees with this finding. These two valves were determined to be inoperable without designating an alternative valve. They have since been made operable. See Attachment SUP-C. Meridian District has conducted a tailboard briefing of the bulletin TD-4430B-001 “Establishing Alternate Means of Control (AMC) for Inoperable Valves” to ensure employees are aware of the need to establish an AMC and initiate a job to repair or replace an inoperable valve at the time of discovery. See Attachment SUP-A.

1.8 PG&E agrees with this finding. The relief device capacity reviews for these three locations have been completed with the 800 psig MAOP. See Attachment SUP-D, SUP-E, and SUP-F. All relief devices continue to have adequate capacity with the lower pressure settings.

ATTACHMENTS

Attachment #	Title or Subject	
1	Odor Intensity Reports	
SUP-A	Tailboard Briefings	
2	A-Form 96-13-22001-1	
3	TD-4100P-05	
SUP-B	Corrosometer Work Requests	
SUP-C	Corrective Work Requests for Inoperable Valves	
SUP-D	Redacted	10 Relief Calc
SUP-E		Relief Calc
SUP-F		2 Relief Calc

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
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Conducted tailboard briefings on Odor Intensity readings & Alternate Means of Control bulletin	September 13, 2013	September 20, 2013	Meridian District M&C
Complete relief capacity calculations for L-302 MAOP revisions.	September 30, 2013	September 23, 2013	Pipeline Engineering

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INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	NOV – 2	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	<p><u>Title 49 CFR §192.201 states in part:</u></p> <p><i>“(a) Each pressure relief station or pressure limiting station or group of those stations installed to protect a pipeline must have enough capacity, and must be set to operate, to insure the following:</i></p> <p><i>(2) In pipelines other than a low pressure distribution system:</i></p> <p><i>(i) If the maximum allowable operating pressure is 60 p. s.i. (414 kPa) gage or more, the pressure may not exceed the maximum allowable operating pressure plus 10 percent or the pressure that produces a hoop stress of 75 percent of SMYS, whichever is lower,”</i></p> <p>2.1 The District’s Self-Contained Relief Valve Maintenance Record, TD-4430-02-F06, for [Redacted] L-136, states an MAOP of 550 psig. The District set its relief valve protecting the system at 800 psig for two weeks from 10/15/12 to 11/1/12. The District did not set to operate its relief valve within the allowable limit established by Title 49, CFR §192.201.</p> <p>2.2 On PG&E’s <i>Capacity Review of Relief Device at Gas Gathering Receipt Point</i> Form, PG&E compares the maximum production delivery to the maximum calculated relief capacity. PG&E defines adequate capacity as when the maximum production delivery <u>does not</u> exceed the maximum calculated relief capacity. The District did not have adequate capacity, (i.e. the maximum production delivery <u>did</u> exceed the maximum calculated relief capacity at the following locations shown in Table 7). The District did not provide documentation of any corrective measures.</p> <p style="text-align: center;">Table 7: Locations with Relief Valves of Inadequate Capacity</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Date</th> <th>Max Production Delivery (MMcfD*)</th> <th>Max Relief Valve Capacity (MMcfD*)</th> </tr> </thead> <tbody> <tr> <td rowspan="5">[Redacted]</td> <td>March 2012</td> <td>1.089</td> <td rowspan="2">1</td> </tr> <tr> <td>April 2012</td> <td>1.087</td> </tr> <tr> <td>Feb 2012</td> <td>4.531</td> <td>4.1</td> </tr> <tr> <td>Jan 2011</td> <td>10.311</td> <td rowspan="2">4.1</td> </tr> <tr> <td>Feb 2011</td> <td>10.839</td> </tr> </tbody> </table>	Location	Date	Max Production Delivery (MMcfD*)	Max Relief Valve Capacity (MMcfD*)	[Redacted]	March 2012	1.089	1	April 2012	1.087	Feb 2012	4.531	4.1	Jan 2011	10.311	4.1	Feb 2011	10.839
Location	Date	Max Production Delivery (MMcfD*)	Max Relief Valve Capacity (MMcfD*)																
[Redacted]	March 2012	1.089	1																
	April 2012	1.087																	
	Feb 2012	4.531	4.1																
	Jan 2011	10.311	4.1																
	Feb 2011	10.839																	

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		March 2011	7.047	
		April 2011	4.81	
		May 2011	4.686	
*MMcfD: Million Cubic Feet Per Day				

PG&E RESPONSE

PG&E agrees with this finding. Meridian District conducted a tailboard briefing on September 20, 2013 to ensure relief valve set points do not exceed pressure established per 192.201. Please see Attachment SUP-A. PG&E has determined relief valve capacities, replaced relief valves, and documented the new relief valve capacities for the gas gathering locations. Please see Attachments 4, 5, and 6.

ATTACHMENTS

Attachment #	Title or Subject		
4	Redacted	Relief Valve Records	
5		Relief Valve Records	
6		Relief Valve Records	
SUP-A	Tailboard Briefings		

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
Conducted tailboard briefing on relief valve set points.		September 20, 2013	Meridian District M&C

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INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	AOC – 1	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	<p>1 <u>Title 49 CFR §192.201(a)(2)(ii) states:</u></p> <p><i>“If the maximum allowable operating pressure is 12 p.s.i. (83 kPa) gage or more, but less than 60 p.s.i. (414 kPa) gage, the pressure may not exceed the maximum allowable operating pressure plus 6 p.s.i. (41 kPa) gage”</i></p> <p>PG&E’s most recent TD-4430P-02-F07 Package Regulator/Relief Valve Maintenance Record for Fell Station, System V-20 Supply, with supervisor approval dated 5/1/13, lists the MAOP as 50 psig and the maximum permissible relief set pressure as 60 psig. According to Title 49 CFR §192.201(a)(2)(ii), the relief should be set at no greater than MAOP plus 6 psi, i.e. 56 psi, and documentation should reflect as such.</p>
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PG&E RESPONSE

<p>PG&E agrees with this finding. The maintenance record, TD-4430P-02-F07, was completed on April 23, 2013, and noted the “As Left” relief valve set point pressure to be 45 psig. This corresponds to the relief valve capacity calculation showing a 45 psig relief set point, and with adequate relief capacity. The field for Maximum Permissible Relief Set Pressure was incorrectly filled in with 60 psig. This field has been corrected. (See Attachment 7)</p>

ATTACHMENTS

Attachment #	Title or Subject
7	PRV-1 Relief Valve Capacity & Maintenance Record

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
No further Action Required			

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INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	AOC – 2	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	2 The “Gas Transmission Meridian District Station Routine” form, TD-4430P-02, leaves a blank spot to record the odorometer reading. An odorometer reading is not necessary since these forms are to document data at injection points. Regardless, employees have been listing odorometer readings, though not always accurately. For example, the form for [Redacted], dated 1/8/13, lists the odor intensity reading as “4”.
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PG&E RESPONSE

<p>PG&E agrees with this concern. PG&E believes that SED is referencing the incorrect form. The correct form is 62-4650 “Monthly Odorization Report”. (See Attachment SUP-G) The odor intensity reading should be recorded as a percentage of gas-in-air. The typical values taken are less than 1.0 % gas-in-air, and should therefore include the percentage point. The form for [Redacted] dated January 8, 2013, lists the odor intensity readings as “4”. The technician should have noted a reading of “.4”. A tailboard briefing has been conducted on September 20, 2013 to remind Meridian District employees of the requirements for recording odor intensity readings. See Attachment SUP-A.</p>

ATTACHMENTS

Attachment #	Title or Subject
SUP-G	Form 62-4650 Monthly Odorization Report
SUP-A	Tailboard Briefings

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
Conduct tailboard briefing to remind employees to record the correct odor intensity reading units		September 20, 2013	Meridian District M&C

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INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	AOC –3	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	3	Redacted	Gas Transmission Station Leak Survey Report requires a check mark for conditions found to be satisfactory. Years 2011 and 2012 are consistent with the use of check marks. In 2/5/13, for tabs (A) Landslides or threatened slides and (B) Erosion by streams, wave action, rain, or other natural causes, PG&E indicated X-marks. Even though check-marks indicate a satisfactory condition, one may conclude that X-marks indicate an unsatisfactory condition. Only after conferring with a District representative was it indicated that X-marks did not signal an issue.
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PG&E RESPONSE

PG&E agrees that utilizing check boxes on maintenance documents needs to be consistent so that field conditions are clearly understood. PG&E conducted a tailboard briefing on September 20, 2013 on these requirements with Meridian District employees. Please see Attachment SUP-A.
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ATTACHMENTS

Attachment #	Title or Subject
SUP-A	Tailboard Briefings

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
Conduct tailboard briefing to present consistent method to document field conditions		September 20, 2013	Meridian District M&C

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INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	AOC – 4	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	4 Relief Valve Maintenance records and capacity reviews for Redacted were incorrectly labeled as being a part of L-400 instead of L-318.
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PG&E RESPONSE

PG&E agrees with this concern and has corrected the documentation. See Attachment SUP-G.
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ATTACHMENTS

Attachment #	Title or Subject
SUP-G	Mantis #1 Records

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
Corrected labeling of maintenance records and capacity reviews		September 23, 2013	Meridian District M&C

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INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	AOC - 5	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	5 The District listed three different line numbers for the same facility. Self-Contained Relief Valve Maintenance Record for February, states “Redacted [] System L-169”. The Capacity Review of Relief Devices at Gathering Receipt Points Form states “Redacted [] Pipe Line Number 193”. The Capacity Review of Relief Device at Gas Gathering Receipt Point Form states “Pipe Line Number supplied by facility: 199”.
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PG&E RESPONSE

PG&E agrees with this concern and has corrected the documentation. See Attachment SUP-H.
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ATTACHMENTS

Attachment #	Title or Subject	
SUP-H	Redacted []	Records

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
Correct labeling of maintenance records and capacity reviews		September 23, 2013	Meridian District M&C

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**General Order 112-E Findings
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INSPECTION INFORMATION

Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	AOC – 6	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	6 Dehydrator Station Inspection Form footnotes explains that “inlet minus outlet equals removed”, referring to the water content. The numbers do not add up on the form for the [Redacted] L-169 Glycol Dehydrator. For example, on January 2012, the District recorded inlet as 8, the outlet as 3, but the water removed as zero.
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PG&E RESPONSE

PG&E agrees with this concern and has corrected the documentation. See Attachment SUP-I.
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ATTACHMENTS

Attachment #	Title or Subject
SUP-I	[Redacted] Dehydrator Form

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
Correct labeling of maintenance record		September 23, 2013	Meridian District M&C

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Inspection Dates	Finding	CPUC Contact	CPUC Phone #
May 7-10, 2013	AOC -7	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	7 During the field inspection at [Redacted], SED observed that a section of pipe (approximately 8 feet in length) consisted of unpainted aboveground pipe. The District should clean and coat the pipe before atmospheric corrosion has a chance to develop.
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PG&E RESPONSE

The section of pipe noted does not belong to PG&E. It belongs to the customer and is the responsibility of the customer.
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ATTACHMENTS

Attachment #	Title or Subject
None	

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
None Required			

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May 7-10, 2013	AOC -8	Terence Eng	(415) 703-5326

INSPECTION FINDING

CPUC Finding	8 As a District employee was venting gas during a regulator maintenance A-inspection, SED noticed that the nearest fire extinguisher was located somewhere in the vehicle’s compartment nearly 30 feet away from the venting. After questioning several employees, it became clear that not everyone knew where the fire extinguisher was located on the truck. SED recommends that the District keep a fire extinguisher nearby, fully exposed, and readily accessible when venting hazardous amounts of gas to the atmosphere.
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PG&E RESPONSE

PG&E agrees with this concern. A tailboard with district personnel was held on June 27, 2013 by the local fire department. Use of each vehicle’s fire extinguisher was discussed and demonstrated during the “hands-on” session. In addition, Meridian District employees are required to conduct monthly safety inspections of their vehicles, and fire extinguisher operability is one of the inspection items.

ATTACHMENTS

Attachment #	Title or Subject
None	

ACTION REQUIRED

Action To Be Taken	Due Date	Completion Date	Responsible Dept.
No further action required			

Definitions: NOV – Notice of Violation
 AOC – Area of Concern