

PG and E

FOR INTRA - COMPANY USES

From Division or Department VICE PRESIDENT -
GAS OPERATIONS
FILE NO. 403-2
RE LETTER OF
SUBJECT Revised Standard Practice 403-2
Requests for Information Concerning
To Division or Department Location of Company-Owned Facilities

July 20, 1981

DIVISION MANAGERS:
MANAGER, ELECTRIC TRANSMISSION & DISTRIBUTION:
MANAGER, GAS DISTRIBUTION:
MANAGER, SAFETY, HEALTH AND CLAIMS:

Attached is the revision to Standard Practice 403-2 effective August 3, 1981. Standard Practice book holders should insert the new material into the binders assigned to them and remove the superseded pages.

Exhibits "A", "D" and "E" have been revised to more clearly state the intent of the "Notice of Non-Responsibility" letters and telephone messages. Their designation has been changed to "Notice of Responsibility" to eliminate the negative connotation.

Paragraph 11b changes the stamp placed on drawings or sketches from "Not Responsible for Accuracy" to "Approximate Locations, Verify by Hand Tools" to remove some of the objections expressed by public agencies and contractors and to more clearly state the intended message.

Paragraph 11a has been revised to state that marking should not be extended for any great distance beyond the boundaries of the project described in the locating request.

Paragraph 15 has been revised to include the USA telephone numbers. Other paragraphs throughout the supplement have been revised to use the new designation for the "Notice of Responsibility".

Additional copies of this Standard Practice may be obtained from Rose Wong, Extension 1604, Gas Operations, Room 2814, 77 Beale Street.

Howard M. McKinley
HOWARD M. MCKINLEY

██████████
Attach.
cc All Standard Practice Books
(w/attach.)

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICE

STANDARD PRACTICE NO. 403-2

EXECUTIVE OFFICE OR DIVISION GAS OPERATIONS
SAFETY, HEALTH AND CLAIMS,
ISSUING DEPARTMENT GAS OPERATIONS AND ELECTRIC OPERATIONS

PAGE NO. 1 EFFECTIVE 5/16/77

REPLACING PAGE NO. 1 EFFECTIVE 1/1/72

SUBJECT: **REQUEST FOR INFORMATION CONCERNING THE LOCATION OF COMPANY-OWNED FACILITIES**

POLICY:

1. It is the policy of the Company to furnish information concerning the location of Company-owned utility facilities, on request, for the purpose of protecting them from damage and to promote safety for those working in the vicinity of PGandE facilities. This information shall be furnished by surface markings, maps, sketches, orally, or a combination thereof.

PURPOSE:

2. To establish a uniform procedure for responding to requests for the location of Company-owned utility facilities.

RESCISSIONS:

3. Previously issued instructions, oral or written, which may conflict with this Standard Practice.

REFERENCES:

4. S.P. 254-5, "Avoiding Damage to Underground Property of Others"
S.P. 410.18-1, "Joint Trenching, Policy and Procedures"
S.P. 449-1, "Rules for Working Near Electric Underground Cables"

RESPONSIBILITY:

5. a. The Division Manager or the District Managers in the Divisions and the Area Superintendents in Pipe Line Operations are responsible for compliance with the provisions of this Standard Practice and shall designate an appropriate operating department representative as the local coordinator responsible for coordinating and responding to requests for utility location information.
b. The local coordinator designated in paragraph 5a shall carry out the provisions of this Standard Practice.
6. Procedural details appear in the Supplement to this Standard Practice.

APPROVED BY:

Raymond W. White
R. W. WHITE
Manager, Safety, Health and Claims Department
H. P. Braun
H. P. BRAUN
Vice President - Electric Operations



* Paragraph Revised
** Paragraph Added

(SEE OVER)

PACIFIC GAS AND ELECTRIC COMPANY

STANDARD PRACTICESTANDARD PRACTICE NO. 403-2EXECUTIVE OFFICE OR DIVISION GAS OPERATIONS
SAFETY, HEALTH AND CLAIMS,PAGE NO. 2 EFFECTIVE 5/16/77ISSUING DEPARTMENT GAS OPERATIONS AND ELECTRIC OPERATIONSREPLACING PAGE NO. 2 EFFECTIVE 1/1/72

SUBJECT: REQUEST FOR INFORMATION CONCERNING THE LOCATION OF COMPANY-OWNED FACILITIES

DISTRIBUTION: Division Managers
 District Managers
 Division Gas Superintendents
 District Gas Superintendents
 Division Gas Engineers
 District Gas Engineers
 Director, Procedures Analysis
 Manager, Pipe Line Operations
 Area Superintendents, Pipe Line Operations
 Area Engineers, Pipe Line Operations
 Division Electric Superintendents
 District Electric Superintendents
 Division Electric Engineers
 District Electric Engineers

Additional copies of this Standard Practice and Supplement may be obtained from Gas Operations, 77 Beale Street, San Francisco, PG&E extension 9-1604.

* Paragraph Revised
 ** Paragraph Added

(SEE OVER)

PROCEDURE FOR FURNISHING INFORMATION CONCERNING
THE LOCATION OF COMPANY UTILITY FACILITIES

RECEIVING REQUEST

7. All requests for the location of Company facilities shall be referred to the local coordinator for the preparation and forwarding of the information requested.
- *8. a. A request for the location of facilities or a notice of intent to start work received by any department or other unit of our Company shall be regarded as a communication to all departments responsible for Company facilities. The party making the request to the Company shall not be required to redirect the request, whether oral or written, to any additional department of the Company.
- b. The local coordinator will be responsible for following appropriate procedures for handling all location request information. Specific duties to be included in these procedures are:
 - 1) Logging of requests.
 - 2) Forwarding requests to appropriate functional groups, i.e., gas, water, electric, steam, etc.
 - 3) Establish deadlines and follow-up procedures.
 - 4) Compile and forward transmittal of data to outside parties.
 - 5) Maintain records of all transactions including the requirements of paragraphs 12 & 16.
- c. Form 62-3082 (Exhibit "B") shall be used to record all requests for location of Company utility facilities. In lieu of copying information from USA teletype to the top half of the form, the teletyped message may be attached to the form.
9. a. A Gas Department representative will normally be designated as the local coordinator.
- b. Where the Company office is outside PGandE gas service territory, or it is otherwise impracticable to place this responsibility with the Gas Department, the Division shall designate a representative in one of the other operating departments to be the local coordinator responsible for carrying out the provisions of this Standard Practice.
- c. The Division Gas Superintendent will coordinate with the Area Superintendent of Pipe Line Operations to provide the local coordinators in the Division with records or maps that will indicate the general location of Pipe Line Operations facilities within each Division's service area. Subsequently, if a Division receives a request for the location of facilities, they must

*Paragraph Revised

RECEIVING REQUEST (Continued)

- determine the probability of Pipe Line Operations facilities being involved (in addition to their own). If it is determined that Pipe Line Operations facilities may be in the general area, then the request received by the Division shall be passed on to the Pipe Line Operations coordinator for his action.
- d. Pipe Line Operations will, in addition to taking any action necessary of them, pass on to the local coordinator concerned, all requests received, so the Division may provide requesting parties with the location of utility facilities under the Division's jurisdiction.
 - e. A list of local coordinators will be exchanged between the Divisions and Pipe Line Operations as often as necessary to keep rosters current at all times.
 - f. As an alternative to the procedure outlined in paragraphs 9 (c) (d), Divisions and Pipe Line Operations shall consider consolidating their responsibility to locate facilities for requesters whenever it appears it would be more expeditious and equally reliable.

FURNISHING INFORMATION

- * 10. a. It is essential that only one answer be given to the request and that it include the location of all Company facilities in the area.
 - b. In cases involving both Pipe Line Operations and Division facilities, the department having the preponderance of facilities will send the acknowledgement of transmittal letter.
 - c. The answer should include gas, electric, steam, water, or other Company facilities. All information furnished shall be as complete and reliable as possible. Appropriate current Company records such as plat sheets shall be consulted for available data on all Company facilities, whether existing, under construction, or proposed. In order to be assured that information on plat sheets is up-to-date, all estimates shall be pencil-posted at the time the estimates are submitted for approval. This posting should be done in "plastic lead" pencil and the local estimate number should be shown as well as the proposed location of the new facility. This posting indicates that underground facilities are, or may be, installed.
- * 11. Information shall be furnished by one or more of the following: surface marking, maps, sketches, orally, or other suitable means. The

*Paragraph Revised

FURNISHING INFORMATION (Continued)

action taken shall be recorded on Form No. 62-3082 (Exhibit "B"). Information requested for planning or design purposes should normally be given in the form of maps and sketches. Unless deemed necessary by the local operating supervisor, surface markings will not be provided until construction is ready to begin.

- *a. **Surface marking:** Surface marking of PG&E underground facilities shall be done according to examples in Exhibit "C" unless specified otherwise by local ordinance. Marking of PG&E facilities should be confined within the boundaries of the project for which a marking and locating request was received and not extended for any great distance beyond those boundaries. Notice of Responsibility shall be given to all requesting parties as specified in Paragraph 12.

The Gas Department will normally mark all PG&E underground facilities (gas, electric, water, steam & communications). In areas outside the PG&E gas service territory, the division involved shall designate one of the other operating departments to mark all of the PG&E facilities. On occasion, should the Gas Department require assistance from another operating department, such assistance shall be made readily available by the department involved.

- *b. **Maps or Sketches:** Maps or sketches supplied to other parties shall be stamped
"APPROXIMATE LOCATIONS
VERIFY BY HAND TOOLS
PACIFIC GAS AND ELECTRIC COMPANY"
and forwarded with a letter of transmittal. The letter of transmittal shall embody the "Notice of Responsibility" (Exhibit "A").
- *c. **Orally:** This method should be discouraged except where it may be done for smaller installations such as single sewer laterals or water services. If it appears to be impracticable to furnish the desired information by means of maps or sketches or surface marking, it may be released orally. Notice of Responsibility shall be given as specified in Paragraph 12.

12. Notice of Responsibility

- *a. For contractors and public agencies who request location of company facilities on a regular basis, an annual letter embodying the Notice of Responsibility (see Exhibit D) may be sent in lieu of an individual transmittal for each request. A copy of the annual letter sent to each party shall be kept in the Division files for five years. A list of parties receiving the annual notice shall be made readily available to the local coordinator.
- b. USA members shall be included in the distribution of the annual letter.

* Paragraph Revised.

FURNISHING INFORMATION (Continued)

*c. When requests are received from contractors or agencies not included in the procedures specified above, i.e., those who make only occasional requests for information the Notice of Responsibility shall be given as follows:

- For short lead time requests (3 working days or less) where information is given either orally or by surface markings, the phone message (Exhibit E) shall be read verbatim to a representative of the requesting party prior to his excavating over our facilities.

The name of person contacted, the date and time of the call, and the signature of the Company representative making the call shall be recorded in the appropriate blanks on Form 62-3082.

In addition, a letter confirming the telephone conversation and embodying the attached form "Notice of Responsibility" (Exhibit "A") shall be sent to the requesting party.

- For requests with more than 3 working days advance notice, A letter acknowledging the request and embodying the attached form "Notice of Responsibility" (Exhibit 'W') shall be given or sent to the requesting party. Telephone contact is not required.

13. The 1970 revision of Section 4215 of the Government Code of the State of California does not impose any new or additional obligation on us with respect to identification of utility facilities; it merely shifts the responsibility of determining the existence of our facilities from the contractor to the public agency.

Some public agencies have interpreted Section 4215 as requiring owners of underground facilities to specify the depth of such facilities. Section 4215 does not require specifically that we designate the depth of our facilities.

If we elect to give out specific depth information it should only be provided when we are very certain of the accuracy of the data such as that obtained by daylighting our facilities. If we are not certain of our depths and are uncertain as to whether our facilities will conflict with the agency's work, we should daylight our facilities. This is normally done so that provisions can be made to eliminate conflicts with public agency's work or provide a greater degree of safety to certain critical gas or electric lines during contractor's operations. The decision to daylight rests with the Company. If we are not certain of our depths but are reasonably certain our facilities will not conflict with the agency's work such as a sewer flow line 10' below existing ground, we may give the approximate depths, e.g., approximately 2' to deep. Depth locating instruments may be used in determining these

FURNISHING INFORMATION (Continued)

*approximate depths. The usual "Notice of Responsibility" will continue to apply to any information furnished.

We should continue to make every effort to work with the public agency to make sure existing above-ground and underground facilities are identified on the plans prior to the agency awarding the contract.

Success in preventing damage to Company-owned or other underground facilities depends primarily on a common attitude of cooperation. Close liaison with operating personnel of other utility services should be encouraged. To enhance this attitude of cooperation, every reasonable effort shall be made to comply promptly with requests for information concerning the location of the Company's underground facilities in accordance with the provisions of this Standard Practice.

FOLLOW-UP DURING CONSTRUCTION

14. a. During construction projects, field follow-up visits should be made by Company inspectors, engineering, supervisory or construction personnel. The purpose of these visits is to prevent damage to Company facilities. Frequency of visits will depend on such items as the size of the job, importance of Company installations, experience with the particular contractor, type of construction-equipment being used, and type of markings provided. In some cases it may be necessary to have a Company employee assigned to the project on a full time basis.
- b. It shall be the responsibility of the local supervisors in charge of maintenance and operating activities to establish a specific schedule of follow-up visits for major projects.

For the purpose of this Standard Practice, a major project is one involving any of the following:

- Installation of conduits large enough for a person to enter.
- Installation of small conduits in conjunction with sub-structures large enough for a person to enter (e.g., man-holes or vaults).
- Installations where construction which parallels or crosses Company facilities will be continuing over an extended period of time.
- Installations close to important gas transmission or feeder mains where damage could cause loss of supply and interruption of service to a substantial number of customers.

* Paragraph Revised.

PRECAUTIONARY MEASURES

15. *a. City and county agencies should be encouraged to advise persons applying for permits, by so noting on the permits, to notify Underground Service Alert (USA) toll-free prior to starting work. The telephone number is 800/642-2444 (800/422-4133 in San Bernardino and Santa Barbara counties).
- *b. Reasonable steps should be taken to encourage contractors, public agencies and others to notify USA of work they have pending at least two work days in advance to avail themselves of the service set forth in this Standard Practice.
- c. Section 1540 (a) (1) of the Construction Safety Orders (Title 8 California Administration Code Section 1540), issued by the Occupational Safety and Health Standards Board pursuant to the California Occupational Safety and Health Act of 1973 provides:
 - (1) "Prior to opening an excavation, effort shall be made to determine whether underground installations; i.e., sewer, water, fuel, electric lines, etc., will be encountered, and if so, where such underground installations are located. When the excavation approaches the Approximate location of such an installation, the exact location shall be determined by careful probing or hand digging, and when it is uncovered, adequate protection shall be provided for the existing installation. All known owners of underground facilities in the area concerned shall be advised of proposed work at least 48 hours prior to the start of actual excavation."

RECORDS

16. a. Any information given in writing, notes on information given orally, any letter of transmittal, and any form notice including those documenting requests for information where no Company facilities are involved shall be retained in the Division files for a period of not less than five years after completion of the project.
- b. In addition to the above, when surface markings are provided for a major project (as defined in paragraph 14b), a sketch showing specifically which facilities were marked shall be prepared. In most cases this sketch can be a copy of the plat sheet.

Using a colored pencil, the person performing the original marking shall trace over only those facilities which were physically marked in the field. Using the same color, the person marking shall then sign and date the sketch and return it to the local coordinator.

* Paragraph Revised.

RECORDS (Continued)

The same sketch shall be used for each of the follow-up visits specified in paragraph 14b. The person performing the follow-up visit will sign and date the sketch to indicate that the original marks are still adequate and evident. If additional markings are made, they should be recorded on the sketch using a different color pencil. This record shall be retained in the Division files for a period of not less than five years after completion of the project.

ATTACHMENTS

- *Exhibit "A" - Notice of Responsibility
- Exhibit "B" - Request Location of Utility Facilities
- Exhibit "C" - Marking Symbols and Examples
- *Exhibit "D" - Sample Letter for Annual Notice of Responsibility
- *Exhibit "E" - Responsibility Notice for Use Over Telephone

* Exhibit Revised

*Notice of Responsibility

Thank you for notifying us of your intent to work in the vicinity of our underground facilities. Information about their locations is or will be provided by surface markings at the work site.

In our marking for you we, naturally, will exercise due care to make these markings as complete and accurate as reasonably possible. As you can appreciate, the nature of underground construction and installations prohibit any guarantee as to the absolute accuracy of surface markings. The precise location of underground facilities can only be determined by you through careful probing or hand digging in compliance with Article 6 of the Cal/OSHA Construction Safety Orders.

*Revised

REQUEST FOR LOCATION OF UTILITY FACILITIES

OPTION-

ATTACH USA TELETYPE
MESSAGE HERE

MAP NO.	
DATE	TIME

FIRM REQUESTING LOCATIONS

ADDRESS

NAME OF PERSON MAKING REQUEST	TELEPHONE NO.
-------------------------------	---------------

LOCATION AND TYPE OF PROPOSED PROJECT

DATE CONSTRUCTION PROJECT TO START	DATE FACILITIES SHOULD BE LOCATED
------------------------------------	-----------------------------------

NAME OF PERSON RECEIVING REQUEST

INFORMATION FURNISHED BY:

<input type="checkbox"/> SURFACE MARKINGS	<input type="checkbox"/> ORALLY	<input type="checkbox"/> PROSPECTING (EXPOSING)
<input type="checkbox"/> MAPS/SKETCHES	<input type="checkbox"/> STAKING	

COMPANY UTILITY FACILITIES INVOLVED

<input type="checkbox"/> GAS	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> PLO
<input type="checkbox"/> OTHER _____		

SKETCH OF FACILITIES PREPARED BY	DATE
----------------------------------	------

NON-RESPONSIBILITY INFORMATION: (CHECK ONE)

PERSON MAKING REQUEST WAS INCLUDED IN MOST RECENT DISTRIBUTION OF ANNUAL NOTICE OF NON-RESPONSIBILITY

NOTICE MAILED NOTICE GIVEN NOTICE READ OVER TELEPHONE

NOTICE GIVEN TO _____

NOTICE GIVEN BY _____ DATE ____/____/____ TIME ____:____:____ AV
(Signature) PV

LOCATING COMPLETED BY (Signature)	DATE ____/____/____	TIME ____:____:____ AV PV
-----------------------------------	---------------------	------------------------------

IS A FOLLOW-UP DURING CONSTRUCTION REQUIRED?

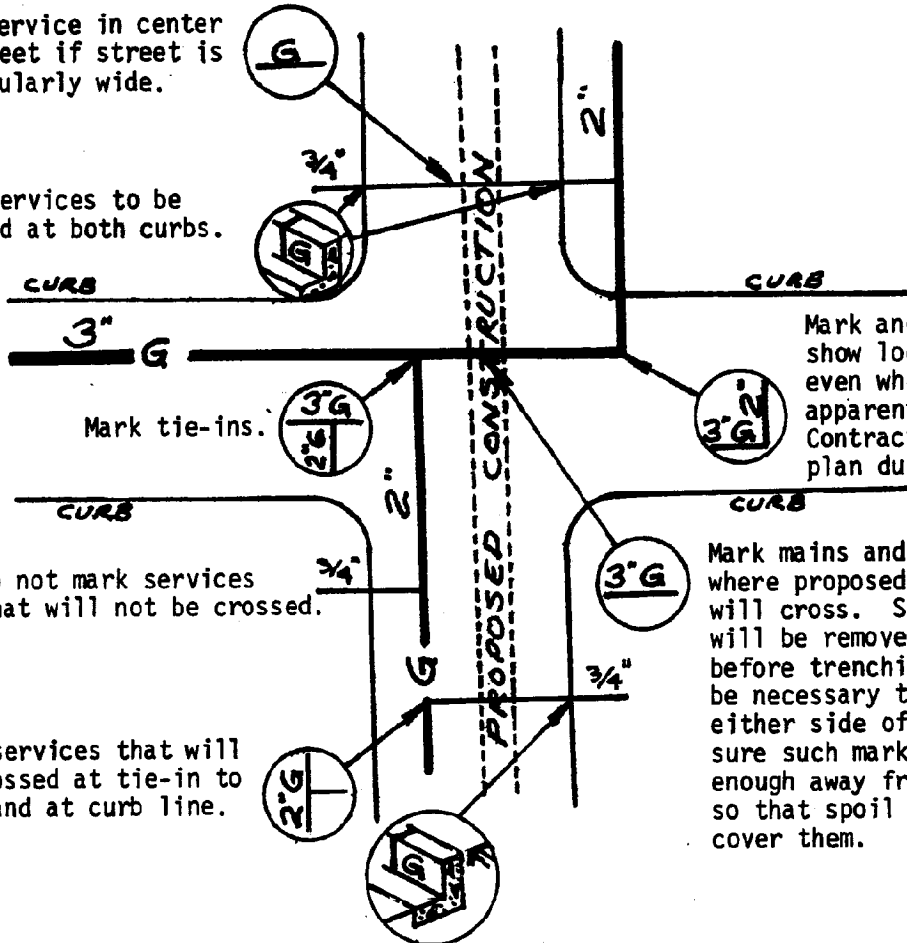
REMARKS

MARKING SYMBOLS AND EXAMPLES

EXHIBIT C
S.P. 403-2
Effective 5/16/77

Mark service in center of street if street is particularly wide.

Mark services to be crossed at both curbs.



Mark tie-ins.

Do not mark services that will not be crossed.

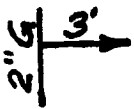
Mark services that will be crossed at tie-in to main and at curb line.

Mark angle points to show location of main even where there is no apparent conflict. Contractor may change plan during construction.

Mark mains and large services where proposed construction will cross. Since this mark will be removed with paving before trenching, it will also be necessary to mark main on either side of trench. Make sure such markings are far enough away from trench line so that spoil bank will not cover them.

If laterals are to be installed with proposed construction, mark main about every 100'.

Marks shall be painted using letters about 3" in height. Where mains are in unpaved areas, marking shall be accomplished by using stakes, by painting offsets on adjacent pavement, by nailing shiners and survey tape, or by a combination of these methods. Unless otherwise specified by local ordinance all marks should be made using the following paints: Gas - Yellow M & S Code 13-0476, Electric - Red M & S Code 13-0478. Joint Gas and Electric - Yellow M & S Code 13-0476.



2" main 3' offset. Distance is measured from line which also indicates direction of main. (Use yellow paint)



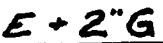
2" main inserted in 4" casing. Explain that casing conduit may not be found continuously along 2" main. (Use yellow paint)



2" gas main. (Use yellow paint)



Underground electric. Not necessary to show size. (Use red paint)



Joint gas and electric. (Use yellow paint)

* (Annual Letter - Notice of Responsibility for Excavators Who Request Locations on a Regular Basis. See Paragraph 12a.)

As you know, Pacific Gas and Electric Company provides free locate-and-mark service to persons excavating near our underground facilities. Our records indicate that over the past year, your organization has called us a number of times to locate and mark our facilities prior to your starting excavations. We want to thank you for your past cooperation, and we hope we can be of service to you again on future projects.

The material contained in this letter shall apply to all your jobs in our service area which may involve our facilities.

In our marking for you we, naturally, will exercise due care to make these markings as complete and accurate as reasonably possible. As you can appreciate, the nature of underground construction and installations prohibit any guarantee as to the absolute accuracy of surface markings. The precise location of underground facilities can only be determined by the excavator through careful probing or hand digging in compliance with Article 6 of the Cal/OSHA Construction Safety Orders.

We would like to emphasize the requirement for notifying us at least 48 hours prior to the start of actual excavation. We recommend the use of the Underground Service Alert notification service (USA) to accomplish the notifications.

Exhibit "E"
S.P. No. 403-2
Effective 8/3/81

*(Phone Message)

In our marking for you we, naturally, will exercise due care to make these markings as complete and accurate as reasonably possible. As you can appreciate, the nature of underground construction and installations prohibit any guarantee as to the absolute accuracy of surface markings. The precise location of underground facilities can only be determined by you through careful probing or hand digging in compliance with Article 6 of the Cal/OSHA Construction Safety Orders.

We will be forwarding you a confirming letter of this conversation.

*Revised