



Issuing Department: GAS SYSTEM TECHNICAL SUPPORT

Effective Date: 12/1/96

Gas Supply Officer: V.P. - Gas Services & Operations

Review Date: 12/1/98

SUBJECT:
OPERATION AND MAINTENANCE INSTRUCTIONS REQUIREMENTS FOR MAJOR GAS FACILITIES

OBJECTIVE

To ensure the safe and reliable operation of Gas Supply facilities.

SCOPE

This Gas Supply Standard covers the requirement for preparation and updating of Operation and Maintenance Instructions (O&MIs) necessary for performing the inspections, operation, and maintenance of Gas Supply's major gas facilities.

RESCISSION

This Standard along with GS Standard 4430 replaces SP 464-1 "Major Control Facilities; Inspections, Operations and Maintenance".

ORIGINATOR

GS Standard Technical Committee 21 on Station Equipment.

BUSINESS RISKS

Inappropriate inspections, operation, and maintenance of any Gas Supply major gas facility will jeopardize the safe and efficient operation of that pipeline facility. Non-compliance with applicable Federal and State regulations may subject PG&E to fines and negative publicity. Furthermore, gas facilities may be required to be shut-in until instructions are issued to operate and maintain those particular facilities.

DEFINITION

Major Gas Facilities: Facilities that modulates gas pressure and flow, or processes the gas, within the Transmission System and have any or all of the characteristics listed below. The facilities may be unmanned, manned part or full-time, or remotely operated. Facilities shall include:

- System control points, such as Terminals and Gas Load Centers.
- Compressor stations.
- Pipeline pressure limiting stations.
- Gas processing facilities.
- Line rupture control valves (LRCVs).
- Gas metering and regulating facilities serving PG&E electric generating plants.
- Underground gas storage field facilities.

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- Other facilities handling large volumes of gas which generally have one or more of the following characteristics: 10-inch or larger control valves, controller-operated equipment, or orifice/ultrasonic metering.

REQUIREMENTS

A manual of written procedures for conducting operation and maintenance activities, and for emergency response to all pipeline facility incidents as required by GO 112 (latest version) shall be prepared and followed.

All major gas facilities shall have Operation & Maintenance Instructions prior to being placed in operation.

Note: For stations not considered major gas facilities, inspections, operation, and maintenance shall comply with CES Standard C-T&CS-S0351, "District Regulator Station Maintenance", Gas Standard H-14, "Typical District Regulator Sets", and other documents referenced in this GS Standard.

O&MIs shall include, as a minimum, the information contained in GS Recommended Practice RP-4431.1, "Guide for the Preparation of Operation and Maintenance Instructions".

Each O&MI shall be reviewed and updated at intervals not exceeding 15 months, but at least once each calendar year, or when a major station modification is conducted.

Copies of the O&MIs shall be readily available to any person responsible for inspecting, maintaining, and operating any major control facilities.

All O&MI original documents shall be stored in the GSTS Records Section file room.

RESPONSIBILITY

The person assigned the overall project responsibility for installing a new major gas facility shall prepare an O&MI for the station.

The person assigned the overall project responsibility for modifying a major gas facility shall update the existing O&MI to incorporate the modifications.

The Foreman responsible for the maintenance and operation of a major gas facility shall be responsible for the annual review and updating of the O&MI for that facility. The Foreman shall initial his copy of the facility O&MI when the annual review of the document is complete.

The Facility or Pipeline Engineer assigned the engineering responsibility for the facility, and the Foreman responsible for the maintenance and operations of the station, shall approve the O&MI.



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The Records Section of GSTS shall maintain the storage of an electronic file containing the latest version of each O&MI which must be accessible to all operating and maintenance departments.

Copies of any major gas facility O&MI shall be distributed by the Records Section of GSTS to:

The GSM Facility or Pipeline Engineer responsible for the station.

The CES Operating Supervisor or GSM District Foreman delegated to perform the M&O function at the station.

REFERENCES

CES Standard C-T&CS-S0351, "District Regulator Station Maintenance"

Gas Standards & Specifications F-11, "Valve Lubrication and Maintenance Requirements"

Gas Standards & Specifications H-14, "Typical District Regulator Sets"

GS Recommend Practice RP-4431.1, "Guide for the Preparation of Operation and Maintenance Instructions"

GS Standard S-4430, "Gas Supply Control Facilities Requirements"

General Order 112-E, "Rules Governing Design, Construction, Testing, Maintenance and Operation of Utility Gas Gathering, Transmission and Distribution Piping"

GSM's Emergency Plan Manual


ENSURING COMPLIANCE WITH STANDARD

The Manager of Gas System Maintenance shall ensure compliance with this Standard.

CONTACT FOR FURTHER INFORMATION



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