

LEAK SURVEY LOG INSTRUCTIONS

Field	Required?	Instructions								
PCC NUMBER <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						No	Fill in the appropriate Provider Cost Center (PCC) number for the area in which the leak occurred.			
REVIEWED BY _____ REVIEW DATE <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									Yes	* The signature or initials of the gas construction supervisor or qualified management person who reviewed the leak grading criteria and documented the date of the review.
REPORTED BY <input type="checkbox"/> CALL IN <input type="checkbox"/> MOBILE SURVEY <input type="checkbox"/> FOOT SURVEY <input type="checkbox"/> OTHER EMPLOYEE	Yes	Check one box to reflect how the leak indication was discovered. "Call In" is for leaks reported by customers or other non-PG&E personnel (for example, fire departments). "Mobile Survey" is for leaks discovered by conducting a leak survey using a vehicle (M-53.4). "Foot Survey" is for leaks discovered by walking. "Other Employee" is for leaks reported by a PG&E employee who is not conducting a scheduled leak survey.								
<table border="1" style="width: 100%;"><thead><tr><th style="width: 50%;">DATE</th><th style="width: 50%;">OPERATOR</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></tbody></table>	DATE	OPERATOR			Yes	For each day the form is used to record leak indications, record the date, the operator's initials or LAN ID.				
DATE	OPERATOR									
<table border="1" style="width: 100%;"><thead><tr><th style="width: 25%;">INST TYPE^a</th><th style="width: 25%;">INST #</th><th style="width: 25%;">MILES OF MAIN</th><th style="width: 25%;"># OF SERVICES</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></tbody></table>	INST TYPE ^a	INST #	MILES OF MAIN	# OF SERVICES					Yes	Record the Instrument Type that was used to record leak indication. See footnote 'a' on front of form for valid entries. Enter Instrument number. Record the miles of main surveyed (to the tenth of the mile) and the number of services surveyed each day if used for routine survey.
INST TYPE ^a	INST #	MILES OF MAIN	# OF SERVICES							
<table border="1" style="width: 100%;"><thead><tr><th style="width: 33%;">LEAK NUMBER</th><th style="width: 33%;">DATE FOUND</th><th style="width: 33%;">TIME FOUND</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></tbody></table>	LEAK NUMBER	DATE FOUND	TIME FOUND				Yes	Record the leak number assigned by the Mapping Department, the date found and the time found (in 24-hour clock).		
LEAK NUMBER	DATE FOUND	TIME FOUND								
<table border="1" style="width: 100%;"><tr><td style="width: 100%; height: 20px; text-align: center;">ADDRESS/CITY</td></tr></table>	ADDRESS/CITY	Yes	Record the nearest address of the building where the leak is located. Also record city or unincorporated area. If no address, write in description.							
ADDRESS/CITY										
<table border="1" style="width: 100%;"><thead><tr><th style="width: 70%;">PAVED WALL TO WALL?</th><th style="width: 30%;">SOL^b</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></tbody></table>	PAVED WALL TO WALL?	SOL ^b			Yes	Record the surface over the leak as indicated in footnote 'b' on front of form. (C = Concrete, T = Tar Compound, U = Unsurfaced, O = Other). Record a "Y" if the leak indication is in an area paved wall to wall.				
PAVED WALL TO WALL?	SOL ^b									
<table border="1" style="width: 100%;"><thead><tr><th style="width: 33%;">LEAK LOC. WM/PLT</th><th style="width: 33%;">REC. LOC. WM/PLT</th><th style="width: 33%;">BLOCK</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></tbody></table>	LEAK LOC. WM/PLT	REC. LOC. WM/PLT	BLOCK				Yes	Enter the leak Location Wall Map and Plat numbers, (the Plat on which the leaking gas facility exists). Enter the Recorded Wall Map and Plan and Block number of the Leak.		
LEAK LOC. WM/PLT	REC. LOC. WM/PLT	BLOCK								
<table border="1" style="width: 100%;"><thead><tr><th style="width: 70%;">READING</th><th style="width: 30%;">G^c</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></tbody></table>	READING	G ^c			Yes	Record the gas leak reading indication on the instrument and specify units (for example, 200 PPM, 40%LEL, or 10% GAS). Using the grading criteria specified in DCS/GTS Standard D-S0350/S4100. Grade the leak 1, 2+, 2, or 3. Refer to footnote 'c' on front of form.				
READING	G ^c									
<table border="1" style="width: 100%;"><tr><td style="width: 100%; height: 20px; text-align: center;">LOCATION REMARKS</td></tr></table>	LOCATION REMARKS	Yes	Record a more detailed description to pinpoint the leak indication (For example, "Leak Indication on service at curb," "In water meter box.")							
LOCATION REMARKS										
<table border="1" style="width: 100%;"><tr><td style="width: 100%; height: 20px; text-align: center;">OPTIONAL GR 3 RECHECK INTERVAL</td></tr></table>	OPTIONAL GR 3 RECHECK INTERVAL	No	Enter the number of months for the Grade 3 Leak Recheck interval if different from the next scheduled survey (for example, 12, 18, 36 months). Minimum interval is 12 months. If left blank, default will be the next scheduled survey after current year survey.							
OPTIONAL GR 3 RECHECK INTERVAL										

* Mapping is responsible for reviewing all data for completeness and accuracy.