FOR IMMEDIATE RELEASE	Bulletin Number: 250 Date: 12/21/07

Pacific Gas and Electric Company

Gas Distribution Information Bulletin

Title: Supervisory Review of Leak Survey Documents

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The purpose of this bulletin is to reinforce the requirement for management review of leak survey records. Attachment 1 of UO Standard S4110, *Leak Survey and Repair of Gas Transmission an Distribution Facilities* and Gas Information Bulletin 215 *Leak Survey and Repair Documentation* requires that leak survey supervisors critically review all Leak Survey Maps, "A" Forms, and Leak Logs for accuracy, proper grading, and completeness. This bulletin provides specifics on how supervisors shall perform this task.

The contents of this bulletin shall be incorporated into the next revision of UO Standard S4110.

M&C division and district superintendents shall ensure their leak survey supervisors are aware of and follow the requirements of this bulletin. Periodic audits by Company personnel may be conducted to ensure compliance with these requirements.

Procedure

1. Upon completion of a survey map, prior to returning the maps and leak logs to mapping, the leak survey supervisor shall:

   A. Review each plat sheet to ensure that the appropriate color code was used to delineate the survey progress. The color used shall correspond to the color indicated on the stamp located on the back side of the plat sheet. On each plat, ensure that services have been "ticked" and the main is marked (usually with a squiggle over the previously hi-lited main)using the appropriate color code to document that the service was surveyed on the date indicated by the designated color code on the stamp. This is evidence that all current mains and services have been surveyed. Return the plat sheet to the surveyor to correct errors or omissions.

   For instances where a "Can't Get In" (CGI) has occurred, ensure the leak surveyor has documented the CGI on the plat sheet. Ensure that the appropriate follow-up action is taken to ensure the location is made accessible and the facilities get leak surveyed. After the surveyor has completed the survey of the

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CGI location and "ticked" the service, initial and date next to the service on the plat sheet.

B. Review the survey stamp on the back side of the plat sheet to ensure that the required data fields were completed and the scheduled month, frequency of the survey, date surveyed, miles or feet of main, number of the services surveyed, the survey method, and name or initials of the surveyor are all indicated and are within the allowable timeframe for survey. Ensure that the last surveyed field on the stamp is the earliest month recorded for the previous respective survey for the plat map reviewed. Check to see if any erasures, obliterations or other document changes have been made. Ensure that all records are completed in ink. Review these with the surveyor to ensure compliance with Gas Information Bulletin 215. **Initial and date above the stamp to indicate that the information has been reviewed**.

C. Review each leak log (Form 62-0612), any leak recheck A-form (Form 62-4060), Survey Log and Recheck Log for completeness. For each leak log, ensure:

i. that the header field is completely filled in with the date, operator's (surveyor's) LAN ID, instrument type, instrument number, miles of main and number of services have been entered and correspond to the data indicated on the stamp and are accurate.

ii. that the data fields have the leak number, date and time found, address, city, pavement type, surface over leak, leak location (wall map, plat and block), the instrument reading, leak grade, 2% or less reason code or suspect copper, leak downgraded by ventilation, location remarks (if applicable) and crew notified blocks have been filled-in for each leak and are accurate.

iii. that the leak grade corresponds to the criteria specified in Attachment 1 of UO Standard S4110. If a documented leak does not have a grade that corresponds to the criteria, review the leak with the surveyor to ensure that the grading is correct. Check to see if a copper service is suspected of leaking.

iv. Where applicable, review each survey log recheck and recheck log and particularly look for any leak that has been downgraded or upgraded and ensure that adequate description of the reasoning behind the action is noted.

Check to see if any erasures, obliterations or other document changes have been made. Review these with the surveyor to ensure compliance with Gas Information Bulletin 215. **Initial and date the "Reviewed By" and "Reviewed**

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Date" fields for each leak log to indicate that the information has been reviewed and is correct.

For each leak recheck A-form, Survey Log, and Recheck Log ensure that the readings, 2% or less reason code or suspect copper, grade, date, time , operator and location remarks (if applicable) blocks are completed and accurate. Check to see that the leak recheck is conducted within the prescribed time limits specified in Attachment 1 of UO Standard S4110. If not, state "See Reverse" in the "Location Remarks" section and document the reason for the late check on the back of the A-form. If the leak log was used, document the late check/recheck on the leak log. Review any Priority 2 repair date with the surveyor to determine appropriateness. If the leak grade does not correspond to the criteria specified in Attachment 1 of UO Standard S4110, review the leak with the surveyor to ensure that the grading is correct. Check to see if a copper service is suspected of leaking.

Check to see if any erasures, obliterations or other document changes have been made. Review these with the surveyor to ensure compliance with Gas Information Bulletin 215. **Initial and date the review of each leak recheck in the "Location Remarks" section on the A-form (on the same line as the surveyor's inked entry) or initial and date all Survey Logs or initial and date all Recheck Logs to indicate that the information has been critically reviewed and is correct.**

2. Run the Leak Performance Summary Report from IGIS at least monthly. If there are any exceptions noted on the Report then run the Leak Performance Detail report to identify all late repairs and rechecks. For leaks checked or repaired late obtain the appropriate documentation, typically the A-form, from mapping and document the reason for the late repair/check/recheck per item 1C above.

3. Run the Leak Activity Report at least monthly to see if leak downgrades are made. Compare the volume of leak downgrades (to include zeroed out leaks) to new leaks found in the same area. Review the leak information on the affected A-forms and consider having these leaks rechecked by a different surveyor prior to the next recheck cycle or mandatory 6 month check for zeroed out leaks.

4. On a monthly basis, check the Non-dig-in and Dig-in Late Entry Reports to identify if an issue exists.

Approved by:

[redacted]

Date: (12/21/07)

[redacted]

Author: [redacted]

If you have any questions about this bulletin, please call the employee(s) listed below:

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Phone(s):

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