



**Pacific Gas and
Electric Company**

Gas Information Bulletin

Title: Leak Survey Stamp

Check all appropriate boxes

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| <input type="checkbox"/> SAFETY ALERT | <input checked="" type="checkbox"/> GAS | <input checked="" type="checkbox"/> DISTRIBUTION | <input type="checkbox"/> SUBSTATION ENGR. |
| <input checked="" type="checkbox"/> MANDATORY COMPLIANCE | <input type="checkbox"/> ELECTRIC | <input checked="" type="checkbox"/> TRANSMISSION | <input type="checkbox"/> TRANS./SUB. M&C |
| <input type="checkbox"/> RECOMMENDED ACTIONS | <input type="checkbox"/> ESTIMATING | <input type="checkbox"/> OPERATIONS | <input type="checkbox"/> APPLICANT DESIGNER / |
| <input checked="" type="checkbox"/> INFORMATIONAL/CLARIFICATION | <input checked="" type="checkbox"/> MAPPING | <input type="checkbox"/> SERVICE | <input type="checkbox"/> CONSTRUCTION |

This is a revision and clarification of Gas Information Bulletin 271 that was issued on 10/01/08. It includes the corrected versions of both attachments. Changes are in **underlined bold italics**.

The purpose of this bulletin is to implement the new version of the Leak Survey Stamp that is placed on the back of the gas plat sheets used in Leak Survey.

This bulletin revises the Leak Survey Stamp described in UO Standard S4110, **Leak Survey and Repair of Gas Transmission and Distribution Facilities**. The requirements of this bulletin will be incorporated into the next revision of the standard and the associated work procedures.

M&C division and district superintendents, as well as E&O mapping supervisors, shall ensure that their leak survey supervisors, T&D clerical personnel and mapping technicians are aware of and follow the requirements of this bulletin. Periodic audits by Company personnel may be conducted to ensure compliance with these requirements.

This revised version of the Leak Survey Stamp provides for more complete documentation of the leak survey. New fields include multiple lines of sample highlighter color, type and manufacturer of instrument used, wind speed twice a day (**immediately required when using the Optical Methane Detector (OMD) or the Remote Methane Leak Detector (RMLD) and required after 1/1/09 for all other surveying equipment**), serial number of the leak survey instrument and check boxes for foot or mobile survey. The Leak Survey Stamp is to be placed on the back of each **map** used for leak survey. **It may also be placed on a separate sheet of paper that is attached to and filed with the leak survey map.**

Wind Speed Documentation Clarification

1. Start of day is the beginning of the work shift. Middle of the day is immediately after the meal period (e.g., if morning shift is 7 AM to 11 AM, with lunch from 11 to 11:30, then the midday starts at 11:30 AM. Therefore the wind speed shall be checked at 7 AM and 11:30 AM.

2. When surveying single locations such as the annual survey of schools, record one wind speed at the time closest to the survey time and put N/A in the other wind speed column. For example record wind speed for morning only surveys in the start of day column and put N/A for the middle of the day wind speed column and vice versa) for afternoon only surveys (put N/A for start of day wind speed and record the wind speed in the middle of the day column).

3. When moving to a different geographic location on the same leak survey stamp, start a new row and record the wind speed there appropriately.

Backbone and Local Transmission Leak Surveys Clarification

The leak survey stamp is required to record wind speed for leak survey results that are recorded on either Form 4111-a or the Local Transmission Sign Off sheet. The required fields are as follows:

- a. **Date Surveyed**
- b. **Surveyor LAN ID**
- c. **Wind Speed, Start of Day**
- d. **Wind Speed, Middle of Day**

The readings document the surveyor's awareness of wind speed on the accuracy of their survey. The surveyor must be continuously vigilant for weather changes that would affect the survey. This is especially true for transmission surveys that pass through several geographic areas or micro climates.

Document the wind speed in separate geographic areas or micro climates when they are considerably different from those at the start of the day. Record these special measurements as follows:

- a. **Date Surveyed**
- b. **Surveyor LAN ID**
- c. **Wind Speed, Start of Day – Record the time of day using a 24 hour clock and the geographic location.**
- d. **Wind Speed, Middle of Day – Record the wind speed at the time and location identified in “c.”**

Attach the leak survey stamp to Form F4111-a or the leak survey sign off sheet. Only one stamp is needed per Form F4111-a or pipeline group. Do not use them on a plat by plat basis for transmission surveys.

The Leak Survey Stamp is available in two versions. Both are protected Word documents and are attachments to this bulletin. No rubber stamps will be provided. **Do not change or edit the stamp.**

Version 1 (Attachment 1):

This file (Leak_Survey_Stamps_Labels_Protected.doc) allows printing of two peel and stick labels per letter size sheet. Use this version for letter size sheets (8 ½" by 11") such as sections of a plat sheet.

Print this document on a regular letter size sheet of paper. Then use a photocopier to make copies onto the labels. Use Avery #5126 Shipping Labels which come in boxes of 200 sheets and are available from Office Max through normal office supplies ordering procedures. Once the labels are printed, stick them on the back of the leak survey plat sheets.

Version 2 (Attachment 2):

This file (Leak Survey Stamp_Full_Size_Protected.doc) allows printing directly onto the back of the leak survey reduced size (11" by 17") plat sheet. Use this version for reduced size plat sheets as it has more lines for data.

Begin using these new stamps immediately when using the Optical Methane Detector (OMD) or the Remote Methane Leak Detector (RMLD). To insure compliance leak survey supervisors will add a memo to file for OMD / RMLD surveys conducted in October 2008 without the new stamp being used, stating that the requirements of GIB 252 were followed in conducting those surveys.

Begin using these new stamps for leak survey with instruments other than the OMD and RMLD no later than 1/1/2009.

Discard all previous stamps.

Approved by:

Robert Fassett

Date: 11/17/08

Author: [REDACTED]

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

Contact(s):

LAN ID(s):

Phone(s):

