



Pacific Gas and
Electric Company

Gas Information Bulletin

Title: Leak Survey and Field Inspections Stamp

Check all appropriate boxes

<input type="checkbox"/> SAFETY ALERT	<input checked="" type="checkbox"/> GAS	<input checked="" type="checkbox"/> DISTRIBUTION	<input type="checkbox"/> SUBSTATION ENGR.
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<input type="checkbox"/> RECOMMENDED ACTIONS	<input type="checkbox"/> ESTIMATING	<input type="checkbox"/> OPERATIONS	<input type="checkbox"/> APPLICANT DESIGNER / CONSTRUCTION
<input checked="" type="checkbox"/> INFORMATIONAL/CLARIFICATION	<input checked="" type="checkbox"/> MAPPING	<input type="checkbox"/> SERVICE	

This is a revision and clarification of Gas Information Bulletin 271 – rev 1 that was issued on 11/17/08. 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 and Field Inspections Stamp that is placed on the back of the gas plat sheets used in Leak Survey.

This bulletin revises the Leak Survey and Field Inspections 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 two of its associated work procedures TD-4110P-06 “Field Inspections of Gas Facilities” and TD-4110P-11 “Leak Survey Documentation”.

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 and Field Inspections Stamp provides for more complete documentation of the leak survey. It now enables the leak surveyor to document the atmospheric corrosion survey and the additional field inspections. The atmospheric corrosion survey and the new field inspections will be incorporated in the future TD-4110P-06 “Field Inspections of Gas Facilities”.

New fields include a column to check that the atmospheric corrosion survey was completed and a column to indicate that additional field inspections were performed for each entry row. Place the Leak Survey and Field Inspections Stamp on the back of each map used for leak survey.

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

The Leak Survey ***and Field Inspections*** 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 (GIB_271_Attach_1_Leak_Survey_Stamps_Labels_121709.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 (GIB_271_Attach_2_Leak Survey and Field Inspections Stamp_Full_Size_121709.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 this new stamp on maps that will be surveyed beginning January 1, 2010.

Discard all previous stamps.

Approved by:

Robert Fassett

Date: 12/15/2009

Author: 

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

Contact(s):

LAN ID(s):

Phone(s):

