FOR IMMEDIATE RELEASE	Bulletin Number: 309 Date: 12/1/2009

Pacific Gas and Electric Company

Gas Information Bulletin

Title: Documentation of Completed Distribution CGI's

Check all appropriate boxes

☐ SAFETY ALERT	☒ GAS	☒ DISTRIBUTION	☐ SUBSTATION ENGR.
☒ MANDATORY COMPLIANCE	☐ ELECTRIC	☐ TRANSMISSION	☐ TRANS./SUB. M&C
☐ RECOMMENDED ACTIONS	☐ ESTIMATING	☐ OPERATIONS	☐ APPLICANT DESIGNER / CONSTRUCTION
☒ INFORMATIONAL/CLARIFICATION	☐ MAPPING	☐ SERVICE	

The purpose of this bulletin is to provide guidance for the documentation of completed distribution CGI locations. CGI's are locations that the surveyor was unable to access when surveying the original plat map and the map has already been turned in to mapping with these locations identified as inaccessible. All reasonable attempts to survey inaccessible locations shall be made by original surveyor before a location is turned in as a CGI.

M&C division 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 document amends Attachment 1 of UO Standard S4110, *Leak Survey and Repair of Gas Transmission and Distribution Facilities*. This document will be incorporated into the initial release of Work Procedure TD-4110P-04.

Detailed Instructions and Responsibilities

1. Leak Surveyor

All CGI locations completed by a leak surveyor will be documented on the Daily Leak Survey Log (Form 62-0612). In addition to documenting instrument information and any leaks that may be found, the leak surveyor is responsible for inputting the following CGI information into the Daily Leak Survey CGI Log: CGI Card Number, Date of CGI, WM & Plat Number, Street Address, City/Town, Date FU Leak Survey Completed, and Leak Surveyor LAN ID. The Zip Code field may be left blank if not readily available. The leak surveyor will turn the completed Daily Leak Survey Log in to the supervisor. (*See Figure 2*).

2. Leak Survey Supervisor

The leak survey supervisor is responsible for verifying that all information has been correctly documented on the Daily Leak Survey Log / Daily Leak Survey CGI Log. After review by the supervisor, the Log will be signed and dated by the supervisor. (*See Figure 1*).

3. Mapping

After leak survey supervisor review, the Daily Leak Survey Log / Daily Leak Survey CGI Log will be turned in to mapping. Mapping has retained the original plat maps from the survey and will use the CGI Log to document completion of CGI on the original survey plat maps. The mapper will tick/highlight the CGI as completed on the original survey plat and initial the completed CGI with his own initials. To avoid confusion, the mapper will use a color that was not previously used to survey. The mapper will fill out the last 2 columns of the Daily Leak Survey CGI Log: Date Facility Highlighted on Map, Sample of Highlighter Color Used to Mark Map. (*See Figure 2*).

Figure 1

Pacific Gas and Electric Company

Daily Leak Survey Log

62-0612
3/08 GT&D

EXPEDITE IGIS ENTRY? ☐ Yes ☐ No

PCC NUMBER | REPORTED BY | DATE | OPERATOR LAN ID | INST TYPE[a] | INST SERIAL#[a] | MILES OF MAIN | # OF SERVICES

REVIEWED BY

REVIEW DATE

☐ CALL IN
☐ MOBILE SURVEY
☐ FOOT SURVEY
☐ OTHER EMPLOYEE

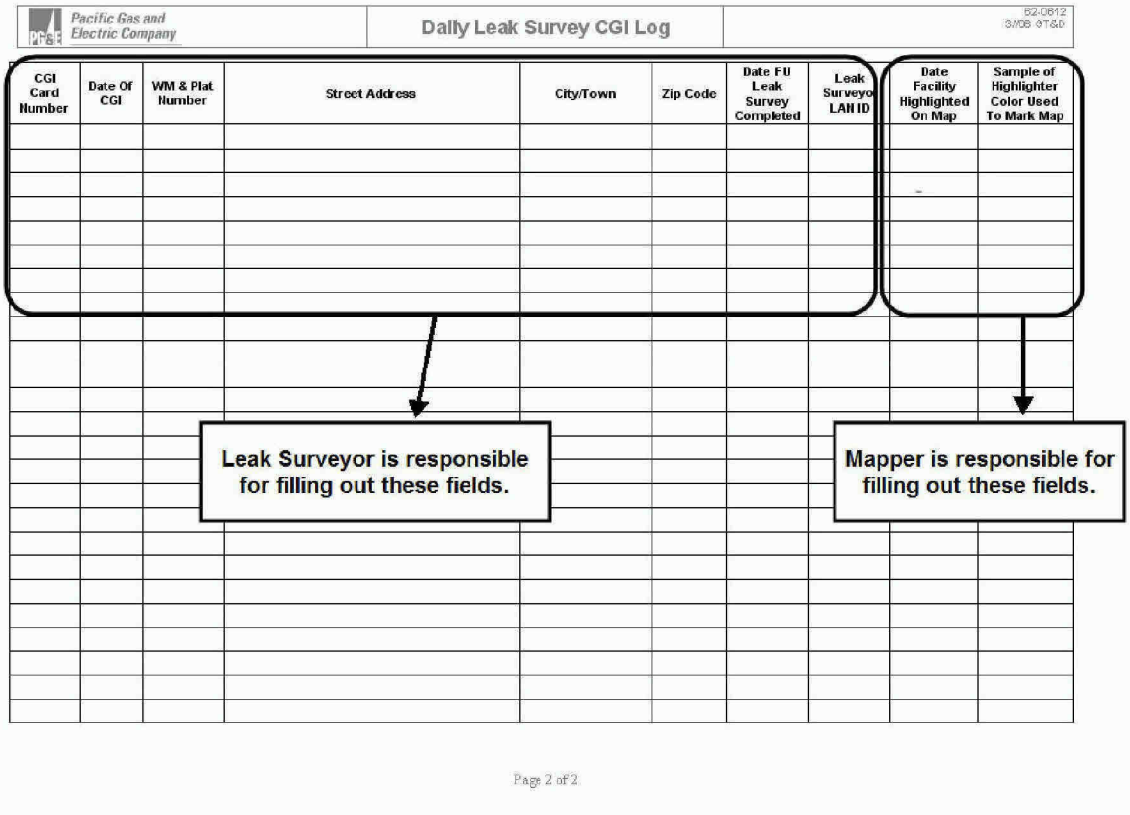
LEAK NUMBER	DATE FOUND	TIME FOUND	ADDRESS/CITY	Paved W/W	SOL[b]	LEAK LOC. WM/PLT	REC. LOC. WM/PLT	BLOCK	READING	GRD[c]	*2% or Less or Suspect Copper	Leak Downgraded Via Ventilation (Yes/No)	LOCATION REMARKS	Grade 2+ Requested Repair Date

Supervisor is responsible for reviewing documentation. Log must be signed and dated by supervisor.

a INSTRUMENT TYPE: Enter H - Hydrogen flame ionization, C- Combustible gas indicator, R – Remote methane leak detector, O – Optical methane leak detector – Enter the last 4 digits of the serial number on the unit.
b SURFACE OVER LEAK: Enter C - Concrete, T - Tarcompound, U - Unsurfaced, or O - Other
c GRADE: Enter Grade or 2+ for Priority Grade 2. Enter a 0 (zero) if no leak is found on a customer Call In
* 2% or Less reason code is required if a leak is graded as 1, 2+ or 2.
A-Wall to Wall and traveling, B-Next to, at or under a building, C-Odor and next to public gathering location, D-In foreign structure, E-Audible and/or visible, F-On facility in extremely poor condition,
G-At least second customer call out, H-Leak is reported as 0% Gas Visual, S-Suspect copper service leak
Refer to UO Standard S#110.

Page 1 of 2

Figure 2



Definition of Terms

CGI (Can't Get In): A location where there is no access to perform maintenance work.

Approved by:

Robert P. Fassett

Date: 12/1/09

Author: [redacted]

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

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