

Title: Daily Leak Survey Log Retention

Check all appropriate boxes

<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 / CONSTRUCTION
<input type="checkbox"/> INFORMATIONAL/CLARIFICATION	<input checked="" type="checkbox"/> MAPPING	<input type="checkbox"/> SERVICE	

The purpose of this bulletin is to reinforce the retention requirements for all Daily Leak Survey Logs (Form 62-0612).

The Daily Leak Survey Log is one of the documents that records the leak survey of a plat sheet. Information on it includes but is not limited to the leak surveyor LAN ID, the instrument used (type and serial number) and the leaks found. A Daily Leak Survey Log is completed for each day for each map that is surveyed that day, whether or not any leaks were found that day on that map.

This document clarifies Attachments 1 and 2 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-11.

Procedure:

1. The Leak Surveyor **COMPLETES** a Daily Leak Survey Log for each day for each map that is surveyed. This includes maps in which no leaks were found.
2. The Leak Surveyor **SUBMITS** the Daily Leak Survey Log(s) to the Leak Survey Supervisor daily.
3. The Leak Survey Supervisor **REVIEWS** the Daily Leak Survey Log(s) and **ENTERS** the Reviewer LAN ID, Review Date and **SIGNS** as the Reviewer.
4. The Leak Survey Supervisor **TRANSMITS** all Daily Leak Survey Logs to Gas Mapping daily (the following day).
5. Gas Mapping **RETAINS** all Daily Leak Survey Logs, including those that indicate that no leaks were found, for the life of the facility plus one year.
6. Gas Mapping **FILES** all Daily Leak Survey Logs by Wall Map/Plat, not by Date.



Approved by:

Robert P. Fassett

Date: 3/15/2010

Author: [REDACTED]

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

Contact(s):

LAN ID(s):

Phone(s):

[REDACTED]

[REDACTED]

[REDACTED]