FOR IMMEDIATE RELEASE	Bulletin Number: 324 Date: 02/19/2010

Pacific Gas and Electric Company

Gas Information Bulletin

Title: Documentation of Non-Leak Dig-in Damage to Gas Facilities

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	

PURPOSE:

The purpose of this bulletin is to describe the process gas personnel will use to document dig-ins to gas facilities that result in damage but no leak. This information is needed for reports inside and outside the company including the Distribution Integrity requirements of 49 CFR 192 Subpart P. This is an interim process until the new Non-Leak application is implemented.

AFFECTED DOCUMENT:

This document modifies the requirements in UO Standard S4110, ***Leak Survey and Repair of Gas Transmission and Distribution Facilities*** and its attachments**.** The requirements of this bulletin will be incorporated into the next revision of the standard and the associated work procedures after the Non-Leak application is implemented.

PROCEDURE:

1. USE the "Gas Dig-In Incident Report" (Form A1) (61-0548) dated 01/08.
2. WRITE "Non Leak With Repair" if there was damage and a repair was made or "Non Leak No Repair" if there was damage and no repair was made above the form title on the top of the first page of the form.
3. COMPLETE the form including a clear sketch. INDICATE what was damaged and how it was repaired (if a repair was made). INDICATE if the damage was current or pre-existing in the Comments section.
4. SUBMIT the form to the supervisor for review, approval and scanning.
5. EMAIL the scanned file to Gene Muse, 375 N. Wiget Lane, Walnut Creek.
6. The supervisor will TRANSMIT the completed form to Gas Mapping.
7. Gas Mapping will RETAIN the original of the form and will ENTER the data into the new Non-Leak Application when the application is implemented.

DEFINITIONS:

Current Damage: Damage that has occurred during the current excavation.

Pre-existing Damage: Damage that has occurred during a prior excavation

IGIS: Integrated Gas Information System. The existing computer application used to document leak history.

Non-Leak Application: The new web based computer application that will be the companion to IGIS. It is not yet implemented.

Non-Leak Damage: Any impact from excavation that results in the need to repair or replace an underground facility due to a weakening, or the partial or complete destruction, of the facility, including, but not limited to, the protective coating, lateral support, cathodic protection, locating wire or the housing for the facility.

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ATTACHMENTS:

#1 "Non Leak" With No Repair (sample form)

- Data/Fields boxed in "Red" are intended to be filled out by the person doing the repair/inspection.
- Data/Fields boxed in "Blue" are to be filled out by the Leak Repair Supervisor
- Data/Fields boxed in "Yellow" are to be filled out by the Gas Mapper

#2 "Non Leak" With Repair (sample form)

- Data/Fields boxed in "Red" are intended to be filled out by the person doing the repair/inspection.
- Data/Fields boxed in "Blue" are to be filled out by the Leak Repair Supervisor
- Data/Fields boxed in "Yellow" are to be filled out by the Gas Mapper

Approved by:

Robert P. Fassett

Date: 02/19/2010

Author: [redacted]

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

Contact(s):
LAN ID(s):
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