

PROCEDURAL DETAILSHISTORY FILE

5. The pipeline or main history file for those facilities whose MAOP equals or exceeds 20% of SMYS shall include the various reports relative to inspection and maintenance as required by the applicable portions of those Standard Practices listed under paragraph 2, "References", of this Standard Practice.
6. The pipeline or main history file shall include:
 - a. Pipeline or main number or designation (include location by mile point and terminal description).
 - b. Date of original installation and dates of subsequent changes requiring work orders or GM estimates (show GM and Work Order number).
 - c. Design and construction data covering the original installation and subsequent revisions requiring work orders or GM estimates.
 - d. Maximum Allowable Operating Pressure (MAOP) of each section.
 - e. Type of protective coating originally or subsequently installed and the existing condition of the coating.
 - f. Cathodic protection installations showing locations, ratings, and installation dates.
 - g. Record of pipeline or main inspections.
 - h. Record of pipeline or main leakage surveys and repairs.
 - i. Record of location class surveys.
 - j. Record of pipeline or main sections where the hoop stress corresponding to the established MAOP exceeds that permitted for new pipelines or mains in the particular class location.
 - k. Initial or most recent strength test data.
 - l. Special studies and surveys made as a result of unusual operating or maintenance conditions, such as earthquakes, slides, floods, failures, leakage, internal or external corrosion or substantial changes in cathodic protection requirements.
 - m. Annual summary of existing condition of pipelines and mains based upon available records as per Exhibit A.
 - n. Specifications for materials and equipment, installation, testing, and fabrication shall be included or cross-referenced to this file.

*Paragraph Revised
**Paragraph Added

(over)

REPORTING

- *7. Each Division or department shall submit to the Manager of Gas System Design a completed initial copy of the 8 letter-size form titled "Pipeline Survey" for each new pipeline or main, or existing pipeline or main newly updated whose MAOP equals or exceeds 20% SMYS, covered by this Standard Practice. A copy of this report is also to be maintained in the Division history file.
- *8. Annually by January 15th, each Division or department shall submit updated "Pipeline Survey" sheets. Changes in the survey sheets are to be documented in the following two ways and are to be dated and initialed by the engineer responsible for this activity.
- (1) Immediately above the "Table of Changes" in the spaces provided, print the wording "Brought to Date" and show month and year in which the last change was made.
 - (2) All entries on the survey sheets designating changes during the current reporting year are to be "back-circled" so that both the vellums and the updated prints can be quickly reviewed for the latest changes. Changes shall be submitted annually prior to January 15th to the Manager of Gas System Design Department.
- *9. Each Division shall submit annually, before February 1, to the Manager of Gas Distribution, a completed copy of Form 75-352 "Annual Report for Pipeline and Mains Operating at or Over 20% SMYS" for each pipeline and main covered by this Standard Practice.

RECORDS

10. History records for numbered transmission lines shall be filed by line number, with all pertinent inclusions of data shown in paragraphs 5 and 6, indexed for ready reference, and cross-referenced to other permanent files, such as GI or Work Order files.
11. History records for gas distribution mains in this stress level category may be filed in a manner commensurate with established Division history procedure for all other distribution mains.
12. The complete pipeline and main history files shall be maintained up to date by the Division or department for the life of the operating facility.

*Paragraph Revised

**Paragraph Added