

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICE

STANDARD PRACTICE NO. 460.1-2

PAGE NO. 1 EFFECTIVE 7-15-58

REPLACES
PAGE NO. _____ EFFECTIVE _____

ISSUING DEPARTMENT GAS OPERATIONS

SUBJECT: GAS DISPATCHING ORGANIZATION - DIVISION GAS LOAD CENTERS

PURPOSE

1. To establish the procedure to be followed by Division Gas Load Centers in conducting gas dispatching activities under the direction of System Gas Control.

RESCISSION

2. General Operating Instructions 4, 5, 6, 8 dated May 1, 1951.

PROCEDURE

3. Operating References

- a. Manual. An operating manual detailing the duties and responsibilities of personnel concerned with gas dispatching activities will be maintained at each Division Gas Load Center.
- b. Diagrams. Up to date schematic flow diagrams for all stations, transmission mains, and primary distribution feeders will be maintained in each Division Gas Load Center for the operating area under its jurisdiction.
- c. Log. An operating log will be maintained at each Division Gas Load Center. All orders received and issued and all abnormal or unusual conditions affecting the station or the facilities under its supervision will be recorded together with the time thereof.

4. Operation

- a. The Division Gas Load Center will:
 1. Control and regulate distribution pressures within the Division.
 2. Transmit curtailment orders from System Gas Control to proper Division representatives.
 3. Obtain job clearances from System Gas Control in cases requiring same.
 4. Issue job clearances concerning those facilities not requiring clearance by System Gas Control.
- b. Each operator, when reporting for shift, will inspect the operating log and familiarize himself with the dispatching orders in effect and any changes which have occurred since his previous shift.
- c. Dispatching Orders received by telephone will be repeated back exactly as received, and will be acknowledged as correct prior to execution thereof.
- d. The senior operator at the conclusion of his shift, will brief the dispatching orders then in effect to the incoming operator(s).

* Paragraph Revised
** Paragraph Added

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5. Routine Data Reported to System Gas Control

- a. System Gas Control will determine what hourly information is to be reported by Division Gas Load Centers and establish a reporting schedule therefor.
- b. Pressures, temperatures, and heating values will be read hourly as close to "on the hour" as possible.
- c. An hourly volume will be the actual delivery from the start to the end of such hour.

6. Special reports to System Gas Control

- a. Abnormal or unusual operating conditions will be reported immediately to System Gas Control and to Division personnel as locally directed.
- b. In the event of an earthquake the operator will notify System Gas Control and immediately check the operation of facilities under his supervision.
- c. During a shutdown of any facility requiring a clearance from System Gas Control, a progress report will be rendered at least every two hours unless otherwise specified in the clearance.
- d. Any accident in which a person is injured or property is damaged and in which gas is involved shall be reported immediately.

7. Failure to Report to System Gas Control

Failure to report within ten minutes of the assigned schedule will result in inquiry by System Gas Control. If still unreported ten minutes thereafter, System Gas Control will promptly request the nearest station or available supervisor to investigate.

APPROVED BY: P. E. BECKMAN
 Vice President in Charge of Gas Operations

DISTRIBUTION: Division Managers
 Division Gas Superintendents
 Division Administrative Analysts or Equiv.
 Dept. of Procedures and Organization

* Paragraph Revised
 ** Paragraph Added