

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICE

STANDARD PRACTICE NO. 460.1-3

PAGE NO. 1 EFFECTIVE 7-15-58

REPLACING

PAGE NO. EFFECTIVE

ISSUES DEPARTMENT GAS OPERATIONS

SUBJECT: GAS DISPATCHING ORGANIZATION - TERMINAL STATIONS

PURPOSE

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

RESCISSION

2. General Operating Instructions, Section 4, 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 Terminal Station.
 - b. Diagrams. Up to date schematic flow diagrams will be maintained for the station and the facilities in the area over which the station exercises supervisory operating control.
 - c. Log. An operating log will be maintained at each Terminal Station in which 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. Operations
 - a. 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.
 - b. Dispatching Orders received by telephone will be repeated back exactly as received, and will be acknowledged as correct prior to execution thereof.
5. Routine data reported to System Gas Control
 - a. System Gas Control will determine what hourly information is to be reported by Terminal Stations and establish a reporting schedule for all stations.
 - 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.

* Paragraph Revised
** Paragraph Added

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ISSUING DEPARTMENT GAS OPERATIONS

SUBJECT
GAS DISPATCHING ORGANIZATION - TERMINAL STATIONS

PROCEDURE (Continued)

6. Special reports to System Gas Control

- a. Abnormal or unusual operating conditions will be reported immediately to System Gas Control and to others 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.
Department of Procedures and Organization

* Paragraph Revised
** Paragraph Added