

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICE

5P-460.1-7 HRP

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DIVISION Supt's Office
STEAM DEPT. S, F. DIV.

STANDARD PRACTICE NO. 460.1-7

EXECUTIVE OFFICE OR DIVISION GAS OPERATIONS CEA MAB BVM DLN CAC HRM PAGE NO. 1 EFFECTIVE 3/16/70

ISSUING DEPARTMENT GAS CONTROL **JUN 15 1970** REPLACING PAGE NO. _____ EFFECTIVE _____

SUBJECT: GAS DISPATCHING OPERATIONS CLEARANCE AND SHUTDOWN PROCEDURES

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PURPOSE

1. To establish uniform procedures for requesting and obtaining clearances and reporting shutdowns, for construction, reconstruction or maintenance operations of gas transmission mains or facilities and certain distribution facilities.

POLICY

2. It is the policy of the company to maintain continuity of service, whenever practical, to assure the safety of the public and employees, and to advise the Manager, Gas Control Department, of any limitation in system capability, and of the progress of work on major gas facilities.

REVISIONS

3. General Operating Instruction, Section 2.

RESPONSIBILITY

4. The District Gas Superintendents will be responsible for the administration of this Standard Practice in their respective areas.

REFERENCES

5. S.P. 460.1-4 "Reporting Interruption of Gas Service".

PROCEDURES

6. Procedural details are contained in the Supplement of this Standard Practice.

APPROVED BY: E. H. FISHER
Vice President
Gas Operations

* Paragraph Revised
** Paragraph Added

(SEE OVER)

CONDITIONS REQUIRING CLEARANCE:

7. System Gas Control - Except under emergency conditions, as specified in S.P. 460.1-5, clearance must be obtained from the Gas Dispatcher on duty in System Gas Control for the following:
 - a. Operating Valves or Control Devices - A clearance is necessary before operating any valve or control device that may affect the flow through any transmission main, gathering main, or to any primary distribution feeder main supplied from transmission, except when performing routine maintenance procedures on metering, control, or odorizer facilities, provided by-pass facilities are used and there is no flow interruption.
 - b. Taking Facilities Out of Service - A clearance is necessary before taking any facility affecting system gas supply out of service. This includes transmission lines, gathering lines, certain primary distribution mains used for transmission, storage holders, compressors, measurement and control facilities, and other auxiliary equipment.
 - c. Stand-by Gas Manufacturing Plant - A clearance is necessary before operating any stand-by gas manufacturing plant or before taking such plant out of service.

8. Division Gas Load Center - Except under emergency conditions, as specified in S.P. 460.1-5, clearance must be obtained from the supervisor in charge of the Division Gas Load Center having jurisdiction for the following:
 - a. Distribution Feeder Mains - A clearance is necessary before shutting down any distribution feeder main or before plugging off any control fitting for the purpose of shutting down a portion of a distribution feeder main.
 - b. Operating Valves, Regulators, or Control Devices - A clearance is necessary before operating any valve, regulator, or control device that may affect the flow through any distribution feeder main except when performing routine maintenance procedures on metering, control or regulator facilities, provided by-pass facilities are used and there is no flow interruption.
 - c. Distribution Separation Valve - A clearance is necessary before opening any closed valve that separates two portions of any distribution system, which normally operates at different pressures.

PROCEDURES:

9. An Application for Clearance, Form 62-4940, will be submitted to the Gas Dispatching Coordinator, System Gas Control, whenever work is performed that involves the conditions listed in Section 7 of this standard practice.

- a. Such application will include a single-line diagrammatic sketch and chronological step sequence for the operation, as displayed in Exhibit A.
 - b. Valve and tap numbers, as shown on operating maps and diagrams, will be used whenever possible.
 - c. The Application for Clearance should be sent to the Gas Dispatching Coordinator in System Gas Control at least 72 hours prior to the start of work.
10. Work performed that involves the conditions listed in Section 8 of this standard practice will require clearance from the supervisor in charge of the Division Gas Load Center. Procedures for obtaining the clearance will follow those established by Division standard practices or Division Gas Superintendent's Instruction Letters.

MISCELLANEOUS

11. Progress Reports

During any shutdown (either scheduled or emergency) of any facility that requires a clearance, a progress report shall be made to the Gas Dispatcher on duty in System Gas Control or the Supervisor in charge of the Division Gas Load Center involved at suitable intervals not exceeding two hours, unless otherwise stipulated in the clearance. Should it become apparent that the time scheduled for any clearance cannot be adhered to, such information shall be included in the progress report and an extension should be requested. Upon completion of work, notification shall be given to System Gas Control at once.

*12. Gas Released to Atmosphere

All gas released to atmosphere from facilities listed under Section 7 shall be reported by the Supervisor in charge. The lower portion on the reverse side of Form 62-4940 shall be completed and submitted to the Supervising Gas Accountant, Gas Control Department.

13. "Man on Line" Tags

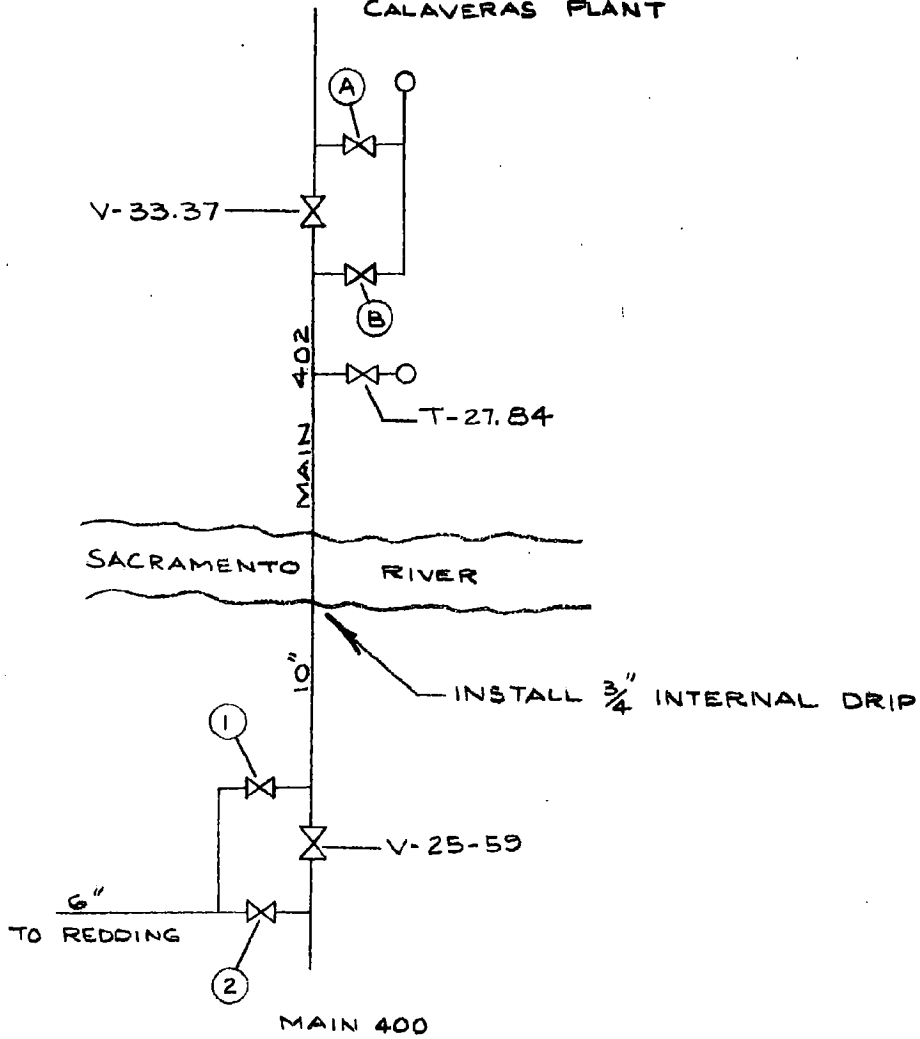
When any section of a main is shutdown, "Man on Line" tags, Form 62-1225, shall be attached to the block valves and shall not be removed until the work is completed and then only by specific order of the Supervisor in charge of the work, who shall first ascertain that the line is clear before ordering the tag removed. Should the block valve be left unattended, the valve shall be locked in the position required, if practical.

14. Uses of Gages

- a. Gages must be used whenever:
 - (1) Gas supplies are changed from the normal, or
 - (2) regulator settings are changed.
- b. Gages must be sufficiently responsive and accurate for the operation being performed.
- c. Gages must be so located that the employee performing the operation can be quickly aware of changing conditions. If it is impractical to so locate gages, the gages must be observed continuously by a second employee in constant communication with the employee performing the operation. Gages must be installed on the downstream or low pressure side of valves or regulators and at any other location which is necessary during the performance of operations.

CALAVERAS FLANT

Exhibit A



DR B-4785
Shts. 23, 24, 25

JOB SEQUENCE

1. Open Valve - 2
2. Close Valve - 1
3. Close Valve - V 25.59
4. Close Valve - A
5. Close Valve - V 33.37
6. Open Valve - B and Valve T - 27.84,
Blow down line
7. Install 3/4" internal drip
8. Close Valve T - 27.84 and Valve - B
9. Open Valve 25.59 and Valve - 1
10. Open Valve - 33.37 and Valve - A
Line returned to normal

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Hunters Point Power Plant
STEAM DEPT. S.F. DIV.

WFG ~~DEF~~ ACM EIC SFM

PPK ~~DEF~~ AWW

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*Std
Pract.*

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DIVISION SUPT'S OFFICE SUPPLEMENT

STEAM DEPT. S.F. DIV. P. No. 460.1-7

CEA ~~WFG~~ BVM ~~DEF~~ Page 1, Effective 7-1-72

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HRM

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 - c. Distribution Separation Valve - A clearance is necessary before opening any closed valve that separates two portions of any distribution system, which normally operates at different pressures.

PROCEDURES:

- 9. An Application for Clearance, Form 62-3135, will be submitted to the Gas Dispatching Coordinator, System Gas Control, whenever work is performed that involves the conditions listed in Section 7 of this standard practice.

- a. Such application will include a single-line diagrammatic sketch and chronological step sequence for the operation, as displayed in Exhibit A.
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When any section of a main is shutdown, "Man on Line" tags, Form 62-1225, shall be attached to the block valves and shall not be removed until the work is completed and then only by specific order of the Supervisor in charge of the work, who shall first ascertain that the line is clear before ordering the tag removed. Should the block valve be left unattended, the valve shall be locked in the position required, if practical.

PG and E
SYSTEM GAS CONTROL
APPLICATION FOR CLEARANCE

Division _____ By _____, Date _____

Date Requested _____, Time: Start _____, Completion _____

Facility _____

Location (M.P.) _____ M.L.V. #'s _____

Description of work _____

_____, G.M. or L.O. _____

If relocating or replacing Main Line give length _____

Service interruption (number and type of service) _____

Application received in Gas Control (Date) _____

Application Approved
 Disapproved by Gas Control (Date) _____

Attach Operating Maps, and Diagrams, and chronological sequence of all valve operations.

Clearance given by _____

Clearance given to _____

Clearance given (Date) _____ (Time) _____