

SUBJECT: **GAS DISPATCHING OPERATIONS CLEARANCE AND SHUTDOWN PROCEDURES**

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 62-3135, 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.
 - 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. All curtailments of service to customers actually using gas at the time of the interruption, are to be reported by the Division Gas Superintendent if the length of the interruption is 12 hours or more.

Form 62-3572 is to be completed and forwarded to the Supervising Gas Accountant, Gas Control Department.

Interruptions are to be calculated in accordance with the curtailment procedures specified in Paragraphs 27 and 28 of the Supplement to the Standard Practice No. 459.32-1.

Note: No credit is received for interruptions of less than 12 hours. 24 hour credit is received for interruptions of 12 hours or more in any 24 hour period.

*13. Gas Released to Atmosphere

All gas released to atmosphere from facilities listed under Section 7 shall be reported by the Supervisor in charge. Form 62-3402 shall be completed and submitted to the Supervising Gas Accountant, Gas Control Department.

*14. "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.

*15. 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.

Report of Gas Blown to Atmosphere

Division: _____

Date: _____

Line Name and Number: _____

Location: Valve _____

Milepost _____

Street Intersection _____

Unincorporated (County) _____

or

Incorporated (City) _____

BTU: Area Code _____ If not available give actual BTU _____

Gas Blown _____ Mcf, Gas Purged _____ Mcf.

Job Number: G. M. _____

W. O. _____

Other _____

Work Performed by (P.L.O., General Const., or Div) _____

Remarks:

Name _____ Ext _____