

PACIFIC GAS AND ELECTRIC COMPANY  
**STANDARD PRACTICE**

STANDARD PRACTICE NO 460.1-2

EXECUTIVE OFFICE OR DIVISION GAS OPERATIONS

PAGE NO 1 EFFECTIVE 4/1/83

ISSUING DEPARTMENT GAS CONTROL

REPLACING PAGE NO 1 EFFECTIVE 7/15/58

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.

PROCEDURE

2. 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 pipelines, and primary distribution feeder mains 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.

3. 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.

\* Paragraph Revised  
 \*\* Paragraph Added

(SEE OVER)

## SUBJECT:

## GAS DISPATCHING ORGANIZATION - DIVISION GAS LOAD CENTERS

PROCEDURE (Continued)

- 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).
4. 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 spot readings read hourly as close to "the half hour" as possible.
  - \*c. An hourly volume will be the actual delivery from the start to the end of such hour, commencing and ending on the half hour.
5. 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.
6. 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.

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EXECUTIVE OFFICE OR DIVISION GAS OPERATIONS

PAGE NO 3 EFFECTIVE 4/1/83

ISSUING DEPARTMENT GAS CONTROL

REPLACING  
PAGE NO 3 EFFECTIVE \_\_\_\_\_

SUBJECT: **GAS DISPATCHING ORGANIZATION - DIVISION GAS LOAD CENTERS**

**APPROVED BY:** H. M. MCKINLEY  
Vice President In Charge of Gas Operations

**DISTRIBUTION:** Division Managers  
Division Gas Superintendents  
Division Administrative Analysts or Equiv.  
Manager, Organization, Planning and Development  
Manager, Pipe Line Operations

• Paragraph Revised  
•• Paragraph Added

(SEE OVER)