

**PG and E**

**FOR INTRA - COMPANY USES**

From Division or Department

VICE PRESIDENT - GAS OPERATIONS

FILE No.

460.1-2/460.1-3

RE LETTER OF

SUBJECT

Revised Standard Practice ~~460.1-2 "Gas Dispatching Organization - Division Gas Load Centers"~~ and 460.1-3 "Gas Dispatching Organization - Terminal Stations."

To Division or Department

March 14, 1983

MANAGERS, GAS OPERATIONS.  
MANAGER, PIPE LINE OPERATIONS  
DIVISION GAS SUPERINTENDENTS:

Attached is a copy of revised Standard Practices 460.1-2 "Gas Dispatching Organization - Division Gas Load Centers" and 460.1-3 "Gas Dispatching Organization - Terminal Stations." The revisions in each Standard Practice are minor.

Additional copies of these Standard Practices may be obtained from [redacted] Extension [redacted].

HOWARD M. MCKINLEY

FJParsons(1332):mg

Attachment

cc: Division Managers  
Division Administrative Analysts or Equiv.  
Manager, Organization, Planning and Development

PACIFIC GAS AND ELECTRIC COMPANY  
STANDARD PRACTICESTANDARD PRACTICE NO. 460.1-3EXECUTIVE OFFICE OR DIVISION GAS OPERATIONSPAGE NO. 1 EFFECTIVE 4/1/83ISSUING DEPARTMENT GAS CONTROLREPLACING PAGE NO. 1 EFFECTIVE 7/15/58

## SUBJECT:

## GAS DISPATCH 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.

PROCEDURE2. 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.

3. 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 acknowledge as correct prior to execution thereof.

4. 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 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.

\* Paragraph Revised  
\*\* Paragraph Added

(SEE OVER)

PACIFIC GAS AND ELECTRIC COMPANY  
**STANDARD PRACTICE**STANDARD PRACTICE NO. 460.1-3EXECUTIVE OFFICE OR DIVISION GAS OPERATIONSPAGE NO. 2 EFFECTIVE 4/1/83ISSUING DEPARTMENT GAS CONTROLREPLACING  
PAGE NO. 2 EFFECTIVE 7/15/58

## SUBJECT:

GAS DISPATCH ORGANIZATION - TERMINAL STATIONS

PROCEDURE (Continued)5. 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.

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.

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)