

## Appendices

Below is a list of Appendices that local operating departments must have in their Gas Emergency Plan. The appendices below list the minimum required documents and procedures:

### A) General Information

- A-1 Annual Manual Review (Master file only)
- A-2 Manual Holders
- A-3 Organization Charts/Lists
- A-4 \*\* Roles and Responsibilities (August 22, 2000 letter from Don Anderson and Bill Blastic)

### B) Communications

- B-1 Communication Flow Diagram(s)
- B-2 Internal Mutual Assistance Agreements [Division / CGT Memo of Understanding, etc.]
- B-3 Internal Notification List [Includes SH&C, Operations Coordination Center, Pipeline Restoration Center, Corporate Security, Environmental Affairs, Environmental Hotline, TES, News Department, Law Department, Manager and Department Heads]
- B-4 List of Emergency Management Organizations, Facilities and Personnel [OEC, Gas Control Center, Gas Service Operator, Call Center, and DO]
- B-5 Radio Systems and Groups

### C) Personnel

- C-1 Gas Experts
- C-2 Local Personnel List (with Qualifications)
- C-3 On-call Roster
- C-4 Supervisor/Staff Resource List

### D) Material, Tools and Equipment

- D-1 CGT Engineering Guideline 4124 ([LINK](#))
- D-2 Emergency Material List
- D-3 Emergency Stock - Gas Transmission Pre-tested Steel Pipe ([LINK](#))
- D-4 Emergency Stock - Gas Transmission Miscellaneous ([LINK](#))
- D-5 Equipment List
- D-6 Key and Security List
- D-7 Leak Survey Instrument List
- D-8 Material Source List

- D-9 Tool List (Mueller Equipment)
- D-10 Vehicle List (with Radio Numbers, if applicable)

#### **E) Standard Operating Instructions and References**

- E-1 CGT Interim Standard 459.1-1 "Emergency Curtailment of P1 Customers" (*LINK*)
- E-2 CGT Interim Standard 459.32-1 "Curtailment of P2A - P5 Customers" (*LINK*)
- E-3 CPUC/DOT Reportable Incident Procedures (UO D-S0355 / CGTS4413)
  - Gas Reportable Incident Requirements
  - CPUC Site Visit procedure (*LINKS*)
- E-4 Critical Facility List
- E-5 OEC Activation Procedures, Gas Distribution
- E-6 DOT Post Accident Testing Quick Reference Criteria (*LINK*)
- E-7 Instructions for the On-call Supervisor
- E-8 Internal Gas Incident Review Procedure (with Flow Chart)
- E-9 Location and Custodian List (SOIs and References) [Code of Safe Practices; CPUC/DOT Incident Forms; Distribution Zone Shutdown Plans; Gas Service Records (Orders); Gas Standards and Specifications; Leak Survey, Inspection and Repair Reports ("A" Forms); Local Curtailment Plan; Operating Maps and Diagrams, Plats and Records; PG&E's Hazardous Waste Manual (Appendix F); Pipeline Survey Sheets; Post Incident Critiques and After Action Reports; Pressure Regulation Station Data Sheets and Maintenance Records; Principal Line Shutdown Plans; Regulator and Valve Pit List; Service Order Files; Station and Terminal Operating Instructions; UO Standards / CGT Standards; Valve Maintenance Records; Wall Map and Plat Sheets; WO & GM Files]
- E-10 Panel of Physicians (*LINK*)
- E-11 PRC Activation Procedures, CGT Only
- E-12 SCADA Alarm Procedures
- E-13 System Operating instructions

#### **F) Liaison**

- F-1 List of Scheduled Liaison Meetings
- F-2 Mutual Assistance Agreements or MOUs (Local Agreements Only)
- F-3 Public Agency Contact List [Department of Public Works, Environmental Agencies, Fire Departments, Large Customers, Law Enforcement Agencies, and Others]

**G) Competency and Training**

- G-1 Location and Custodian List (Competency and Training Records) [Drill and Exercise, EMOP, PSIP, Skill Assessment and Training Records]
- G-2 SH&C Standard Practice 726-3 "Public Safety Information Program" ([LINK](#))
- G-3 Training Records ([LINK](#))

**H) Customer Service Planning & Support Emergency Restoration Plan**

- H-1 Customer Service Planning & Support Emergency Restoration Plan ([LINK](#))

**I) Forms**

- I-1 CPUC File No. 420 - Report of Gas Leak or Interruption ([LINK](#))
- I-2 DOT Form RSPA F7100.1 - Incident Report - Gas Distribution System
- I-3 DOT Form RSPA F7100.2 - Incident Report - Gas Transmission Systems
- I-4 Emergency Turn OFF/ON Order
- I-5 Employee Incident Investigation and Analysis Form ([LINK](#))
- I-6 Incident Report (Confidential) ([LINK](#))
- I-7 Internal Gas Incident Review
- I-8 Overtime Call Record
- I-9 Report of Bomb Threat ([LINK](#))