

**Attachment 1  
Requirements and Procedures**

**Requirements**

1. All CGT-owned gas pipelines shall be shown on CGT operating maps.
2. All pipeline taps 2 inches and larger shall be shown on operating maps.  
**Note:** Operating maps should not be the sole source of information when preparing pipeline/station clearance procedures. Since not all pipeline taps are shown on the operating maps, other sources of information, such as Geographic Information System (GIS), division plat sheets, local tap lists, service record files, etc., should be used for developing clearance procedures.
3. Each CGT-owned gas facility shall have its own operating diagram. Any distribution gas facilities located within a CGT gas facility shall be shown on the appropriate operating diagram.
4. The format (including valve/regulator numbering schemes) of the operating maps and diagrams shall comply with CGT Recommended Practice RP 4460.1 Revision 1, "Operating Maps and Operating Diagrams, Preparation of."
5. All pipeline valve tags or markings shall be consistent with the labeling on the respective operating maps and operating diagrams.

**Procedures**

1. Immediately after modifications to the main gas piping, the project manager shall forward a red-line markup of the appropriate operating map and/or operating diagram to all of the following:
  - a. Gas Control
  - b. The appropriate Gas Control Center
  - c. The local operating personnel
  - d. The Mapping section of GSM&TS
2. Requests for new or changes to existing operating maps or operating diagrams shall be submitted to:

Principal Mapper  
GSM&TS Mapping Section  
375 N. Wiget Ln., Suite 200  
Walnut Creek, CA 94598



3. Any one of the following employees shall approve the markup changes to the operating map or operating diagram before forwarding the changes to the Mapping section:
  - a. District superintendent
  - b. Operating supervisor
  - c. Local transmission superintendents
  - d. Local division/district mapper
  - e. Facility/pipeline engineer
4. Field markups of operating maps or operating diagrams shall include the requested modifications to the existing operating map or operating diagram, job number (if known) which resulted in the piping modification, date of request, and the name and phone number of the person requesting the change.
5. The Mapping section of GSM&TS shall keep on file the markup copy of the requested change to each operating map and operating diagram.
6. The Mapping section of GSM&TS shall post the requested changes onto each operating map and/or operating diagram within 5 working days of receiving a request for change.
7. Revised and new operating maps and diagrams shall be distributed by the Records section of GSM&TS no more than **twice** monthly. Additional copies of operating maps and operating diagrams are available through the Records section of GSM&TS.