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FOR INTRA - COMPANY USES

From Division or Department VICE PRESIDENT -
GAS OPERATIONS
FILE No. 468-2
RE LETTER OF
SUBJECT Revised Page 1 of Supplement to
To Division or Department S.P. 468-2, "Gas Service Record
Procedure

March 27, 1981

DIVISION MANAGERS:
MANAGER, PIPE LINE OPERATIONS:

Attached for your information is revised Page 1 of Supplement to Standard Practice 468-2, "Gas Service Record Procedure," effective April 1, 1981.

Paragraphs 9 and 12 were revised to emphasize that all sections of the Gas Service Record must be filled out properly and that the location of mechanical fittings, if installed, be recorded. Paragraph 13a. was added to spell out the requirement to record the brand name of plastic pipe on the Gas Service Record and make it conform with Gas Standard A-93.1.


J. B. STOUTAMORE

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Attachment

STANDARD PRACTICESTANDARD PRACTICE NO. 468-2EXECUTIVE OFFICE OR DIVISION GAS OPERATIONSPAGE NO. 1 EFFECTIVE 4-1-74ISSUING DEPARTMENT GAS DISTRIBUTIONREPLACING PAGE NO. 1 EFFECTIVE 3-1-69**SUBJECT:**

GAS SERVICE RECORD PROCEDURE

STATEMENT OF POLICY:

1. In order to provide information for the initial construction and subsequent modification of gas services, each gas service, stub, or branch will be recorded on a Gas Service Record form and posted on the gas plat sheet in accordance with current mapping standards.

STATEMENT OF PURPOSE:

2. To establish a uniform procedure for the use and filing of the Gas Service Record form.

RESCISSIONS:

3. Previously issued instructions, oral or written, which may be contrary to this standard practice.

REFERENCE:

4. a. S.P. 410.21-1, "Mapping Standards, Gas Department 1" = 100' Maps".
b. Engineers' - Estimators' Manual, "Services" section.

RESPONSIBILITY:

5. The Division Gas Superintendent is responsible for compliance with the standards for preparation and filing of the Gas Service Record.
6. The Engineer in charge of the work will initiate the Service Record and assure that all necessary information for installation or modification of the gas service is provided. Upon completion of the service work, the proper information will be posted by the mapper to the gas plant records and the Service Record filed.
7. The crew foreman will supply all field information including a sketch when required and, if possible, return the Service Record, signed and dated, to the office the same day in which the work was completed.

SUPPLEMENT:

8. Procedural details for the preparation, completion and filing of Gas Service Records appear in the supplement to this standard practice.

* Paragraph Revised
** Paragraph Added

(SEE OVER)

PACIFIC GAS AND ELECTRIC COMPANY

STANDARD PRACTICESTANDARD PRACTICE NO. 468-2EXECUTIVE OFFICE OR DIVISION GAS OPERATIONSPAGE NO. 2 EFFECTIVE 4-1-74ISSUING DEPARTMENT GAS DISTRIBUTIONREPLACING 2
PAGE NO. 2 EFFECTIVE 3-1-69**SUBJECT:**

GAS SERVICE RECORD PROCEDURE

APPROVED BY: E. F. SIBLEY
Vice President - Gas OperationsDISTRIBUTION: Division Managers
District Managers
Division Gas Superintendents
District Gas Superintendents
Division Gas Engineers
District Gas Engineers
Director, Procedures AnalysisAdditional copies of this Standard Practice and Supplement may be obtained from
Gas Operations, 77 Beale Street, San Francisco, (Extension 9-1604).* Paragraph Revised
** Paragraph Added

(SEE OVER)

PROCEDURE FOR GAS SERVICE RECORDS

USE OF GAS SERVICE RECORD FORM:

- *9. All work on a new or existing gas service, stub, branch or meter manifold will be recorded where applicable on Gas Service Record Form 62-4183. All pertinent sections on the front and back of the Gas Service Record shall be filled out properly and completely.
10. Each Service Record for the initial construction of a gas service will be identified by number and/or location index. Every Service Record issued thereafter for work on the gas service will bear the same number and/or location index initially assigned. All Service Records for the same service are to be fastened together.
11. Adequate office and field records will be kept of each Service Record between its initiation and filing so that it may be readily located at all times.
- *12. Location sketches are to be kept as simple as possible; however, there must be enough detail to insure correct mapping and ease of field location in the future. When a more detailed sketch is required, attach a separate sketch to the form. For plastic services, the location of mechanical fittings must be indicated. If none were installed, the "none" box must be checked off.
13. When a gas service is installed in a joint trench, the type of other facility occupying the trench shall be noted in the "trench occupied" portions of the Service Record.
 - **a. When plastic pipe is installed, the brand name of the plastic shall be recorded on the Gas Service Record, preferably in the "remarks" section.
14. When a gas service is inserted in casing or the existing facility, main or service, has been inserted in casing the casing size and material type shall be shown in the appropriate sections on the service record.

FILING OF SERVICE RECORDS:

15.
 - a. Gas Service Records will be filed in envelopes, Exhibit A, by wall map, plat sheet, block number and house number in accordance with the block system described in the Mapper's Manual. The Gas Service record number will be used only where no house number exists.
 - b. Gas Service Records which tie to numbered transmission lines will be filed in envelopes by line number. A separate envelope will be used for each group of Gas Service Records which fall between two main line valves. The Gas Service Record number will be used for filing in envelopes only where no house number exists.

*Paragraph Revised
**Paragraph Added

- *16. a. Service record envelopes will have a combination of wall map designation, plat sheet number and block number. Envelopes will be color coded in accordance with Exhibits A and B to assist in correct filing.
 - **b. Service record envelopes for numbered transmission lines may be set up for each color, if desired, to assist in correct filing, i.e., Yellow = Line 101-201-301, Dark Blue = 102-202-302, Red = Line 103-203-303, etc., and continuing colors similar to vertical color code as shown on Exhibit B.
- *17. The envelopes for each plat sheet are to be grouped in numerical order and filed, in the same sequence as plat sheets, on open shelves unless files have been previously established in pull drawer filing cabinets.

ATTACHMENTS EXHIBIT "A" - Envelope for Filing Service Records.

EXHIBIT "B" - Envelope Color Coding Index.

*Paragraph Revised
**Paragraph Added

End Strip of Envelope Color Coded
to Indicate Plat Row (D, Green)

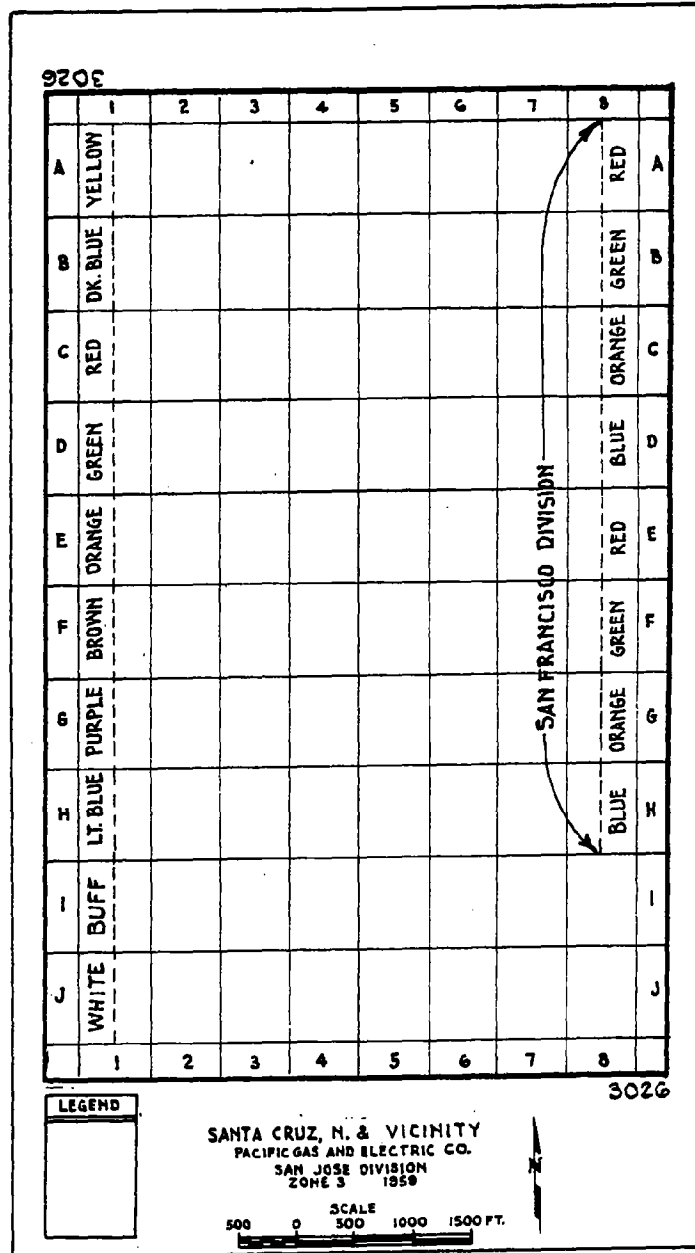
	BLOCK	35	
	PLAT	D-4	
	WALL MAP	3026	
	(Markings Shown on Both Sides for Right or Left Reading)		

Block is Blackened to
Indicate Plat Column (4)

- Code 62-0608, white end strip
- Code 62-0614, buff end strip
- Code 62-0619, light blue end strip
- Code 62-0622, purple end strip
- Code 62-0630, brown end strip

- Code 62-0635, orange end strip
- Code 62-0644, green end strip
- Code 62-0645, red end strip
- Code 62-0662, dark blue end strip
- Code 62-0663, yellow end strip

ENVELOPE FOR FILING SERVICE RECORDS



ENVELOPE COLOR CODING INDEX