

Subject: Station Protection System Impairment Procedure

Effective Date: 01 Oct 1999
Review Date: 01 Oct 2001

References

1. California Code of Regulations Title 8, Section 6175 (b) (2) and Title 19, Section 904.1.
2. PG&E's *Fire and Risk Control Manual*, Section 3.0 Loss Control (3.02 Fire Protection System Impairment).

Deviations

Approval to deviate from the requirements of this standard must be obtained in writing from the Northern or Southern Area Superintendent, GSM&TS.

Approvals and Authorizations

[Redacted Signature]

9/30/99

[Redacted Signature]

Date

Manager, Gas System Maintenance and Technical Support

Responsibility

The District Superintendents are responsible for ensuring that district personnel are familiar with and comply with this procedure.

1.0 Impairments - Definitions and Examples

- 1.1 **Impairments** are any condition that may cause a station protection system to not be fully operational. Improperly maintained protection systems are considered impaired.
- 1.2 A **“discovered” impairment** is an impairment condition which was not planned and of which the District Superintendent had no prior knowledge.
- 1.3 A **“planned” impairment** is an impairment in which station protection equipment is removed from service for routine repair or modifications.
- 1.4 **Station Protection Systems** include fire protection systems, gas detection systems, and unit and station shutdown and alarm systems.

2.0 Impairments- General Requirements and Guidance

- 2.1 Impairments to station protection systems shall be as short in duration as possible, and every reasonable effort shall be made to restore protection in a timely manner. Immediate action shall be initiated to correct a discovered impairment.
- 2.2 If a modification or repair of any station protection system is planned that will create an impairment, all materials, equipment, procedures, approvals, clearances, etc. for performing work should be obtained and on hand prior to initiation of the required work. Additional materials required to complete the work, if necessary, should be obtained as expeditiously as possible.
- 2.3 Any person requesting a planned impairment shall initiate a clearance, if applicable, in accordance with CGT Standard S 4420, “Gas Transmission Clearance Procedure.” A Station System Protection Report (Exhibit 1) must be submitted for planned or discovered impairments to the appropriate Area Operations Specialist.
- 2.4 All impaired station protection equipment will retain the highest priority for repairs..

3.0 Impairments - Specific Requirements and Guidance

- 3.1 Whenever a station protection system is discovered to be impaired, the employee discovering the impairment will immediately notify the District Superintendent or the On Call Supervisor. An Information Tag will be used when the equipment can be placed in service in an emergency without jeopardizing employee safety.
- 3.2 Whenever a station protection system is discovered to be impaired or an impairment is planned, the District Superintendent shall do the following:
 - 3.2.1 Review the total effect of the impairment on the capability of the system(s) to protect the safety of employees and to minimize damage to company equipment and property. As a prudent course of action, obtain technical assistance from the responsible facility engineer whenever necessary. The guidance provided by the facility engineer should be documented and communicated to operators and other field personnel as appropriate.
 - 3.2.2 Evaluate the need for providing additional immediate temporary (installed or portable) protection equipment or systems, personnel assignments, or other compensatory measures. Ensure that the necessary compensatory measures remain in place for the duration of time the impairment condition exists.
 - 3.2.3 Notify the Area Superintendent via telephone of any planned or unplanned/discovered impairment.
 - 3.2.4 As soon as possible, forward a copy of the Station System Protection Report (Exhibit 1) to the Area Operating Specialists. As a minimum, the unit identification line at the top of the form, and lines 1, 2, 3, 6 and 11 should be completed.
 - 3.2.5 Verify that the impairment and changes to the Station Protection System are logged in the station log.

Note: On a weekly basis, the Area Operating Specialist will review the status of active Impairments.

- 3.3 When the Station system impairment is corrected, and a system is returned to its normal operating condition, the District Superintendent shall:
- 3.3.1. Complete the Station Protection System Impairment Report and retain the original in local files. Completed reports shall be kept on file for a minimum of one year.
 - 3.3.2. Forward a copy of the completed Station Protection System Impairment Report to the appropriate Area Operating Specialist.
 - 3.3.3. Notify the Area Superintendent via telephone.
 - 3.3.4. Ensure that any equipment used as temporary additional fire protection, is returned to its normal storage location and available for service.
 - 3.3.5. Ensure that log entries indicate end of impairment, all modifications to equipment, and that drawings are updated.
- 3.4. The Area Operating Specialist shall upon receipt review the completed Station Protection System Impairment Report. Completed reports shall be kept on file by the Area Operating Specialist for a minimum of one year from the impairment end date.

STATION PROTECTION SYSTEM IMPAIRMENT REPORT
UNIT _____

1. Nature of the Impairment (circle one) Planned Discovered
2. Notified Area Superintendent on Date _____ Time _____
3. Impaired System Maintenance Memo Number _____

4. When impairment began: (date, time) _____
5. When impairment ended: (date, time) _____
6. What was the cause of the impairment?

7. Protection measure required during the impairment.

8. Forward a duplicate copy of this report to the Area Operating Specialist (Fax # Co.583-4220) and retain the original for the duration of the impairment. Update the Station Status Board.
9. When the impairment has ended, complete filling out the original copy of this report and forward a copy to the Area Operating Specialist.
10. The Area Operating Specialist, upon receipt of this report, will review and file said report.
11. All copies of the impairment report received by the Area Operating Specialist will be retained for a period of one (1) year from the impairment end date.
12. _____ _____ _____
 District Superintendent Date Time