



Procedure for Reporting Safety-Related Conditions and Low-Pressure System Problems, Attachment 2

Low-Pressure System Problem Courtesy Notification

Use the following format when writing a low-pressure system courtesy notification:

_____ (*Insert name of person to whom the notification is sent*)

This is a courtesy notification of a low-pressure system problem. The event occurred on *XX/XX/XXXX* at *XXXX* hours (*use military time - 24-hour clock*). The event - ***insert a brief description of:***

- ***The problem***
- ***Corrective actions taken***
- ***Time and date of corrective actions completed***
- ***Any actions taken to prevent this event from recurring in the future***

Please contact me directly should you have any questions or need additional information regarding this event.

Sincerely,

_____ (*Insert name of person preparing the notification*)

RS&A Response Coordinator

PG&E

Gas Regulatory Support and Analysis

(XXX) XXX-XXXX Office

Email to the CPUC address (usrb@cpuc.ca.gov)
with a copy to:

[GT&D GE Regulatory Support & Analysis](#)