



Annual and Quarterly Reporting Requirements for Gas Incidents, Events, and Activities

Summary	<p>This procedure establishes a uniform system for submitting required Pacific Gas and Electric Company (the Company) quarterly and annual reports for gas incidents and activities. It includes:</p> <ul style="list-style-type: none">• Gas quarterly incident (GQI) reports that must be submitted to the California Public Utilities Commission (CPUC).• Annual gas transmission and distribution (T&D) systems reports that must be submitted to the United States Department of Transportation (DOT) with a copy to the CPUC. <p>Level of Use: Information Use</p> <hr/>
Target Audience	<p>All gas T&D, engineering, and information systems technology services (ISTS) personnel responsible for preparing the reports and for developing and providing the required report information.</p> <hr/>
Safety	<p>Perform all work in compliance with the Code of Safe Practices and Utility Standard Practice (USP) 22, "Safety and Health Program."</p> <hr/>
Before You Start	<p>NA</p> <hr/>



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Procedure Steps

1 Gas Quarterly Incident (GQI) Report

Designated Company ISTS programmers and regulatory support and analysis (RS&A) representatives are responsible for compiling and submitting GQI reports, as follows:

1.1 Designated ISTS programmers must:

1. Compile data for the report by performing a query of the Integrated Gas Information System (IGIS) database for entries that meet the reporting criteria in [Utility Standard TD-4413S, "Gas Event Reporting Requirements,"](#) and then download the data into a spreadsheet in a CPUC-specified format.
2. Send the spreadsheet to a designated RS&A representative by the 10th of the month following the end of each quarter.

1.2 The RS&A representative must:

1. Review the information provided by the programmer, and ensure that all data fields are filled in completely and correctly.
2. Ensure that all reportable incidents for the applicable quarter are included in the report, including developing a second spreadsheet listing Company groups and third parties that had two or more incidents in the quarter.
3. Email both spreadsheets to the CPUC at USRB@CPUC.ca.gov no later than the end of the month following the quarter.
4. Ensure that all documentation is stored in the appropriate electronic folder.



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2 Annual Gas T&D Systems Report

Annual gas T&D systems reports must be prepared by a designated RS&A representative and submitted to the DOT and the CPUC. Reports for the previous calendar year must be received by March 15 of the current year. The **RS&A representative** must:

- Request that performance management and engineering support services representatives provide information for the previous year. The request must be made on or before February 1 of each year and the information must be provided to the RS&A representative by March 1 of the same year. The information needed for annual reports is kept in the IGIS, Field Services (FAS), and Tangible Property List (TPL) databases.
- Enter the information on the DOT Office of Pipeline Safety (OPS) [Online Data Entry and Operator Registration System](#) website.
- Send a copy of the report to the CPUC at USRB@CPUC.ca.gov.
- Ensure that all documentation is stored in the appropriate electronic folder.

3 Record Retention Requirements

Retain all correspondence and other written materials relating to gas incidents in accordance with [Utility Standard Practice \(USP\) 4, "Record Retention and Disposal."](#)

END of Instructions



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Definitions

Applicable Company facilities: All gas distribution and transmission facilities owned by the Company, except gathering lines that are not within the limits of a city, town, or village (incorporated or unincorporated) or within a residential or commercial area such as a subdivision, business or shopping center, or community development.

CPUC GQI Reporting Criteria: 1. Incidents that were reported via the CPUC's "[Reporting Emergencies](#)" website, 2. Incidents for which either a DOT Form [PHMSA F-7100.1](#) or [PHMSA F-7100.2](#) was submitted, 3. Incidents involving escaping gas from the operator's facilities and property damage including loss of gas in excess of \$1,000, or 4. Incidents including property damage between \$0 and \$1,000, and involving fire, explosion, or underground dig-ins.

CPUC Safety and Reliability Branch: That part of the CPUC specifically responsible for utility safety and reliability.

Gas Quarterly Incident (GQI) Report: The summary listing of reportable and non-reportable incidents submitted to the CPUC no later than the end of the month following the end of each calendar quarter.

Line Organization: A division or district of an operating area.

Office of Pipeline Safety (OPS): A branch of the DOT.

Pipeline and Hazardous Materials Safety Administration (PHMSA): A branch of the DOT.

Regulatory Support and Analysis (RS&A) Representative: Any gas engineering employee who has been assigned to serve as a point of contact for gas incidents.

Implementation Responsibilities

The senior director responsible for gas engineering is accountable for implementing this procedure.

Governing Document

[Utility Standard TD-4413S, "Gas Event Reporting Requirements"](#)



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Compliance Requirement/Regulatory Commitment

[Code of Federal Regulations](#) 49 CFR Parts 191 and 192

[General Order \(GO\) 112-E, "State of California Rules Governing Design, Construction, Testing, Operation, and Maintenance of Gas Gathering, Transmission, and Distribution Piping Systems"](#)

Reference Documents

Developmental References:

[Code of Federal Regulations](#) 49 CFR Parts 191 and 192

[Code of Safe Practices](#)

[CPUC General Order 112-E, "State of California Rules Governing Design, Construction, Testing, Operation, and Maintenance of Gas Gathering, Transmission, and Distribution Piping Systems"](#)

[Utility Standard S0353/S4112, "Physical Inspection of Pipelines, Mains and Services"](#)

[Utility Standard S4110, "Leak Survey and Repair of Gas Transmission and Distribution Facilities"](#)

[Utility Standard Practice \(USP\) 22, "Safety and Health Program"](#)

Supplemental References:

["Annual Report for Calendar Year 20__ , Gas Distribution System"](#)

["Annual Report for Calendar Year 20__ , Gas Transmission and Gathering Systems"](#)

[USP 4, "Record Retention and Disposal"](#)

Appendices

NA

Attachments


NA





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Document Recision NA

Note: [Utility Standard TD-4413S, "Gas Event Reporting Requirements,"](#) along with this procedure and other new procedures governed by the standard, replace Utility Standard D-S0355/S4413, "CPUC and DOT Reportable Incidents, Curtailments and Conditions and Low Pressure System Problem Report."

Approved By  Director

Document Owners  Senior Program Manager

Document Contact 

Revision Notes

Where?	What Changed?
NA	This is a new document.