

Guidance Document Numbering Procedure

Summary	<p>This procedure describes PG&E's guidance document numbering system and how to select a number for a new or revised guidance document, manual, job aid, or form.</p> <p>Level of Use: Information Use</p>
Target Audience	<p>Employees with oversight of guidance document governance within lines of business and those who are guidance document authors.</p> <hr/>
Safety	<p>NA</p> <hr/>
Before You Start	<p>Determine the type of guidance or supporting document you need to write (e.g., a policy, standard, procedure, bulletin, or manual). See GOV-2001P-01, "Guidance Document Development and Maintenance Procedure" for guidance.</p>

Guidance Document Numbering Procedure

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Procedure Steps

1 Overview of Numbering Convention

- 1.1 The general numbering convention for guidance documents other than policies is ZZZZ-YYYYW-XX-VXX. (For policy numbering, see subsection 4, “Numbering a Policy.”)
1. ZZZZ is the business category code, which may be two, three, or four characters.
 2. YYYY is the series code assigned to a broad subject within the business category.
 3. W indicates the guidance document type (S=standard, P=procedure, B=bulletin, and M=Manual).
 4. XX is a number from 01-99, in order, for procedures, job aids, and forms related to a subject. For bulletins, the number is from 001-999. Policies, standards, and manuals do not have a “XX” number.
 5. V indicates associated documents (JA=job aid, F=form), if there are any.
- 1.2 The first document in any series begins with YYY1. For example, ENV-2001S would be the first standard issued in the 2000 series of the environmental business category. ENV-2001P-01, ENV-2001P-02, etc. would be procedures that implement the standard, ENV-2001S.

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- 1.3 The online Guidance Document Library (GDL) is organized according to the business categories and series codes that the lines of business have adopted. Refer to the GDL as you read through the rest of this procedure.
(<http://pgeatwork/Guidance/Pages/default.aspx>)
- 1.4 As of the issuance of this procedure in July 2010, the business categories and series codes are fluid and subject to change as the lines of business continue to fine-tune the organizational structures of their guidance documents.

2 Issuing Numbers

- 2.1 The Compliance and Ethics department coordinates the overall structure of the guidance document numbering convention, working with the employees who oversee guidance document governance within each line of business. Each line of business is responsible for assigning guidance document numbers that comply with the structure outlined in this procedure and for managing the sequential assignment of those numbers.

3 Selecting the Business Category and Series Code

- 3.1 A guidance document is numbered according to the type of activities it governs rather than the organization that issues, uses, or writes the document. This minimizes the need for reorganizing and renumbering documents when organizational structures or names change.
- 3.2 Pick the business category and series code most closely aligned with the content; it may not always be a perfect fit.

4 Numbering a Policy

- 4.1 Use the following:
 1. Business category code (see the [GDL](#)),
 2. A dash, and
 3. A two-digit number sequentially assigned from 01 to 99.

For example, the first environmental policy would be numbered ENV-01.

NOTE

Policies provide high-level guidance related to business categories, so they aren't assigned subject-specific series codes.

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5 Numbering a Standard

5.1 Use the following:

1. Business category code (see the [GDL](#)),
2. A dash,
3. The next available number in the subject series, and
4. An "S."

For example, the first standard in the ENV-2000 series would be ENV-2001S. Subsequent standards in the 2000 series would be numbered as follows:

- ENV-2002S
- ENV-2003S
- ENV-2004S

6 Numbering a Procedure

6.1 Use the following:

1. Business category code (see the [GDL](#)),
2. A dash,
3. The next available number in the subject series, and
4. A "P-XX", where the XX is a two-digit number sequentially assigned from 01 to 99.

6.2 If a procedure implements a standard, use the same four-digit number as that of the standard, followed by "P-XX." For example, the first procedure written to implement standard ENV-2001S would be numbered ENV-2001P-01.

6.3 If a procedure does not implement a standard, or it implements multiple standards, choose a four-digit number in the appropriate series that has not already been used and add "P-XX." For example, if your procedure falls in the ENV-2000 series, and ENV-2002 is the next available number, number your procedure ENV-2002P-01. Number the next standard in the series with the next available number (e.g., ENV-2003S).

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7 Numbering a Bulletin

7.1 Use the following:

1. Business category code (see the [GDL](#)),
2. A dash,
3. The series number, and
4. A "B-XXX," where the XXX is the next sequentially available three digit number between 001 and 999.

For example, if your bulletin is the first one published that is related to the ENV-2000 series subject, number it ENV-2000B-001. The next bulletin on the subject will be ENV-2000B-002, and so on.

- #### 7.2
- Once the bulletin information is incorporated into its permanent location (e.g., new or revised standard or procedure), the number is retired and never used again.

8 Numbering a Manual

8.1 Use the following:

1. Business category code (see the [GDL](#)),
2. A dash,
3. The next available number in the subject series, and
4. An "M."

For example, the first manual issued in the ENV-2000 series would be ENV-2001M, provided 2001 has not already been used for a standard or procedure.

9 Numbering a Job Aid

9.1 Use the following:

1. The number of the associated standard, procedure, or manual,
2. A dash, and
3. A "JAXX", where the XX is a two-digit number sequentially assigned from 01 to 99.

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9.1 (Continued)

For example:

- The first job aid written that is associated with standard ENV-2001S would be numbered ENV-2001S-JA01.
- The first job aid written that is associated with procedure ENV-2001P-01 would be numbered ENV-2001P-01-JA01.
- The first job aid written that is associated with manual ENV-2002M would be numbered ENV-2002M-JA01.
- The job aid number and its effective date are included in the top right hand corner of the job aid.

10 Numbering a Form

10.1 Use the following:

1. The number of the associated standard, procedure, or manual,
2. A dash, and
3. An "FXX", where the XX is a two-digit number sequentially assigned from 01 to 99.

For example:

- The first form that is associated with standard ENV-2001S would be numbered ENV-2001S-F01.
- The first form that is associated with procedure ENV-2001P-01 would be numbered ENV-2001P-01-F01.
- The first form that is associated with manual ENV-2002M would be numbered ENV-2002M-F01.

NOTE

Material coded forms do not need to be numbered in accordance with this section.

END of Instructions

Guidance Document Numbering Procedure

Definitions	NA
Implementation Responsibilities	<p>Compliance and Ethics coordinates the overall structure of the guidance document numbering convention in accordance with this procedure.</p> <p>Employees with oversight of guidance document governance within their lines of business and guidance document authors are responsible for ensuring compliance with this procedure.</p>
Governing Document	GOV-2001S, "Guidance Document Standard"
Compliance Requirement/Regulatory Commitment	NA
Reference Documents	<p>Developmental References :</p> <p>NA</p> <p>Supplemental References :</p> <p>GOV-2001P-01, "Guidance Document Development and Maintenance Procedure"</p> <p>GOV-2001P-03, "Guidance Document Writing Style Procedure"</p>
Appendices	
Attachments	NA

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**Document
Revision** NA

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**Document
Contacts** 

Revision Notes

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