



G A S B U L L E T I N

Subject: Gas Supply Management Communication Guidelines for Gas Transmission Incidents

- * Distribution
- * Transmission

THE FOLLOWING NEW GUIDELINE DETAILING COMMUNICATION PATHS APPLIES TO ALL DEPARTMENTS IN PG&E INVOLVED WITH PROJECTS OR FACILITY MAINTENANCE FOR GAS SUPPLY (this is a condensed version).

Gas Supply Management Communication Guidelines for Gas Transmission Incidents

This guideline is intended to assist Gas Supply District Foremen and M&O Engineers in communicating **significant incidents** to upper management. Although there is a CPUC Reportable procedure, there are other "significant" incidents that upper management should be aware of and may not be CPUC Reportable.

It is desired that the VP of GS&O is informed of significant line breaks, facility outages, and emergency situations which cause significant disruption of service or significant news coverage as soon as practical. In general, when gas transmission facilities are involved, the VP of GS&O should have as much or more information than the news media, other officers in PG&E, and state regulators.

Timely information should be provided to the VP of GS&O. The responsibility of communication is as follows:

Gas Supply Maintained Facility

Gas Supply Foreman (*responsible for reporting Gas Supply maintained facilities*)

1. Prepare to communicate the following elements:
 - a. **Incident Overview**-Describe what happened in chronological order.
 - b. **Facility Characteristics**-Describe the pipe or facility specifications: year installed, condition, facility purpose, etc.
 - c. **Emergency Response**-Describe in chronological order how PG&E responded. Include what groups responded and what they did. Any news media???
2. Communicate the above to the District Supervisor/Superintendent (if available)

Communication above this level is as follows (if personnel are not available, continue upward communication):

District Supervisor/ Superintendent	*	Manager or Superintendent	*	VP of GS&O
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Division Maintained Facility

M&O Engineer (*responsible for reporting Division maintained facilities*)

1. Same as for Gas Supply Maintained Facility
2. Communicate the above to the Sr. Gas Transmission Engineer (if available)

Communication above this level is as follows (if personnel are not available, continue upward communication):

Sr. Gas Transmission Engineer	*	Manager or Superintendent	*	VP of GS&O
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PLEASE CONTACT [REDACTED] FOR A COMPLETE DOCUMENT & MORE INFORMATION [REDACTED]

Distribution List

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|--|---|
| Division Capital Investment Directors | Gas Services & Operations Sr. Transmission Engineers |
| Division Construction/M&O Directors | Gas Engineering & Environmental Services Directors |
| Customer Field Services/Measurement Director | Research and Development Library |
| Gas Services & Operations District Foremen | Safety, Health, and Claims |
| Gas Services & Operations District Supervisors | T&CS Directors (gas-related), and G&E Field Superintendents |
| Gas Services & Operations M&O Engineers | Technical & Ecological Services Library |
| Gas Services & Operations Managers/Superintendents | Various Gas Personnel |