Report Form – Elements Explained

Major Elements of the Gas Event Reporting System

The Gas Event Reporting System (to be released in May 2008) includes the following major elements:

1. Incident Date: Select the date the event or near hit occurred.
2. Incident Time (military): Select the time the event or near hit occurred, using 24-hour clock format.
3. IGIS Leak No.: Input leak number as assigned in IGIS system if applicable.
4. Riskmaster No.: Input assigned number from riskmaster if applicable. Use for events that involve dig-ins.
5. Date Reported to PGE: Select the date the event or near hit was reported to PGE.
6. Time Reported to PGE (military): Select the time the event or near hit was reported to PGE, in 24-hour clock format.
7. Report Status: Select "Preliminary", "Final", or "Final Revised."
8. Report Type: Select "Event – Customers Affected" or "Event – No Customers Affected" or "Planned Outage".
9. Operating Area: Select the operating area where for the event occurred.
10. Division: Select the division where the event occurred.
11. Department Responsible: Select the department responsible for the occurrence.
12. Principal Facility Affected: Select "Transmission", "Station", or "Distribution"
    - Transmission: Select the transmission line where the actual occurrence took place. Input the Mile Point, MOP and NOP.
    - Station: Select the station affected for either transmission or distribution.
    - Distribution: Select "Main" or "Service". Select "HP", "SHP", and "LP". Input MAOP, NOP. Select facility material. Input Map, Plat, Block, Address and City.
13. Criteria (If more than one): Select criteria indicating the reason for reporting this event.
14. Reported by: Select the party responsible for reporting the event or near hit.
15. Total Number of Customers Affected: When applicable, enter the customer count.
16. First outage occurrence (military): Select the date and time of first known outage, using 24-hour clock format.
17. PGE Personnel on Scene (military): Select the time the first PGE personnel reported to the scene, using 24-hour clock format.
18. Gas Flow Stopped (military): Select the date and time gas flow stopped, using 24-hour clock format.
19. Ready to Relight (military): Select the date and time when restoration is complete and relights can begin, using 24-hour clock format.

20. Last CGI Issued (military): Select the date and time when the last relight or CGI card is issued, using 24-hour clock format.
21. Pressure: Select pressure for the system impacted by the event.
22. Material: Select material of the facility impacted by the event.
23. MAOP, NOP, MOP: Input pressure in psig of the system impacted as appropriate.
24. Brief Description (Situation and Problem): Describe the incident. Briefly describe the situation leading to the event. List the PG&E departments and public agencies that were involved. These first few sentences frame the incident in relation to who, what, and where. Describe the problems or challenges created by this incident. Clearly identify any agencies that were notified, outages to customers or other impacts. Provide an estimated cost to PG&E, including lost gas, emergency response, repairs, etc
25. Detail of Events and Actions Taken: Describe the immediate response to the incident. What actions were taken to mitigate further damage or contain the situation?
26. Root Cause Category: Select the most appropriate root cause of the event or near hit.
27. If work procedure, worker classification involved: Select the worker classification(s) responsible for the occurrence.
28. If work procedure, action involved: Select the most appropriate action that was being performed.
29. Detailed Description of Root Cause (Why): Describe what happened and why it happened. The reason why this event occurred now and not before. Describe how existing procedures, rules, and practices were or were not followed, including the determination of what existing process or procedures that, if followed, might have prevented the problem. Include whether the root cause was a result of inadequate training; inadequate procedures; lack of company controls such as standards, guidelines, or bulletins; implementation of company controls; or lack of accountability. At a minimum, the root cause analysis must include the following:
    - Preservation of all evidence that may assist in determining the root cause. This includes all related documentation, physical evidence, photographs, and damaged equipment.
    - Selection of samples of the failed facility or equipment for laboratory examination, where appropriate for the purpose of determining the causes of the failure and minimizing the possibility of recurrence. This may require the initiation of a material failure analysis by TLS. The scope of the analysis could be established by a number of qualified professionals/departments, including but not limited to gas transmission and distribution engineering staff. If a laboratory report is issued, the report must be attached to a printed Gas Event Report and filed at the local division/district and with the Regulatory Support department within Gas Transmission and Distribution Engineering.
    - For a major equipment/material failure, the reason why this specific unit or component, and not similar or identical unit or component, failed
    - Examination of human behavior, major equipment failures, management practices, work procedures, or company standards that influenced the problem(s).

30. Secondary Cause (what results in or extends the outage?): Any additional factor or component that caused an extended duration of an outage where a root cause has already been established. Refer to the "Investigation Process" section of this work procedure for an example.
31. Contributing Causes: Select the most appropriate action that contributed to the cause of the event.
32. If work procedure, worker classification involved: Select the worker classification(s) responsible for prolonging the occurrence.
33. If work procedure, action involved: Select the most appropriate action.
34. Event Review Date: Select date the event review occurred if applicable.
35. Event Review Lead: Input the land ID of the event review lead.
36. Action Plan (please detail the issue/action, lead per issue, completion date per issue): Identify action items to prevent recurrence and to correct an identified problem. Include timeline(s) to complete.
37. Action Plan Status: Select most appropriate option "Pending," "Action Items Complete," or "Not applicable."
38. Who Should follow up on Action Item(s)?: Select the most appropriate option.
39. TES (Technical and Land Services) Report Number (if applicable): Enter the Technical and Learning Services report number, if applicable.
40. Is further sample analysis of laboratory examination required?: Input "Yes" if required and "No" if not.
41. Additional Relevant Comments (e.g., environmental/system impacts, lesson(s) learned, customer restoration/communication issues, RCA title/number, etc): Include any comments that would add value to the report (for example, the LAN ID of the lead investigator). When the document has significant revisions after being issued as a final report, indicate what areas are updated and include your LAN ID and date. Describe what worked well, what did not work well, and what improvements will be made. Describe what actions are being taken to prevent an incident like this one from reoccurring and how personnel should respond to a similar situation in the future. Describe how we will ensure that rules and procedures are followed in the future and/or how to improve existing procedures. Include a reference to an action plan if applicable.
42. MPR (Material Problem Report) Required?: Input "Yes" if required and "No" if not.
43. Prepared By/LAN ID: Automatically populated to indicate the person who creates the original online report. This field cannot be changed.
44. Last Revised By/LAN ID: Automatically populated field to indicate the last person who made changes to the report.