



Asset Type: Gas

Effective Date: February 2009

Function: Design, Construction, Maintenance, and Operations

Page 1 of 4

**Title: Gas Standards Documentation Requirements**

**Purpose** This standard establishes Pacific Gas and Electric Company (Company) requirements for developing and maintaining gas standards documents. These requirements ensure that employees responsible for documentation perform the following duties:

- Create effective, integrated documentation processes.
- Create, update, and issue gas standards documents in a timely manner.
- Produce documents that clearly define how to properly design, construct, maintain, and operate gas transmission, distribution, and measurement facilities.
- Produce documents that clearly explain how to perform work safely, reliably, efficiently, and in compliance with all applicable gas utility and government laws and regulations.

**Safety** All work on gas facilities shall be performed safely and in accordance with applicable safety rules, the Code of Safe Practices, and Utility Standard Practice (USP) 22, "Safety and Health Program."

**Requirements A. Code Compliance Requirements**

The Company shall follow all applicable federal and state governmental gas utility safety codes, including the requirements specified in the following two sections of the California Public Utilities Commission (CPUC) General Order (G.O.) 112-E:

*"There shall be no deviation from this General Order except after authorization by the Commission. If hardship results from application of any rule herein prescribed because of special circumstances, application may be made to the Commission to waive compliance with such rule in accordance with Section 3(e) of the Natural Gas Pipeline Safety Act of 1968. Each request for such waiver shall be accompanied by a full and complete justification."*  
(G.O. 112-E, Section 101.3)

*"Each operator shall comply with the requirements of 49 CFR, Part 192, 'Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards.' This section of the General Order addresses specific construction, testing, and safety standards in addition to those included in 49 CFR, Part 192. These rules do not supercede the Federal Pipeline Safety Regulations, but are*

supplements to them.” (G.O. 112-E, Section 141.1)

**B. General Requirements**

1. The Company’s gas documents shall be published as a set of manuals organized by gas department subject matter.
2. The gas manuals shall contain all pertinent design, construction, maintenance, operations, and emergency response documents.
3. Gas manual revision and distribution processes shall ensure effective, verifiable communication to targeted audiences.
4. Gas technical teams composed of appropriate representatives knowledgeable in the subject matter shall own the gas manuals.
5. Table 1, below, summarizes major, but not all, documentation process requirements delineated in specific documents that oversee gas document development and distribution.

**Table 1. General Requirements for Specific Documentation Processes**

Document	Major Requirements Specified in Document
<u>Gas Document Development and Update Process</u> (WP4000-01)	Gas technical teams shall ensure that the processes for gas standard document development and revision integrate the Company’s training, qualification, and material procurement processes.
<u>Procedures for Reviewing and Updating Gas Manuals Subject to 49 CFR 192, Sections 603 and 605</u> (WP4000-02)	Gas technical teams shall develop and maintain a set of gas manuals organized by subject matter.  To ensure compliance with the timely document review and updating requirements of 49 CFR 192.605, the sections of the gas manuals that cover the following Company activities shall be reviewed at least once each calendar year, not to exceed 15 months, to the date, and updated as necessary: <ul style="list-style-type: none"> <li>• Gas transmission and distribution maintenance.</li> <li>• Normal operations.</li> <li>• Emergency response.</li> <li>• Abnormal operations for transmission lines.</li> </ul>
<u>Gas Technical Team Work Procedures</u> (WP4000-03)	There shall be one gas technical team, composed of the following members, to cover each subject matter manual: <ol style="list-style-type: none"> <li>A. Sponsoring manager.</li> <li>B. Gas standards facilitator.</li> <li>C. Engineering representative.</li> <li>D. Specialist.</li> <li>E. Construction representative.</li> <li>F. Maintenance and operations representative.</li> </ol>

	<ul style="list-style-type: none"> <li>G. Gas specialist representative.</li> <li>H. Company Learning Academy representative.</li> <li>I. Engineers and Scientists of California (ESC) representative.</li> <li>J. International Brotherhood of Electrical Workers (IBEW) representative.</li> </ul> <p>Gas technical teams shall perform the following functions:</p> <ul style="list-style-type: none"> <li>A. Meet or convene by conference call in the first quarter of each calendar year to review the team's workload (e.g., manual revisions, issues, new product approvals) and schedule meetings to address the workload.</li> <li>B. Provide updates as needed within required timeframes.</li> <li>C. Certify that documents that do not require updates are approved for continued use without change.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>1. Decisions must be ratified by a quorum of 50% of the official team members plus one.</li> <li>2. Whenever technical team members cannot come to a required decision, the sponsoring manager shall be responsible for ensuring that a decision is made.</li> </ul>
<p><b>New Product Approvals (EMS 4000)</b></p>	<p>Following procedures detailed in <u>Engineering Material Specification 4000, "Process for Introducing, Evaluating, Approving, and Retiring Products,"</u> gas technical teams shall review and approve all new products, tools, and technologies for use in their assigned subject matter areas.</p>

**Approved by** Robert T. Howard  
Vice President

**Implementation Responsibilities** The vice president responsible for gas transmission and distribution is responsible for issuing and updating this standard.

The gas department employees assigned gas standards duties shall facilitate the implementation of this standard and the procedures contained in the associated work procedures and material specifications.

Each work procedure associated with this standard shall contain the detailed implementation responsibilities for that particular procedure.

**Compliance** The Company's gas standards and work procedure activities shall comply with all applicable federal and state legislation and regulations, CPUC General Orders, Company gas rules, and Inter-Company Operating and Balancing Agreements.

The department with responsibilities for gas standards and work procedure

processes is responsible for the work procedures governed by this standard. This department shall develop and implement appropriate, effective compliance, monitoring, and quality-control procedures.

#### Definition of Terms

**ESC:** Engineers and Scientists of California -- one union representing employees

**Gas document:** A gas document is a formal document that provides instructions to Company personnel on how to design, build, maintain, or operate gas facilities or tools. Examples include the following document types:

- Gas numbered documents (design and construction standards).
- Gas utility standards (for Maintenance & Operation activities).
- Gas work procedures.
- Engineering material specifications.
- Training materials.
- Gas manuals.
- Job aids.

**HR:** Human Resources

**IBEW:** International Brotherhood of Electrical Workers -- one union representing employees

**Note:** Each of this standard's associated work procedure contains definitions of terms.

#### Recision

This is a new document.

#### Reference Documents

[49 CFR 192.603](#)

[49 CFR 192.605](#)

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

[Utility Standard S0500, "Processes for Authorized Documents"](#)

#### Attachments

This standard is the governing document for several work procedures related to the Company's gas standards and work procedures documents. The list of these associated work procedures can be found in the standards section of the [Technical Information Library](#). The associated work procedures will be listed in numerical order under this standard and can be viewed by clicking on the link to the standard.