



## Gas Technical Team Procedures

**Summary** This utility procedure provides the steps that Pacific Gas and Electric Company (Company) gas technical teams follow to conduct their duties. The gas technical teams must meet, as necessary, to ensure that the Company standards, procedures, tools, and technologies used in their assigned subject matter areas of expertise remain current.

**Target Audience** Individuals who are part of gas technical teams.

**Safety** Conduct this procedure in accordance with Utility Standard Practice (USP) 22, "Safety and Health Program."

**Before Starting this Procedure**

**PPE:** None required.

**Training:** Employees using this procedure must be trained on the steps in this procedure. Untrained employees must work with the assistance of a trained person.

**Tools:** Standard Company word processing, spreadsheet, and flowcharting software.

### Procedural Steps

**1. General Information** The Company maintains gas technical teams composed of representatives to cover the team's assigned subject matter. To ensure ownership of the Company's gas manuals, there must be one gas technical team to develop, review, and update each volume.

The following are the titles of the approved gas manual volumes:

- Damage Prevention, Excavation, Patrol, and Public Safety Communication
- Security, Operations, Gas Emergency Plan, and Clearances
- Measurement and Control (including stations)
- Environmental and Safety
- Corrosion Control
- Leak Survey and Response

- Engineering and Operating Documents
- Plastic Pipeline
- Steel Pipeline
- Standard Gas Estimating Design
- Customized Gas Estimating Design
- Gas Field Services

**2. Technical Team Members**

Each gas technical team is composed of the following members, as appropriate:

- Sponsoring manager/superintendent
- Gas standards facilitator
- Engineering representative
- Methods and procedures (M&P) and/or gas specialist representative
- Construction representative (first line supervisor)
- Maintenance and operations (M&O) representative (first line supervisor)
- Company Learning Academy representative
- Engineers and Scientists of California (ESC) representative
- International Brotherhood of Electrical Workers (IBEW) representative

**Note:** One team member may cover multiple positions on the team (e.g., an IBEW representative could also be the construction and/or the M&O representative). Gas technical teams may enlist other parties to investigate issues, technologies, or standards documents. However, these individuals may not be official team members.

**3. Technical Team Duties and Responsibilities**

Gas technical teams assume the duties described in this section.

**3.1 Maintain Team Membership**

Ensure that the team has the proper membership required to cover its assigned subject matter area.

**3.2 Adhere to the Team Charter**

Technical teams must operate in accordance with the Gas Transmission and Distribution Technical Team Charter (Attachment 1).

If there are suggested changes to a technical team's charter, the sponsoring manager submits them to the manager responsible for approving gas standards.

Each team must produce and maintain copies of agendas and minutes of all its meetings.

### 3.3 Perform Gas Document Update Procedures

Review and update, if needed, the team's assigned manuals and documents in accordance with Utility Procedure TD-4001P-02, "Procedures for Reviewing and Updating Gas Manuals."

### 3.4 Perform New Technology Review Procedures

Review and approve, if appropriate, any new materials, tools, or technologies in accordance with Utility Procedure TD-4001P-04, "New Gas Product Approval."

### 3.5 Review Issues

Each team reviews, makes recommendations, and tracks issues brought to its attention. Each team maintains a log that includes this information (see Attachment 2, "Gas Technical Team Issues Log"). Additional information may be included, if necessary. Update the issues tracking log at least once each calendar year, not to exceed 15 months, to the date.

Technical procedures are the responsibility of MS&P personnel, and must be approved by an MS&P representative.

Gas engineering members of the technical team have jurisdiction over administrative procedures.

### 3.6 Document Activities

The department responsible for gas standards and procedures must ensure that the procedures in this document are followed, the team's duties are properly documented, and required documentation is maintained.

Each gas technical team must produce and maintain, at a minimum, the following documentation:

- Team charter.
- Agendas and minutes for all meetings.
- Completed Gas Standards Manual Review and Update Certification Forms (if applicable).
- Completed New Technology Review Forms (if applicable).
- New Product Tracking Log.
- Gas Technical Team Issues Log (Attachment 2).

### 3.7 Schedule Meetings

Technical teams meet in the first quarter of each calendar year to perform the following tasks:

- 1) Review the section's individual documents that comprise the manual

assigned to the team to determine if updates are needed.

If updates are needed, the teams provide the necessary updates within the required timeframe.

- 2) Review the team's workload for the year (standard document developments or updates, new product approvals, issues, etc.) to determine how frequently to schedule meetings addressing the workload.
- 3) Schedule meetings as necessary.

**3.8 Identify Training Curriculum Development Needs**

Technical teams identify training curriculum development needs for new procedures or for significant changes to existing procedures. These needs are forwarded to the Gas Standards Steering Team for review and assignment.

**Implementation Responsibilities**

Individuals using this procedure are expected to carry out the steps herein.

**Governing Authority**

This document is governed by Utility Standard TD-4001S, "Gas Standards Documentation Requirements."

**Reference Documents**

Utility Procedures:

- TD-4001P-02, "Procedures for Reviewing and Updating Gas Manuals"
- TD-4001P-04, "New Gas Product Approval"

Utility Standard Practice (USP) 22, "Safety and Health Program"

**Attachments**

Attachment 1, "Gas Transmission and Distribution Technical Team Charter"  
Attachment 2, "Gas Technical Team Issues Log"

**Document Revision**

This utility procedure supersedes Utility Procedure TD-4001P-03, "Gas Technical Team Procedures," dated January 2010.

**Definitions**

**Administrative procedure:** A controlled document that specifies actions and processes necessary to implement a program.

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

**Gas technical team:** A cross-functional team representing stakeholders in an assigned subject matter. This team is responsible for ensuring that Company standards, work procedures, tools, and technologies in their area of expertise remain current. At a minimum, each team must be composed of subject matter experts and field stakeholders.

**HR:** Human Resources.

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

**SME:** Subject matter expert.

**Technical procedure:** A controlled document that outlines a series of steps for the operation, maintenance, or testing of a system, structure, or component.

**Approved By**



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**Document Owner**

