

EXECUTIVE OFFICE OR DIVISION General Office
Claims and Safety,

PAGE NO. 1 EFFECTIVE 9/1/56

ISSUING DEPARTMENT Gas Operations, and Electric Operations

REPLACING
PAGE NO. _____ EFFECTIVE _____

SUBJECT:

REQUESTS FOR INFORMATION CONCERNING THE LOCATION OF UNDERGROUND FACILITIES

PURPOSE

1. To establish a uniform procedure for handling requests for information concerning the location of underground facilities.

REVISIONS

2. a. Claims and Safety Department letter to Division Managers, dated September 1, 1954. Subject: "Notice of the Location of Our Underground facilities to be Given Contractors on Request".
b. Electric Operation Department letter to Division Manager, dated September 1, 1954. Subject: "Informing Contractors of Locations of Underground Electric Facilities".
c. Gas Department Letter No. 191, dated June 10, 1954. Subject: "Information on Underground Facilities Furnished to Contractors".

PROCEDURE

3. Designated Employees. All requests for the location of underground facilities shall be referred to an individual or individuals who have been designated by the Division to be responsible for the preparation of the necessary information and authorized to make such information available. Such employees shall be designated at each Company office where adequate records are available.
4. Departmental Coordination. A request for location of facilities or a notice of intent to start work received by any department shall be regarded as a communication to all departments responsible for underground facilities. It follows, therefore, that in every case the Division must be certain that information to be released gives the location of all the Company's underground facilities in the area.

In order to achieve this in territories where the Company is engaged in more than one utility service, designated employees in one of the operating departments shall be charged with the responsibility for including information on all Company underground facilities.

- a. In territory where the underground facilities are preponderantly gas, designated employees in the Gas Department shall normally be given this responsibility.
- b. Where the office is outside our gas territory, or it is otherwise impracticable to place this responsibility with the Gas Department, the Division shall place it with one of the other operating departments.

* Paragraph Revised
** Paragraph Added

(SEE OVER)

STANDARD PRACTICE

STANDARD PRACTICE NO. 403-23

EXECUTIVE OFFICE OR DIVISION General Office
Claims and Safety,
 ISSUING DEPARTMENT Gas Operations, and Electric Operations

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5. Sources of Information. All information given out shall be as complete as possible. Plat sheets and maps shall be consulted for available data on existing facilities. Penciled entries indicating work under way in the area shall be investigated and, where applicable, suitable reference made a part of the information to be released.
6. Furnishing the Information. This information shall, wherever possible, be furnished by means of suitably prepared maps or sketches, or by actual surface marking. Regardless of whether the former or the latter method is employed, a copy of the form notice (see Exhibit "A") should be attached to, or made a part of, any information given in writing and any letter of transmittal. Copies of this correspondence, as well as copies of the memoranda prepared under 6c below, shall be retained in division files for a period of three years.
- a. Maps or Sketches. All maps or sketches supplied to other parties shall be stamped, "NOT RESPONSIBLE FOR ACCURACY--PACIFIC GAS AND ELECTRIC COMPANY", and forwarded with a letter of transmittal. The letter of transmittal shall include sufficient information to establish the location and nature of the facilities sketched.
- b. Surface Marking. In all cases where marking is requested, a letter acknowledging the request and embodying the attached form notice (Exhibit "A") shall be sent.
- The cost of marking shall be borne by the party making the request except where (1) local ordinance requires it shall be done at Company expense, (2) owners of underground structures have made it a practice to mark at their own expense, or (3) information available from office records is considered to be not reasonably accurate.
- c. Orally. If, however, it appears to be impracticable to furnish the desired information by means of maps or sketches or actual surface marking, it may be released orally. The oral release shall include the equivalent of the "Notice of Non-Responsibility" (Exhibit "A"). A memorandum of the conversation shall be prepared immediately in sufficient detail to provide a record of exactly what information was given.
7. Precautionary Measures.
- a. City and County agencies should be encouraged to advise persons applying for Excavation permits to notify the Company prior to starting work.
- b. Also, every reasonable step should be taken to encourage

* Paragraph Revised
 ** Paragraph Added

(SEE OVER)

STANDARD PRACTICE

STANDARD PRACTICE NO. 403-2

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ISSUING DEPARTMENT Gas Operations, and Electric Operations

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SUBJECT:

REQUESTS FOR INFORMATION CONCERNING THE LOCATION OF UNDERGROUND FACILITIES

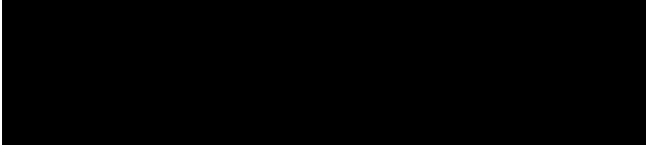
contractors, public agencies and others to notify the Company of work they have pending in the division sufficiently in advance to avail themselves of the service set forth in this Standard Practice.

ADDENDA

- 8. Exhibit "A" - Notice of Non-Responsibility.

APPROVED: R. W. WHITE
Manager, Claims and Safety Department

APPROVED:



APPROVED:

DISTRIBUTION
Management Officers
Division Managers

* Paragraph Revised
** Paragraph Added

(SEE OVER)

EXHIBIT "A"

NOTICE OF NON-RESPONSIBILITY

Any plans or surface markings made by Pacific Gas and Electric Company to show the location of its underground facilities in any specified public street or highway, furnished at the request of any public agency or contractor engaged in work upon such public street or highway, can only be furnished upon the understanding that such is done solely as an accommodation to such agency or contractor and without any representation or guarantee that the same is complete or accurate. The Company will, of course, exercise due care to make this information as complete and accurate as reasonably possible, but, because of the very nature of underground installations, the public agency or the contractor must regard it only as a suggestion as to possible locations, and must assume full risk of errors, and take such precaution as would be necessary to protect the Company's property, irrespective of the information furnished.