

**PG&E**

**FOR INTRA-COMPANY USES**

From Division or Department VICE PRESIDENT -  
GAS OPERATIONS  
FILE No. 254.5  
RE LETTER OF  
SUBJECT Revision of Standard Practice  
254-5 "Damage to Underground  
Property of Others, Avoiding"  
To Division or Department

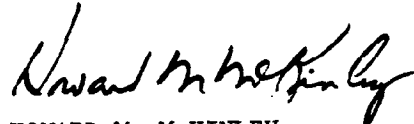
September 1, 1982


DIVISION MANAGERS:  
MANAGER, ELECTRIC TRANSMISSION AND DISTRIBUTION:  
MANAGER, GENERAL CONSTRUCTION-GAS:  
MANAGER, PIPELINE OPERATIONS:  
MANAGER, SAFETY, HEALTH AND CLAIMS:

Attached is revised Standard Practice 254-5 effective May 17, 1982. Standard Practice book holders should insert it in the books assigned to them and remove the superseded material.

Page 1 of the Standard Practice has been updated to reflect current titles and descriptions.

Paragraphs 8 and 9, on Page 1 of the Supplement, have been revised to give instructions about the procedures to be followed for notifying Underground Service Alert (USA) and others prior to construction as well as describing the precautions to be taken prior to and during excavation.

  
HOWARD M. MCKINLEY

  
Attachment

cc All Standard Practice  
Manual Holders (w/attach)

SUBJECT:

DAMAGE TO UNDERGROUND PROPERTY OF OTHERS, AVOIDING

PURPOSE

1. To establish basic minimal requirements so that proper consideration will be given to the existence of other underground facilities prior to commencing construction.

POLICY AND APPLICATION

2. It is the policy of the Company to make every reasonable effort to avoid damaging the underground facilities of others.

Success in preventing damage to Company owned or other underground facilities depends primarily on a common attitude of cooperation. To this end, each Division and the Departments of Pipe Line Operations and General Construction shall incorporate at each of its headquarters, the procedure contained in the Supplement to this Standard Practice. Close liaison with operating personnel of other utility services should be encouraged. To enhance this attitude of cooperation, every reasonable effort shall be made to comply promptly with requests for information concerning the location of the Company's underground facilities in accordance with S. P. 403-2.

RESPONSIBILITY

3. It is the job foreman's responsibility to determine that he has been provided with all the available information relative to underground facilities in the vicinity of his job.

PROCEDURAL DETAILS

4. Procedural details appear in the Supplement printed on the reverse side of this Standard Practice

ISSUED BY

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DISTRIBUTION

Division Managers  
Manager, PLO  
Manager, General Construction - Gas  
Manager, General Construction - Line  
Division Gas Superintendents  
Division Electric Superintendents

ADDITIONAL COPIES

Additional copies of this Standard Practice and the Supplement may be obtained from Gas Operations, 77 Beale Street, San Francisco (PG&E Extension 22-1604).

\* Paragraph Revised  
\*\* Paragraph Added

(SEE OVER)

PROCEDURAL DETAILS

Avoiding Damage to  
The Underground Property of Others

GENERAL

5. Each operating headquarters shall maintain a listing of names, telephone numbers and other necessary information to provide convenient, first-hand contact with owners of other underground facilities as the occasion arises.
6. Where the owner of the other facility offers field marking service, every effort shall be made to take advantage of the service. Sufficient advance notice shall be provided whenever possible to permit the service to be on a scheduled basis.
7. The obtaining of information, drawings, arranging for marking, etc., should be delegated to a specific individual to assure that all arrangements are completed prior to beginning of construction.
- \*8. The location of underground facilities owned by other companies, municipalities, or various governmental agencies (water, sewer, steam, telephone, fire alarm, street light, telegraph, petroleum pipelines, etc.) shall be verified. This shall be done by calling Underground Service Alert (USA), or the owners of the facilities, if they are not members of USA. At least 2 work days, but not more than 14 days, prior to the scheduled construction date, USA shall be notified and informed of the nature, location and starting date of our proposed work. USA's toll-free telephone number is 800-642-2444 (800-442-4133 in San Bernardino and Santa Barbara counties). USA in turn will notify all its participating members who own underground facilities in the vicinity of our proposed work and request them to provide information about the location of their facilities. All other utilities, municipalities and agencies who own underground facilities, but are not members of USA, shall be notified individually and requested to provide information about the location of their facilities. These requirements pertain to underground facilities owned by this Company or its subsidiary companies.
- \*9. Prior to opening an excavation, effort shall be made to determine whether underground installations; i.e. sewer, water, fuel, electric lines, etc., will be encountered, and if so, where such underground installations are located. When the excavation approaches the approximate location of such an installation, the exact location shall be determined by careful probing or hand digging, and when it is uncovered, adequate protection shall be provided for the existing installation. Specific detailed procedure shall be established to assure that the above information is given in written form to the job foreman.
10. The foreman must be constantly alert to field conditions which suggest that the information provided him is inaccurate or incomplete (such conditions may be pole risers, unaccountable paving cuts, etc.). Such conditions shall be carefully investigated and the work programmed in a manner which will minimize the chance of possible injuries or damages.