



Title: GS&S O-16, CPA restoration, CPA Follow-UP Plan Review and Approval Process

Check all appropriate boxes

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> SAFETY ALERT | <input checked="" type="checkbox"/> GAS | <input checked="" type="checkbox"/> DISTRIBUTION | <input type="checkbox"/> SUBSTATION ENGR. |
| <input type="checkbox"/> MANDATORY COMPLIANCE | <input type="checkbox"/> ELECTRIC | <input checked="" type="checkbox"/> TRANSMISSION | <input type="checkbox"/> TRANS./SUB. M&C |
| <input type="checkbox"/> RECOMMENDED ACTIONS | <input type="checkbox"/> ESTIMATING | <input type="checkbox"/> OPERATIONS | <input type="checkbox"/> APPLICANT DESIGNER / |
| <input checked="" type="checkbox"/> INFORMATIONAL/CLARIFICATION | <input type="checkbox"/> MAPPING | <input type="checkbox"/> SERVICE | <input type="checkbox"/> CONSTRUCTION |

Purpose

This revision reflects the personnel change in the Gas Engineering Technical Services Manager position only. The process remains unchanged as noted below.

This bulletin provides the process to comply with GS&S Gas Numbered Document O-16, Section 6, Cathodic Protection Area (CPA) Restoration, specifically to CPA Follow-Up Action Plans as noted below.

For Distribution and local Transmission

Section A (3) requires a CPA Follow-Up on any Action plan that exceeds 90 days; the action plan needs to be reviewed and approved by corrosion engineering personnel, the area superintendent, and the manager of technical services within 120 days.

For Backbone Transmission and Gathering Lines

Section B (3) requires a CPA Follow-Up on any Action plan that exceeds 120 days; the action plan needs to be reviewed and approved by corrosion engineering personnel, the area superintendent, and the manager of technical services within 150 days.

Process:

In order to facilitate this approval process, we will utilize the Electronic Document Routing System (DRS):

"The Document Routing System (DRS) was designed to enable tracking the status of documents while they are being electronically routed for approval. Use of the system will expedite approval of documents by:

1. Providing real time document approval status by e-mail notification to the requester (i.e., person who has initiated the Document Routing Request) to minimize follow-up, and
2. Routing the document through the approval sequence in an expedient manner (once a document is approved the system, immediately notifies the next approver designated on the routing slip that approval action is required). The requester receives an e-mail notification following final approval of the document.

Open access to the system is provided to initiate a New Document Routing Request, to check the status from the Document Routing Request List, and to generate reports from the Routing Summary Report function.

Department-specific reports providing a summary of detailed information on document types routed through the system can be generated."



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DRS initiators, Reviewers and Approvers

The DRS shall be initiated and maintained by the Supervisor (i.e., M&C Gas T&R, Transmission Pipeline Gas Maintenance), responsible for CPA restoration.

Documents should be routed for review and approval as follows:

Distribution and local Transmission

- 1. [REDACTED] - Corrosion Engineering Technical Services, Distribution Specialist
- 2. M&C Superintendent
- 3. [REDACTED] - Corrosion Engineering Technical Services, Supervising Engineer
- 4. [REDACTED] - Gas Engineering Technical Services, Manager

Backbone Transmission and Gathering Lines

- 1. [REDACTED] - Corrosion Engineering Technical Services, Senior Gas Engineer
- 2. Area Superintendent
- 3. [REDACTED] - Corrosion Engineering Technical Services, Supervising Engineer
- 4. [REDACTED] - Gas Engineering Technical Services, Manager

Instructions for utilizing this tool can be found in the Attachment entitled "Document Routing System Screen Shots" or by accessing the Document Routing System link <http://dcs/edrs/>, and then by clicking the New Document Routing Request Tutorial.

Communication Plan

An email will be sent to the respective supervisors responsible for CPA restoration.

Attachment: O-16 CPA restoration Follow-up Action Plan DRS Screen Shots.

Approved by:

[REDACTED]

Date: September 2, 2009

Author: [REDACTED]

If you have any questions about this bulletin, please call the employee(s) listed below:

Contact(s): [REDACTED] [REDACTED] [REDACTED]
LAN ID(s): [REDACTED] [REDACTED] [REDACTED]
Phone(s): [REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]