



G A S B U L L E T I N

Subject: Gas Supply Management Communication Guidelines for Gas Transmission Incidents

- Distribution
- Transmission

THE FOLLOWING NEW GUIDELINE DETAILING COMMUNICATION PATHS APPLIES TO ALL DEPARTMENTS IN PG&E INVOLVED WITH PROJECTS OR FACILITY MAINTENANCE FOR GAS SUPPLY (this is a condensed version).

Gas Supply Management Communication Guidelines for Gas Transmission Incidents

This guideline is intended to assist Gas Supply District Foremen and M&O Engineers in communicating **significant incidents** to upper management. Although there is a CPUC Reportable procedure, there are other "significant" incidents that upper management should be aware of and may not be CPUC Reportable.

It is desired that the VP of GS&O is informed of significant line breaks, facility outages, and emergency situations which cause significant disruption of service or significant news coverage as soon as practical. In general, when gas transmission facilities are involved, the VP of GS&O should have as much or more information than the news media, other officers in PG&E, and state regulators.

Timely information should be provided to the VP of GS&O. The responsibility of communication is as follows:

Gas Supply Maintained Facility

Gas Supply Foreman (*responsible for reporting Gas Supply maintained facilities*)

1. Prepare to communicate the following elements:
 - a. **Incident Overview**-Describe what happened in chronological order.
 - b. **Facility Characteristics**-Describe the pipe or facility specifications: year installed, condition, facility purpose, etc.
 - c. **Emergency Response**-Describe in chronological order how PG&E responded. Include what groups responded and what they did. Any news media???
2. Communicate the above to the District Supervisor/Superintendent (**if available**)

Communication above this level is as follows (if personnel are not available, continue upward communication):

**District Supervisor/
Superintendent** ⇔ **Manager or
Superintendent** ⇔ **VP of GS&O**

Division Maintained Facility

M&O Engineer (*responsible for reporting Division maintained facilities*)

1. Same as for Gas Supply Maintained Facility
2. Communicate the above to the Sr. Gas Transmission Engineer (if available)

Communication above this level is as follows (if personnel are not available, continue upward communication):

**Sr. Gas Transmission
Engineer** ⇔ **Manager or
Superintendent** ⇔ **VP of GS&O**

PLEASE CONTACT [REDACTED] FOR A COMPLETE DOCUMENT & MORE INFORMATION [REDACTED]

Distribution List

Division Capital Investment Directors
Division Construction/M&O Directors
Customer Field Services/Measurement Director
Gas Services & Operations District Foremen
Gas Services & Operations District Supervisors
Gas Services & Operations M&O Engineers
Gas Services & Operations Managers/Superintendents

Gas Services & Operations Sr. Transmission Engineers
Gas Engineering & Environmental Services Directors
Research and Development Library
Safety, Health, and Claims
T&CS Directors (gas-related), and G&E Field Superintendents
Technical & Ecological Services Library
Various Gas Personnel