



**Procedure for Reporting Safety-Related Conditions and Low-Pressure System Problems, Attachment 2**

**Low-Pressure System Problem Courtesy Notification**

Use the following format when writing a low-pressure system courtesy notification:

\_\_\_\_\_ *(Insert name of person to whom the notification is sent)*

This is a courtesy notification of a low-pressure system problem. The event occurred on *XX/XX/XXXX* at *XXXX* hours (*use military time - 24-hour clock*). The event - *insert a brief description of:*

- *The problem*
- *Corrective actions taken*
- *Time and date of corrective actions completed*
- *Any actions taken to prevent this event from recurring in the future*

Please contact me directly should you have any questions or need additional information regarding this event.

Sincerely,

\_\_\_\_\_ *(Insert name of person preparing the notification)*

RS&A Response Coordinator

PG&E

Gas Regulatory Support and Analysis

*(XXX) XXX-XXXX* Office

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Email to the CPUC address ([usrb@cpuc.ca.gov](mailto:usrb@cpuc.ca.gov)) with a copy to:

[GT&D GE Regulatory Support & Analysis](#)

