

Title: CGT Incident Reporting Process

Check all appropriate boxes

SAFETY ALERT	x	GAS	x	DISTRIBUTION	ESTIMATING
x MANDATORY COMPLIANCE		ELECTRIC	x	TRANSMISSION	MAPPING
RECOMMENDED ACTIONS				OPERATIONS	SUBSTATION ENGR.
x INFORMATIONAL/CLARIFICATION				SERVICE	TRANS./SUB. M&C

The purpose of this bulletin is to communicate the establishment of CGT’s Incident Reporting (IR) Process. The implementation of this process change is part of the CGT Supervisor-in-the-Field initiative and must be followed by all GSM&TS area, district and EH&S employees working within CGT.

This IR process defines the areas of responsibilities for authoring, tracking, approving and distributing all CGT Incident Reports due to Notice of Violations, Auto Accidents, Injuries, Operating Errors, Releases, Dig-Ins or Clearance violations.

For CPUC/DOT Reportable Incidents, UO Standard S4413, *CPUC and DOT Reportable Incidents, Curtailments and Conditions and Low Pressure System Problem Reporting* must be followed in addition to the process identified below. CPUC/DOT Reportable Incidents include incidents involving the release of gas and a death, personal injury requiring in-patient hospitalization, or greater than \$50,000 property damage, including the cost of the gas lost.

CGT GSM&TS Incident Reporting Responsibilities

- A. *Environmental, Health & Safety (EH&S) Specialists* – Author incident reports for Injuries, Auto Accidents, Notice of Violations (NOV’s) and Releases of hazardous materials.
- B. *Operating Specialists* – Author incident reports for Operating Errors and Clearance Violations.
- C. *Public Safety Information Program (PSIP) Manager* – Author incident reports for all Dig-Ins.
- D. *Senior Local Transmission Program Managers* – Coordinate Local Transmission (LT) incident reporting between Incident Report authors and the appropriate Distribution Gas T&R work groups.
- E. *Incident Report Process Administrator (clerical position)* – Issue IR numbers, manage the IR “tracking tool” and follow up to ensure timelines are met. Provide a monthly status report to Technical Review Committee and GSM&TS Director. See Attachment 1 for an example of the IR Tracking Spreadsheet and status report.
- F. *Technical Review Committee (System Integrity, Station and Pipeline Managers others may be included on a case by case basis)* – Review and work with IR authors to finalize drafts for Director approval and distribution.

A current list of names and phone numbers for the positions described above, can be found in the following worksheet <\\go301\cgtsafety\IncidentRpts\IncidentReportingSpreadsheet.xls>

Incident Reporting Process Requirements

Incident Occurs:

GSM&TS District Superintendents or Senior Local Transmission (LT) Program Managers* (*can be others when situations dictate) will notify the appropriate author and Area Superintendent (AS) or Manager within one business day when an incident occurs.

Draft Incident Report Development:

The author will request an IR number from the designated Process Administrator and complete the draft with assistance from the Area Superintendent, District Superintendent, Senior Local Transmission Program Manager, district crew member, or other involved employees as needed. The first draft will be completed within 10 business days. However, this 10-day window may be extended, if the Technical Committee and the Incident Report Process Administrator are notified of the reason for the delay and the proposed completion date. The author will submit the draft to the Technical Review Team, with a copy to the Incident Report Process Administrator.

The Technical Review Team will submit requested edits and/or additions and deletions to the IR author for inclusion into the final draft within 5 business days.

Final Draft Approval and Distribution

The author will submit the final IR draft to the Director of GSM&TS (with a 'cc to the AS or appropriate Manager *and* Process Administrator) within 5 business days for review and distribution. Distribution will be to the members of [CGT GSMTS Incident Reports](#) distribution list which includes GSM&TS and Distribution management personnel.

IR Process Flow Chart

See Attachment 2

Approved by:

(original signed by)

Date: 8/08/05

Author: [REDACTED]

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

Contact(s): [REDACTED] [REDACTED]

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

Phone(s): [REDACTED] [REDACTED]

Attachment 1 – CGT Incident Report Tracking Spreadsheet

Below is an example of the CGT Incident Report Tracking Sheet.

The CGT Incident Report Tracking Sheet is located at the following PG&E Intranet address:
[\\go301\cgtsafety\IncidentRpts\IncidentReportingSpreadsheet.xls](http://go301\cgtsafety\IncidentRpts\IncidentReportingSpreadsheet.xls)

Report Number	Requested By	Criteria	District/Division	Date of Incident	Description	Status
04-17	[Redacted]	RLS	Rio Vista	05/11/04	Ee opened a second vent valve to full open position and liquid released to ground.	OPEN
04-18	[Redacted]	AA	Walnut Creek	05/23/04	No paperwork	OPEN
04-21	[Redacted]	INJ	Kettleman	06/23/04	No paperwork	OPEN
04-25	[Redacted]	AR/Misc	McDonald Island	06/30/04	No paperwork	OPEN
04-28	[Redacted]	AA	Rio Vista	07/07/04	Ee struck 3rd party while backing.	OPEN
04-30	[Redacted]	INJ	Tracy	05/20/04	No paperwork	OPEN
04-31	[Redacted]	DI	Diablo/Concord	07/07/04	3rd party contractor excavating for water line pit struck 10" Concord DFM.	OPEN
04-34	[Redacted]	AR/Misc	L-300B	07/28/04	While doing modifications to L-300B, 'no smoking' sign flew off chain. (no damage done)	OPEN
04-36	[Redacted]	OE	L-300N	08/05/04	No paperwork	OPEN
04-60	[Redacted]	AR/Misc	L-153	10/24/04	3rd party individual painted graffiti on pipeline (person was severely injured when fell from pipeline while police instructed	OPEN
04-65	[Redacted]	AR/Misc	Rio Vista	11/08/04	D.S. company vehicle was struck by 3rd party while parked at his residence.	OPEN

Attachment 2 – Incident Reporting Process Flow Chart

