



***Work Procedure WP6436-15***

ISSUING DEPARTMENT: **Meter Service**

DATE ISSUED/UPDATED: **10-06**

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**TITLE: California Public Utilities Commission (CPUC) Reportable Gas Incidents**

**Overview** This procedure defines the roles and responsibilities for field and dispatch employees in the event of a potential California Public Utilities Commission (CPUC) Reportable Gas Incident.

**Governing Document** [Utility Operations \(UO\) Standard S6436, "Gas and Electric Field Services and Dispatch and Scheduling Operating Practices."](#)

**Recision** None

**Safety** To ensure safety, employees shall follow all applicable precautions and requirements when handling or responding to any gas or electric field order, as described in the following documents:

- [Utility Standard Practice \(USP\) 22, "Safety and Health Program"](#)
- [Code of Safe Practices](#)
- Pacific Gas and Electric Company (the Company) gas design standards
- Applicable work procedures

**Reference Documents** None

**Attachments** None

**Contact for More Information** [Redacted]

**Date Issued** October 2006

**Approved by** [Redacted]  
Manager – Meter Service Department

**Revision History**

Chg No.	Date	Description	By (LAN ID)
01	October 2006	Created Work Procedure. Updated Procedure details.	[Redacted]

## Detailed Procedures

### 1. Field Employee Responsibilities

- A. When field employees (gas service representatives or gas crew members) determine that a dispatched field order requires CPUC notification, they must perform the following steps:
1. Immediately inform dispatch that the incident qualifies for reporting.
    - a. Examples of field orders that require CPUC notification include the following:
      - Gas leak
      - Dig-in
      - Structure fire
      - Carbon monoxide poisoning
      - Asphyxiation
    - b. The criteria for reporting such incidents include, but are not limited to the following:
      - Death.
      - Personal injury requiring in-patient hospitalization.
      - Damages of \$50,000 or more to PG&E (Company) property and/or to the property of others (including the cost of lost gas).
      - Public attention or significant news media coverage, such as evacuations or major street closures.
  2. Immediately report all incidents that are **suspected** to involve natural gas and occur in the vicinity of the Company facilities, regardless of whether Company facilities are involved.
  3. Update dispatch with further details as they become available.

### 2. Dispatch Responsibilities

- A. When field employees notify dispatch about field orders that require CPUC notification, dispatchers perform the following steps:
1. Get as much information as possible from the field employee. Use the information to complete Part II of the California Public Utilities Commission Report of Gas Leak or Interruption (CPUC File No. 420) document.
  2. Telephone Brentwood Gas Control to notify them of the incident.

- a. Fax a copy of the CPUC File No. 420 document to Brentwood Gas Control, even if all of the information in the form is not complete.
3. Notify the CPUC according to the following time limits:
  - During normal working hours, report incidents to the Gas Control Center within **1 hour**.
  - After normal working hours, report incidents within you have **2.5 hours**.

**Important Note:** The timeframe begins when Company employees are on the scene and the Company is aware of the incident.

4. Continue to monitor the situation by communicating with field employees on the scene.
5. Update Brentwood Gas Control with any changes or additional information as the event evolves.
6. Notify the dispatch supervisor and provide a copy of the incident form to the supervisor.
7. Log the call and indicate the action taken in the dispatch daily log.

### **3. Brentwood Gas Control Responsibilities**

A. When dispatch notifies Brentwood Gas Control about CPUC reportable gas incidents, Brentwood Gas Control employees performs the following steps:

1. Send an e-page notification of the incident to the necessary divisions, as indicated on the following list:
  - Diablo: DIABLOGASDEC
  - N. Coast-Page: NORTHCOASTGAS
  - N. Bay-Page: NORTHBAYGAS
  - N. Valley-Page: NVLGASINCIDENTS
  - Sac-Page: OMCSACEMERGENCY
  - Sierra-Page: SIERRASTORMALERT
  - Stockton-Page: STKTGASINCIDENT
  - Yosemite-Page: YOSGASINCIDENT
  - Fresno-Page: FRESGASINCIDENT
  - Central Coast - CCGASEMG
  - DeAnza - DEANZAGASREPT
  - East Bay - EBGASDEC

- Kern - KERNGASINCIDENT
- Mission - MISSGASDEC
- Peninsula - PENGASRPT
- San Francisco - SFGASRPT
- San Jose - SJGASEMG

**Important Note:** Supervisors and any employees who need to be notified should subscribe to the e-page lists for their respective division.