



Asset Type: **Gas Transmission and Distribution** Date Issued/Updated: **September 2008**

Function: **Design, Construction,
Maintenance, and Operations**

Page: **1** of **3**

Title: Procedures for Reviewing and Updating Gas Manuals Subject to 49 CFR 192, Sections 603 and 605

Overview

This work procedure provides the steps that Pacific Gas and Electric Company (the Company) follows to review and update its applicable gas maintenance, operations, and emergency response manuals to ensure compliance with [Code of Federal Regulations \(CFR\) Title 49, Part 192, "Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards](#), Sections 603, "General provisions," and 605, "Procedural manual for operations, maintenance, and emergencies." These federal regulations require that documents that cover gas maintenance, normal operations, emergency response, and abnormal operations (for transmission lines) must be reviewed and updated as necessary at intervals of at least once each calendar year, but not exceeding 15 months, to the date.

Governing Document

Utility Standard S4000, "Gas Standards Documentation Requirements" [*not yet issued – expected publication 2008*]

Safety

This work procedure must be conducted in accordance with [Utility Standard Practice \(USP\) 22, "Safety and Health Program."](#)

Procedure to Review and Update Gas Manuals

1. General Information

The following Company documents are subject to the requirements of [49 CFR 192.605](#):

- [Gas Emergency Plan](#)
- [Gas Distribution Maintenance Manual](#)
- [Gas Distribution Operations Manual](#)
- [Gas Transmission Standards](#)

2. Review/Update Procedure

The coordinator assigned to manage the updates of the manuals listed above must ensure that the Company conducts an acceptable review and, if needed, provides updates of the applicable sections of these manuals

The coordinator must ensure that each topic, subject to the requirements of 49 CFR 192, Sections 603 and 605, is included in the list of manuals and reviewed by an appropriate gas subject matter expert (SME) The coordinator keeps a list of the SMEs assigned to each document in the manual and notes when the SME has reviewed the document for any changes If changes are needed, gas standards personnel facilitate and track the progress of the updates Gas standards personnel also provide an annual report on the review and update status for each document within the manuals to senior management

The annual report contains, at a minimum, the following items

- The list of requirements of 49 CFR 192, Sections 603 and 605
- The list of Company documents subject to review and update linked to each external requirement
- The SME assigned to each Company document
- The date each Company document is planned to be reviewed for compliance
- The actual date each document is reviewed
- The date each document is planned to be updated for compliance
- The actual date each document is updated

Updates to the manuals are published once each calendar year, not to exceed 15 months, to the date

3 Documentation of Review and Update Procedure

The Company updates the manuals with the documents ready for publication within the required timeframe The letter that accompanies the manual updates includes the Company's certification that the documents were reviewed in the previous year, and any changes ready for publication are included in the update The department responsible for gas standards retains the annual report provided to senior management and the certification letter that accompanies the manual updates for a period of 3 years

Utility Work Procedure WP4000-02

**Title: Procedures for Reviewing and Updating Gas Manuals
Subject to 49 CFR 192, Sections 603 and 605**

Page: 3 of 3

Revision None.

Reference Documents [Code of Federal Regulations \(CFR\) Title 49, Part 192, "Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards"](#)

- Section 603, "General provisions"
- Section 605, "Procedural manual for operations, maintenance, and emergencies"

[Utility Standard Practice \(USP\) 22, "Safety and Health Program"](#)

Contact for More Information



Date Issued September 2008

Approved by



Revision History

| Chg No. | Date | Description | By (LAN ID) |
|---------|-------------|-----------------|-------------|
| 01 | August 2008 | Issued for use. | |
| | | | |