



Asset Type: **Gas**  
Function: **Design, Construction, Maintenance,  
and Operations**

Date Issued/Updated: **February 2009**

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**Title: Gas Technical Team Work Procedures**

**Overview** This work procedure provides the procedures that Pacific Gas and Electric Company (Company) gas technical teams will follow to conduct their duties. The gas technical teams must meet as necessary to ensure that the Company standards, work procedures, tools, and technologies used in their assigned subject matter areas of expertise remain current.

**Governing Document** [Utility Standard S4000, "Gas Standards Documentation Requirements"](#)

**Safety** Perform this document's procedures in accordance with [Utility Standard Practice \(USP\) 22, "Safety and Health Program."](#)

## **Gas Technical Team Procedures**

### **1. General Information**

The Company maintains gas technical teams composed of appropriate representatives to cover the team's assigned subject matter. To ensure ownership of the Company's gas manuals, there must be one gas technical team to develop, review, and update each volume. The following are the approved volumes of the gas manuals:

- A. "Damage Prevention, Excavation, Patrol and Public Safety Communication"
- B. "Security, Operations, Gas Emergency Plan and Clearances"
- C. "Measurement and Control (including Stations)"
- D. "Environmental and Safety"
- E. "Corrosion Control"
- F. "Leak Survey and Response"
- G. "Engineering and Operating Documents"
- H. "Plastic Pipeline"
- I. "Steel Pipeline"
- J. "Standard Gas Estimating Design"
- K. "Customized Gas Estimating Design"
- L. "Gas Field Services"

**2. Technical Team Members**

Each gas technical team must be composed of the following members:

- A. Sponsoring manager.
- B. Gas standards facilitator.
- C. Engineering representative.
- D. Specialist.
- E. Construction representative.
- F. Maintenance and Operations (M&O) representative.
- G. Human Resources (HR) PG&E Academy representative.
- H. Engineers and Scientists of California (ESC) representative.
- I. International Brotherhood of Electrical Workers (IBEW) representative.

**Note:** It is allowable for one member of the team to cover multiple positions on the team (e.g., an IBEW representative could also be the Construction and/or the M&O representative). Other parties may be enlisted by the gas technical teams to investigate various issues, technologies, or standards documents; however, these individuals must not be official members of these teams.

**3. Technical Team Duties and Responsibilities**

The gas technical teams must assume the duties described in this section.

**A. Maintain Team Membership**

Ensure that the team has the proper membership required to cover its assigned subject matter area.

**B. Adhere to the Team Charter**

Technical teams must operate in accordance with the [“Gas Transmission and Distribution Technical Team Charter” \(Attachment 1\)](#).

If there are suggested changes to a technical team’s charter, the sponsoring manager must submit them to the manager responsible for approving gas standards.

Each team must produce and maintain copies of agendas and minutes of all its meetings.

**C. Perform Gas Document Update Procedures**

Review and update, if needed, the team’s assigned manuals and documents in accordance with applicable Company work procedures ([WP4000-02, “Procedures for Reviewing and Updating Gas Manuals Subject to 49 CFR 192, Sections 603 and 605”](#)).

**D. Perform New Technology Review Procedures**

Review and approve, if appropriate, any new materials, tools, or technologies in accordance with [Engineering Material Specification 4000,” Process for Introducing, Evaluating, Approving, and Retiring Products.”](#)

**E. Review Issues**

Each team must review, make recommendations, and track issues brought to them by employees or others. Each team must maintain an issues tracking log that includes the information listed in [Attachment 2, “Gas Technical Team Issues Log”](#) (additional information may be included if necessary). This log must be updated at least once each calendar year, not to exceed 15 months, to the date.

**F. Document Activities**

The department responsible for gas standards procedures must ensure that these procedures are followed, that the team’s duties are properly documented, and that the required documentation is kept.

Each gas technical team must produce and maintain at least the documentation listed below:

- Team charter.
- Agendas and minutes for all meetings.
- Completed Gas Standards Manual Review and Update Certification Forms (if applicable).
- Completed New Technology Review Forms (if applicable).
- Updated Gas Technical Team Issue Logs.

**G. Schedule Meetings**

Technical teams must meet in the first quarter of each calendar year to perform the following tasks:

1. Review the section’s individual documents that comprise the manual assigned to the team to determine if any updates are needed.  
If updates are needed, the teams must provide the necessary updates within the required timeframe.
2. Review the team’s workload for the year (standard document developments or updates, new product approvals, issues, etc.) to determine how frequently to schedule meetings addressing the workload.
3. Schedule meetings as necessary.

**Definition of Terms**

**ESC:** Engineers and Scientists of California – one union representing employees.

**Gas Technical Team:** A cross-functional team of individuals representing appropriate stakeholders in an assigned subject matter. The team is responsible for ensuring that Company standards, work procedures, tools, and technologies in their area of expertise remain current. At a minimum, each team must be composed of subject matter experts and field stakeholders.

**HR:** Human Resources.

**IBEW:** International Brotherhood of Electrical Workers – one union representing employees.

**SME:** Subject matter expert.

**Recision**

This is a new document.

**Reference Documents**

[Utility Standard S4000, “Gas Standards Documentation Requirements”](#)  
[WP4000-01, Attachment 1, “Gas Document Development and Update Process Work Flow Chart”](#)

**Attachments**

[Attachment 1, “Gas Technical Team Charter”](#)  
[Attachment 2, “Gas Technical Team Issues Log”](#)

**Contact for More Information**



**Date Issued**

February 2009

**Approved by**

  
Manager

**Revision History**

Chg No.	Date	Description	By (LAN ID)
00	February 2009	Initiated and issued new document defining gas technical team requirements and procedures.	