



Procedures for Reviewing and Updating Gas Manuals

Summary

This utility procedure provides the steps that Pacific Gas and Electric Company (the Company) follows to review and update its 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 covering gas maintenance, normal operations, emergency response, and abnormal operations (for transmission lines) be reviewed and updated as necessary at intervals of at least once each calendar year, but not exceeding 15 months, to the date.

Target Audience

Individuals and technical team members who review and update gas documents or manuals.

Safety

Conduct this procedure in accordance with [Utility Standard Practice \(USP\) 22, "Safety and Health Program."](#)

Before Starting this Procedure

PPE: None required.

Training: Employees using this procedure must be trained on the steps in this procedure. Untrained employees must work with the assistance of a trained person.

Tools: Standard Company word processing, spreadsheet, and flowcharting software.

Procedural Steps

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 to the manuals listed in [Section 1, "General Information,"](#) on Page 1 must ensure that the Company conducts an acceptable review and, if needed, provides updates of applicable manual sections.

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 a gas subject matter expert (SME). The coordinator maintains a list of the SMEs assigned to each document in the manual and notes when the SME reviews the document for 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. Documenting
Review/Update
Procedure**

The Company updates the manuals with the documents ready for publication within the required timeframe. The letter that accompanies each manual update 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 letters that accompany the manual updates for 3 years.

**Implementation
Responsibilities**

Individuals using this utility procedure are expected to carry out the steps herein. Gas technical teams are responsible for directing and approving or disapproving of documents.

**Governing
Authority**

This document is governed by [Utility Standard TD-4001S, "Gas Standards Documentation Requirements."](#)

**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"

Company Documents:

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

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

**Document
Revision**

This utility procedure cancels and supersedes Work Procedure WP4000-02, "Procedures for Reviewing and Updating Gas Manuals Subject to 49 CFR 192, Sections 603 and 605," dated September 2008.

Definitions

Gas document: A formal document that provides instructions to Company personnel for designing, building, maintaining, and/or operating gas facilities or tools. Examples of such documents include the following:

- Gas numbered documents (design and construction standards).
- Gas utility standards (for Maintenance and Operation [M&O] activities).
- Gas work procedures.
- Engineering material specifications.
- Training materials.
- Manuals.
- Job aids.

Gas document developer: A subject matter expert, gas standards employee, or other employee who is developing or updating a gas document.

Gas standards personnel: Employees assigned to ensure that the Company's gas documents are reviewed and updated in a timely fashion.

Gas technical team: A cross-functional team representing stakeholders for a specific subject matter. At a minimum, each team must be composed of subject matter experts and field stakeholders.

LMS: Learning Management System.

SME: Subject matter expert.

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