



**Pacific Gas and  
Electric Company**

# Gas and Electric Information Bulletin

## Title: Gas and Electric M&O Record Requirements

Check all appropriate boxes

<input type="checkbox"/> SAFETY ALERT	<input checked="" type="checkbox"/> GAS	<input checked="" type="checkbox"/> DISTRIBUTION	<input checked="" type="checkbox"/> SUBSTATION ENGR.
<input checked="" type="checkbox"/> MANDATORY COMPLIANCE	<input checked="" type="checkbox"/> ELECTRIC	<input checked="" type="checkbox"/> TRANSMISSION	<input checked="" type="checkbox"/> TRANS./SUB. M&C
<input type="checkbox"/> RECOMMENDED ACTIONS	<input type="checkbox"/> ESTIMATING	<input checked="" type="checkbox"/> OPERATIONS	<input type="checkbox"/> APPLICANT DESIGNER / CONSTRUCTION
<input type="checkbox"/> INFORMATIONAL/CLARIFICATION	<input checked="" type="checkbox"/> MAPPING	<input type="checkbox"/> SERVICE	

### Purpose

This bulletin communicates new requirements when recording information on Pacific Gas and Electric Company (Company) gas and electric maintenance and operation (M&O) records. For the application of this bulletin, records are defined as any document that contains gas or electric M&O information that must be kept to meet regulatory or Company requirements.

Effective immediately, all hand-written gas and electric M&O records are required to be completed in non-erasable ink.

### Background

In response to deficiencies discovered during recent audits of gas maintenance practices, the Company has committed to the CPUC that all Company gas and electric M&O records will be completed in permanent ink to ensure the integrity of these records. This new requirement will help ensure that the records are complete, accurate, and represent the work of the party actually performing the required task or document the data as observed. It will also ensure that any revisions to these records are clearly denoted and initialed by the employee making the change.

### Scope

This bulletin applies to both employees and supervisors who are required to complete these gas and electric M&O records. The bulletin applies to all records that are required to be filled out prior to, during, or at the completion of required gas and electric M&O activities, including but not limited to the following subjects:

**Gas:** Valves, district regulator stations, pressure relief devices, leak survey and repair activities, (including "A" forms, rechecks, leak survey logs), mark & locate (e.g., USA tags), corrosion control, patrolling, vault inspections, equipment calibrations, meter maintenance, gas odorization, and other gas M&O activities.

**Electric:** Substation equipment and relay test reports and forms; unattended and attended substation logs; battery and charger maintenance records; oil test reports; and monthly station inspection records. Inspection, testing, calibration, maintenance and operation forms, records and reports for transmission, distribution, service and metering facilities and equipment.

### **Out of Scope**

This bulletin does not apply to construction documents (e.g., redlining for as-builts) or to the temporary additions or deletions of gas and electric facilities on plat sheets, shutdown zones, or other operating maps and documents.

### **Implementation Responsibilities**

It is the responsibility of each director, manager, superintendent, and first level supervisor of employees who complete gas and electric maintenance and operations records to ensure this bulletin is fully implemented.

### **Implementation Requirements**

In order to fully implement this bulletin, the following documentation methods are to be implemented immediately:

- All employees who complete gas and electric M&O records by hand are required to complete these records in non-erasable ink, and sign or initial the record. In addition, to ensure legibility, the person must print their full name, initials, or LAN ID, as required, on these documents. Rubber stamps are not allowed to meet this requirement.
- Erasable ink, pencil, or white-out products are not acceptable on these records.
- Corrections to a record can be made by lining out the incorrect information and writing the correct information in non-erasable ink adjacent to it. The employee making the change will initial and date any changes to the original written information.

### **Next Steps**

This bulletin's requirements will be added in 2008 to Utility Policy 3-7, "Gas and Electric Operation, Maintenance, and Construction." M&O forms will be modified as appropriate to enhance implementing the requirements of this bulletin.

**Approved by:**

[REDACTED]

**Date:** 12/31/07

**Author:**

[REDACTED]

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

**Contact(s):**

**LAN ID(s):**

**Phone(s):**

[REDACTED]

[REDACTED]