



- 2.4 Form I of Standard A-34.1 is to be prepared and attached to every job where there is a potential for the job to be reportable, to verify that the reporting requirements have been reviewed, and that a determination has been made that the job is, or is not, reportable to the CPUC.
- 2.5 When a job has been determined to be reportable to the CPUC, a copy of Form II of Standard A-34.1 is to be prepared and attached to the job.

3.0 PROCEDURES

3.1 The Manager, Gas System Design, must be advised of proposed work reportable under Paragraphs 2.1 and 2.2 above, at least 45 days prior to the time the construction work is to start or the facilities are to be updated.

*Insert 1*

\* 3.2 A request to decrease an MAOP, as covered by paragraph 2.3 is to be sent to the Manager, Gas System Design prior to establishing the lower MAOP. After reviewing the request with Gas System Planning, the Manager, Gas System Design, shall prepare a letter to the Law Department requesting them to advise the CPUC of the new lower MAOP. The Law Department will prepare a letter to the CPUC as outlined in paragraph 3.3. The MAOP can be lowered after the Region or PLO receives a copy of the Law Department letter to the CPUC.

*Insert 2*

\* 3.3 When notification is received under Paragraphs 3.1 and 3.2 above, the Gas System Design Department will prepare the filing and forward it to the Law Department for transmittal to the CPUC.

4.0 INFORMATION REQUIRED

- 4.1 For a job to be reported under Paragraph 2.1 (over \$250,000 and to operate at greater than 20% SMYS), the following information must be included:
  - 4.1.1 Description and purpose of the proposed facility.
  - 4.1.2 Specifications covering the pipe selected for installation, route map segregating incorporated areas, terrain profile sketches indicating maximum and minimum elevations for each test section of pipeline, and, when applicable, reasons for use of casing or bridging where the minimum cover will be less than specified in paragraph 192.317.
  - 4.1.3 Maximum allowable operating pressure for which the line is being constructed, class locations, and design factors.

\* PARAGRAPH REVISED

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- 4.1.4 Fluid and test pressure to be used during proof strength testing.
- 4.1.5 Protection of pipeline from hazards as indicated in paragraphs 192.317 and 192.319 of G.O. 112-D.
- 4.1.6 Protection of pipeline from external corrosion.
- 4.1.7 Estimated cost with supporting detail.
- 4.1.8 In addition to the general arrangement drawing of the installation, a map showing the location of the work with respect to other well defined landmarks may be appropriate.
- 4.2 It is not necessary to submit a set of construction drawings with the filing to the CPUC. However, construction drawings should be available to the CPUC in the field, and it is desirable to have these drawings on a uniform format. To accomplish this, the form and the necessary information should be as outlined below:
- 4.2.1 The Land and Gas System Design Departments currently use a standardized drawing sheet for pipeline design drawings. This drawing sheet can be obtained from the Gas System Design Department, Administrative Services Group Supervisor, extension 3202. Request Pipeline Plan and Profile blank sheet (4 size). It is recommended that you use these drawing sheets for all transmission lines and for 12-inch diameter and larger distribution lines.
- 4.2.2 Construction drawings should show plan and profile views of the pipeline. All data called for on the drawing should be supplied, including the type of welding inspection to be used, i.e., visual or radiographic inspection, and where appropriate, the percentage of welds which are to be radiographically inspected. The Design Criteria Stamp provides a place for this information. Note that the drawing form provides a space for entering the test and welding inspection requirements. The drawings should provide details of tie-in piping and of any other fittings, valves, or facilities other than pipe. Two copies of the drawings shall be sent to Gas System Design for review. One copy will be signed by the Manager of Gas System Design and returned to the Region responsible for the project. The second copy will be kept on file in Gas System Design.
- 4.2.3 A copy of the proposed test procedure should accompany the material submitted to the Gas System Design Department. A copy of the Strength Test Pressure Report and a reference to Gas Standard A-34 will be adequate unless there are special test conditions. Where these exist, a special test procedure detailing the requirements should be prepared and submitted.

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4.3 For an uprating job reportable to the CPUC the following information must be provided.

- 4.3.1 The location of the work.
- 4.3.2 The new MAOP to be established, including the reason why the higher pressure is necessary.
- 4.3.3 The age, condition, material, and size of the pipe being uprated.
- 4.3.4 Steps taken to determine the capability of the pipe to withstand the increased pressure.
- 4.3.5 The method to be used in uprating the system.
- 4.3.6 A map of the facilities involved.

4.4 An uprating procedure must be prepared and must be submitted to the CPUC. Where possible the procedure should be submitted with the filing. If it is not available at the time the filing is made, it should be submitted to the Gas System Design Department so that it can be forwarded to the CPUC at least two weeks prior to the uprating.

4.4.1 The uprating procedure must be prepared and followed for every uprating, whether or not the job is reportable to the CPUC.

4.5 The following information must be supplied for a job involving a reduction in the MAOP of a line or system.

- 4.5.1 Description of the system.
- 4.5.2 Reason for lowering the MAOP.

5.0 RESPONSIBILITY

5.1 The Engineer responsible for the design of a facility shall determine whether the work is reportable to the CPUC. The Engineer shall document whether work is reportable by preparing Form I. When reportable, the Engineer shall prepare a notification, which includes information required by Paragraph 4.0 and a copy of Form I, and send the notification to the Project Coordinator and the Gas System Design Department. The original copy of Form I shall be attached to the job estimate.

5.2 Any person making changes to an estimate involving the pipe, the cost, or the MAOP of a facility shall determine whether these changes make the job reportable to the CPUC. Where changes are made

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which make a job reportable to the CPUC, the person making the changes shall document that fact by preparing a copy of Form I and transmitting it to the Engineer, the Project Coordinator, and the Gas System Design Department.

~~5.3~~ 5.3 The Project Coordinator is responsible for assuring that all of the necessary notifications are made. The Project Coordinator shall prepare and maintain current, a copy of Form II to document that necessary notifications are made.

\*5.4 ~~Gas System Design is responsible for preparing the filing for transmittal to the Law Department for their use in notifying the CPUC.~~ Once a job has been formally filed with the CPUC, Gas System Design will maintain contact with the CPUC staff to keep them advised of the work schedule on a project, and the scheduling of any tests to be performed. All such contacts with the CPUC staff will be documented, using Form III, by the person making the contact. After contacting the CPUC, a copy of Form III shall be sent to the Project Coordinator for his use in maintaining Form II. *Insert 3*

5.5 Before a job is started, the Project Coordinator and the supervisor responsible for construction shall verify that the filing has been made with the CPUC, and that 30 days have elapsed from the time the filing was made. Form II shall be used to verify that the necessary notifications have been made.

~~5.6~~ 5.6 The Project Coordinator shall advise Gas System Design Department seven (7) days prior to the start of construction and seven (7) days prior to conducting any reportable tests so that the CPUC may be notified. All such contacts with the CPUC staff shall be documented using Form III, by the person making the contact. Each time an entry is made on Form III, a copy of the form shall be sent to the Project Coordinator for his use in maintaining Form II.

5.7 Once the Commission has been advised of a test, the test may proceed on the day scheduled, whether or not a Commission Representative is present.

5.8 The Responsible Engineer has the responsibility to assure that the facility is designed in accordance with G.O. 112-D, and that the necessary test report forms are prepared and accompany the job. Form II shall be prepared to document this.

5.9 The supervisor responsible for construction has the responsibility *to see that* that the facility is constructed and tested in accordance with all applicable Company standards and G.O. 112-D.

*\*\* 5.10 The supervisor responsible for construction shall not start construction or proceed with a test or an uprating, until he has received confirmation from the project coordinator that the CPUC has been notified.*

\* Paragraph Revised

\*\* Paragraph Added

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