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STANDARD PRACTICE NO. 522.1-2

GAS DISTRIBUTION NOV -7 1963

PAGE NO. 1 EFFECTIVE 11-1-63

ISSUING DEPARTMENT PURCHASING AND STORES Purchasing & Stores Dept.

REPLACING PAGE NO. _____ EFFECTIVE _____

SUBJECT: PIPE, BARE AND WRAPPED, THE CARE AND HANDLING OF

PURPOSE

1. To establish a procedure for the care and handling of bare and wrapped pipe.

RESCISSIONS

2. This standard practice cancels Purchasing and Stores Department Circular Letter Number 205, dated June 6, 1934, and Gas Distribution General Information Bulletin of December 26, 1962, titled, "Instructions for pipe handling and pipe storage". Both of these should be destroyed.

SCOPE

3. The care and handling of bare and wrapped pipe, bundled and in single lengths, during loading and unloading, transit, storage, and construction, and the safety aspects of pipe handling.

POLICY AND APPLICATION

4. Pipe shall be handled and stored in a manner which will avoid damage to any part of the pipe or coating. Devices and rigging (such as padded skids and belt slings) shall be designed to prevent damage to the pipe and coating.
5. Pipe in storage shall be withdrawn so that the oldest is the first shipped.
6. The management of ordering, storage, and use should be such that wrapped pipe is not held on racks or dunnage for long periods.
7. Procedure details appear in the Supplement to this standard practice.

RESPONSIBILITIES

8. The supervisor on the job is responsible, when pipe is to be handled, to arrange for sufficient employees and equipment to be on hand so that each handling operation will be performed safely. Employees and equipment shall be utilized in such a way that the possibilities of injury and damage are minimized.
9. One specifically designated employee shall be in charge and shall give all instructions, directions, signs and signals. He shall have sole responsibility for directing and handling operations.
10. Employees shall be aware of the danger of possible equipment failures while pipe is being handled and shall govern themselves accordingly. They shall not work in positions which are aligned in the direction of rolling pipe. No one shall ride upon pipe which is loaded on trucks, dollies, rail cars or other vehicles. Extreme care must be exercised when it becomes necessary that an employee be on top of pipe, which is either stored on racks or loaded on vehicles, in order to release bindings or place slings. Furthermore, he

* Paragraph Revised 1972f
** Paragraph Added

(see over)

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STANDARD PRACTICE

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ISSUING DEPARTMENT PURCHASING AND STORES

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PAGE NO. 2 EFFECTIVE _____

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SUBJECT:

PIPE, BARE AND WRAPPED, THE CARE AND HANDLING OF

shall descend to the ground and place himself in the clear before any pipe is moved.

ISSUED BY: [REDACTED] MANAGER, PURCHASING AND STORES
E. F. SIBLEY, MANAGER, GAS DISTRIBUTION

DISTRIBUTION: Division Managers
District Managers
Division Gas Superintendents
District Gas Superintendents
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Gas Construction Department
Purchasing and Stores Department
Department on Procedures and Organization

Additional Copies

Additional copies of this Standard Practice or the Supplement may be obtained from Gas Operations, 245 Market Street, San Francisco.
(PG&E extension 9-3207)

* Paragraph Revised
** Paragraph Added

(see over)

19. Cable slings shall not be used if contact with the pipe coating cannot be avoided.
20. For tiered pipe, the loading and unloading operation shall proceed one layer at a time. A tier shall be completely removed (including stickers and dunnage) before the chocks are removed from the following tier.

IN TRANSIT

21. Bundles and single lengths of bare or wrapped pipe loaded on trucks or trailers shall be supported in a manner which will avoid damage to the pipe or coating. All nails and other materials which could cause damage to the pipe or coating shall be removed from the bed of the vehicle.
22. The pipe shall be adequately secured and there shall be sufficient padding between the bindings and the coating surface to prevent damage to the pipe coating.

WRAPPED PIPE IN STORAGE

23. Pipe and bundles in storage shall be supported by stable members and this support should be located at the bare (cutback) ends.
24. Where random lengths of wrapped pipe are to be stored, support on one end of the lengths should be located at the bare (cutback) ends; support for the other end of the lengths may be obtained by using stickers bearing on the coating.
25. While less desirable, as an alternative to paragraphs 23 and 24, ground supports and stickers, bearing on the coating, may be used. All damage to the coating shall be repaired prior to backfilling during construction.
26. Where more than one level of pipe is to be tiered, the stickers for the upper level(s) shall be located in the same vertical plane as the ground supports.
27. All stickers shall be boards of uniform width and thickness. The minimum width shall be 6". The thickness shall not be less than 1", and shall be greater when more separation of pipe is necessary to permit use of a forklift to stack the pipe. Only stickers in good condition shall be used. The surfaces and edges shall be adequately smoothed and beveled to prevent damage to the pipe coating.
28. All tiers shall be securely blocked with adequate chocks at both ends of at least two stickers for each layer. The recommended chocks are 35° to 45° angle triangular cross-section blocks with 3½" to 4½" sides for sizes up to 20" diameter and 7½" to 8½" sides for sizes larger than 20" diameter.
29. Movable 12" x 12" wooden beams (stringers) are preferred for ground supports for all pipe sizes.

PROCEDURAL DETAILSCare and Handling of Bare and Wrapped PipeDEFINITIONS

11. Ground Supports - the supporting members which are between the bottom layer of stored pipe and the ground.
12. Stickers - Boards used as supports between layers of tiered pipe.
13. Standard Wrapped Pipe Bundles - Bundles of pipe as described below:

	Pipe Size		
	<u>3/4"</u>	<u>1-1/4"</u>	<u>2"</u>
No. of pieces	168	90	50
Total length, ft.	3,528	1,890	1,600
Weight, lbs.	5,000	5,000	7,000
Height, in.*	13½	14½	14½
Width base, in.*	42	42	42
Width top, in.*	30	32½	31½
Length, ft.	21	21	32+1

*Overall dimensions including dunnage which binds the bundle.

LOADING AND UNLOADING

14. Cranes and forklifts of suitable capacity to safely handle the bundle weights (see Paragraph 13 above) or the weights of lengths of pipe may be used for loading and unloading. When moved by crane or forklift, the pipe or pipe bundles should be carried as close to the vehicle and to the ground as practical. Slow speed and removal of obstructions should be considered when the condition of the roadway surfaces is unfavorable. In company yards where pipe is continually handled by warehouse forklifts and cranes, the yards shall be paved and maintained in safe condition and the equipment operated only by qualified warehouse personnel.
15. Care should be exercised in the placing of forks under the pipe or bundle. When needed, a fork apron may be used.
16. Pipe should be moved smoothly without excessive bouncing or rocking.
17. Lengths of pipe may be rolled on or off trailers, trucks, or storage racks, but the pipe shall be under complete control at all times. Control shall be maintained by the use of slings or other suitable restraining devices. Skids used for rolling should be wide enough to prevent damage to the coating and should preferably be padded.
18. In no case shall the pipe be allowed to drop free or roll free, nor shall it otherwise be handled in a manner which might damage the pipe or coating.