SoCalGas

Company Form Instruction

Reporting of Gas Blown to Atmosphere	SCG:	3466

PURPOSE **To report the significant use of or loss of gas into the atmosphere during Company operations or as a result of damage to Company facilities. It is also used to report methane emissions reduction when venting gas to atmosphere from gas pipeline facilities in support of Company operations.**

1. Roles and Responsibilities:

1.1. Company employees, usually a field operations supervisor or project manager, are responsible for completing **Form #3466** to report the loss of gas to atmosphere. For controlled blowdown guidelines during Company operations, see Standard 182.0032, *Blowdown Time, Sizing, and Volume Calculations* and Standard 223.0155, *Planning Pipeline Blowdowns*. For gas loss guidelines as a result of damage to Company facilities, see Standard 182.0155, *Gas Loss Estimation – Pipeline*.

1.2. The **Emissions Strategy Program Team** is responsible for reviewing all completed reporting of gas blown to atmosphere forms and ensures compliance requirements with the **SB1371 Compliance Plan**.

1.3. **Engineering Design** is responsible for the interpretation, revision, and functional review of this Company Form Instruction.

1.4. **Preparation**

Prepare **Form #3466** to report the loss of gas into the atmosphere from Company facilities, if gas is:

- Lost in the shutdown, replacement, and/or abandonment of transmission pipelines or distribution mains operating over 60 psig.
- Lost due to in-line inspection (ILI) operations. For these operations, report the cumulative actual blowdown volume per project.
- Lost in the shutdown, replacement, and/or abandonment of medium-pressure distribution mains of 6" diameter or larger and 1,000 feet or greater in length, operating at a pressure of 60 psig and under.
- Any controlled blowdown operation not included above that will result in a gas loss of 10 MSCF (1 MSCF = 1,000 standard cubic feet) or more, before any methane emissions reduction. This also includes gas used during Company operations (including Storage Operations). For these operations, document the cumulative planned blowdown volume per project.

Note:For gas loss due to Company property damage, **Claims Recovery** reports the gas loss volumes on Form 3466**M**, *Monthly Report of Gas Blown to Atmosphere* and submits to **Gas Accounting** by the third week of the month. If the gas loss meets the criteria established in Standard 182.0155, *Gas Loss Estimation - Pipeline*, then **Claims Recovery** shall refer the volume calculation to **Region Engineering** for distribution pressure systems or to **Transmission Districts** for Transmission lines.

Note: **FORM 4717,** *Underground Storage Field Inventory Adjustments* is completed for planned events when gas is used or lost within the metered limits of an underground storage facility, and the volume is less than 10 MSCF. **Storage Operations** records gas loss volumes below 10 MSCF on **FORM 4717** and submits to **Gas Accounting** monthly. For controlled blowdowns of 10 MSCF or greater, **Form #3466** is completed.

2. Definitions

2.1. **Blowdown** - As defined in **Standard 185.0559, *Terms and Definitions.*** A blowdown can be planned or unplanned (such as in support of an emergency operation), see **Standard 182.0032,** *Blowdown Time, Sizing, and Volume Calculations* and **Standard 223.0155**, *Planning Pipeline Blowdowns.*

2.2. **Methane Emissions Reduction** - The volume of gas saved as a result of the application of one or more methods to reduce the release of natural gas blown into the atmosphere. See **Standard 223.0155**, *Planning Pipeline Blowdowns.*

2.3. **Methane Emissions Reduction Methods** – operations in support of reducing pressure in a pipeline prior to blowdown. The following methods are approved for Company methane emissions reduction operations. For definitions of these methods, see **Standard 223.0155**, *Planning Pipeline Blowdowns.*

- **CNG Capture (tanking)**
- **Cross Compression**
- **Diverting to Other Local Lines**
- **Draw Down Pressure**
- **Thermal Oxidizer**
- **Volume Reduction Via Stopple Fittings**

2.4. See **Standard 182.0185,** *Pressure Terminology and Establishment of Pressure Levels for Piping,* for additional definitions.

2.5. See Gas Standard 223.0415 – *Pipeline and Related Definitions* for further definitions of distribution main and service lines

3. Routing Instructions

3.1. For reporting blowdown events, **Form #3466** and all necessary documentation shall be completed and distributed **within 60 days** of the event to ensure proper and timely recording of costs and to provide documentation of compliance requirements with the **SB1371 Compliance Plan.**

3.2. Collectible Events (such as damages)

3.2.1. Original: shall be sent to **Claims Recovery** at Mail Location **GT14A3**.

3.2.2. Copy: shall be retained in the **originating organization's** files.

3.3. Non-Collectible Events (such as controlled blowdowns)

3.3.1. Original: (**Form #3466** only – supporting documentation should be retained by the originating organization)

3.3.1.1. For actual gas loss of 10 MSCF or more, the original shall be sent to **Gas Accounting** at Mail Location **GT21C4,** or in lieu of a hard copy, scan and email the form to GasAcqAccounting@semprautilities.com.

3.3.1.2. For actual gas loss of less than 10 MSCF, the original shall be retained in the **originating organization's** files.

3.3.2. Copy: For gas loss events of 10 MSCF or more, report it to **Gas Accounting**. A copy of **Form #3466** (including all supporting documentation) shall be retained in the **originating organization's** files.

3.3.3. Electronic copy (All volumes): Email **Form #3466** to the **Emissions Strategy Program Team** at MethaneEmissions@semprautilities.com. Attach electronic copies of all supporting documentation, which shows how the pipeline pressure was reduced prior to the blowdown. Examples of this documentation include, but are not limited to, the following:

- Contractor's cost estimate or scope of work for Cross Compression/Gas Capture operations.
- Communication records with **Gas Control** confirming the availability of time for extended outage.
- Gas Handling Plan and/or Request for Engineering Review (RER) identifying taps that were used for draw-down.
- Completed Gas Capturing & Cross Injection Request form and Cross Injection Close-Out Report from the **CNG/LNG Team**. This is for gas capture operations performed by the **CNG/LNG Team** only. For copies of the request form and the close-out report email the

CNG/LNG Team at
CNGLNGPGCSupportServices@semprautilities.com

3.3.4. Electronic copies of completed **Form #3466** and other associated documentation are maintained on the **Emissions Strategy Program Team's** Company SharePoint Site.

3.3.5. For projects that required multiple blowdowns at the same or at different locations, add up the individual actual blowdown volumes and submit the total cumulative volume on one form per project. The manual calculation option must be used in these instances. See **Section 5.1** below.

3.4. If the gas loss is on a transmission asset, also route documentation and records to **Transmission Technical Services** as a **Transmission Service Request** (TSR).

4. Required Form Retention Period

Reporting of Gas Blown to Atmosphere Forms fall under the Record Series Code ENV-30-02 in the Corporate Records Retention Schedule and shall be retained for 10 years in the **Emissions Strategy Program Team** SharePoint Site.

5. Data Entry Instructions and Sample Form:

A sample form is included as a tab in the downloadable form in **Section 6**.

DATA ENTRY INSTRUCTIONS

(1) Date Gas Blown: Enter the date the gas was lost into the atmosphere.

(2) Location: Enter the location of where the blowdown occurred (Lay down yard, end points, or GPS coordinates).

(3) City: Enter the city or municipality where the blowdown occurred.

(4) District: Enter the SoCalGas operating district where the blowdown occurred.

(5) Department: Select from the drop-down which department initiated the blowdown.

(6) Reason for Gas Blown: Enter the reason for the loss of the gas to atmosphere.

(7) Account #: Enter the Work Order number of the project.

(8) I/O #: Enter the SAP Internal Order number of the project.

(9) USA Ticket #: Enter the number of the related USA Ticket, if applicable.

(10) SAP Plant Maintenance #: Enter the corresponding Plant Maintenance number from SAP.

(11) Cost Center: Enter the responsible department's Cost Center.

(12) Collectible?: Select from the drop-down whether or not the gas loss was collectible by indicating "Yes" or "No".

(13) Line Number: If the blowdown occurred on a high-pressure pipeline, enter the transmission pipeline or supply line number.

(14) Outside Diameter (in): Select the outside diameter of the pipe (inches) that was blown down. In the case of multiple pipe diameters, see **Section 5.1** below on manual calculations. If more than one pipeline diameter exists, select "Multiple".

(15) Wall Thickness: Select the wall thickness of the pipe in inches that was blown down. In the case of multiple wall thicknesses, see **Section 5.1** below on manual calculations. When more than one pipeline wall thickness exists, select "Multiple".

(16) Pipeline Isolation Points (Stationing): Enter the stationing points for the section of the line that was blown down, if applicable.

(17) Total Miles Isolated: Enter the total number of miles of isolated and blown down pipe.

Note: One mile equals 5,280 feet. To enter by footage, enter the footage divided by 5,280. For example, to enter 3,000 feet, type "=3000/5280" (**Figure 1** below) and then press 'Enter' to display the calculated value in feet (**Figure 2** below).

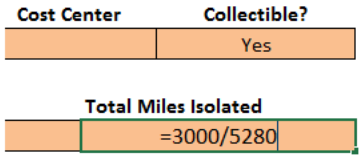

Figure 1

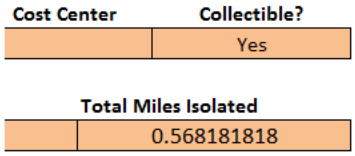

Figure 2

(18) Company Damages: Select from the drop-down whether gas loss was due to damage to Company facilities by indicating "Yes" or "No".

- If "Yes", skip down to the "Blowdown Estimation per Gas Std. 182.0032" section.
- If "No", proceed to the "Blowdown Reduction Methods and Approach" section.

(19) Is this project bundled with other projects that resulted in a net blowdown reduction? Select "Yes" or "No".

- If "Yes" is selected, indicate the Internal Order Number of both projects in the table provided, along with the percentage to be charged to each. Then describe the project bundling details in the box provided.
- If "No", skip to how the pipeline pressure was reduced.

(20) How was the pipeline pressure reduced prior to blowdown? Check all boxes that apply for how the pipeline pressure was reduced prior to the blowdown (see the Definitions section above). If "Other" is checked, provide details in the box below.

(21) Is the total volume of gas loss into the atmosphere (after any methane reduction methods were implemented) greater than 500 MSCF? Indicate if the project resulted in a net gas loss volume greater than 500 MSCF. If the net blowdown exceeded 500 MSCF, provide an explanation in the box below (e.g. safety or reliability of service).

(22) In the section entitled "Blowdown Estimation per Gas Std. 182.0032", select from the drop down whether you will be using the "Automatic Calculations" or the "Manual Data Entry" option.

- If automatic calculations are selected, the "Volume of Gas Saved due to Pressure Reduction" and "Volume Emitted Due to Blowdowns or Purges" fields are automatically populated upon entry of the pressure data.
- If manual data entry is selected, all fields are editable, and no automatic calculations are provided.

(23) Enter the actual operating pressure recorded in PSIG before pressure reduction. (If unknown, enter the system or line's MOP). This field is required for both blowdowns and damages.

(24) Enter the actual gas consumed by the equipment for blowdown reductions in MSCF, if applicable. This information can be obtained by the **CNG/LNG Team**.

(25) Enter the actual pipeline pressure recorded in PSIG at the start of the event after the pressure reduction, if applicable. For guidelines, see Standard 182.0032, *Blowdown Time, Sizing, and Volume Calculations*.

(26) Enter the actual pipeline pressure recorded in PSIG at the end of the event. By default, this value is 0. For more information on estimating gas loss, see Standard 182.0032, *Blowdown Time, Sizing, and Volume Calculations*.

(27) Volume of Gas Saved Due to Pressure Reduction in MSCF

and

(28) Volume Emitted due to Blowdowns/Purges in MSCF will automatically calculate if "Automatic Calculations" was selected – do not edit these fields. To manually calculate these fields, see **Section 5.1** below.

(29) Volume Emitted Due to Damages: For gas loss due to damage to Company facilities only, enter the volume of gas lost into the atmosphere in MSCF due to the damage. This field is enabled if the selection for "Company Damages" is set to "Yes". The field must be populated by manual data entry. For guidelines, see Standard 182.0155, *Gas Loss Estimation – Pipeline*.

(30) Prepared By/Date: Enter the name of the preparer of the form and the date the form was prepared.

(31) Approved By/Date: Enter the name of the approver of the form and the date the form was approved.

5.1. Manual Calculations

Form #3466 gives the user the ability to input their own manual calculations and enter them into the following fields:

(17) Volume of Gas Saved Due to Pressure Reduction (MSCF)
(18) Volume Emitted Due to Blowdowns or Purges (MSCF)

Manual calculation of these fields **is optional** and may be selected if the volume calculations require the following:

1) Multiple pipe diameters exist in the isolated blowdown segment.
2) Multiple wall thicknesses exist in the isolated blowdown segment.
3) Multiple blowdowns and/or blowdown locations, such as for ILI projects.
4) If the blowdown gas is not pipeline quality gas, has a specific gravity other than 0.6, and/or the gas compressibility factor is not the same as per Standard 182.0032, *Blowdown Time, Sizing, and Volume Calculations*. For gas temperatures other than 60°F contact **Gas Engineering - Pipeline Engineering** for compressibility factors.
5) Any other reasons that would require manual calculations as determined by the responsible department.

See Standard 182.0032, *Blowdown Time, Sizing, and Volume Calculations* for guidelines.

6. Accessing the Form

For blank copies of the form and the data entry instructions, (Ctrl) + click the hyperlink below. The form can be filled out electronically.

Form #3466 – *Reporting of Gas Blown to Atmosphere*

7. PROTECTED SECTIONS AND WORDING

The following sections and wording in this document cannot be altered or deleted without prior approval from Pipeline Safety & Compliance and Legal:

Section	Protected Wording (Underlined ONLY)	Justification	Date Wording Added
N/A			

NOTE: Do not alter or add any content from this page down; the following content is automatically generated.
Brief: Fully reviewed. Document was completed re-written to reflect the methane emissions strategy program in support of SB1371. All sections were significantly revised. A new Form was developed, replacing the previous form and is available via a hyperlink. Section 1: Revised roles and preparation instructions. Storage Operations was included. References to the newly revised Gas Standard 223.0155 Planning Pipeline Blowdowns were added. References to Form 4717 were included. Section 2 Added new definitions and references to GS 223.0155. Section 3 Multiple changes to the routing process were made. Section 4 Record retention was updated. Section 5 Entry instructions completely rewritten to reflect the new form

Document Profile Summary	
Responsible Person:	Bustillo, Todd C.
Published On:	11/1/2020
Last Full Review Completed On:	9/25/2020
Document Status:	Active
Doc Type:	FORM
Category (Prior FCD system only):	
If Merged, Merged To Document Number:	
Utility:	SoCalGas
Department:	Gas Engineering
Number of Common Document (if applicable):	3466SD
Confidential Sections:	
Contains OPQUAL Covered Task:	No
Part of SoCalGas O&M Plan:	No
Part of SDG&E O&M Plan:	No
Last O&M Review date:	
Writer:	Bustillo, Todd C.
O&M 49 CFR Codes & Impacted Sections of Document:	
Part of Non-O&M Parts 191-193 Plan:	No
Non-O&M 49 CFR Codes & Impacted Sections of Document:	
Part of Distribution IMP (DIMP):	No
Part of Transmission IMP (TIMP):	No
Part of Storage IMP (SIMP):	No
Impacts GO112F:	No
GO112F Codes & Impacted Sections of Document:	
Impacts GO58A:	No
GO58A Codes & Impacted Sections of Document:	
Impacts GO58B:	No
GO58B Codes & Impacted Sections of Document:	
Part of CA PUC:	No
CA PUC Codes & Impacted Sections of Document:	
Impacts New Business Construction:	No

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Indices/Binders in Which Document is Filed:	DISTM, OEMSTOR, STOR, TPP, TRAN
NOP Learning Module (LM) Training Code:	NOP00694