

Idle Facility Program

SUMMARY

PG&E follows the procedures and requirements in this document to effectively manage and investigate idle electric overhead (OH) and underground (UG) distribution lines.

Idle electric distribution lines are identified, documented, and investigated for future use. Idle lines with a foreseeable future use are classified and mapped accordingly. Idle lines with no foreseeable future use are removed from the field or deactivated.

Electric OH and UG distribution lines in the field are managed and maintained according to all associated policies, standards, rules, and procedures.

This utility procedure supports [UO Policy 3-7, "Gas and Electric Operation, Maintenance, and Construction."](#)

Level of Use: Informational Use

TARGET AUDIENCE

The target audience for this procedure includes the following PG&E personnel:

- Planning managers, supervisors, and engineers
- Compliance managers, supervisors, specialists, clerical staff, and inspectors
- Estimating and design managers, supervisors, associate distribution engineers, and estimators
- Customer contact managers, supervisors, and staff
- Idle facility (IF) investigation team managers, supervisors, and investigators
- Electric maintenance and construction superintendents, supervisors, foremen, and coordinators
- Resource managers, supervisors, and clerical personnel
- Mapping managers, supervisors, and mappers
- Restoration managers, supervisors, and troublemen
- Vegetation management managers, supervisors, and inspectors
- Electric distribution engineering and planning managers, supervisors, and planners
- Land managers, supervisors, and land agents
- Electric mapping managers, supervisors, and mappers

Idle Facility Program

SAFETY

This procedure complies with [Utility Standard SAFE-1001S, "PG&E Injury & Illness Prevention Plan \(IIPP\),"](#) and the [Code of Safe Practices](#).

Properly identifying, documenting, and managing idle electric OH and UG distribution lines reduces future liability and enhances public and employee safety.

Retaining information on idle facilities improves PG&E's ability to respond to requests for information when such facilities are encountered during patrols, inspections, construction, and excavations.

BEFORE YOU START

For an overview of PG&E's Idle Facility Program, REFER to [Utility Standard TD-2459S, "Management of Idle Electric Distribution Lines."](#)

This document is one of five procedures associated with Utility Standard TD-2459S. The following are the other four procedures:

- [TD-2459P-02, "Idle Facility Program – PS&R Office"](#)
- [TD-2459P-03, "Idle Facility Program – PS&R Inspectors and Other QCRs"](#)
- [TD-2459P-04, "Idle Facility Program – CSD, Land Management, and Distribution Engineering and Planning"](#)
- [TD-2459P-05, "Idle Facility Program – Electric Mapping"](#)

TABLE OF CONTENTS

SUBSECTION	TITLE	PAGE
1	General Information	3
2	Idle Facility Identification.....	3
3	Documenting Idle Facilities – Idle Facility (IF) Notification	3
4	Idle Facility Investigation.....	6
5	Temporary Out of Service (TOS) and Temporary Idle Facility (TIF) Investigations.....	8
6	Deactivated (DEACT) and Identified for Removal (I/R) Facilities	9
7	Electric Mapping Functions.....	9

Idle Facility Program

PROCEDURE STEPS

1 General Information

- 1.1 Electric distribution planning personnel PROVIDE strategic direction to the Idle Facility Program, including guidance on the program's long-range scope and scale.
- 1.2 Electric distribution operations personnel SUPPORT work and program management personnel in providing annual direction, financial forecasting, and monthly monitoring of the Idle Facility Program.
- 1.3 Idle facility investigation personnel PERFORM investigations on idle facilities that, if removed, could impact PG&E's ability to provide service to an identified property or parcel. These investigations determine the foreseeable future use for such facilities.
- 1.4 The Idle Facility (IF) Investigation Work Form ([TD-2459S-F01](#)), also known as the "IF Notification," documents the history and outcome of idle investigations.
 - 1. Compliance inspectors and qualified company representatives (QCRs) IDENTIFY AND DOCUMENT potential idle electric lines.
 - 2. Compliance supervisors and specialists REVIEW AND CONFIRM data entered into SAP by inspectors and/or clerical staff.
 - 3. Compliance clerical staff ENTER IF Notifications into SAP.
 - 4. Electric mapping personnel LABEL electric distribution maps with the investigation outcome.

2 Idle Facility Identification

- 2.1 The following are the two methods for identifying idle facilities:
 - 1. Field identification – QCRs IDENTIFY AND REPORT idle electric OH and UG distribution lines. These lines may be discovered during patrols and inspections while removing an electric meter or service, fielding job estimates, or conducting other PG&E-related business.
 - 2. Customer contact identification – Customers CONTACT customer contact personnel to notify PG&E that they plan to leave or have left the PG&E electric distribution system, or to request that PG&E remove facilities from their property.

3 Documenting Idle Facilities – Idle Facility (IF) Notification

- 3.1 QCRs COMPLETE an IF Investigation Work Form ([TD-2459S-F01](#)) to establish a permanent record for managing idle facilities.
- 3.2 Compliance personnel then ENTER the IF Investigation Work Form into SAP to generate an IF Notification. (IF Notifications initiate idle facility investigations and document the history and any foreseeable future use of idle facilities.)

Idle Facility Program

- 3.3 QCRs IDENTIFY AND DOCUMENT idle facility field conditions to help prioritize IF Notifications. These conditions are identified on Page 1 of the IF Investigation Work Form (TD-2459S-F01) and detailed in [Table 1, "Idle Facility Field Conditions and Investigation Priorities,"](#) on Pages 5–6 of this procedure.
- 3.4 QCRs IDENTIFY facilities with a potential future agricultural or vacant building use AND THEN CLASSIFY these facilities, as follows:
- De-Energized –Temporary Out of Service (TOS):
 - o Future agricultural purposes – TOS-AG
 - o Future vacant building purposes – TOS-V
 - Energized – Temporary Idle Facility (TIF):
 - o Future agricultural purposes – TIF-AG
 - o Future vacant building purposes – TIF-V

NOTE

See [Table 2](#) on Page 8 for a complete listing of TOS/TIF classifications.

- 3.5 Compliance supervisors PRIORITIZE idle facility investigations as High, Medium, or Low, AND ASSIGN them a due date to assist idle facility personnel in determining the highest priority work.
1. The due date is the latest date that the idle facility investigation must be completed. (SEE [Table 1.](#))
- **High – Idle facility investigation** personnel PERFORM an investigation within **30 days** of the IF Notification date (date identified in field), unless compliance personnel require an earlier response.
 - **Medium – Idle facility investigation** personnel PERFORM an investigation within **3 months** of the IF Notification date (date identified in field), unless compliance personnel require an earlier response.
 - o IF the facility is related to the Modesto Irrigation District (MID),

THEN a 60-day response is required to fulfill the agreement between the MID and PG&E.
 - **Low – Idle facility investigation** personnel PERFORM an investigation within **1 year** of the IF Notification date (date identified in field), unless compliance personnel require an earlier response.

Idle Facility Program

3.5 (Continued)

NOTE

A high-priority investigation indicates a safety or reliability risk. MITIGATE the hazard(s) AND MAKE the condition safe.

DESCRIBE the urgency of the situation in the IF Notification comments.

Table 1. Idle Facility Field Conditions and Investigation Priorities¹

Condition	Action	Investigation Priority
Safety Situation/Risk.	- Mitigate hazard and make safe, which may include de-energizing. - Initiate an IF Notification for investigation. - Initiate an Electric Corrective (EC) Notification to document any other abnormal conditions to resolve.	High Submit to supervisor by end of day. Enter in SAP, and communicate to idle facility investigation personnel within 2 business days.
Idle transformers that do not have a blue sticker indicating a polychlorinated biphenyl (PCB) content of less than 5 parts per million (ppm) may be classified as High, Medium, or Low priority. Consider current field conditions, the transformer condition, and if the following sensitive locations are nearby: - Surface or ground waters - Sewers or sewage treatment systems - Private or public drinking water sources or distribution systems - Grazing lands - Vegetable gardens or agricultural areas - Daycare centers and schools	- If High priority, mitigate hazard and make safe, which may include de-energizing. - Initiate an IF Notification for investigation; priority is dependent upon field and equipment conditions. - Note the specific field conditions, transformer condition, and transform locations (see "Condition" column notes) in the Comments section.	High – Medium-Low To designate as High priority, consider the identified idle transformer locations, current condition of the transformer (see "Condition" column notes), and current condition of associated facilities (pole, crossarm, etc.)
Future work required to maintain existing idle facility (EC Notifications to repair/replace/relocate facilities).	- Initiate an IF Notification for investigation. - The IF priority depends on the due date of the EC.	High – Medium-Low
PG&E and Modesto Irrigation District (MID) service areas.	Initiate an IF Notification for investigation.	Medium
Idle facilities in raptor concentration zones (RCZs) with suitable habitat to support threatened or endangered raptors.	- Initiate an IF Notification for investigation. - Initiate a Priority B, 3-month EC Notification to de-energize the facility.	Medium – Low

Continued on following page

¹ For locations where multiple conditions or criteria are present, initiate corrective actions associated with the higher priority condition.

Idle Facility Program

3.5 (Continued)

Table 1. Idle Facility Field Conditions and Investigation Priorities¹ (continued)

Condition	Action	Investigation Priority
Oil-filled equipment considerations: • Surface or ground waters • Sewers or sewage treatment systems • Private or public drinking water sources or distribution systems • Grazing lands • Vegetable gardens or agricultural areas • Daycare centers and schools	• Initiate an IF Notification for investigation. • For idle transformers, note the absence or presence of a blue sticker on the IF Notification; a blue sticker indicates a PCB content of less than 5 ppm.	Medium
Idle facility in Tier 2 & 3 Fire Zone.	• Initiate an IF Notification for investigation. • Initiate a Priority B, 3-month EC Notification to de-energize the facility.	Medium
Potential use for agricultural pumps or vacant buildings.	• Initiate an IF Notification for investigation.	Low
Entire primary tap is identified as idle and is unfused. No future work is required to maintain the existing idle facility.	• Initiate an IF Notification for investigation. • Initiate a Priority B, 3-month EC Notification to de-energize the line.	Low

¹ For locations where multiple conditions or criteria are present, initiate corrective actions associated with the higher priority condition.

4 Idle Facility Investigation

4.1 Idle facility investigations determine which facilities have a foreseeable future use. CLASSIFY facilities with a foreseeable future use as TOS or TIF. (SEE [Table 2, "TOS/TIF Classifications,"](#) on Page 8.)

1. A joint idle facility investigation with electric planning and/or land personnel may be required.

4.2 Idle facility investigation personnel PERFORM investigations which require customer outreach. Customer outreach may be in the form of a certified letter, phone call, or email.

1. DOCUMENT all conversations on an IF Notification AND/OR ATTACH documented conversations to the IF Notification in SAP. (SEE [Utility Procedure TD-2459P-04, "Idle Facility Program – CSD, Land Management, and Distribution Engineering and Planning."](#))

4.3 Idle facility investigations may require joint investigations with various departments. TAKE the following steps when planning and conducting joint investigations:

1. ASK planning personnel to review the facilities to determine if they are needed for future capacity or reliability.
2. ASK land personnel, as necessary, to determine the current property owner.

Idle Facility Program

4.3 (continued)

3. DETERMINE if the facilities are covered by an existing Main Line Extension Agreement (MLX) or Special Facilities Agreement (SFA).
 - a. Active MLXs or SFAs may be de-energized but should be retained until the expiration of the MLX agreement or termination of the SAF, unless otherwise notified by the customer.
 - b. IF the customer chooses to remove the facilities and terminate the MLX or SFA agreement or the customer cannot be located,

THEN FOLLOW the existing MLX or SFA cancellation process AND/OR CONTACT customer fund management personnel for assistance.

4.4 When facilities do not have a foreseeable future use, CLASSIFY them as identified for removal (I/R) or deactivated (DEACT).

1. I/R facilities are UG and OH facilities that are identified as idle and scheduled for removal from the field.
2. DEACT facilities relate only to UG facilities that cannot be reasonably removed, as described in [Utility Standard TD-2013S, "Deactivation of Underground Electric Distribution Facilities."](#)

NOTE

For further clarification of DEACT and I/R classifications, REFER to [Section 6, "Deactivated \(DEACT\) and Identified for Removal \(I/R\) Facilities,"](#) on Page 9.

- 4.5 Continue to MANAGE AND MAINTAIN electric distribution lines identified in the field as TOS, TIF, DEACT, or I/R, according to associated policies, standards, rules, and procedures.
- 4.6 DOCUMENT the investigation outcome on the IF Notification AND COMMUNICATE that outcome to compliance personnel.
- 4.7 Compliance action is required for the following idle categories:
 1. TOS/TIF Classification – When an IF Notification with a Future (FUTR) status is activated, VERIFY that pending maintenance exists, AND SCHEDULE maintenance for completion before the Electric Corrective (EC) Notification due date.
 2. I/R or DEACT Classification – VERIFY pending maintenance AND COORDINATE removal/deactivation activities with the EC Notification due date.
 - a. UPDATE the EC work type code and maintenance activity type to reflect the removal or deactivation of facilities.

Idle Facility Program

4.7 (continued)

- b. IF there is no pending maintenance scheduled,

THEN compliance personnel RECEIVE an auto-generated S9 Notification to initiate the removal process.

- EC Notifications for idle removals with no pending maintenance default to EC Notification, with a required end date of 2 years (OH or UG) Priority F complete within 2 years.
- (1) ENTER a funded repair date (FRD), based on field conditions, not to exceed 2 years.
- (2) COORDINATE EC Notifications for idle removals with pending maintenance so that they are completed before the pending EC Notification due date.

- 4.8 Idle facility investigation personnel COMMUNICATE the investigation outcome to mapping personnel by initiating a Request for Work (RW) Notification.

1. The RW Notification identifies the facility classification as one of the following: TOS (any classification), TIF (any classification), DEACT, or I/R.

5 Temporary Out of Service (TOS) and Temporary Idle Facility (TIF) Investigations

- 5.1 CLASSIFY idle facilities with a foreseeable future use as TOS/TIF. For a complete list of TOS/TIF classifications, REFER to [Table 2](#).

Table 2. TOS/TIF Classifications

Temporary Out of Service (TOS) De-Energized Temporary Idle Facility (TIF) Energized		
Facilities with a future use are grouped into one of the following classifications:		
TOS-AG	Potential agricultural use	De-energized
TIF-AG	Potential agricultural use	Energized
TOS-V	Potential service to an existing vacant building	De-energized
TIF-V	Potential service to an existing vacant building	Energized
TOS-CAP	Potential PG&E use for capacity or reliability	De-energized
TIF-CAP	Potential PG&E use for capacity or reliability	Energized
TOS-F	Future customer use identified by service planning	De-energized
TIF-F	Future customer use identified by service planning	Energized
TOS-MLX	Current Main Line Extension Agreement	De-energized
TIF-MLX	Current Main Line Extension Agreement	Energized
TOS-SFA	Current Special Facilities Agreement	De-energized
TIF-SFA	Current Special Facilities Agreement	Energized

Idle Facility Program

6 Deactivated (DEACT) and Identified for Removal (I/R) Facilities

- 6.1 Following an investigation, CLASSIFY idle facilities that are not considered to have a foreseeable future use as I/R or DEACT.
- 6.2 Only UG facilities can be deactivated. SEE [Utility Standard TD-2013S, "Deactivation of Underground Electric Distribution Facilities."](#)
- 6.3 When idle facilities are scheduled for removal as a result of an idle facility investigation:
 - 1. Idle investigation personnel CONTACT compliance personnel.
 - 2. Compliance personnel then CREATE a Priority F (within 2 years) EC Notification for the facilities AND ASSUME job/owner responsibilities for coordinating the removal work.
- 6.4 When the idle facilities are scheduled for removal as a result of a customer inquiry/request:
 - 1. Customer contact personnel INITIATE the notification for removal in conjunction with a new business project or as Work Requested by Others (WRO).
 - 2. Customer contact personnel ASSUME job/owner responsibilities for coordinating the removal work.
- 6.5 Removing idle facilities initiated by a customer request does not require an investigation.

7 Electric Mapping Functions

- 7.1 Electric mapping personnel RECEIVE idle facilities information (through RW Notifications and completed job packages) AND TAKE the following actions:
 - 1. Upon receipt of an RW Notification indicating an idle line classification:
 - a. UPDATE the appropriate mapping system.
 - b. LABEL the identified electric distribution maps according to the idle electric distribution line classification.
 - c. MAINTAIN an idle facilities file for all TOS/TIF facilities, as required.
 - d. When the line is no longer inactive, REMOVE the TOS/TIF classification from all associated maps and the idle facilities file.
 - 2. Upon receipt of a completed job package advising that facilities have been removed or deactivated in the field:
 - a. REMOVE identified OH facilities from all associated maps.

Idle Facility Program

7.1 (continued)

- b. REPORT the removal of all applicable continuous structure data, as well as franchise footage data, through the Tangible Property List (TPL) Data Entry System.
- c. REMOVE the I/R classification from facilities previously mapped as I/R.
- d. LABEL UG facilities that cannot be removed as DEACT on the distribution maps.
- e. REMOVE related notifications from the idle facilities file and electronic list, AND PLACE notifications from the job package in permanent storage with the plant maintenance (PM) order used to remove or deactivate facilities in the field.

END of Instructions

Idle Facility Program

DEFINITIONS

Deactivated (DEACT): Refers to underground electric distribution facilities that are no longer needed, cannot be practically repaired, replaced, or removed, and have no foreseeable future use. Deactivated facilities must be maintained in a safe condition.

Electric Corrective (EC) Notification: Notification initiated in SAP for planning and tracking preventive or corrective maintenance work.

Identified for removal (I/R): Facilities that have no foreseeable future use and are scheduled for removal or deactivation.

Idle facilities (IFs): One or more spans of overhead or runs of underground conductors and their associated structures, equipment, and facilities that do not serve customer load. Idle lines can range from a single service to an entire line section.

Idle Facility (IF) Investigation Work Form, also known as “IF Notification” (TD-2459S-F01): Form used to document customer contact idle facility investigations.

Qualified company representative (QCR): A PG&E representative who, by reason of knowledge, training, and work experience, can perform required tasks on electric distribution facilities.

Raptor concentration zone (RCZ): Zones on maps that represent geographical areas where raptors are known to frequent. Various conditions are used to determine which geographic areas are designated as RCZs. For additional information, refer to [Numbered Document 068181, “Raptor Concentration Zones for Overhead Lines.”](#)

SAP: The primary database PG&E uses to track work and associated costs.

Temporary idle facilities (TIFs): Idle lines with potential for future use that are energized, patrolled, inspected, and maintained.

Temporary out of service (TOS): Idle lines with potential for future use that are de-energized, patrolled, inspected, and maintained.

Tier 1: Areas on the California Public Utilities Commission Fire-Threat Map (“CPUC Fire-Threat Map”) where there is not an elevated or extreme fire risk for destructive utility-associated wildfires. (PG&E utility records refer to this zone as “Tier 0.”)

Tier 2: Areas on the CPUC Fire-Threat Map where there is an elevated risk for destructive utility-associated wildfires. The CPUC Fire-Threat Map is currently in an advanced stage of development.

Tier 3: Areas on the CPUC Fire-Threat Map where there is an extreme risk for destructive utility-associated wildfires.

Idle Facility Program

IMPLEMENTATION RESPONSIBILITIES

- The managers in charge of planning are the owners of this procedure and are responsible for providing program direction.
- The managers in charge of compliance are responsible for communicating this procedure to supervisors, specialists, clerical staff, and inspectors.
- The managers in charge of idle facility investigations are responsible for communicating this procedure to supervisors and idle facility investigators.
- The managers in charge of estimating and design are responsible for communicating this procedure to supervisors, estimators, associate distribution engineers, or other QCRs in the estimating and design organization.
- The superintendents in charge of maintenance and construction are responsible for communicating this procedure to construction supervisors, coordinators, foremen, or other QCRs.
- The managers in charge of restoration are responsible for communicating this procedure to supervisors and troublemen.
- The managers of vegetation management are responsible for communicating this procedure to vegetation supervisors and QCRs.
- The managers in charge of electric mapping are responsible for implementing the mapping responsibilities described in this procedure and associated documents.
- The managers of customer contact are responsible for communicating this procedure to supervisors, industrial power engineers, senior new business representatives, and customer contact estimators.
- Land managers are responsible for communicating this procedure to supervisors and land agents.
- The managers of resources are responsible for communicating this procedure to supervisors and clerical personnel.
- All employees who work on idle electric OH and UG distribution lines are responsible for complying with this procedure.

GOVERNING DOCUMENT

[Utility Standard TD-2459S, "Management of Idle Electric Distribution Lines"](#)

Idle Facility Program

COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

California Public Utilities Commission (CPUC) General Orders (G.O.s):

- [95, "Rules for Overhead Electric Line Construction," Rule 31.6, "Abandoned Lines"](#)
- [165, "Inspection Requirements for Electric Distribution and Transmission Facilities"](#)

Records and Information Management:

The document owner, or designee, ensures any records generated by this procedure are maintained in accordance with the Enterprise Records and Information (ERIM) program policy, standards, and Enterprise Records Retention Schedule (ERRS). Refer to [GOV-7101S, "Enterprise Records and Information Management,"](#) and related standards.

Management of records includes, but is not limited to:

- Integrity
- Storage
- Retention and Disposition
- Classification and Protection

REFERENCE DOCUMENTS

Developmental References:

[Electric Rule 16, "Service Extensions"](#)

Supplemental References:

[Code of Safe Practices](#)

[Company Form TD-2459S-F01, "Idle Facility \(IF\) Investigation Work Form"](#) (IF Notification)

[Numbered Document 068181, "Raptor Concentration Zones for Overhead Lines"](#)

[UO Policy 3-7, "Gas and Electric Operation, Maintenance, and Construction"](#)

Utility Procedures:

- [TD-2459P-02, "Idle Facility Program – PS&R Office"](#)
- [TD-2459P-03, "Idle Facility Program – PS&R Inspectors and Other QCRs"](#)
- [TD-2459P-04, "Idle Facility Program – CSD, Land Management, and Distribution Engineering and Planning"](#)
- [TD-2459P-05, "Idle Facility Program – Electric Mapping"](#)

Idle Facility Program

REFERENCE DOCUMENTS (continued)

Utility Standards:

- [SAFE-1001S, "PG&E Injury & Illness Prevention Plan \(IIPP\)"](#)
- [TD-2013S, "Deactivation of Underground Electric Distribution Facilities"](#)

APPENDICES

NA

ATTACHMENTS

NA

DOCUMENT RECISION

This utility procedure cancels and supersedes Utility Procedure TD-2459P-01, "Idle Facility Program Overview," Rev. 2, dated 08/18/2014.

DOCUMENT APPROVERS

Mark Esguerra, Senior Director

Rudy Movafagh, Director

Mary Hvistendahl, Director

DOCUMENT OWNERS

[REDACTED], Senior Manager

[REDACTED], Manager

[REDACTED], Senior Manager

[REDACTED], Manager

DOCUMENT CONTACTS

[REDACTED]
Supervisor

Idle Facility Program

DOCUMENT CONTACTS (continued)

[REDACTED]
Supervisor

[REDACTED]

[REDACTED]
Project Manager

[REDACTED]

[REDACTED]
Supervisor

[REDACTED]

[REDACTED]
Manager

[REDACTED]

Idle Facility Program

REVISION NOTES

Where?	What Changed?
Title	Changed from "Idle Facility Program Overview" to "Idle Facility Program."
Throughout Document	- Transferred content to updated Guidance Document Management (GDM) template. - Made minor edits to comply with new GDM writing and formatting requirements. - Changed references from "public safety and regulatory" to "compliance" personnel. - Changed references from "customer service delivery (CSD)" to "estimating and design," "customer contact," and "idle facility investigation" personnel. - Changed references from "asset strategy and reliability" to "planning." - Changed references from "M&C" to "maintenance and construction." - Changed references from "Graphic Information System (GIS)" to "mapping." - Changed references from "Service Planning Due Date (SPDD)" to "date."
Summary	Removed "funding" as a determining factor in the number of investigations completed each year.
Target Audience	Added/clarified Target Audience members.
Table 1	Added information regarding idle facilities in Tier 2 & 3 Fire Zones.
Section 4.7.2.b	Reduced the timeframe for facility removal to 2 years.
Definitions	- Added definition for "Tier 1" (including the text: "PG&E utility records refer to this zone as 'Tier 0'"). - Added definition for "Tier 2" and "Tier 3."
Implementation Responsibilities	Clarified the roles and responsibilities for implementing this procedure.
Compliance Requirement / Regulatory Commitment	Added language to comply with new regulatory requirement.
Document Approvers	Updated document approvers.
Document Owners	Updated document owners.
Document Contacts	Updated document contacts.
Attachment 1	Cancelled Attachment 1, "Idle Facility Process Overview."