

## Electric Distribution and Transmission As-Built Standard

### SUMMARY

This utility standard provides the requirements for creating Electric Operations (EO) (Transmission and Distribution [T&D]) As-Built Packages during the construction process.

Specifically, this standard:

- Explains the importance of As-Built Packages.
- Highlights what is required for As-Built Packages and the general process to follow.
- Provides a framework for understanding the requirements for the As-Built EO (T&D) processes.
- Defines the process for PG&E personnel to ensure that consistent, high-quality information is entered into the appropriate system(s) of record (SORs) for As-Built Packages.

### TARGET AUDIENCE

The standard is intended for anyone who creates, uses, or modifies As-Built information including, but not limited to, the following personnel:

- Design engineers and project engineers
- Order Management Desk (OMD)
- Maintenance and Construction (M&C) foremen and supervisors
- General Construction (GC), including superintendents, supervisors, and crew foremen
- Contract Construction (CC), including superintendents, supervisors, and crew foremen
- Inspectors
- PG&E contract engineers and designers
- Asset Management, including asset maintenance planners
- Job owners (JOs)
- Program Management, including project controls analysts
- Process owners
- Estimating Internal and External, including estimating supervisors

## Electric Distribution and Transmission As-Built Standard

### TARGET AUDIENCE (continued)

- Clerical, including supervisors
- Mapping
- Applicant designers and installers
- Gas for Electric (GC Civil Undergrounding) foremen
- Field engineers (FEs), field engineer technicians, and supervisors for crews performing excavation, trenching, and substructure work

### TABLE OF CONTENTS

SECTION	TITLE	PAGE
1	Framework for As-Built Requirements.....	2
2	As-Built Information Criteria.....	5
3	Categories of Work that Require As-Built.....	6
4	As-Built Process Metrics.....	6
5	What is in an As-Built Package?.....	6
6	Conformance with Asset Registry Guidance .....	7
7	As-Built Requirement Changes .....	8
8	Record Retention Requirements .....	8

### REQUIREMENTS

#### 1 Framework for As-Built Requirements

- 1.1 The term “As-Built” refers to records that contain information about assets that are installed, replaced, relocated, removed, repaired, deactivated, or idled in a work scope performed for an order.
1. As-Built information is incorporated into the Asset Registry because the information is used to support work planning, grid operations, and asset risk management activities.

## Electric Distribution and Transmission As-Built Standard

- 1.2 Asset information in the Asset Registry is used to:
  - Assess the risk and criticality of PG&E assets.
  - Safely perform work on and around PG&E assets in the field.
  - Schedule and perform inspection and maintenance on PG&E assets.
- 1.3 At a minimum, critical asset information must be updated timely and accurately in the Asset Registry. This facilitates operational, compliance, and financial risk management.
- 1.4 Construction crews must submit As-Built information to complete the following actions:
  - Articulate the action or scope of work performed on assets.
  - Identify which assets and attributes are affected.
  - Determine where the assets are located.
  - Identify how the assets are connected to the grid.
  - Provide a unique identifier for the person completing the work.
  - Identify when the work was completed.
- 1.5 Actions performed on the asset can include:
  - Installation
  - Replacement
  - Relocation
  - Removal
  - Repair
  - Deactivation
  - Left idle (energized or de-energized)
- 1.6 Information on actions performed helps determine the level of detail required for five categories of information: What, Where, How, Who, and When.

## Electric Distribution and Transmission As-Built Standard

### 1.7 The “What” Category

1. Information in the “What” category can vary based on the asset.
  - a. **Example:** A transformer and fuse require different attributes to identify the asset and describe it in more detail.
  - b. Items in the “What” category include, but are not limited to:
    - Size
    - Type
    - Manufacturer
    - Make
    - Model
    - Serial number
    - Length
    - Height
    - Operating number

### 1.8 The “Where” Category

1. The location of an asset is indicated by:
  - Global positioning system (GPS) coordinates – must be accurate within 3 feet of the location to meet Electric Distribution (ED) requirements, per the Primary Wildfire Conflation Plan
  - Cross streets
  - Street address

### 1.9 The “When” Category

1. Descriptions included in the “When” category, as well as indicators used to calculate age, include, but are not limited to:
  - Date installed
  - Year manufactured

## Electric Distribution and Transmission As-Built Standard

### 1.10 The “How” Category

1. How assets are connected to the grid.
  - Voltage level (primary, secondary, service)
  - Network connectivity (primary, secondary voltages)

### 1.11 The “Who” Category

1. Who performed the work.
  - a. The crew leader reviews and approves the As-Built Package, confirming that the provided As-Built documentation matches the As-Built work performed.

## 2 As-Built Information Criteria

### 2.1 As-Built information must be unambiguous, traceable, verifiable, accurate, and complete (UTVAC):

- Unambiguous: Asset information that has a single interpretation. It should not introduce ambiguity that can result in multiple interpretations of the information.
- Traceable:
  - Asset information is traceable if the identifying information provided about an asset (serial number, manufacturer specifications, etc.) can be linked to the source of that asset through some record, such as a purchase requisition or other records provided by the manufacturer.
  - Information about the work performed on an asset (i.e., installation, replacement, relocation, removal, repair, deactivation, or left idle) is traceable if the information entered on a form can be linked to the source of that information, such as the LAN ID of the individual entering the information.
- Verifiable: The information provided can be confirmed by comparing it with the same information in other fields of a form or with markings on what is installed, replaced, relocated, removed, repaired, deactivated, or left idle in the field.
- Accurate: The information, when examined within the context of other As-Built information, appears to be correct.
- Complete: All required information is provided.

## Electric Distribution and Transmission As-Built Standard

### 3 Categories of Work that Require As-BUILTS

- 3.1 As-BUILTS are required for all work that entails the installation, replacement, removal, repair, relocation, deactivation, or idling of mapped assets, regardless of work type.

**NOTE**

[Attachment 1, "Electric Distribution As-Built Matrix,"](#) and [Attachment 2, "Electric Transmission As-Built Matrix,"](#) provide guidance on asset/action combinations that require mapping and/or estimating.

### 4 As-Built Process Metrics

**NOTE**

[Utility Procedure TD-2051P-11, "Electric Distribution Aging Orders Dashboard"](#) provides guidance on how to measure As-Built order cycle times and the status of steady state, aging, and aged orders. For further information, contact the As-Built team at [asbuiltmailbox@pge.com](mailto:asbuiltmailbox@pge.com).

- 4.1 As-Built timeliness metrics, agreed upon by EO leadership, include:
- Cycle time: Refers to the number of days it takes to process an As-Built from "Construction Complete" to "Validate As-Built Updates Complete."
  - Age: Refers to the number of days an As-Built has been "in-flight" after "Construction Complete" and to "Validate As-Built Updates Complete."
- 4.2 The As-Built Program may also track the following metrics (targets vary by work type):
- Productivity: Throughput. Refers to the volume processed within the target cycle time.
  - Completeness of As-Built Packages: As-Built Packages completed on submission.
  - Quality of As-Built Packages: As-Built Packages without Incomplete Documentation (IDOCs) or go-backs.

### 5 What is in an As-Built Package?

- 5.1 The guidance regarding an As-Built Package is as follows:
1. An As-Built Package consists of records that describe or depict the final configuration, location, and status of electric assets after construction is complete. These documents are called As-Built Records, which can be in paper, electronic, or digital formats.
    - a. As-Built Records include asset information used to update the Asset Registry.

## Electric Distribution and Transmission As-Built Standard

### 5.1 (continued)

- b. In the job package, personnel must provide details about the following actions performed on assets:
- Installation
  - Replacement
  - Relocation
  - Removal
  - Repair
  - Deactivation
  - Left idle (energized and de-energized)

#### NOTE

[Attachment 1, "Electric Distribution As-Built Matrix,"](#) and [Attachment 2, "Electric Transmission As-Built Matrix,"](#) provide guidance on asset/action combinations that require mapping and/or estimating.

2. As-Built Records are one component of a job package submitted upon construction completion submission. The other part of the job package includes Compliance Records.
- a. These are pre-designed documents that provide details pertaining to procedures followed during the performance of work.
- b. Compliance Records are audited by Quality Management to ensure compliance with procedures.
- c. For example, [Form TD-2504P-01-F01, "Distribution Construction Completion Standards Checklist \(CCSC: B1, M610615\),"](#) ("the CCSC") is used to document details about how work is performed and to show whether the crew adheres to Construction standards and procedures.

## 6 Conformance with Asset Registry Guidance

- 6.1 [Utility Standard TD-9212S, "Electric Operations Asset Registry Governance,"](#) ("Asset Registry Standard") provides the requirements and methodologies to govern PG&E's EO Asset Registry.

## Electric Distribution and Transmission As-Built Standard

- 6.2 This As-Built standard supports the following documents, which provide detailed guidance about the creation of As-Built Packages and ingestion of asset data into the EO Asset Registry:
- [Utility Standard TD-9212S, “Electric Operations Asset Registry Governance”](#)
  - [Utility Procedure TD-9212P-03, “Electric Operations Asset Registry Data Quality Procedure”](#)
- 6.3 The steps outlined in this document must conform with [TD-9212S](#) and [TD-9212P-03](#).
1. Contact the program manager for the Electric Data Management and Analytics team for further information.
- 6.4 Personnel who execute the processes described in this document help ensure conformance with the Asset Registry Standard.
- ### 7 As-Built Requirement Changes
- 7.1 To add or remove an asset or its attributes, a requestor must submit a request to the appropriate asset family owner.
- 7.2 [TD-9212S](#) requires asset family owners to identify critical assets and critical data elements (CDEs).
1. Refer to the [Electric Asset Excellence SharePoint site](#) to identify asset family owners by asset types.

#### NOTE

Teams proposing asset data requirement changes must work with the asset family owner (typically, Asset Strategy), engaged stakeholders, and business data stewards to vet the request. These teams must ensure all processes and associated procedures affected by the addition/removal of an asset and/or attributes are updated. They must also ensure information is processed in the Asset Registry.

### 8 Record Retention Requirements

- 8.1 An As-Built Package is considered the document of record once an electronic, paper, or digital version is uploaded into the SORs, as stated in the following documents:
- [Corporation Policy GOV-01, “Enterprise Records and Information Management Policy”](#)
  - [Corporation Standard GOV-7101S, “Enterprise Records and Information Management Standard”](#)
- 8.2 Records must be retained per [GOV-7101S, Attachment 1, “Information & Records Retention Schedule.”](#)

#### END of Requirements



## Electric Distribution and Transmission As-Built Standard

### DEFINITIONS

**Abandoned facility:** Facilities that have been determined by PG&E to have no foreseeable future use and are left in the field.

**Acquiring a facility:** PG&E taking partnered ownership with another utility to support newly installed facilities.

**Altered facilities:** Refers to existing facilities that are changed, deactivated, or removed from the original installation. These are red-lined facilities.

**Applicant install:** Refers to the installation of gas or electric assets or facilities that connect to PG&E services. A customer or third-party vendor performs this work.

**As-Built:** Refers to information about assets that are installed, replaced, relocated, removed, repaired, or deactivated in a work scope performed under an order. As-Built information consists of various drawings, forms, or other documents that show facilities completed by field personnel.

**As-Built documents:** Consists of any construction document showing the state of as-installed or altered facilities. As-Built documents must meet the following two criteria:

1. Follow all PG&E procedures that specify when each document type is required.
2. Contain information that addresses some combination of the following questions:
  - What asset was acted on?
  - Where was the asset installed?
  - When did the action take place?
  - How is the asset connected to the electrical system?
  - Who performed the action?
- Refer to [Utility Procedure TD-9100P-15, "Electric Distribution Design Estimator Procedure," Attachment 1, "DMS Document Naming Cross Reference Table,"](#) for allowable As-Built Mapping A06 Document Types for upload in SAP, the SOR.

**As-Built drawing/map:** A design drawing that conveys information about assets installed, replaced, removed, repaired, relocated, deactivated, or left idle. An As-Built drawing is also used to convey red-lined changes to the original design and job-related notes.

## Electric Distribution and Transmission As-Built Standard

### DEFINITIONS (continued)

**As-Built Package:** Consists of any documents, whether in paper, electronic, or digital form, that describe or depict the final configuration, location, and/or status of installed electric components after construction is complete. An As-Built Package consists of:

- Drawings
- Crew instructions
- Crew Foreman Sign-Off Sheet
  - Electronic field submittal from an approved field application is acceptable.

**Asset:** A tangible property used in the operations of an entity, but that is not expected to be consumed or converted into cash in a typical course of events. Examples include towers, gas pipelines, electricity cables, substations, and transformers.

**Asset Registry:** The systems of record (SORs) that contain asset information. It consists of the Geographic Information System (GIS) and SAP.

**Capital Order:** Tracks all costs (net of billing credits) incurred to install and/or remove capital retirement units, which are listed in PG&E's Retirement Units Catalog (Assets). The order settlement rules/unit estimates direct the installation costs to plant accounts and direct the removal costs to accumulated depreciation.

**Civil work:** Refers to installation of conduit, boxes, vaults, and pads using the appropriate excavation method.

**Compliance Records Job Aid:** A job aid that provides links to documents that clarify which Compliance Records must be completed for different scopes of work.

**Construction completion:** The date the civil and electrical scope is complete.

**Construction Completion Standard Checklist (CCSC):** A checklist used by the crew foreman at each location to ensure that construction has been completed per Construction standards and procedures. The CCSC ensures adherence with PG&E standards and procedures and ensures that all safety and reliability issues have been addressed. The CCSC can also be used as a part of a tailboard. Work verification personnel also use the CCSC.

**Construction Package:** Refers to when the "Estimated Job Package" is printed and given to the crew foreman.

**Crew Instructions:** A location-by-location listing that provides details of work to be completed within the scope of an estimated job. This works in conjunction with Crew Materials.

**Crew Materials:** The Estimated Job Package includes a materials list which identifies materials corresponding to the Crew Instructions and materials required.

## Electric Distribution and Transmission As-Built Standard

### DEFINITIONS (continued)

**Critical data element (CDE):** Refers to data elements required to meet business process, regulatory compliance, risk analytics, or reporting obligations. CDEs are also required to safely conduct daily business transactions or operations for specific functional areas.

**Deactivated facility:** Underground electric distribution assets that remain in the ground after being permanently disconnected from the active electric system and retired from electric plant use. Deactivated assets that are no longer needed, cannot be practically repaired, replaced, or removed, and have no foreseeable future use for the conveyance of electricity.

**Design materials:** Refers to materials ordered by Estimating and entered in SAP.

**Digital data:** Refers to data that can be ported directly to a system of record (SOR) without human intervention.

**Electric work:** Refers to installation, replacement, removal, and connection of overhead or underground electrical cable or equipment.

**Electronic information:** Refers to data in electronic documents (e.g., PDFs) that must be transcribed by a person into an SOR.

**Engineered work (Transmission):** Refers to design for 60, 70, and 115 kilovolts (kV). Also refers to all 230 and 500 kV design work and any lattice steel or self-supporting tubular steel pole designs.

**Estimated Job Package:** Refers to a set of documents describing the requirements for a pending construction job. It includes the job design plans used for pre-mapping proposed Facility Damage Action (FDA) facilities.

**Estimated work:** Refers to a designed job that contains cost information for capital assets installed, replaced, relocated, removed, repaired, or deactivated.

**Expense Order:** Tracks all costs incurred to install or repair minor items of property independent of a Retirement Unit, Costs (Assets) incurred to operate and maintain a Retirement Unit, and other costs incurred that do not meet the capitalization criteria.

**Facilities:** Refers to any electrical power generating plant, switchyard, transformer station, or transformer substation. It does not include any line transformer or other similar equipment used in the transmission or distribution of electricity.

**Idled facilities (Distribution):** One or more spans of overhead or runs of underground conductors, together with their supporting poles or structures, and appurtenances that are located outside buildings and do not serve customer load. Idle lines can range from a single service to an entire line section and can be energized or de-energized.

## Electric Distribution and Transmission As-Built Standard

### DEFINITIONS (continued)

**Idled facilities (Transmission Line):** Refers to facilities not currently being used to serve transmission load or generation facilities. Idle facilities can be either transmission line facilities that are de-energized or facilities that are energized at distribution voltages.

**Installed facility:** Newly added electric assets in the field.

**Issued for Construction (IFC):** A set of documents created by engineering personnel describing the requirements for a pending construction job.

**Job Package:** A collection of work documents used by a variety of departments, such as Estimating, Construction, Engineering, and Mapping. A Job Package contains As-Built documents and Compliance documents. As-Built documents depict work performed on assets in the field, and Compliance documents show that the work was done in accordance with established procedures.

**Like-for-like replacement:** Refers to the replacement of a mapped asset with a functionally equivalent asset. [Attachment 1, "Electric Distribution As-Built Matrix,"](#) and [Attachment 2, "Electric Transmission As-Built Matrix,"](#) can be used to determine if documentation for a like-for-like replacement must be submitted.

**Major Emergency:** Refers to an unplanned emergency event that requires the creation of a single order, based on location and work type. Major Emergency work can be estimated or non-estimated (e.g., repair).

**Non-estimated work:** Refers to routine work not consisting of estimated cost information.

**Notification:** Provides the planned required tasks for execution on an order so it can progress to completion. Notifications also ensure that the proper units are captured.

**Order:** Used to plan, track, and execute one or more notifications.

**Order creation:** Refers to the order setup phase of the capital lifecycle. This is the period before construction, including establishing the project and work orders. It also includes identifying the proposed accounting, conducting preliminary work, and obtaining the necessary authorizations.

**Planned work:** Refers to when the work scope, schedule, and resources are known in advance. Planned work can be estimated and non-estimated.

**Red-lining:** Refers to editing a design drawing or other construction document using red ink to reflect deviations from the design.

**Relinquished facility:** The release of a partnered ownership.

**Relocating a facility:** Moving a facility from one location to another.

## Electric Distribution and Transmission As-Built Standard

### DEFINITIONS (continued)

**Removing a facility:** Taken out of the field.

**Repairing a facility:** Fixing a broken, damaged, or deteriorated asset or asset component.

**Replacing a facility:** Removing an existing asset or asset component and installing a new asset or asset component in its place.

**Routine Emergency work:** Refers to an unplanned small event that requires the creation of a single order with a single notification for the affected location. Routine Emergency work can be estimated and non-estimated (e.g., repair).

**Span:** Refers to the length of a conductor that goes between pole to pole, box to box, regardless of the number of phases involved. "Less than a span" indicates that the amount of conductor replaced is less than pole to pole. "More than a span" indicates that the conductor length is more than two poles or two boxes. A "full set" indicates all phases in a span.

**Swing:** Moving one end of a conductor to a different connection, while keeping the other end attached to an existing facility.

**Systems Applications and Products in Data Processing (SAP):** The network software PG&E uses as one of its SOR.

**Topped:** Cutting a pole from its original height to a level for another company or facility.

**Transfer:** Taking existing facilities off an old facility and putting a new facility in its place.

**UTVAC:** Stands for the following:

- Unambiguous: Asset information that has a single interpretation. It should not introduce ambiguity that can result in multiple interpretations of the information.
- Traceable:
  - Asset information is traceable if the identifying information provided about an asset (serial number, manufacturer specifications, etc.) can be linked to the source of that asset through some record, such as a purchase requisition or other records provided by the manufacturer.
  - Information about the work performed on an asset (i.e., installation, replacement, relocation, removal, repair, deactivation, or left idle) is traceable if the information entered on a form can be linked to the source of that information, such as the LAN ID of the individual entering the information.
- Verifiable: The information provided can be confirmed by comparing it with the same information in other fields of a form or with markings on what is installed, replaced, relocated, removed, repaired, deactivated, or left idle in the field.

## Electric Distribution and Transmission As-Built Standard

### DEFINITIONS (continued)

- **Accurate:** The information, when examined within the context of other As-Built information, appears to be correct.
- **Complete:** All required information is provided.

### IMPLEMENTATION RESPONSIBILITIES

Supervisors from the [Target Audience](#) on Pages 1–2 must communicate this updated standard and associated procedures to all construction personnel. The contents of this standard replace Utility Standard TD-2050S, “Electric Distribution and Transmission Line As-Built Packages.”

### GOVERNING DOCUMENT

NA

### COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

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

- [95, “Rules for Overhead Electric Line Construction”](#)
- [128, “Rules for Construction of Underground Electric Supply and Communication Systems”](#)
- [165, “Inspection Requirements for Electric Distribution and Transmission Facilities”](#)

#### Information and Records Management:

PG&E Data, Information, and Records are company assets that must be traceable, verifiable, accurate, and complete and can be retrieved upon request. Functional Areas are responsible for complying with the Information & Records Governance Policy, Standards, and the Information and Records Retention Schedule. Refer to [GOV-7101S, “Enterprise Records and Information Management Standard.”](#) for further guidance or contact Information & Records Governance at [Information&RecordsGovernance@pge.com](mailto:Information&RecordsGovernance@pge.com).

### REFERENCE DOCUMENTS

#### Developmental References:

[Corporation Policy GOV-01, “Enterprise Records and Information Management Policy”](#)

[Corporation Procedure GOV-7104P-01, “Sending Physical Records to Offsite Storage”](#)

#### Supplemental References:

[Electric Asset Excellence SharePoint site](#)

## Electric Distribution and Transmission As-Built Standard

### REFERENCE DOCUMENTS (continued)

[Form TD-2504P-01-F01, "Distribution Construction Completion Standards Checklist \(CCSC: B1, M610615\)"](#)

#### Utility Manuals:

- [TD-2050M, \*Electric Distribution Non-Emergency Order Close Manual\*](#)
- [TD-2060M, \*Electric Distribution Emergency Order Close Manual\*](#)
- [TD-9004M-01, \*Applicant Design Guide – Volume 1\*](#)
- [TD-9004M-02, \*Applicant Design Guide – Volume 2\*](#)

#### Utility Procedures:

- [TD-2050P-01, "Order Close Procedure"](#)
  - [Job Aid TD-2050P-01-JA01, "Job Order Close–CDOC/CDPR Secondary Job Aid"](#)
- [TD-2051P-10, "Electric Distribution As-Built Procedure"](#)
- [TD-2051P-11, "Electric Distribution Aging Orders Dashboard"](#)
- [TD-2060P-01, "Estimating for Routine Emergency Electric Corrective Restoration"](#)
  - [Form TD-2060P-01-F01, "Electric Emergency Construction Package"](#)
  - [Form TD-2060P-01-F02, "Emergency Electric Construction Package Clerical Checklist: Confirming Report \(Post Estimate\) Required \(formerly JA 728\)"](#)
- [TD-2060P-02, "Clerical Support for Emergency Electric Corrective Restoration"](#)
- [TD-2060P-03, "Damage Claims Cost Recovery"](#)
  - [Form TD-2060P-03-F01, "DC Electric Clerical Checklist \(Construction\) – Estimate Required"](#)
  - [Form TD-2060P-03-F02, "DC Electric Clerical Checklist \(Construction\) – No Confirming Report \(No Estimate\) Required \(formerly JA 320\)"](#)
  - [Form TD-2060P-03-F03, "DC1 Damage Claims CD Notification and Order Created"](#)
- [TD-2504P-01, "Distribution Construction Completion Standards Checklist \(CCSC\) Procedure"](#)



## Electric Distribution and Transmission As-Built Standard

### REFERENCE DOCUMENTS (continued)

- [TD-3330P-09, “As-Built Review Process”](#)
- [TD-3330P-26, “Electric Transmission Line \(T-Line\) Issue for Construction \(IFC\) to As-Built Records, Including Field Change Tracker”](#)
- [TD-9100P-15, “Electric Distribution Design Estimator Procedure,” Attachment 1, “DMS Document Naming Cross Reference Table”](#)
- [TD-9212P-03, “Electric Asset Registry Data Quality Procedure”](#)

### Utility Standards:

- [TD-2060S, “Emergency Electric Corrective Documentation Standard”](#)
- [TD-9212S, “Electric Operations Asset Registry Governance”](#)

### APPENDICES

NA

### ATTACHMENTS

[Attachment 1, “Electric Distribution As-Built Matrix”](#)

[Attachment 2, “Electric Transmission As-Built Matrix”](#)

[Attachment 3, “As-Built Requirements Tool \(ART\)”](#)

### Job Aids:

- [TD-2051S-JA01 \(formerly TD-2050S-JA01\), “Electric Distribution As-Built Matrix Job Aid”](#)
- [TD-2051S-JA02, “Electric Transmission As-Built Matrix Job Aid”](#)
- [TD-2051S-JA03, “As-Built Requirements Tool \(ART\) Job Aid”](#)

### DOCUMENT REVISION

This utility standard obsoletes Utility Standard TD-2050S, “Electric Distribution and Transmission Line As-Built Packages,” Rev. 1, dated 02/15/2017.

This utility standard obsoletes Utility Bulletin TD-2050S-B001, “As-Built Electric Distribution Bulletin,” Rev. 0, dated 05/02/2024.



## Electric Distribution and Transmission As-Built Standard

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**Electric Distribution and Transmission As-Built Standard****REVISION NOTES**

Where?	What Changed?
NA	This is a new utility standard.