

## Idle Facility Program

### SUMMARY

This utility procedure establishes PG&E requirements for personnel 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 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.

Level of Use: Informational Use

### TARGET AUDIENCE

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

- Planning managers, supervisors, and engineers
- System Inspections (SI) 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 (M&C) 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 (IF) 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

WEAR appropriate personal protective equipment (PPE).

OBSERVE proper electrical clearances when testing electric revenue meters.

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 four procedures associated with [TD-2459S](#). The following are the other three procedures:

- [Utility Procedure TD-2459P-02, "Idle Facility Program – System Inspections, QCRs, Notification EC Job Owners, and Clerical Support "](#)
- [Utility Procedure TD-2459P-04, "Idle Facility Program – Distribution Engineering and Planning"](#)
- [Utility Procedure TD-2459P-05, "Idle Facility Program – Electric Mapping"](#)

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## 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 IF 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 IF notifications document the history and outcome of idle investigations.
  1. System Inspections (SI) and qualified company representatives (QCRs) IDENTIFY AND DOCUMENT potential idle electric lines using the following two methods to create the Idle Facility (IF) Investigation notification:
    - a. Electronic Process – System Inspections (SI) USE the Inspect App.
    - b. Paper Process – QCRs COMPLETE AND SUBMIT [TD-2459S-F01, "Idle Facility \(IF\) Investigation Work Form,"](#) to Electric Corrective (EC) job owners.
  2. EC job owners must REVIEW IF Investigation Work Forms (Paper Process) for completeness, RETURN to initiator for any missing information, AND FORWARD completed forms to clerical services for IF notification creation in SAP.
  3. Clerical Services must ENTER IF notifications into SAP using the Paper Process.
  4. Electric Mapping personnel must LABEL electric distribution maps with the investigation outcome.

#### 2 Idle Facility Identification

- 2.1 The following are the two methods for identifying IF:
  1. Field identification – System inspections and 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 must 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.

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### 3 Documenting Idle Facilities (IF) – Idle Facility (IF) Notification and De-Energization

- 3.1 SI and QCRs CREATE an IF Investigation notification to establish a permanent record for managing IF (IF notifications initiate idle facility investigations and document the history and any foreseeable use of IF).
1. System inspections and QCRs CREATE IF notifications:
    - a. Electronic Process – USE the Inspect App AND FOLLOW the workflow within the application to create an IF notification.
    - b. Paper Process – COMPLETE AND SUBMIT [TD-2459S-F01 "Idle Facility \(IF\) Investigation Work Form,"](#) to the EC job owners for review.
      - (1) Clerical services must ENTER the information from the IF investigation Work Form into SAP to generate an IF notification.
    - c. CREATE one IF notification, only, regardless of the number of poles.
    - d. CREATE an IF notification only if there is not an existing "Open" one.
- 3.2 SI and QCRs IDENTIFY AND DOCUMENT IF field conditions to SET the IF notification priority as high, medium, or low AND ENTER a Service Planning Due Date (SPDD) for the investigation.
1. REFER to [Table 1, "IF Field Conditions and Investigation Priorities,"](#) on Pages 5 to 6 to set the IF notification priority.
    - a. Generating de-energization tags has no impact on the IF notification priority.
  2. PROVIDE a SPDD according to the priorities outlined below:
    - a. **High priority** IF notifications have a SPDD no more than 1 month after the IF notification create date (Idle Facility Investigation Work Forms from Paper Process must be submitted to EC job owners upon completion of forms).
    - b. **Medium priority** IF notifications have a SPDD of not more than 3 months and not less than 1 month of the IF notification create date. **NOTE:** If the facility is related to the Modesto Irrigation District (MID), the IF investigation personnel will update the tag to **Converted** priority to ensure a 60-day response is met to fulfill the agreement between MID and PG&E.
    - c. **Low priority** IF notifications have an SPDD no more than 1 year and not less than 3 months of the IF notification create date.

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### 3.2 (continued)

3. **If a High priority** investigation indicates a safety or reliability risk, THEN MITIGATE the hazard(s) AND ENSURE the condition is safe.
4. DESCRIBE the urgency of the situation in the IF notification comments.
5. SI and QCRs CREATE a Priority B EC tag to de-energize the idle facility. Creating a de-energization tag will not affect the Idle Facility notification priority.
6. SI and QCRs CREATE any additional EC tags necessary at the location for normal maintenance.
7. Asset Strategy personnel must **PRIORITIZE AND COMPLETE** Priority B EC tags to de-energize facilities located in a High Fire Threat District (HFTD).

**Table 1. Idle Facility Field Conditions and Investigation Priorities**

Condition	Action	Investigation Priority
Safety situation/risk	<ul style="list-style-type: none"> <li>• Mitigate hazard and make safe, which may include de-energizing.</li> <li>• Initiate an IF notification for investigation.</li> <li>• Initiate an EC notification to document any other abnormal conditions to resolve.</li> <li>• Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	High <ul style="list-style-type: none"> <li>• Submit to supervisor by end of day.</li> <li>• Enter in SAP and communicate to IF investigation personnel within 2 business days.</li> </ul>
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 <sup>1</sup> , the transformer condition, and if the following sensitive locations are nearby: <ul style="list-style-type: none"> <li>• Surface or ground waters</li> <li>• Sewers or sewage treatment systems</li> <li>• Private or public drinking water sources or distribution systems</li> <li>• Grazing lands</li> <li>• Vegetable gardens or agricultural areas</li> <li>• Daycare centers and schools</li> </ul>	If high priority, then mitigate hazard and make safe, which may include de-energizing. <ul style="list-style-type: none"> <li>• Initiate an IF notification for investigation; priority is dependent on field and equipment conditions.</li> <li>• Note the specific field conditions, transformer condition, and transform locations (SEE "Condition" column notes) in the Comments section.</li> <li>• Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	High – Medium – Low <ul style="list-style-type: none"> <li>• 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.)</li> </ul>

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

Condition	Action	Investigation Priority
Future work required to maintain existing IF EC notifications to repair/ replace/ relocate facilities).	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation and ensure the Future Work Requested field is checked.</li> <li>Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	High – Medium – Low
PG&E and Modesto Irrigation District (MID) service areas	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation.</li> <li>Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	Medium – 60 days <ul style="list-style-type: none"> <li>IF investigation personnel will update the tag to Converted priority to ensure a 60-day response is met to fulfill the agreement between MID and PG&amp;E.</li> </ul>
IF in raptor concentration zones (RCZs) with suitable habitat to support threatened or endangered raptors.	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation.</li> <li>Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	Medium – Low
Oil-filled equipment considerations: <ul style="list-style-type: none"> <li>Surface or ground waters</li> <li>Sewers or sewage treatment systems</li> <li>Private or public drinking water sources or distribution systems</li> <li>Grazing lands</li> <li>Vegetable gardens or agricultural areas</li> <li>Daycare centers and schools</li> </ul>	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation.</li> <li>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.</li> <li>Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	Medium
IF in Tier 2 and 3 fire zone.	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation.</li> <li>Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	Medium
Potential use for agricultural pumps or vacant buildings.	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation.</li> <li>Initiate a Priority B, EC notification to de-energize the facility.</li> </ul>	Low

The entire primary tap is identified as idle and is unfused. No future work is required to maintain the existing idle facility.	<ul style="list-style-type: none"> <li>• Initiate an IF notification for investigation.</li> <li>• Initiate a Priority B, EC notification to de-energize the line.</li> </ul>	Low
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<sup>1</sup> For locations where multiple conditions or criteria are present, initiate corrective actions associated with the higher priority condition.

#### 4 Idle Facility Investigation

4.1 IF investigations determine which facilities have a foreseeable future use. CLASSIFY facilities with foreseeable future use as TOS or TIF. (SEE [Table 2, "TOS/TIF Classifications,"](#) on Page 9.)

1. A joint IF investigation with electric planning, joint pole group, and/or land personnel may be required.
2. PRIORITIZE AND COMPLETE IF notifications with facilities located in a HFTD.

4.2 IF investigation personnel PERFORM investigations that require customer outreach.

1. Customer outreach may be in the form of a certified letter, phone call, and/or email.
2. DOCUMENT all conversations on an IF notification AND/OR ATTACH documented conversations to the IF notification in SAP. (SEE Utility Procedure TD-2459P-04.)

4.3 Idle facility investigations may require joint investigations with various departments. PERFORM 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.
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 SFA, 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 CONTACT Customer Fund Management (CFM) personnel for assistance AND FOLLOW the IF process for completing/closing investigation for removal.

4. WHEN facilities do not have a foreseeable future use,

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### 4.3 (continued)

THEN CLASSIFY them as identified for removal (I/R) or deactivated (DEACT).

- a. I/R facilities are UG and OH facilities that are identified as idle and scheduled for removal from the field.
- b. Deactivated (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.

- 4.4 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.
- 4.5 DOCUMENT the idle facility investigation outcome in the SAP IF notification repair data AND COMPLETE/CLOSE the IF investigation.
  1. On completion/closure of IF notification, an auto-generated email notification of closure is sent to the appropriate EC job owner mailbox.

#### NOTE

Investigation personnel must have the EC job owner Lan ID readily available at the time of IF notification completion/closure.

- 4.6 DOCUMENT the facility classification within the SAP IF notification repair data as one of the following classifications: TOS (any classification), TIF (any classification), DEACT, or I/R.
  1. On completing/closing the IF notification, idle facility investigation personnel COMMUNICATE via an auto-generated email notification initiating a request for work (RW) notification to Mapping personnel.

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

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



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**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

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

- 6.1 Following an investigation, CLASSIFY IF 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](#).
- 6.3 WHEN IF is scheduled for removal because of an IF Investigation,

THEN on completion/closure of IF notification, an auto-generated email notification of closure with electronically generated EC notification is sent to the appropriate EC job owner mailbox.

**NOTE**

Investigation personnel must have an EC job owner Lan ID readily available at time of the IF notification completion/closure.

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### 6.3 (continued)

1. The EC job owner then **CREATES** an EC notification with a required end date of up to 3 years for the facilities **AND ASSUMES** job owner responsibilities for coordinating the removal work.

### 6.4 WHEN the IF is scheduled for removal because of a customer inquiry/request,

**THEN** a new business representative (SRNB/NBR) **INITIATES** the notification for removal in conjunction with a new business project or as work requested by others (WRO) and assumes the job/owner responsibilities for coordinating the removal work (RW).

### 6.5 Removing IF initiated by customer request that is in conjunction with a new business project or as WRO does not require an IF investigation.

## 7 Electric Mapping Functions

### 7.1 Electric mapping personnel **RECEIVE** RW notifications and completed job packages and **PERFORM** the following steps:

1. **COMPLETE** all RW notifications that designate TOS, TIF, or I/R facilities within 30 days.
2. **UPDATE** records in the Electric Distribution Geographic Information System (EDGIS).
  - a. **UPDATE** identified Idle Facilities to Idle Status.
  - b. **LABEL** identified Idle Facilities with a Feature Note, providing the idle classification (SEE [Table 2](#) on Page 9) and IF Notification number.
  - c. **LABEL** facilities that are identified for removal as I/R and IF Notification number.
  - d. **CREATE** a related Idle Facility table record for all conductor, support structures, and transformer units that have been classified as idle.
3. **UPDATE** underground facilities (i.e., conductor, conduit, and substructures) that were not removed from the field to “deactivated” using the PGE deactivation tool.
4. **MAINTAIN** the inventory of IF by TOS/TIF classification. A report is generated on request.

**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. See [Utility Standard TD-2013S, "Deactivation of Underground Electric Distribution Facilities,"](#) for more information.

**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 ([TD-2459S-F01](#)) :** Also known as "IF Notification," is the form used to document customer contact idle facility investigations.

**Idle lines:** One or more spans of overhead or runs of underground conductor, as well as their support structures, pad-mount structures, enclosures, and service locations (if applicable) that do not serve customer load. Idle lines can range from a single service to an entire pole line.

**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 O.")

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### DEFINITIONS (continued)

**Tier 2:** Areas on the CPUC Fire-Threat Map where there is an elevated risk for destructive utility-associated wildfires.

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

### 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 system inspections 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.
- M&C superintendents 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.
- Vegetation Management managers are responsible for communicating this procedure to Vegetation Management supervisors and QCRs.
- Electric Mapping managers are responsible for implementing the mapping responsibilities described in this procedure and associated documents.
- Customer Contact managers 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.
- Resources managers 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.

## Idle Facility Program

### GOVERNING DOCUMENT

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

### 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:

Information or records generated by this procedure must be managed in accordance with the Enterprise Records and Information Management (ERIM) program policy, standards, and Enterprise Records Retention Schedule (ERRS). Refer to [GOV-7101S, "Enterprise Records and Information Management Standard,"](#) 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](#)

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

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

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### REFERENCE DOCUMENTS (continued)

#### Utility Procedures:

- [TD-2459P-02, "Idle Facility Program – System Inspections, QCRs, Notification Review EC Job Owners, and Clerical Support ”](#)
- [TD-2459P-04, "Idle Facility Program – Distribution Engineering and Planning"](#)
- [TD-2459P-05, "Idle Facility Program – Electric Mapping"](#)

#### Utility Standards:

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

### APPENDICES

NA

### ATTACHMENTS

NA

### DOCUMENT REVISION

This utility procedure cancels and supersedes Utility Procedure TD-2459P-01, "Idle Facility Program," Rev. 4, dated 03/03/2022.

### DOCUMENT APPROVER

██████████, Senior Director, Electric Distribution Asset Strategy

### DOCUMENT OWNER

██████████, Manager, Electric Distribution Asset Strategy

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## Idle Facility Program

### REVISION NOTES

Where?	What Changed?
Entire Document	<ul style="list-style-type: none"><li>• Edited to clarify text.</li><li>• Formatted and written to comply with Guidance Document Management (GDM) style requirements.</li><li>• Verified/updated hyperlinks to referenced documents.</li></ul>
Document Approver and Document Owner	<ul style="list-style-type: none"><li>• Updated document approver and owner information.</li></ul>