



# D-WSIP Execution

## Compliance & Risk

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### WSIP Mobile Training



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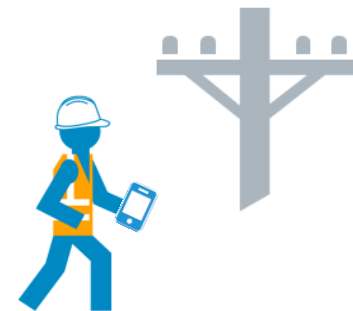
# Emergency Safety

- Know our address.
- Identify assembly point.
- Lead evacuation.
- Sweep.
- Retrieve AED.
- CPR/AED certified and willing to perform.
- Call emergency response.
- Meet emergency vehicles.
- Duck, cover, and hold in an earthquake.
- Respond to active shooter.
  - Get out.
  - Hide out.
  - Take out.



# Ground Rules

- Ensure safety first.
- Act respectfully.
- Look and act professionally.
- Choose a positive attitude.
- Avoid profanity.
- Be prepared and ready to work.
- Return from breaks on time.
- Silence cell phones.
- ONLY smoke in designated areas.
- Speak up if you have questions.
- Speak up if you have problems with your iPad.



# Introductions



# Course Summary

This is a one-day course for WSIP Inspectors that includes workflow, processes, procedures, and how to use technology while executing Distribution Overhead Inspection work.



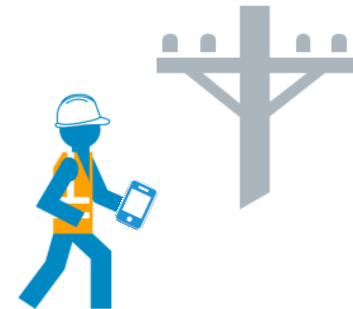
# Course Objectives

- Understand your role in performing Overhead Inspections in the Wildfire Safety Inspection Program (WSIP)
- Understand your tasks at the Start of Shift
- Understand the steps to Perform an Overhead Inspection
- Learn how to escalate to the PG&E Lead
- Understand when and how to document Overhead Inspection Results
- Understand when and how to document Compelling Abnormal Conditions
- Understand your tasks at the End of Shift
- Learn how to use the Overhead Job Aid



# Agenda

<b>7:30am</b>	<b>Training Begins</b>
<b>9:15am</b>	<b>Break</b>
<b>10:45am</b>	<b>Lunch</b>
<b>11:45am</b>	<b>Training Resumes</b>
<b>1:00pm</b>	<b>Break</b>
<b>2:15pm</b>	<b>Break</b>
<b>3:30pm</b>	<b>Group Assessment Class Ends</b>







# **Technology Tools & iOS Setting**

## Technology Tools

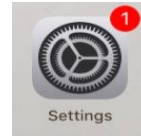
1. Inspectors will be using technology tools that may include iPads and/or iPhones.
2. The technology tools will contain **Confidential** information
  - ☐ PG&E's customer information such as names, addresses, and gate codes
  - ☐ PG&E's Electric Distribution grid, mapping system, asset information
3. You may not share or disclose any of the information that is displayed on a PG&E electronic devices except with a PG&E employee, authorized contractors, or your General Foreman.



# Settings

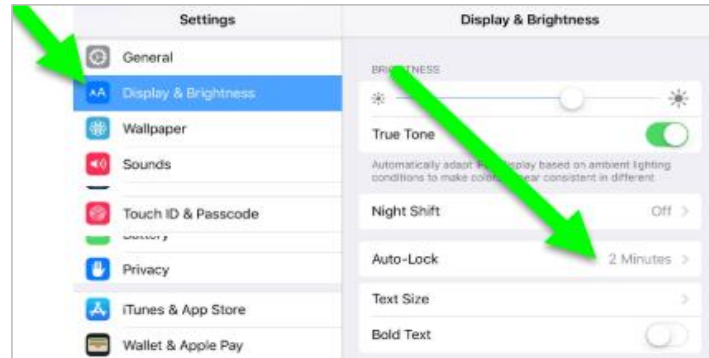
# Settings – Set Display to 15 minutes

## 1. Locate & Touch Settings icon



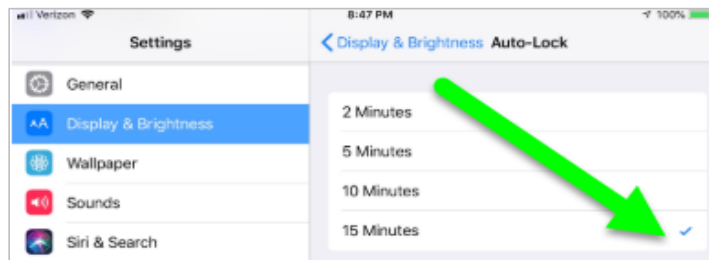
## 2. On Left panel

- ☐ Locate Display & Brightness



## 3. On Right panel

- ☐ Locate Auto-lock
- ☐ Touch 2 Minutes
- ☐ Set to 15 minutes



# Settings – Set Toolbelt & Dock

## 1. Locate & Touch Settings icon

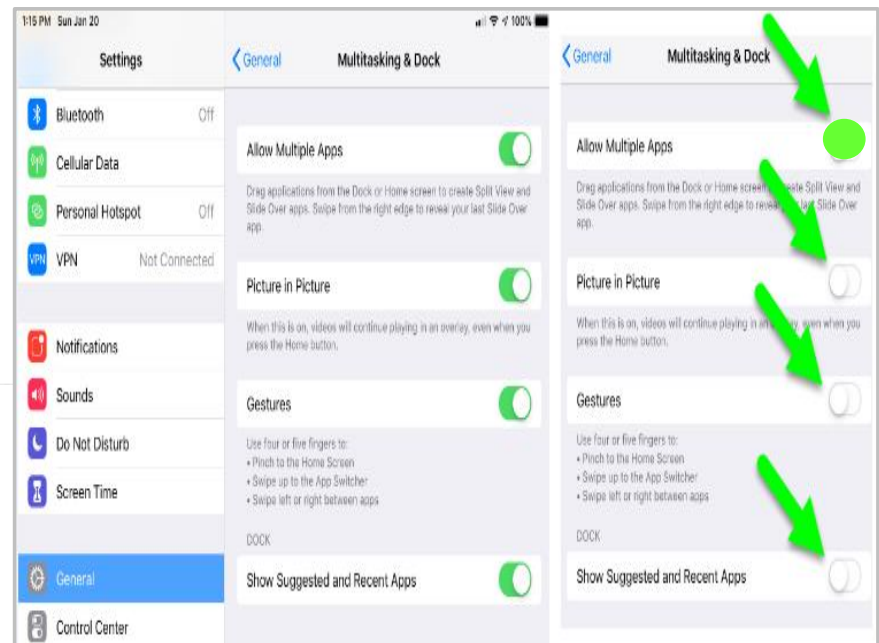


## 2. On Left panel

- ☐ **Locate General**

## 3. On Right panel

- ☐ **Locate Multitasking & Dock**
- ☐ **Set all buttons OFF**



# Settings – Verify ProntoForms Camera Setting

## 1. Locate & Touch Settings icon

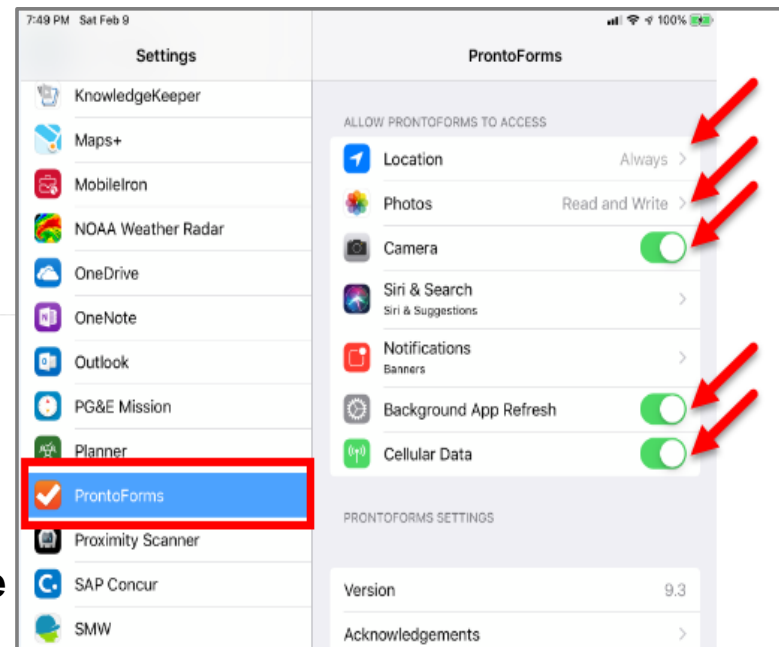


## 2. On Left panel

- ☐ Locate ProntoForms

## 3. On Right panel

- ☐ Locate ProntoForms
- ☐ Set Location to Always
- ☐ Set Camera to Read and Write



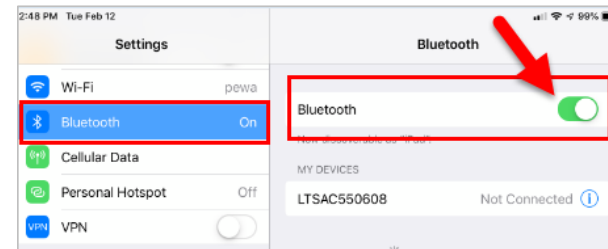
# Settings – Energy Savings

## 1. Locate & Touch Settings icon



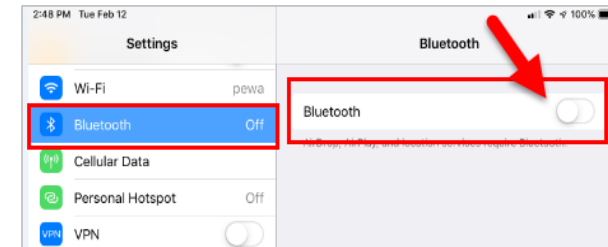
## 2. On Left panel

- ☐ Locate Bluetooth



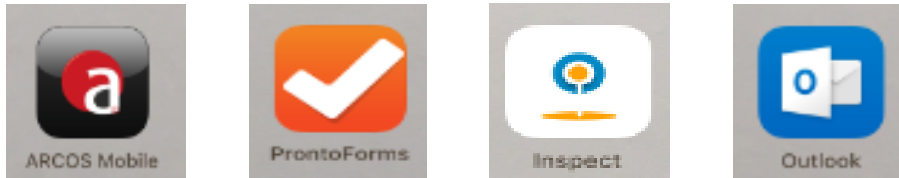
## 3. On Right panel

- ☐ Locate Bluetooth / Turn off

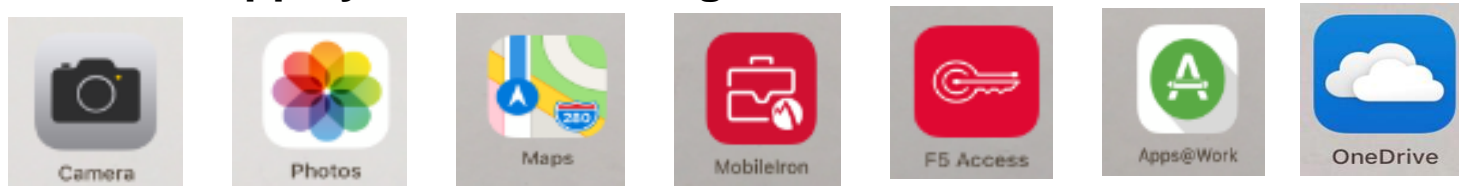


# Settings – Energy Savings

## 1. Required apps – Keep open



## 2. Close all apps you are not using



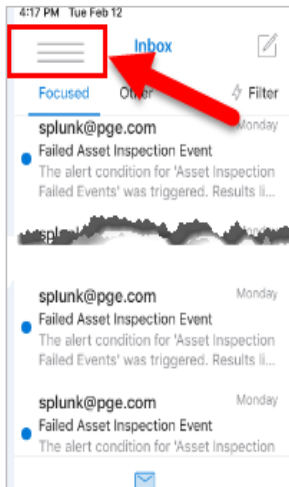


# Settings – Add Legal Hold to Email

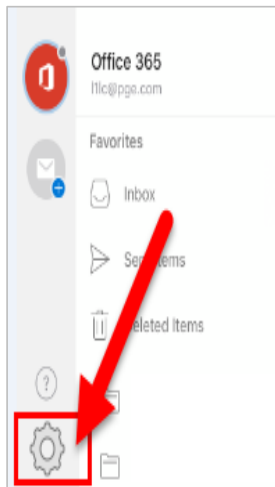
## 1. Locate & Launch Outlook icon



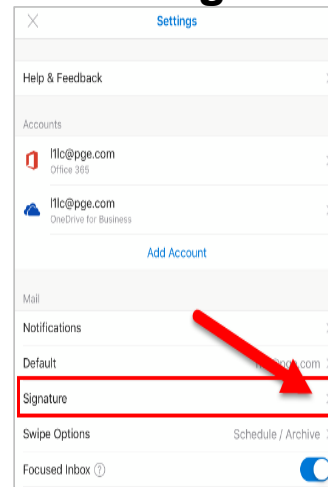
### Touch Menu



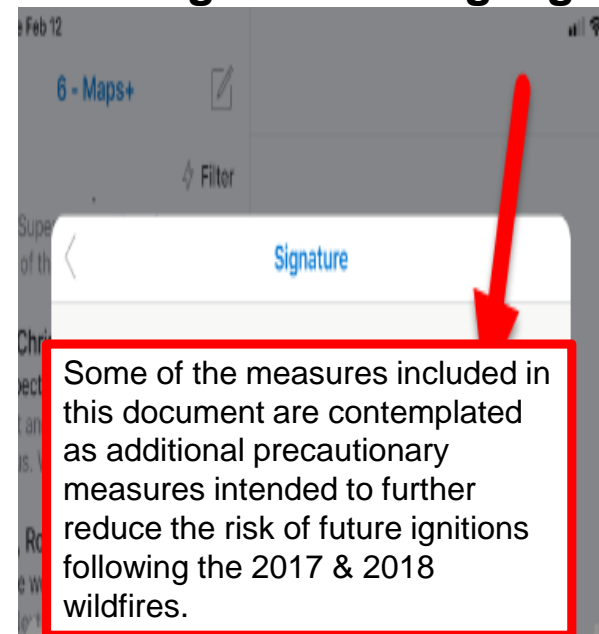
### Touch Gear



### Touch Signature



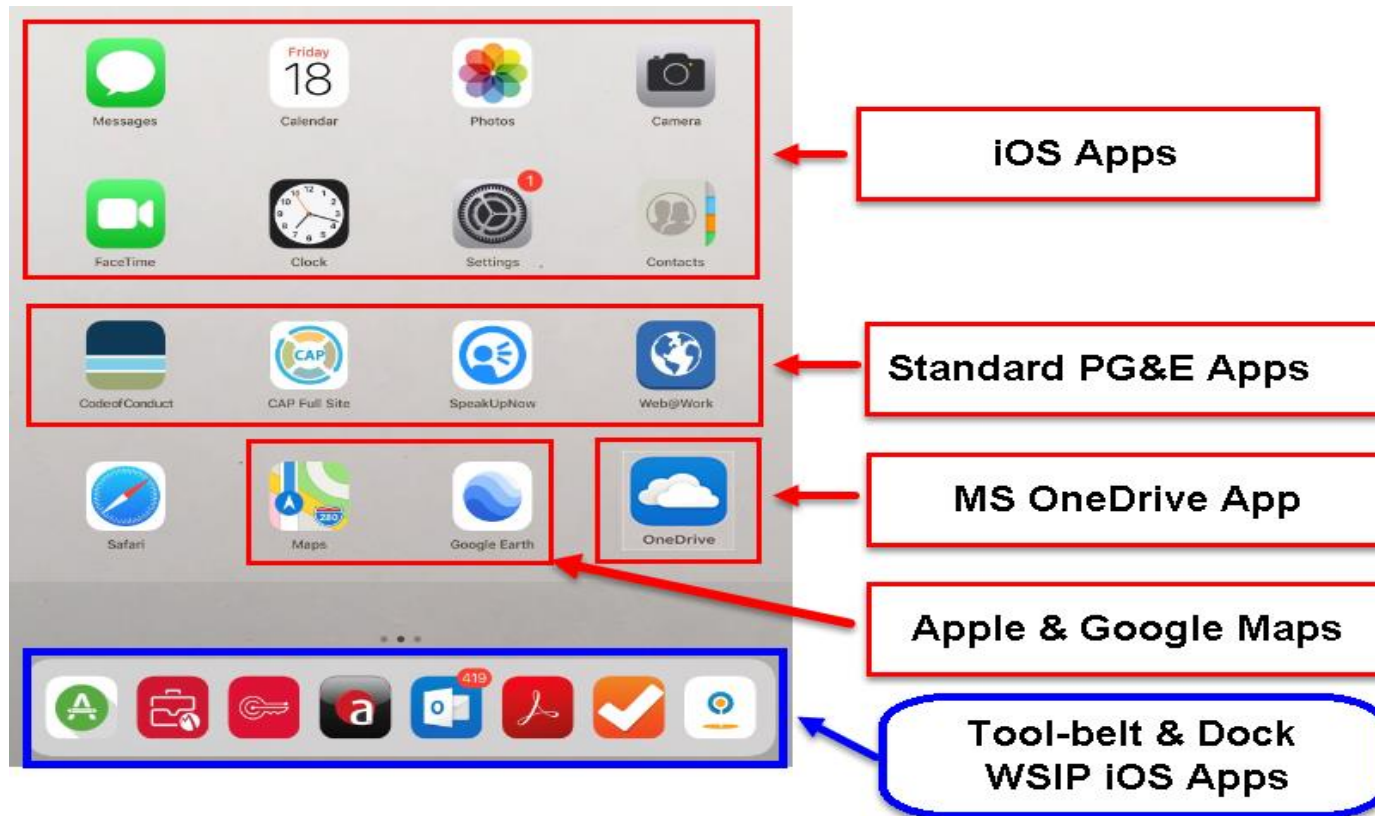
### Add Legal Hold Language





# Exercise

# Exercise – Group Apps



# Notes

# **Wildfire Safety Inspection Program**

## **WSIP Overview**

## **WSIP: Electric Distribution Overhead Inspections**

**WSIP Inspection** includes a careful examination of individual electric distribution structures (Poles), their components, equipment and conductors through a visual 360 degree Overhead Inspection. Facilities within CAL FIRE's high fire threat district areas (HFTD) and located in PG&E's service territory are subject to a WSIP Inspection.

**Field assessments** are activities performed by Inspectors to identify Compelling Abnormal Conditions.

**Compelling Abnormal Condition** is defined as being any electric distribution pole, equipment, component, conductors, as well as trees, vines, vegetation and third-party infractions that may adversely impact public safety and/or service reliability in the next five (5) years.

## **WSIP: Roles & Responsibilities**

### **1. WSIP Inspector**

- ☐ Performs OH Inspections for distribution facilities (Tier 2 / Tier 3 / Zone 1)

### **2. Contractor General Foreman and Superintendent**

- ☐ Manages work assignments
- ☐ Provides oversight and guidance

### **3. PG&E Lead**

- ☐ Acts a primary contact for CGIs, Emergency Notifications, No-Pin-Drop conditions, Mis-matched Operating Numbers, Raptor Kill, Tech Down conditions, and Work Verifications

### **4. Gatekeeper**

- ☐ Reviews and processes all new Staging Notification (S9)

### **5. Quality Control Specialist**

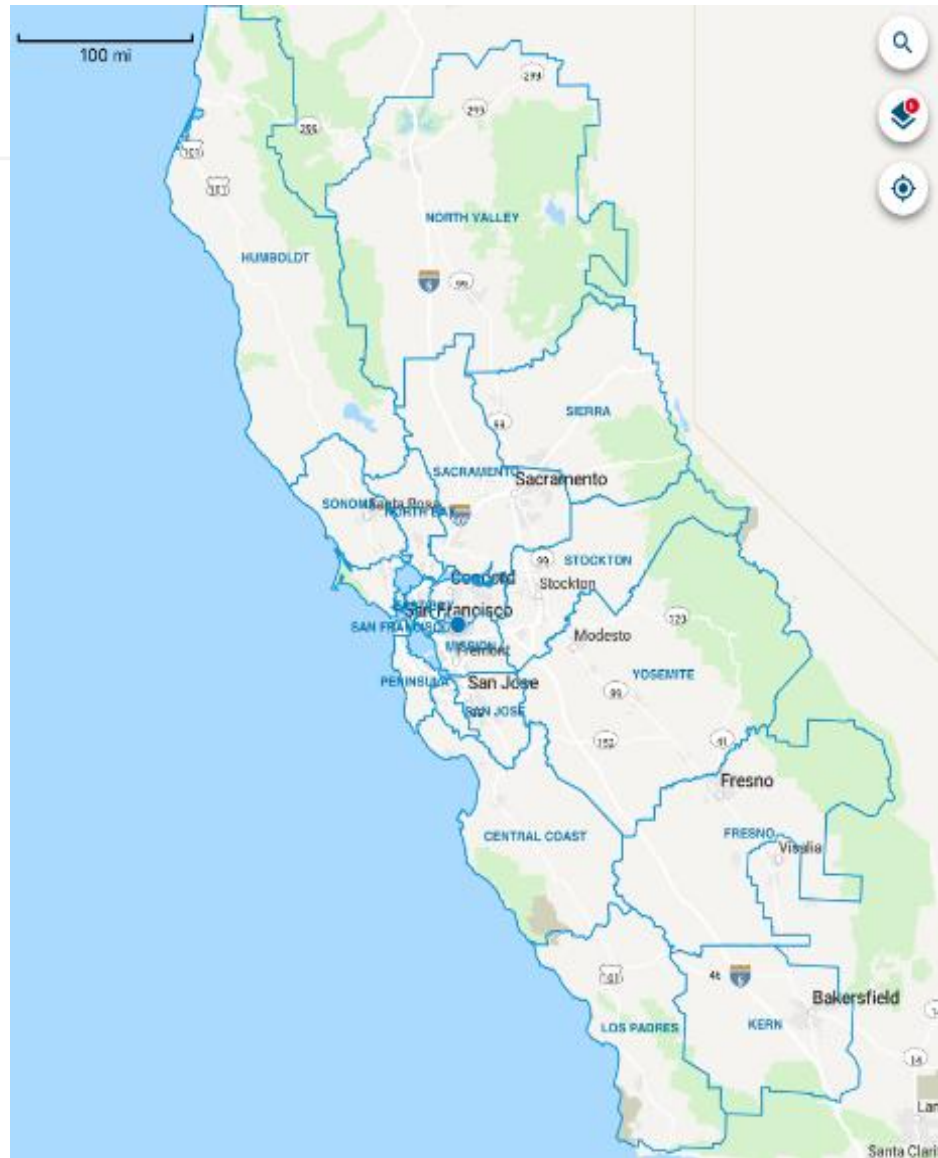
- ☐ Reviews and processes completed inspections



## D-WSIP Execution Compliance & Risk

### WSIP: Division Map

CC	Central Coast
DA	De Anza
DI	Diablo
EB	East Bay
FR	Fresno
HB	Humboldt
KE	Kern
LP	Los Padres
MI	Mission
NB	North Bay
NV	North Valley
PN	Peninsula
SA	Sacramento
SI	Sierra
SJ	San Jose
SO	Sonoma
ST	Stockton
YO	Yosemite



Some of the measures included in this document are contemplated as additional precautionary measures intended to further reduce the risk of future ignitions following the 2017 & 2018 wildfires.



## Inspections: Overhead Mapping Symbols

- PG&E solely owned poles



- PG&E solely owned poles with Contact/Tenant



- Jointly owned poles



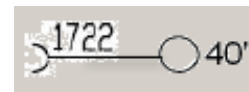
- Transmission poles with distribution underbuild



- Distribution towers and lattices



- Distribution poles with Streetlights



- Guy stub



# WSIP Workflow

## WSIP Contractors Paperless Workflow

### Start of Shift



- Change status in ARCOS.
- Plan route using Inspect App.
- Ensure proper equipment is on the truck.
- Submit Tailboard.
- Travel to Map/Pole.

### Perform Inspection



- Confirm location has no customer or safety alerts.
- Perform inspection.
- Input information & photos into Pronto.
- Create Notifications in Inspect app.

### End of Shift



- Gather tools and equipment.
- Once on network, ensure Pronto forms are submitted.
- Change status in ARCOS.
- End of Day

# Knowledge Check

1. Name three (3) WSIP Divisions.
2. What is a Compelling Abnormal Condition?
3. What is the map symbol for PG&E's solely owned pole?

# Knowledge Check - **Answers**

1. Name three (3) WSIP Divisions.
2. What is a Compelling Abnormal Condition?  
**Compelling Abnormal Conditions** is defined as being any Pole, equipment, component, associated conductors, and trees that may adversely impact public safety and/or service reliability in the next five (5) years.
3. What is the map symbol for PG&E's solely owned pole?





# Start of Shift

## WSIP Contractors Paperless Workflow

### Start of Shift



- **Change status in ARCOS.**
- **Plan route using Inspect App.**
- **Ensure proper equipment is on the truck.**
- **Submit Tailboard.**
- **Travel to Map/Pole.**

### Perform Inspection



- Confirm location has no customer or safety alerts.
- Perform inspection.
- Input information & photos into Pronto.
- Create Notifications in Inspect app.

### End of Shift



- Gather tools and equipment.
- Once on network, ensure Pronto forms are submitted.
- Change status in ARCOS.
- End of Day

## Start of Shift

### 1. Change status in ARCOS

- ☐ Launch ARCOS
- ☐ Set status to Working Event



### 2. Ensure proper equipment is on the vehicle

- ☐ Make sure material for Minor Work is on vehicle
- ☐ Make sure your PG&E iPad/iPhone is fully charged and in your possession



## Start of Shift

### **3. Cellular or WiFi coverage (before driving to remote locations)**

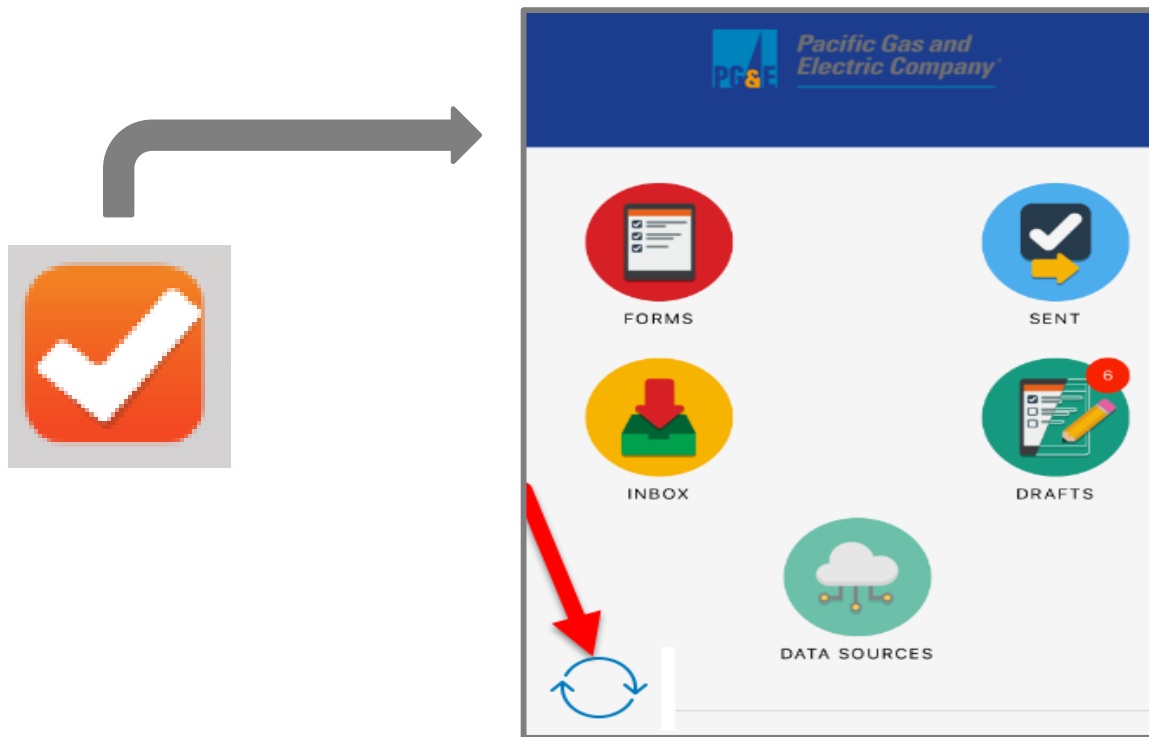
- ☐ You are required to have good Cellular or WiFi coverage prior to arriving at your first work location
- ☐ Launch and update Inspect app
- ☐ Launch and update Pronto app

### **4. Plan route using Inspect App**

- ☐ Using work-assignment list, identify assigned Plat Map
- ☐ Search Plat Map using Inspect app
- ☐ Identify first Work Location for the day
- ☐ Use Apple Maps for directions

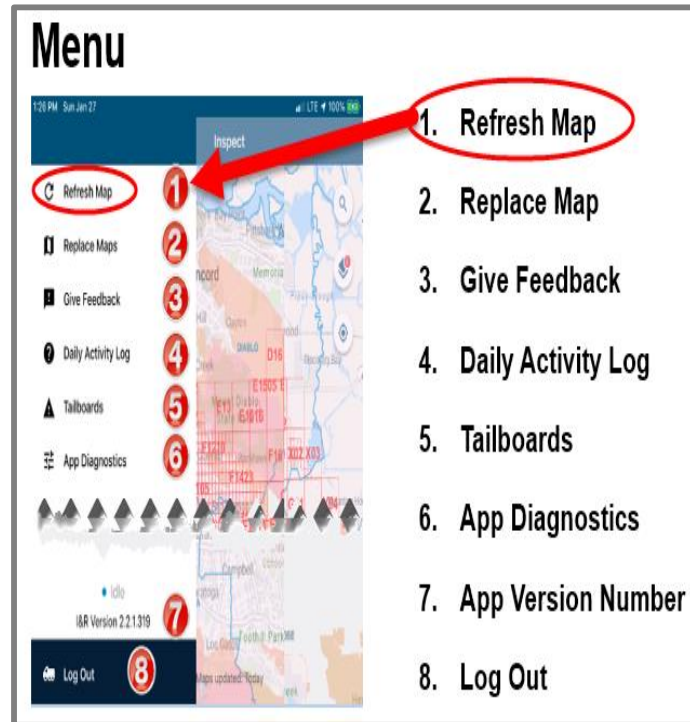
# Exercise – Launch Pronto and Update App

## ProntoForms App



# Exercise – Launch Inspect and Update App

## Inspect App

**Menu**

- 1 Refresh Map
- 2 Replace Maps
- 3 Give Feedback
- 4 Daily Activity Log
- 5 Tailboards
- 6 App Diagnostics
- 7 App Version Number
- 8 Log Out

# Exercise – Search and Driving Directions



## Start of Shift

### 5. Travel to first Work Location for the day

#### 6a. Arrive at First Work Location

##### ☐ Driving and Vehicular Safety

##### Driving and Vehicular Safety

Whether you drive to perform work described in this handbook or to wherever your destination may be, driving should never be considered routine.

##### Always:

- Walk around your vehicle to visually inspect it.
- Maintain good housekeeping.
- Obey all laws while driving.
- Adhere to PG&E standards while operating vehicle.
- Use the **Smith 5 Keys™** to safe driving:
  - 1) Aim high in steering.
  - 2) Get the big picture.
  - 3) Keep your eyes moving.
  - 4) Leave yourself an out.
  - 5) Make sure they see you.
- Follow company guidelines for cell phone use while driving
- Ensure all items in the vehicle are properly stored and secured.
- Park in a safe location and cone vehicle.

## Start of Shift

### 6b. Arrive at First Work Location

#### ☐ Safety Hazards

Safety hazards vary depending on the specific task you are performing. Hazards that impact your work include, but are not limited to:

- Traffic conditions
- Tripping and slipping hazards
- Dangerous animals and insects
- Dangerous surroundings
- Minimum working distances
- Arc flash boundaries
- Environmental Releases (Oil/PCB spills)
- Construction activities

## Start of Shift

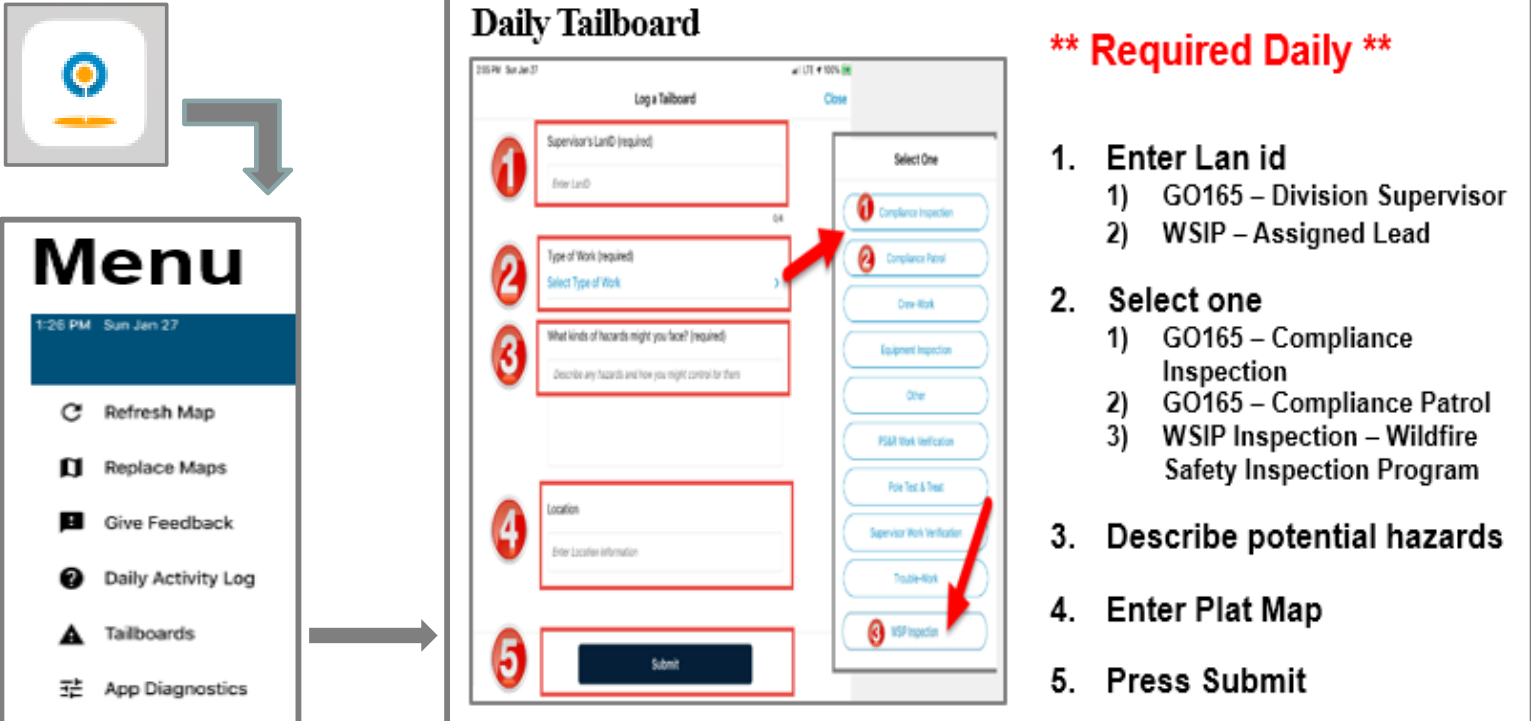
### 6c. Arrive at First Work Location

☐ **Submit Tailboard**

☐ Tailboard Definition:

- The Tailboard identifies all associated risks/hazards to ensure your personal safety and the safety of others

## Exercise – Create Tailboard



**\*\* Required Daily \*\***

- 1. Enter Lan id**
  - 1) GO165 – Division Supervisor
  - 2) WSIP – Assigned Lead
- 2. Select one**
  - 1) GO165 – Compliance Inspection
  - 2) GO165 – Compliance Patrol
  - 3) WSIP Inspection – Wildfire Safety Inspection Program
- 3. Describe potential hazards**
- 4. Enter Plat Map**
- 5. Press Submit**





# Perform Inspection

## WSIP Contractors Paperless Workflow

### Start of Shift



- Change status in ARCOS.
- Plan route using Inspect App.
- Ensure proper equipment is on the truck.
- Submit Tailboard.
- Travel to Pole.

### Perform Inspection



- **Confirm location has no customer or safety alerts.**
- **Perform inspection.**
- **Input information & photos into Pronto.**
- **Create Notifications in Inspect app.**

### End of Shift



- Gather tools and equipment.
- Once on network, ensure Pronto forms are submitted.
- Change status in ARCOS.
- End of Day



## D-WSIP Execution Compliance & Risk

# Inspection Workflow

## 7. Inspect Pole

- ☐ Assess the pole, its equipment, and associated spans in 3 levels
  - 1/3 bottom
  - 1/3 middle
  - 1/3 top

Top 1/3

Middle 1/3

Bottom 1/3





## Inspection Workflow

### 7. Bottom 1/3 of Pole<sup>1</sup>

- ☐ **Check Vegetation:** Dead or dying, in contact with or within the vicinity; obstructions, clearance issues, tree connects (guy attached to tree)
- ☐ **Check vegetation** around the base pole
- ☐ **Check Pole:** damaged, broken, burnt, cracked or decay; brand height
- ☐ **Animal Activity:** Woodpecker damage, cows/bears, etc.
- ☐ **Check for signs of reduced circumference**
  - Due to animal, vehicle, insects, etc.



<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.

## Inspection Workflow



### 7. Bottom 1/3 of Pole<sup>1</sup>

- ☐ **Check Vegetation:** Dead or dying, in contact with or within the vicinity; obstructions, clearance issues, tree connects (guy attached to tree)
- ☐ **Check vegetation** around the base pole
- ☐ **Check Pole:** damaged, broken, burnt, cracked or decay; brand height
- ☐ **Animal Activity:** Woodpecker damage, cows/bears, etc.
- ☐ **Check for signs of reduced circumference**
  - Due to animal, vehicle, insects, etc.



<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.



## Inspection Workflow

### 7. Bottom 1/3 of Pole<sup>1</sup> *(continued)*

- ☐ **Check Ground:** broken, missing, exposed
  - IF broken/missing within the first 8 feet, THEN make it safe as minor work, and create Priority B EC notification.
  - IF exposed within the first 8 feet, perform minor work.
- ☐ **Check Guy/Anchor Assembly:** broken, damaged, corroded, loose, missing, overgrown, strain, abrasion, grade or clearance issue, missing guy marker
- ☐ **Check Visibility Strips, Ground Molding, Riser Molding**
- ☐ **Check Pole Stub:** broken, missing or loose bands

<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.

Some of the measures included in this document are contemplated as additional precautionary measures intended to further reduce the risk of future ignitions following the 2017 & 2018 wildfires.



## Inspection Workflow

### 8. Middle 1/3 of Pole<sup>1</sup>

- ☐ **Check Vegetation:** Dead or dying, in contact with or within the vicinity of the pole; obstructions, clearance issues, tree connects (service level)
- ☐ **Check Pole:** damage, broken, burnt, cracked or decayed
- ☐ **Animal Activity:** Woodpecker damage, nesting
- ☐ **Check for signs of reduced circumference**
- ☐ **Check Loading:** Third Party Attachment(s) on PG&E's solely owned pole

<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.

Some of the measures included in this document are contemplated as additional precautionary measures intended to further reduce the risk of future ignitions following the 2017 & 2018 wildfires.



## Inspection Workflow

### 8. Middle 1/3 of Pole<sup>1</sup> *(continued)*

- ☐ **Check Ground:** broken missing exposed; have corroded connectors
  - IF broken/missing above 8 feet to communication level, THEN create an EC Notification.
  - IF exposed above 8 feet to communication level and Third-Party attachment are present, THEN create an EC Notification.
- ☐ **Check for broken molding**
- ☐ **Check Guy/Anchor Assembly:** Broken, damaged, corroded, loose, missing, overgrown, strain, abrasion, grade or Clearance issue
- ☐ **Check Hardware and Framing:** broken, damaged, burnt, missing, bent bolts or brackets, broken insulator pins, improper jumper, insufficient clearance

<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.

Some of the measures included in this document are contemplated as additional precautionary measures intended to further reduce the risk of future ignitions following the 2017 & 2018 wildfires.





## Inspection Workflow

### 9. Top 1/3 of Pole<sup>1</sup>

- ☐ **Check vegetation:** Dead or dying, in contact with or within the vicinity; obstructions, clearance issues, tree connects
- ☐ **Check for signs of reduced circumference**
- ☐ **Animal Activity:** Woodpecker damage, nesting
- ☐ **Check Upper Pole:** Damaged, broken, burnt, cracked or decayed
- ☐ **Check Ground:** Broken, missing, exposed; have corroded connectors
- ☐ **Check Leaning Pole:** More that 10% from plumb.
- ☐ **Check for Floaters:** Primary and secondary
  - Call Lead, Create A Priority EC Notification, Stand-by until relieved

<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.

Some of the measures included in this document are contemplated as additional precautionary measures intended to further reduce the risk of future ignitions following the 2017 & 2018 wildfires.



## Inspection Workflow

### 9. Top 1/3 of Pole<sup>1</sup> *(continued)*

- ☐ **Check for primary and secondary squatters**
- ☐ **Check Equipment:** Corrosion, flashed, arcing, burnt
- ☐ **Check Oil Filled Equipment:** Corrosion, flashed, arcing, burnt; signs of leaks weeps or seeps, bushing mounted cut outs present
- ☐ **Check Operating Number:** Missing, illegible, mismatched.
- ☐ **Check Crossarm:** Damaged, broken, burnt, splitting, decayed or rotten; Have loose or missing hardware; signs of gun shots, insect or woodpecker damage
- ☐ **Check Insulators:** chipped, cracked, corroded, contaminated, flashed, LAPP manufactured, or signs of tracking

<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.

Some of the measures included in this document are contemplated as additional precautionary measures intended to further reduce the risk of future ignitions following the 2017 & 2018 wildfires.



## Inspection Workflow

### 9. Top 1/3 of Pole<sup>1</sup> *(continued)*

- ☐ **Check Conductors:** Broken, damaged, burnt, corroded, sparking, loose, bird caged; improper sag; signs of annealing, arcing or previous contact; diminished clearance or uneven conductor, Third Party separation, flying bells present within associated spans
- ☐ **Check Hardware and Framing:** Broken, damaged, burnt, missing, bent bolts or brackets, broken insulator pins, improper jumper, insufficient clearance
- ☐ **Check Tie Wire:** Broken, damaged, missing, showing signs of wear; ensure auto splice is not tied in with tie wire
- ☐ **Check Loading:** Third Party Attachment(s) on PG&E's solely owned pole
- ☐ **Transmission Pole w/distribution underbuild** – Bridging is installed

<sup>1</sup> This list is meant as examples of common abnormal conditions and is not meant to be an exhaustive list of all possible abnormal conditions.

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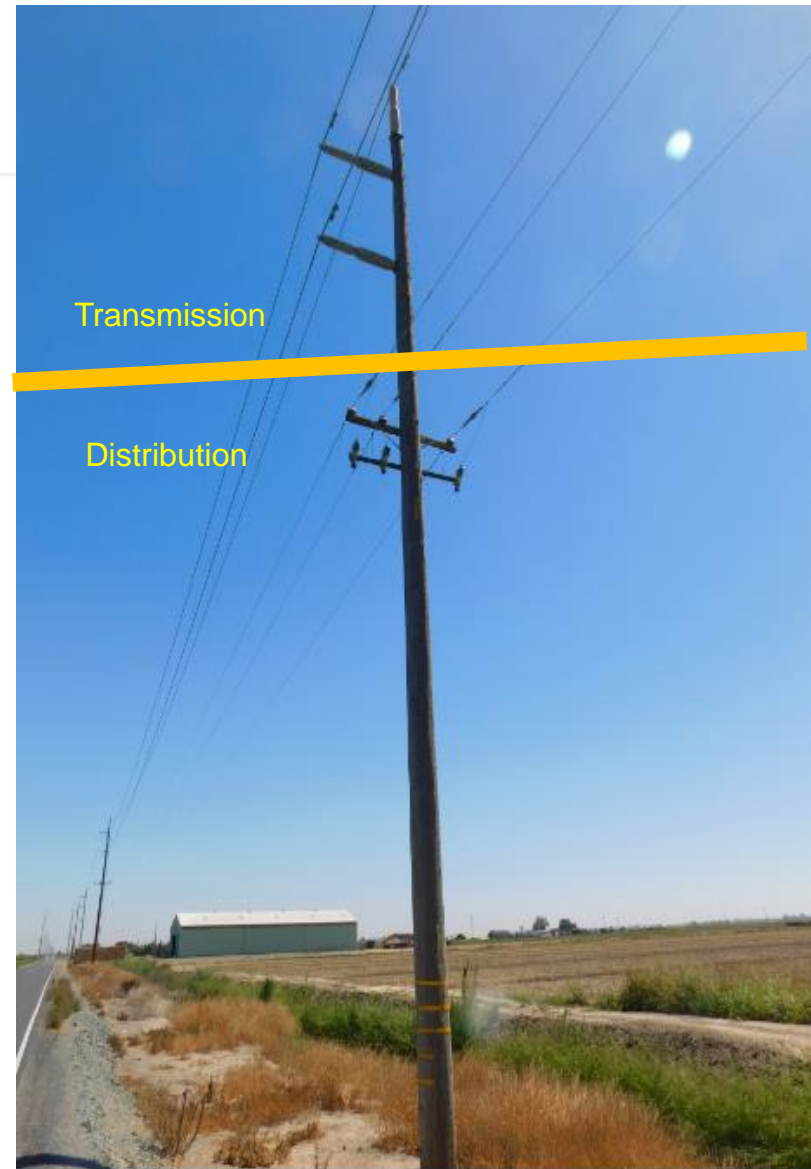


**D-WSIP Execution  
Compliance & Risk**

## **Inspection Workflow**

### **Transmission with Distribution underbuild<sup>1</sup>**

- ☐ **Perform an inspection on the pole and its distribution equipment and conductor**
- ☐ **Document compelling abnormal conditions, if any**
- ☐ **Identify any issues with the transmission pole and/or the transmission level and escalate to your PG&E Lead**



# Knowledge Check

1. Name abnormal conditions likely found

- ☐ Bottom 1/3 of pole
- ☐ Middle 1/3 of pole
- ☐ Top 1/3 of pole

# Notes



# Perform Minor Work



## Minor Work

**If there are safety issues below 8 feet**

**Perform Minor Work**

**Document Minor Work using the Pronto App**

- ☐ Visibility Strips
- ☐ Ground Molding
- ☐ Guy Marker
- ☐ Other (public safety repairs & veg clearing if you have the minor material & tools)







# Document Inspection



## Use Pronto App – 4 Forms

### 1. XX - Electric Distribution Overhead Inspection

- ☐ XX is for your assigned division
- ☐ Use to document the Inspection, Minor Work, & Veg Tags

### 2. ED – No Pole or Pin in Pronto

- ☐ Use to identify pole location when the pin is not in Pronto
- ☐ Use to document the Inspection, Minor Work, & Veg Tags

### 3. Pronto form: TRAINING - ED – Electric Distribution Overhead Inspection

- ☐ Training form

### 4. Pronto form: TRAINING - ED – No Pole or Pin in Pronto

- ☐ Training form



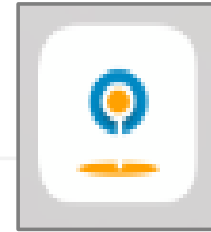
## Use Pronto App / Pronto Forms

### Division Forms

1. CC – Electric Distribution Overhead Inspection
2. DA – Electric Distribution Overhead Inspection
3. DI – Electric Distribution Overhead Inspection
4. EB – Electric Distribution Overhead Inspection
5. FR – Electric Distribution Overhead Inspection
6. HB – Electric Distribution Overhead Inspection
7. KE – Electric Distribution Overhead Inspection
8. LP – Electric Distribution Overhead Inspection
9. MI – Electric Distribution Overhead Inspection
10. NB – Electric Distribution Overhead Inspection
11. NV – Electric Distribution Overhead Inspection
12. PN – Electric Distribution Overhead Inspection
13. SA – Electric Distribution Overhead Inspection
14. SI – Electric Distribution Overhead Inspection
15. SJ – Electric Distribution Overhead Inspection
16. SO – Electric Distribution Overhead Inspection
17. ST – Electric Distribution Overhead Inspection
18. YO – Electric Distribution Overhead Inspection



Note: If you are re-assigned to another division, you must have permission to use that division's Pronto form.



## Use Inspect App

### 1. Create EC Notification

- ☐ All Compelling Abnormal Conditions
- ☐ Emergency Priority-A Notifications
- ☐ CGI Notifications
- ☐ Pole Replacements

### 2. Report Third-Party Issue

- ☐ Create Third-Party Utility Notification
- ☐ Create Third-Party Non-Utility Notification



# Pronto Scenarios



# Inspect Scenarios



# Cannot Get In

## CGI Workflow

1. Use Inspect App to find Customer's gate-code or phone number
2. Use Compliance Door Hanger (write your name/cell, hang on door)
3. Call Customer-Service (to get gate-code or customer name/phone)
  - ☐ **925-415-6600**
  - ☐ Staffed 6 days a week, Mon-Sat 0600-1700
  - ☐ Sunday hours is 0700-1500
4. When actions #1, 2, & 3 fail, then Create a CGI EC Notification
  - ☐ Use FDA OH Facility / Limited Access / Remove
  - ☐ Set Priority to B
  - ☐ Set Recommended Due Date to 5/31/2019
  - ☐ If customer refuses access, then write "Customer refusal" in comment
5. If you are threatened, call your PG&E Lead immediately





# **Electric Corrective EC Notifications**



## WSIP Mobile Training

### EC Notification – FDA Table

FDA	New	Priority	Comp
<b>Anchor</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Corroded	Repair	E	
	Replace	E	
Missing	Install	F-R	
Soil/Eroded/Graded	Adjust	F-R	
	Replace	F-R	
<b>Animal Impediment</b>			
Mitigation Missing	Install	E	
<b>Booster / Regulator</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Burnt	Repair	E	
Excessive Operation	Overhaul	E	
	Clean	E	
Leaks/Seeps/Weeps	Repair	E	
	Replace	E	
<b>Capacitor</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Burnt	Repair	E	
	Replace	E	
Clean	B		
Leaks/Seeps/Weeps	Repair	E	
	Replace	E	
<b>Climbing Space</b>			
Obstructed	Adjust	F-R	
<b>Connector</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Burnt	Repair	F-R	
	Replace	F-R	
Adjust	E		
Clearance	Install CL Pole	F-R	
	RayChem	E	
Idle Facilities	Remove	F-R	
Floater	Repair	E	
Improper Connection	Adjust	E	
Overloaded	Test	F-R	
Sag / Clearance	Adjust	F-R	
	Replace	F	
<b>Connector</b>			
Burnt	Replace	E	
Corroded	Repair	E	
	Replace	E	
Temp Differential	Replace	E	
<b>Crossarm</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Burnt	Repair	E	
	Replace	E	
Decayed/Rotten	Repair	E	
	Replace	E	
<b>Ground</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Clearance	Adjust	F-R	
Flashed	Repair	E	
	Replace	E	
<b>Fault Indicator</b>			
Broken/Damaged	Repair	E	
	Replace	E	
<b>Ground</b>			
Broken/Damaged	Repair	B	
	Replace	B	
Exposed	Repair	F-R	
Missing	Install	E	
<b>Guy</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Clearance	Adjust	F-R	
Corroded	Repair	E	
	Replace	E	
Loose	Adjust	F-R	
Missing	Install	F	
Overgrown	Trim	F-R	
Strain / Abrasion	Adjust	F-R	
	Remove	F-R	
<b>Guy Marker</b>			
Missing	Install	F-R	
<b>Hardware / Framing</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Loose	Adjust	E	
Missing	Install	E	
<b>High Sign</b>			
Missing	Install	F-R	
<b>Insulator</b>			
Broken/Damaged	Replace	E	
Flashed	Replace	E	
Squatter (Primary)	Repair	F-R	
	Replace	F-R	
Squatter (Secondary)	Repair	E	
	Replace	E	
<b>Jumper</b>			
Burnt	Repair	E	
Clearance	Adjust	E	
<b>Lightning Arrestor</b>			
Broken/Damaged	Repair	E	
Flashed	Replace	E	
<b>Marking</b>			
Broken/Damaged	Repair	F-R	
Missing	Install	F-R	
<b>Marking</b>			
Broken/Damaged	Repair	F-R	
	Replace	F-R	
Loose	Adjust	F-R	
Missing	Install	F-R	
<b>OH Facility</b>			
Grafts	Paint	E	
Limited Access/Obstruct	Inspect	E	
	Remove	E	
De-Energize	E		
Remove	F-R		
Transfer	F		
<b>Pole</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Stub	E		
Repair	E		
Replace	E		
Stub	E		
Repair	E		
Replace	E		
Pole Top	Repair	E	
Repair	E		
Replace	E		
Stub	E		
Remove	F-R		
Leaning	F		
Replace	F		
Overloaded	E		
Test	E		
<b>Pole (continued)</b>			
No Safe Access	Inspect	B	
Woodpecker Damage	Assess	E	
<b>Pole Step</b>			
Clearance Impaired	Remove	F-R	
<b>Reducer / Sectionalizer</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Clean	E		
Leaks/Seeps/Weeps	Repair	E	
	Replace	E	
Excessive Operation	Overhaul	E	
Flashed	Repair	E	
	Replace	E	
<b>Riser / Pothead</b>			
Broken/Damaged	Repair	E	
	Replace	F-R	
Flashed	Repair	E	
	Replace	F-R	
<b>RTVI</b>			
Interference	Repair	E	
	Replace	E	
<b>SCADA / PDAC</b>			
Broken/Damaged	Repair	F-R	
	Replace	F-R	
Leaks/Seeps/Weeps	Repair	F-R	
	Replace	F-R	
Test	B		
<b>Steel Lattice Pole</b>			
Guard Missing	Install	E	
<b>Streetlight</b>			
Broken/Damaged	Repair	E	
	Replace	E	
Missing	Install	E	
<b>Switch</b>			
Broken/Damaged	Repair	E	
	Replace	E	
<b>Tie Wire</b>			
Broken/Damaged	Repair	E	
Loose	Replace	E	
<b>EMERGENCY ONLY</b>			
<b>Check Cause (Required)</b>			
Animal	<input type="checkbox"/>	Third Party	<input type="checkbox"/>
Bird	<input type="checkbox"/>	Tree Branch	<input type="checkbox"/>
Equip Failed	<input type="checkbox"/>	Tree Contact	<input type="checkbox"/>
Fire	<input type="checkbox"/>	Tree Fell	<input type="checkbox"/>
Lightning	<input type="checkbox"/>	Unknown	<input type="checkbox"/>
<b>Trans. Dist Pole</b>			
Bonding Broken	Repair	E	
<b>Transformer</b>			
Broken/Damaged	Repair	E	
	Replace	F-R	
Corroded	Replace	E	
Flashed	Repair	E	
	Replace	E	
Idle Facilities	Remove	F-R	
Leaks/Seeps/Weeps	Clean	B	
	Repair	F-R	
	Replace	E	
Overloaded	Test	E	
<b>Tree / Vine</b>			
Clearance	Remove	E	
	Trim	F-R	
Decayed/Rotten	Install CL Pole	E	
Overgrown	Remove	E	
	Trim	E	
<b>Under-Arm Bus</b>			
Broken/Damaged	Repair	F-R	
<b>*Migratory Bird Notifications Only (2AB, KAC)</b>			
OH Facility / Bird Protection Required / Install (OFAC/BRDQ/INST)		E	
Hardware/Framing / Bird Protection Required / Install (HARD/BORQ/INST)		E	
<b>*2AB or KAC requires Bird Incident</b>			
<b>*Create ER Notif for Bird Retrofit Program (2AC, KAD)</b>			
<b>To Replace Existing, Deteriorated Bird Protection Only</b>			
Bird Protection / Bird Prot Deter / Replace (BIRD/BDOT/REPL)		E	
<b>*EMERGENCY ONLY</b>			
<b>TEMPORARY REPAIR:</b> <input type="checkbox"/>			
<b>*Check if Temporary Repair Only: Permanent Repair must be completed within the 21-day window</b>			

New = Check All FDA's identified in field  
Priority = Default Priority (B,E,F-Reg)  
Comp = Check if completing FDA in field

Priority Due Date Reference:  
A = Emergency  
B = Within 3 months (Urgent)  
E = Within 12 Months  
F = Date of Next Inspection for Plat Map

Some of the measures included in this document are contemplated as additional precautionary measures intended to further reduce the risk of future ignitions following the 2017 & 2018 wildfires.

# **Emergency Priority-A EC Notifications**

## **Emergency Priority-A EC Notifications**

- 1. Found hazard**
- 2. Make safe, if possible**
- 3. Call PG&E Lead**
- 4. Remain on site until relieved**
- 5. Follow the PG&E Lead's instructions, for example you may be asked to create a notification like the following:**
  - ☐ Emergency Priority-A EC Notification
  - ☐ Vegetation Notification
  - ☐ Third-Party Notification



# Third-Party Notification

## **Third-Party Notifications**

### **1. Use Inspect App to create Third-Party Notifications**

### **2. Photo Requirements**

#### **1. Take a Screenshot of the Electronic Map**

- ☐ Show enough of the map, that the crew will be able to locate the Pole
- ☐ Show the SAP Equipment Number
- ☐ Optionally, annotate the map using drawing tools

#### **2. Take one photo Pole**

- ☐ Show access-view of the Pole

#### **3. Take one photo of each abnormal condition**

- ☐ Be sure to zoom and focus the camera as needed

#### **4. Attach Map-Screenshot + 2 Photo minimum to Notification**



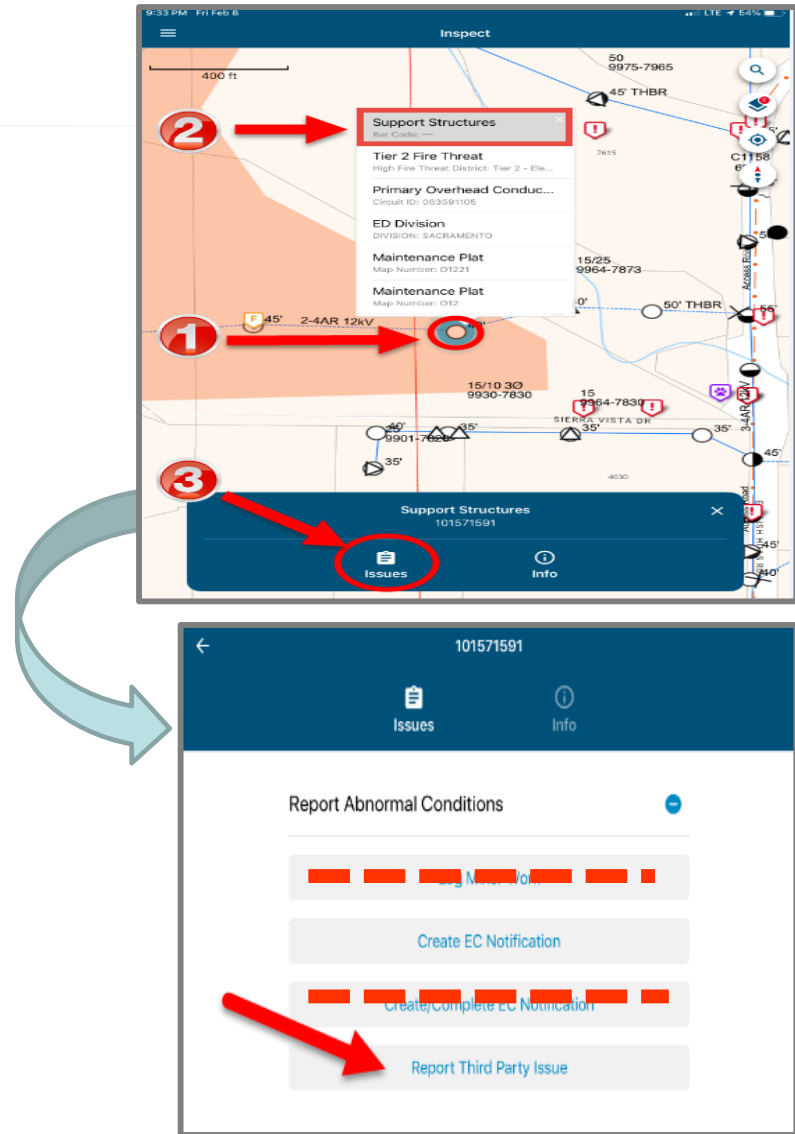
## Third Party Notifications

### Select Pole

1. Touch Asset
2. Touch Support Structure
3. Touch Issues

### Report Abnormal Conditions

- ☐ Touch Report Third Party Issue





## D-WSIP Execution Compliance & Risk

# Third Party Notifications

## 1. Identification

- ☐ Confirm Plat Map
- ☐ Enter PG&E Compliance Division Supervisor's LAN-ID
- ☐ Touch either
  - Utility
  - Non-Utility

101571591

1

### 1. Identification -

Identified On

2/8/19

Plat Map (required)

Q1221

5/30

Supervisor LAN ID (required)

Enter LanID

0/4

Third Party Type (required)

Utility

Non-Utility





# **Vegetation vs EC Notifications**

## **Vegetation Mgt Notification vs EC Notification**

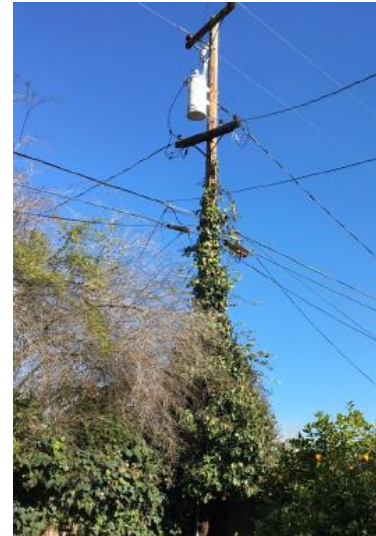
Vegetation Management manages vegetation notifications. Its role is to remove the vegetation.

### **Valid Vegetation (Tree) Mgt Form**

1. Dead or Dying Tree
2. Primary conductor within 4'
3. Strain or Abrasion on Secondary conductor
4. Transmission w/ underbuild with vegetation within 12' of conductor (115, 230, 500KV only)
5. Transmission w/ underbuild within vegetation within 4' of conductor (60/70 KV only)
6. Ground clearance (10' radius from base of pole)

### **EC Notification**

1. All other Veg issues



## Open Wire

1. Open wire Secondary verses Open wire Service is defined in the vegetation management's contract.
2. If you have Open wire secondary that goes to one (1) service then the open wire is "**Open wire Service**" per Veg. Use EC form.
3. If you have Open wire secondary that goes to two (2) or more services off the Open Wire then it is considered "**Open Wire Secondary**" per Veg. Use Veg form.

# Notes

# Tree Connects

## **Pronto Pins/Pole Symbols for Tree Connects**

### **Tree Connects Process**

1. When Inspect and Pronto have matching SAP Equipment Id and the asset is a Tree Connect, then Perform the Inspection using Pronto.
2. When Inspect has an SAP Equipment Id but there is no Pin in Pronto, then use ED No Pole or Pin in Pronto to document inspection.
3. When Pronto has an SAP Equipment Id but there is no SAP Equipment id in Inspect, then use Pronto to document inspection.
4. When both Inspect and Pronto do not have an SAP Equipment Id for the tree connect, then you will inventory the tree connect using Pronto Recordkeeping Question 2 when you perform and document the inspection on the subject pole (the take-off pole).



# **Temporary Repairs**

## **Pronto Recordkeeping Section**

### **Question 15**

# Temporary Repairs

## 1. Pronto Recordkeeping Section

- Question 15: Are temporary repairs installed at this location?
- Guidance:
  - (1) Inspect pole, its equipment, and associated spans looking for any temp-repairs.
  - (2) When a Temp-Repair is observed answer “Yes”; otherwise, answer “No”.
  - (3) Examples of temp-repairs are documented in the Temp-Repair Job Aid.

## 2. Temp-Repairs to be Inventories

- Rope, Duct tape, or Electric tape used to secure structure, components or conductor
- Cutout bracket on end of a crossarm to prevent crossarm from splitting
- Crossarms used to reinforce pole damage
- Insulator moved into adjacent pin due to cross-arm damage





## Temporary Repairs

## Pronto Record-Keeping

## Question 15

**15.** Are temporary repairs installed at this location? (Guidance: (1) Inspect pole, its equipment, and associated spans looking for any temp-repairs. (2) When a Temp-Repair is observed answer "Yes"; otherwise, answer "No". (3) Examples of temp-repairs are documented in the Temp-Repair Job Aid.)\*

Yes No

**15a.** Does this location have an open EC tag in the Inspect App?\*

Yes No

Enter open EC Notification Number

**15a-1.** If Yes, Enter the open EC Notification number\*

Tap to type answer

**15b.** Please identify the Temporary Repairs observed at this location (Select All that apply)\*

- 1. Rope, Duct tape, or Electric tape used to secure structure, components or conductor ☐
- 2. Cutout bracket on end of a crossarm to prevent crossarm from splitting ☐
- 3. Crossarms used to reinforce pole damage ☐
- 4. Insulator moved into adjacent pin due to cross-arm damage ☐
- 5. Other: Describe in the Comments section below ☐

Tap to type answer

**15c.** Attach Photos\*

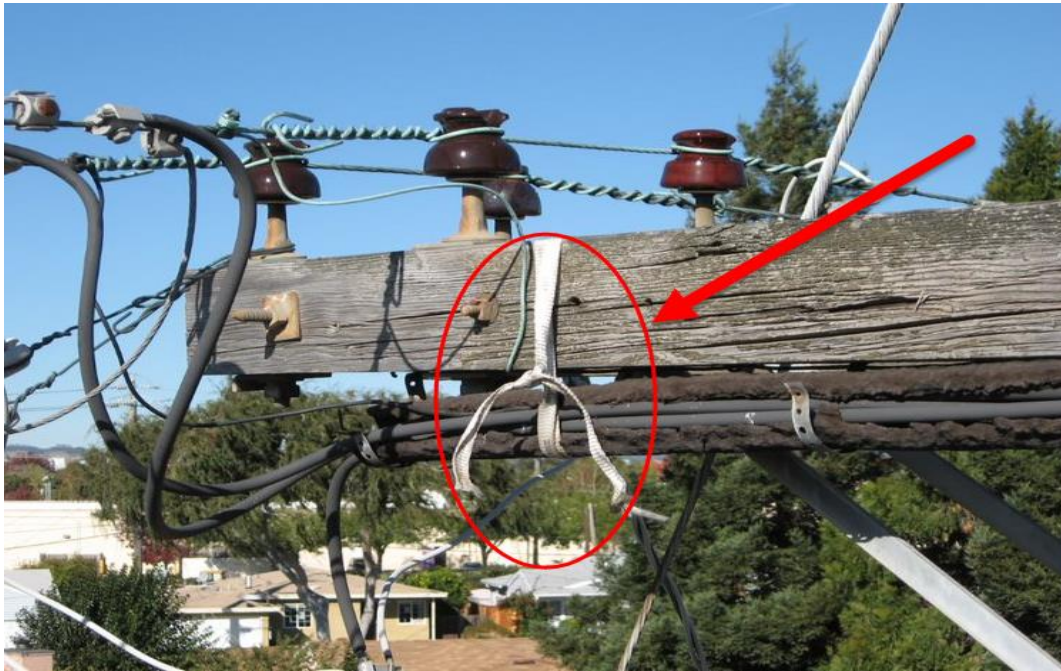
Tap to choose photo

**Comments**

Tap to type answer

## Temporary Repairs

**Example: Rope, Duct tape, or Electric tape used to secure structure, components or conductor**



## Temporary Repairs

**Examples: Crossarms used to reinforce pole damage**

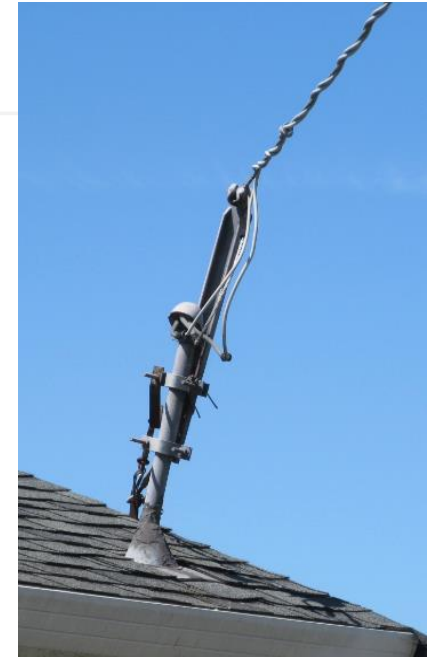




## Temporary Repairs

### Examples NOT considered Temp Repairs

1. Periscope extension on customer's weather-head.
2. The use of hardware by communication (cable/phone) to secure future third-party/communication level installations/repair work.
3. Animal mitigation like plastic wrap to prevent damage caused by squirrels when bucket-truck accessible.
4. PG&E Pole Test & Treat team may attach steel pole stubs bringing pole to standard (this is acceptable and not considered a temp-repair).
5. PG&E's Construction team may attach wood pole stubs bringing pole to standard.
6. Service wire section replaced midspan.
7. Repair/Construction work is in progress.



# **Inspecting PG&E Owned Facilities on Privately Owned Lines**

## **Inspecting PG&E Owned Facilities on Privately Owned Lines**

### **Private Lines with PG&E Equipment**

- ☐ Inspector patrols the conductor and inspects PG&E owned equipment.

**IF** the Pole symbol shows customer-owned (solid black circle) and

**IF** the Transformer symbol is not a solid black,

**THEN**

Touch into the transformer symbol

**IF** Customer-owned = NO,

**IF** Compelling Abnormal Conditions with Transformer, create EC

(Note: Call your Lead to create an ad hoc EC via Asset Inspection.)

**IF** Pole has Compelling Abnormal Conditions, create Third-Party

# Contact PG&E Lead



## **Contact PG&E Lead**

- 1. CGI – Cannot access location to complete inspection**
- 2. Emergency Priority-A tags**
- 3. No Pin Drop in Pronto Map**
- 4. Mis-Mismatched Operating Number on Equipment**
- 6. Raptor Kill**
- 7. Issues on Transmission with Distribution Underbuild**
- 8. Tech Down Condition**





# End of Shift

## WSIP Contractors Paperless Workflow

### Start of Shift



- Change status in ARCOS.
- Plan route using Inspect App.
- Ensure proper equipment is on the truck.
- Submit Tailboard.
- Travel to Pole.

### Perform Inspection



- Confirm location has no customer or safety alerts.
- Perform inspection.
- Input information & photos into Pronto.
- Create Notifications in Inspect app.

### End of Shift



- **Gather tools and equipment.**
- **Once on network, ensure Pronto forms are submitted.**
- **Change status in ARCOS.**
- **End of Day**



# **Job Aids:**

## **Overhead Inspections**

## **Clearance Evaluation**

## **Crossarm Evaluation**

# Notes



# Review Handouts

# Notes

# Concluding Thoughts

## **Concluding Thoughts**

- 1. Legal Hold Reminder**
- 2. Confidentiality Reminder**
- 3. iPad/iPhone Responsibility**
- 4. Refresh Inspect and Pronto apps daily**
- 5. Division Assignment**
- 6. Drive safely**