

Fire Incident Data Collection Plan and Reporting Standard

SUMMARY

This utility standard establishes requirements for Pacific Gas and Electric Company (PG&E) to comply with the California Public Utility Commission (CPUC) [Decision 14-02-015](#), which requires PG&E to annually report all fire ignitions associated with its electric facilities that meet the criteria specified by the CPUC.

The fire ignition data is used in other regulatory commitments, including the production of the Wildfire Mitigation Plan (WMP) and in quarterly Geographic Information System (GIS) Data Reporting submissions to the Office of Energy Infrastructure Safety (OEIS).

The fire ignition data is also provided to internal stakeholders including, but not limited to, Risk Management, Asset Strategy, Vegetation Management, Hazard Awareness and Warning Center (HAWC), and Field Operations to assess recurring fire ignition trends and formulate future fire prevention strategies.

Level of Use: Information Use

TARGET AUDIENCE

This standard targets PG&E employees engaged in field operations, employees who are responsible for managing fire ignition data, and internal stakeholders who receive fire ignition data.

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REQUIREMENTS

1 Regulatory Reporting Requirements

1.1 PG&E must collect and report fire incident data to the CPUC. For the purposes of the Data Collection Proposal, a reportable event is any event where utility facilities are associated with the following conditions:

1. A self-propagating fire of material other than electrical and/or communication facilities, and
2. The resulting fire traveled greater than one linear meter from the ignition point, and
3. The utility has knowledge that the fire occurred.

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NOTE

Must include all fires “associated with” PG&E facilities, even where the cause of the ignition may be under investigation and/or disputed.

- 1.2 To comply with [CPUC Decision 14-02-015](#), as recommended by the CPUC’s Safety and Enforcement Division (SED), the specific fire-related data-reporting requirements in the Annual Fire Incident Report as shown in the table below:

Utility Name	Name of utility reporting the event.
Date	Date the event started.
Time	The time the event started.
Location	Latitude and longitude coordinates of the point of ignition.
Material at Origin	Material involved in the initial fueling of the fire.
Land Use at Origin	Nature of land use in the vicinity of the point of the fire’s origin (i.e. Urban, Rural).
Size	An approximation of the fire size.
Suppressed by	Who suppressed the fire.
Suppressing Agency	If the fire was suppressed by a fire agency or agencies, insert the lead agency when one or more agency was involved.
Facility Identification	Utility’s description of the pole and/or equipment involved.
Other Companies	Other companies that were attached to the pole in question and known to the utility. If the facilities involved were not overhead leave this field blank.
Voltage	Nominal voltage rating of all the utility equipment and/or circuit involved in the fire use, use volts.
Equipment Involved with the Ignition	The equipment that supplied the heat that ignited the reported fire.
Type	The equipment involved in the event (overhead, pad-mounted, or subsurface).
Outage	Was there an outage involved in the event.
Outage Date	Outage start date, if one is associated with the event.
Outage Time	Outage start time, if one is associated with the event.
Suspected Initiating Event	The suspected initiating event based on initial field observations.
Equipment/Facility Failure	The specific equipment associated with the reported fire, only to be used if “Equipment/Facility Failure” is selected as Suspected Initiating Event.
Contact from Object	The first object that contacted the Communication or Electric Facilities, only to be used if “Contact from Object” is selected as Suspected Initiating Event.
Facility Contacted	The first facility that was contacted by and outside object, only to be used if “Contact from Object” is selected as Suspected Initiating Event.
Contributing Factor	Factors that contributed to the ignition.
Notes	An optional field, list additional information that could be useful when examining data.

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- 1.3 PG&E shall submit a copy of the previous year Annual Fire Incident Report to a single, combined distribution list of Communication Infrastructure Providers (CIP) representatives who have requested a copy of the report by March 1 of each year.
- 1.4 PG&E shall submit a copy of the previous year Annual Fire Incident Report to the CPUC by April 1 of each year per [CPUC Decision 14-02-015](#).
- 1.5 PG&E shall submit certain Geographic Information System (GIS) data, as part of the Wildfire Mitigation Plan (WMP), to Office of Energy Infrastructure Safety (OEIS) on a quarterly bases per [Geographic Information System \(GIS\) Data Reporting Standard for California Electrical Corporations - V2](#) according to the chart listed below:

Quarter	Submission Date
Q1 Data	May 1
Q2 Data	August 1
Q3 Data	November 1
Q4 Data	With WMP Submission

NOTE

Reference Fire Incident Data Collection and Reporting Procedure ([RISK-6306P](#)) for more detail regarding Ignition Investigation Process.

2 Roles and Responsibilities

2.1 Field Operations

1. Distribution Line Technicians, Crews, Field Metering, and Troublemakers
 - a. Responsible for reporting all ignitions associated with PG&E's electric facilities and ignitions involved with utility maintenance activities utilizing systems of record including:
 - (1) Field Automated System (FAS) – System used by Distribution Troublemakers to address field orders as they are typically the first responders to a Distribution asset failure.
 - (2) Corrective Action Program (CAP) – System used by employees and contractors to identify and track actual or potential asset and operational issues, failures, nonconformities, and opportunities for improvement. For all ignitions where FAS is not available to document the ignition or ignitions involved with utility maintenance activities shall be reported as a Safety Near Hit in CAP.
2. Transmission Troublemakers

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- a. Responsible for communicating with Grid Control Center (GCC) ignitions associated with PG&E's electric facilities and ignitions involved with utility maintenance activities. Information regarding fire size, responding agency, and attributability should be communicated to the GCC if known.

2.2 Grid Control Center (GCC)

- Responsible for monitoring operations of PG&E Transmission system and reporting ignitions information, if provided, into the following application:
 - a. Transmission Outage Tracking and Logging Tool (TOTL) – An application used by the Transmission Grid Control Center to track and log event information that includes office items report, work cards, interruption reports, and log details and notifications.

2.3 EII Senior Manager/ Supervisor

- Responsible for monitoring and ensuring that all processes, documentation, and work activities are executed in adherence to Fire Incident Data Collection and Reporting Procedure ([RISK-6306P](#)) to ensure data accuracy and timely reporting to meet the CPUC compliance requirement.
- Ensures respective stakeholders and executive leadership are informed of current findings or issues, escalating as appropriate.

2.4 Ignition Database Owner

- Ensures the Ignition Database is updated and inclusive of all fire ignitions the utility has knowledge of through systems of record (i.e. FAS, CAP) and sources (i.e. TOTL) that involve or have the potential to impact PG&E electric assets. Additional systems and sources utilized:
 - a. Electric Incident Report (EIR) – Any incident attributable or allegedly attributable to PG&E assets and meets one of the following criteria must be reported to the CPUC per Electric Incident Reporting On-Call Representative Procedure ([RISK-6305P-01](#)).
 - b. Trans-Sub Update Email – Transmission Grid Control Center sends out emails with information regarding “trouble” or “force-outs” or “interruptions” and may mention any ignitions that occur as a result.
 - c. Hazard Awareness and Warning Center (HAWC) – the HAWC sends out ignition reports in the following formats:
 - (1) Early Notification E-Page
 - (2) HAWC Incident Report Email

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- (3) Controlled Fire Awareness Email
- (4) HAWC EII Preliminary Fire Information Spreadsheet
- d. Electric Corrective Notifications
- e. Agency Fire Reports
- Routinely informs Internal Stakeholders of present year to date summaries, trends, and updates on the Ignition Database and Investigation Process.
- Compiles the Fire Incident Data Collection Annual Reports and reviews reporting schedules to ensure that PG&E's Fire Incident Data Collection Annual Reports are reviewed by the appropriate stakeholders to be filed on time.

2.5 Ignition Investigators

- Performs an investigation on all ignitions in the Ignition Database to determine if the ignition meets the criteria for a CPUC reportable event, per Fire Incident Data Collection and Reporting Procedure ([RISK-6306P](#)) and associated attachments.
- Collaborate with key stakeholders to ensure the fire ignition data is useful and actionable and to seek supplemental and/or validation information regarding fire incidents if needed.

END of Requirements

DEFINITIONS

CIP: The Communication Infrastructure Providers (CIP) are notified annually of ignitions pursuant to the Fire Incident Data Collection Plan that involves CIPs facilities.

CPUC: The California Public Utilities Commission (CPUC) is the regulatory agency for the state of California that regulates privately-owned public utilities within the state of California. The CPUC regulates electric power, telecommunications, natural gas, and water companies.

Executive Summary: A brief synopsis at minimum containing the date of the ignition, location, circuit, cause of the ignition, and the fire suppressing agency.

GIS: Geographic Information System is a system designed to capture, store, manipulate, analyze, manage, and present all types of geographic location data, allowing the user to question, analyze, and interpret data to understand relationships, patterns and trends. GIS information is stored in layers of spatial data in a format that can be stored, manipulated, analyzed, and mapped.

Ignition Point: The location, excluding utilities facilities, where a rapid, exothermic reaction was initiated that propagated and caused the material involved to undergo change, producing temperatures greatly in excess of ambient temperature.

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Interruption Report: A record for any unplanned Transmission equipment outage.

Log Details/Notifications: A record that shows the most granular level of detail available in TOTL and log the details of what took place.

OEIS: The Office of Energy Infrastructure Safety under the California Natural Resources Agency, once referred to as the Wildfire Safety Division within the CPUC prior to July 1, 2021, is dedicated to reducing utility-related wildfire risk and long-term wildfire safety.

Office Items Report: A high level summary of the outages for a particular day.

Suspected Initiating Event: An event that creates a disturbance, ignition, that has the potential to lead to damage.

WMP: The Wildfire Mitigation Plan (WMP) provides updated details on PG&E's Community Wildfire Safety Program (CWSP), incorporates lessons learned from the prior year's wildfire season, and outlines additional programs planned to continue reducing the risk of catastrophic wildfires. The WMP is submitted to the CPUC's Wildfire Safety Division.

Work Cards: A record that shows detailed information for planned or unplanned outages and are specific to the nature of work.

IMPLEMENTATION RESPONSIBILITIES

The Electric Incident Investigations Senior Manager and Incident Investigations Supervisor are responsible for overseeing the day-to-day operation and management of the Ignition Database and Investigation Process, including tasks involving the implementation and communication of this utility standard.

GOVERNING DOCUMENT

[CR-2001S Compliance Standard](#)

COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

CPUC Decision 14-02-015:

As of February 5, 2014, the CPUC's Safety and Enforcement Division (SED) amended General Order (GO) 95 to enforce investor-owned utilities (IOU) to collect and report fire incident data. Pursuant to the [CPUC Decision 14-02-015](#), PG&E shall...

- Start the collection of fire-incident data in accordance with the Fire Incident Data Collection Plan that is approved by this decision....
- Submit annual reports in accordance with the Fire Incident Data Collection plan that is approved by this decision by April 1 of each year beginning in 2015.
- Work with communication infrastructure providers (CIPs) to establish a mutually satisfactory process for notifying CIPs when an IOU reports a fire incident pursuant to

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the Fire Incident Data Collection Plan approved by this decision that involved CIP facilities.

Records and Information Management:

PG&E records are company assets that must be managed with integrity to ensure authenticity and reliability. Each Line of Business (LOB) must manage Records and Information in accordance with the Enterprise Records and Information (ERIM) Policy, Standards and Enterprise Records Retention Schedule (ERRS). Each Line of Business (LOB) is also responsible for ensuring records are complete, accurate, verifiable and can be retrieved upon request. Refer to [GOV-7101S, "Enterprise Records and Information Management Standard"](#) for further records management guidance or contact ERIM at Enterprise_RIM@pge.com.

REFERENCE DOCUMENTS

Supplemental References:

[RISK-6305P-01 Electric Incident Reporting On-Call Representative Procedure](#)

DOCUMENT REVISION

Utility Standard: Risk-6306S, Rev: 1

DOCUMENT APPROVER

██████████, Sr. Director, Electric Compliance
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REVISION NOTES

Where?	What Changed?	Who?	When?
Document Approver	Removed ██████████. Added ██████████	██████████	Nov. 2021
Summary,	Changed Wildfire Safety Division (WSD) to the Office of Energy Infrastructure Safety (OEIS).	██████████	Nov. 2021

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Section 1.5, and Definitions			
Section 1.5	Fixed broken link to Geographic Information System (GIS) Data Reporting Standard for California Electrical Corporations - V2.		Nov. 2021
Summary	Revised to include CPUC and WSD reporting requirements and internal stakeholders who use the fire ignition data.		May 2021
Target Audience	Revised description.		May 2021
General Requirements	Included the specific fire-related data-reporting requirements.		May 2021
General Requirements	Added the quarterly WSD submission requirement.		May 2021
Training	Removed training requirements.		May 2021
Roles and Responsibilities	Added roles and responsibilities.		May 2021
Definitions	Added definitions.		May 2021
Implementation Responsibilities	Responsibilities have been changed from Compliance and Vegetation Management to Electric Incident Investigations.		May 2021
Supplemental References	Added reference to RISK-6305P-01.		May 2021
Document Approver, Document Owner, and Document Contact	Document Approver, Owner, and Contact has changed as the work group responsible changed from Electric Operations CPUC Compliance to Electric Incident Investigations.		May 2021
Throughout	Included hyperlinks to specific documents and websites.		May 2021