

## Idle Facility Program

### SUMMARY

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

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

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

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

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### SAFETY

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

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

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

### BEFORE YOU START

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

This document is one of five procedures associated with [TD-2459S](#). The following are the other four procedures:

- [Utility Procedure TD-2459P-02, "Idle Facility Program - PS&R Office"](#)
- [Utility Procedure TD-2459P-03, "Idle Facility Program - PS&R Inspectors and Other QCRs"](#)
- [Utility Procedure TD-2459P-04, "Idle Facility Program - CSD, Land Management, and 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 idle facilities that, if removed, could impact PG&E's ability to provide service to an identified property or parcel. These investigations determine the foreseeable future use for such facilities.
- 1.4 [Form TD-2459S-F01, "Idle Facility \(IF\) Investigation Work Form,"](#) also known as the "IF notification," documents the history and outcome of idle investigations.
  1. System inspectors and qualified Company representatives (QCRs) IDENTIFY AND DOCUMENT potential idle electric lines.
  2. System inspections supervisors AND specialists REVIEW AND CONFIRM the data entered in SAP by inspectors and/or clerical staff.
  3. System inspections clerical staff ENTER IF notifications into SAP.
  4. Electric mapping personnel LABEL electric distribution maps with the investigation outcome.

#### 2 Idle Facility Identification

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

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

- 3.1 QCRs COMPLETE an IF investigation work form ([TD-2459S-F01](#)) to establish a permanent record for managing idle facilities.
- 3.2 QCRs CREATE a Priority B electric corrective (EC) tag to de-energize the idle facility.

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- 3.3 System inspections personnel ENTER the IF investigation work form into SAP to generate an IF notification. (IF notifications initiate idle facility investigations and document the history and any foreseeable future use of idle facilities.)
- 3.4 Asset strategy personnel must PRIORITIZE AND COMPLETE Priority B EC tags to de-energize facilities located in a high fire threat district (HFTD).
- 3.5 QCRs IDENTIFY AND DOCUMENT idle facility field conditions to help prioritize IF notifications. These conditions are identified on Page 1 of the IF investigation work form ([TD-2459S-F01](#)) and detailed in [Table 1, "Idle Facility Field Conditions and Investigation Priorities."](#) on Pages 6-7.
- 3.6 QCRs IDENTIFY facilities with a potential future agricultural or vacant building use AND THEN CLASSIFY these facilities, as follows:
  1. De-Energized -Temporary Out of Service (TOS):
    - Future agricultural purposes - TOS-AG
    - Future vacant building purposes - TOS-V
  2. Energized - Temporary Idle Facility (TIF):
    - Future agricultural purposes - TIF-AG
    - Future vacant building purposes - TIF-V

**NOTE**

SEE [Table 2, "TOS/TIF Classifications,"](#) on Page 9 for a complete listing of TOS/TIF classifications.

- 3.7 System inspections action is required for the following idle categories:
  1. TOS/TIF Classification - WHEN an IF notification with a future (FUTR) status is activated,  
  
THEN VERIFY that pending maintenance exists.
  2. I/R or DEACT Classification - VERIFY pending maintenance AND COORDINATE removal/deactivation activities with the EC notification due date.
    - a. UPDATE the EC work type code AND maintenance activity type to reflect the removal or deactivation of facilities.

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### 3.7 (continued)

- b. IF there is no pending maintenance scheduled,

THEN system inspections personnel RECEIVE an auto-generated S9 notification to initiate the removal process.

- EC notifications for idle removals with no pending maintenance default to EC notification, with a required end date of 5 years (OH or UG) Priority F complete within 3 years.
- ENTER a funded repair date (FRD) 3 years from EC notification date.

- 3.8 System inspections supervisors PRIORITIZE idle facility investigations as high, medium, or low, AND ASSIGN the idle facility investigations a due date to assist idle facility personnel in determining the highest priority work.

1. The due date is the latest date that the idle facility investigation must be completed. (SEE Table 1 on Pages 6-7.)
2. The following are the priorities:
  - High – Idle facility investigation personnel PERFORM an investigation within 30 days of the IF notification date (date identified in field).
  - Medium – Idle facility investigation personnel PERFORM an investigation within 90 days of the IF notification date (date identified in field) unless otherwise noted.
  - Low – Idle facility investigation personnel PERFORM an investigation within 1 year of the IF notification date (date identified in field) “Step – first level of detail.”
3. IF a high-priority investigation indicates a safety or reliability risk,  
THEN MITIGATE the hazard(s) AND MAKE the condition safe.
4. DESCRIBE the urgency of the situation in the IF notification comments.

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

Condition	Action	Investigation Priority
<p>Safety situation/risk.</p>	<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 electric corrective (EC) notification to document any other abnormal conditions to resolve.</li> <li>Initiate a Priority B, 3-month EC notification to de-energize the facility.</li> </ul>	<ul style="list-style-type: none"> <li>High</li> <li>Submit to supervisor by end of day.</li> <li>Enter in SAP and communicate to idle facility investigation personnel within two business days.</li> </ul>
<p>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.</p> <p>Consider current field conditions<sup>1</sup>, the transformer condition, and if the following sensitive locations are nearby:</p> <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>	<p>If high priority, then mitigate hazard and make safe, which may include de-energizing.</p> <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, 3-month EC notification to de-energize the facility</li> </ul>	<ul style="list-style-type: none"> <li>High – Medium – Low</li> <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>
<p>Future work required to maintain existing idle facility (EC notifications to repair/replace/relocate facilities).</p>	<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, 3-month EC notification to de-energize the facility</li> </ul>	<p>High – Medium – Low</p>
<p>PG&amp;E and Modesto Irrigation District (MID) service areas.</p>	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation</li> <li>Initiate a Priority B, 3-month EC notification to de-energize the facility</li> </ul>	<p>Medium – 60 days</p>
<p>Idle facilities in raptor concentration zones (RCZs) with suitable habitat to support threatened or endangered raptors.</p>	<ul style="list-style-type: none"> <li>Initiate an IF notification for investigation.</li> <li>Initiate a Priority B, 3-month EC notification to de-energize the facility.</li> </ul>	<p>Medium – Low</p>

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

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**Table 1. Idle Facility Field Conditions and Investigation Priorities<sup>1</sup> (continued)**

Condition	Action	Investigation Priority
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, 3-month EC notification to de-energize the facility.</li> </ul>	Medium
Idle facility in Tier 2 & 3 fire zone.	<ul style="list-style-type: none"> <li>• Initiate an IF notification for investigation.</li> <li>• Initiate a Priority B, 3-month 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, 3-month EC notification to de-energize the facility</li> </ul>	Low
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, 3-month EC notification to de-energize the line.</li> </ul>	Low

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

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

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

1. DOCUMENT all conversations on an IF notification AND/OR ATTACH documented conversations to the IF notification in SAP. (SEE [TD-2459P-04.](#))

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- 4.3 Idle facility investigations may require joint investigations with various departments. TAKE the following steps when planning AND conducting joint investigations:
1. ASK planning personnel to review the facilities to determine if they are needed for future capacity or reliability.
  2. ASK land personnel, as necessary, to determine the current property owner.
  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 the customer fund management (CFM) personnel for assistance AND FOLLOW the IF process for completing/closing investigation for removal.
- 4.4 WHEN facilities do not have a foreseeable future use,  
  
THEN CLASSIFY them as identified for removal (I/R) or deactivated (DEACT).
1. I/R facilities are UG and OH facilities that are identified as idle AND scheduled for removal from the field.
  2. DEACT facilities relate only to UG facilities that cannot be reasonably removed, as described in [Utility Standard TD-2013S, "Deactivation of Underground Electric Distribution Facilities."](#)

### NOTE

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

- 4.5 MANAGE AND MAINTAIN electric distribution lines identified in the field as TOS, TIF, DEACT, or I/R, according to associated policies, standards, rules, and procedures.
- 4.6 DOCUMENT the idle facility investigation outcome within the SAP IF notification repair data AND COMPLETE/CLOSE the IF investigation. On completion/closure of IF notification, an auto-generated email notification of closure is sent to the appropriate compliance specialist.



## Idle Facility Program

4.6 (continued)

**NOTE**

Investigation personnel must have system inspections specialist LanID readily available at time of IF notification completion/closure.

- 4.7 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 IF notification, idle facility investigation personnel COMMUNICATE via an auto-generated email notification initiating a request for work (RW) notification to mapping.

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

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

**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
	Potential service to an existing vacant building	De-energized
TIF-V	Potential service to an existing vacant building	
TOS-CAP	Potential PG&E use for capacity or reliability	
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 idle facilities that are not considered to have a foreseeable future use as I/R or DEACT.
- 6.2 Only UG facilities can be deactivated. SEE [TD-2013S](#).

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- 6.3 WHEN idle facilities are scheduled for removal because of an idle facility 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 system inspections specialist.

**NOTE**

Investigation personnel must have system inspections specialist LanID readily available at time of IF notification completion/closure.

1. System inspections personnel then CREATE a Priority F (within 5 years) EC notification for the facilities AND ASSUME job/owner responsibilities for coordinating the removal work.
- 6.4 WHEN the idle facilities are scheduled for removal 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.
- 6.5 Removing idle facilities initiated by customer request that is in conjunction with a new business project or as WRO does not require an idle facilities investigation.

### 7 Electric Mapping Functions

- 7.1 Electric mapping personnel RECEIVE RW notifications AND completed job packages AND TAKE the following steps:
1. COMPLETE all RW notifications that designate TOS, TIF, or I/R facilities within 30 days.
    - a. PRIORITIZE AND COMPLETE any RW notifications with facilities located in a HFTD first.
  2. UPDATE the status AND label of the facilities in the Geographic Information System (GIS).
  3. LABEL the identified electric distribution maps according to the idle electric distribution line classification (SEE Table 2 on Page 9).
  4. LABEL the facilities identified for removal as I/R.
  5. UPDATE underground facilities (i.e., conductor, conduit, and substructures) that were not removed from the field to “deactivated,” using the PGE deactivation tool.

## Idle Facility Program

7.1 (continued)

6. MAINTAIN the inventory of idle facilities by TOS/TIF classification. A report is generated on request.

### END of Instructions

### 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 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.

**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.

**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.

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Definitions (continued)

**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.")

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

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

### 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.
- The superintendents in charge of maintenance and construction are responsible for communicating this procedure to construction supervisors, coordinators, foremen, or other QCRs.
- The managers in charge of restoration are responsible for communicating this procedure to supervisors and troublemen.
- The managers of vegetation management are responsible for communicating this procedure to vegetation supervisors and QCRs.
- The managers in charge of electric mapping are responsible for implementing the mapping responsibilities described in this procedure and associated documents.
- The managers of customer contact are responsible for communicating this procedure to supervisors, industrial power engineers, senior new business representatives, and customer contact estimators.

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### Implementation Responsibilities (continued)

- Land managers are responsible for communicating this procedure to supervisors and land agents.
- The managers of resources are responsible for communicating this procedure to supervisors and clerical personnel.
- All employees who work on idle electric OH and UG distribution lines are responsible for complying with this procedure.

### GOVERNING DOCUMENT

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

### 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 (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"](#)

## Idle Facility Program

### Reference Documents (continued)

#### 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"](#)

#### Utility Procedures:

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

#### 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," Revision 3, dated 02/15/2020.

### DOCUMENT APPROVER

Jeff Thomas, Senior Manager, Distribution Asset Strategy

### DOCUMENT OWNER

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## Idle Facility Program

### DOCUMENT CONTACT

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### REVISION NOTES

Where?	What Changed?
Summary	Removed reference to Policy 3-7.
Links	Updated throughout procedure.
Section 1.4	Updated to System Inspectors.
Section 3	Multiple changes including updating the tables.
Section 4	Major changes.
Section 6	Minor rewording.
Section 7	Major changes.
Reference Documents	Removed reference to Policy 3-7.
Approvers, Owner, Contact	Updated names and positions.