



**Pacific Gas and
Electric Company.**



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
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MATTHEW LEVY
DIRECTOR

ENGINEERS AND SCIENTISTS OF CALIFORNIA
LOCAL 20, IFPTE, AFL-CIO AND CLC
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JOSHUA SPERRY
SR. UNION REPRESENTATIVE

Memorandum of Understanding

This MOU is to summarize the agreement made by the parties at the Letter Agreement 18-02 Committee on Fielding on June 1, 2018 and again on July 30, 2018.

Specifically, the parties agreed to the following:

The Company and Union agree to a six-month pilot period beginning August 1, 2018 and ending January 31, 2019 and with the following provisions:

1. Job Owners (JO's) will utilize the attached "Job Package Checklist" for every New Business job.
2. In addition, for each job, Job Owners will be expected to fill out the items of the appropriate Field Note Template that are shown on the attached in black. JO's are encouraged to collect the points of information shown in red if qualified.
3. During the pilot period, Job Owners may be assigned to perform these duties for all New Business jobs.
4. During the pilot period, the Fielding committee will meet on a regular basis to assess the impact of the above assignments on workload and make any adjustments if needed. The committee will also work to develop the training program.
5. At the conclusion of the pilot, the parties will meet to discuss the field checking checklists, the need for definition of "single location," and what types of jobs they will apply to. If there is no agreement by the parties, at the conclusion of the pilot, Company and Union will negotiate the definition of "single location," and specific field check checklists; such checklists will only apply to jobs appropriate to NBR's as shown in LOA 18-02 Attachment 1 section G ("Work Jurisdiction").

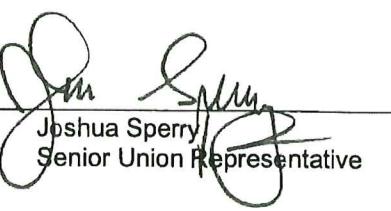
August 7, 2018

PACIFIC GAS & ELECTRIC COMPANY

By: 
Matthew Levy
Director

8/1, 2018

ENGINEERS & SCIENTISTS OF CA
LOCAL 20, IFPTE, AFL-CIO AND CLC

By: 
Joshua Sperry
Senior Union Representative

Intended Audience: Job owners, ADEs and estimators

Background: Job owners use this checklist as a guide to obtain and note relevant information in the **long text of the notification** before an order can be created and estimate can be scheduled:

References:

[TD-9100P-15, "Design Estimator Procedure"](#)

[TD-9100P-16, "Project Coordination Procedure"](#)

[TD-9500P-10 Customer Load Study](#)

[Field Accounting Handbook](#)

CHECK APPLICABLE Gas or Electric Estimate Job Package Checklist

Date Submitted _____ **Estimating End Date** _____ **Rep./J.O.** _____

Job Location: _____

Notification # _____

Design Bid Opt. _____ **Install Bid Option** _____ **EA Status** _____

Application Type: Residential Commercial Sub-Division Ag EGI WDT

Job Type:

<input type="checkbox"/> New Business	<input type="checkbox"/> Special Facilities	<input type="checkbox"/> Additional Meter
<input type="checkbox"/> WRO (Fully reimbursed)	<input type="checkbox"/> R20A	<input type="checkbox"/> AG
<input type="checkbox"/> WRO (Part reimbursed)	<input type="checkbox"/> GPRP	<input type="checkbox"/> EGI
<input type="checkbox"/> WRO non-reimbursed	<input type="checkbox"/> Post Estimate	<input type="checkbox"/> WDT
<input type="checkbox"/> Reconstruction	<input type="checkbox"/> TEMP <1 YR	<input type="checkbox"/> Gas Meter Work Only
<input type="checkbox"/> EPCM	<input type="checkbox"/> TEMP >1 YR	<input type="checkbox"/> Other: _____

To Be Placed in Job Package	INCLUDED	N/A	Electrical Information	
Distribution Plat Map/Web Viewer			Overhead or Underground	
Indicate job site/Proposed location Required on Plat Map/ Web Viewer			Rules(s)	
Circuit Map			MAT Code	
Utility Plans			Rate	
Existing Transformer Loading			Main Switch Size	
Location map (Google Earth/Maps)			Singe or Three Phase	
Scaled Site Plans & Mark G/E Meter Loc.			Voltage	
Building Elevation Plans			Number of Meter(s)	
Demand Calc Sheet			Demand Load in KVA***	
Updated Application and PIP			Bldg./House Floor Area in ft2	
Site Pictures			Air Condition Tons	

To Be Placed in Job Package	INCLUDED	N/A	Electrical Information	
Planning Review****			Air Condition LRA	
Electric Conceptual Design			Solar KW	
Tract Map/Parcel Map			PEV Load	
Improvement Plans			Nameplate Data	
Improvement Plans (included mark-up)			Streetlight Information	
Grading Plans (included mark-up)			Number of Streetlight(s)	
Landscape Plans (included mark-up)			Wattage	
Environmental Conditions (included mark-up)			Lamp Style	
Trenching Information	APPLICANT	PG&E	Streetlight Type	
Onsite Trenching			Type of pole	
Offsite Trenching			Mounting height	
Who provides Composite DWG/FORM B			Number and size of each meters	
Joint Trench Occupants	INCLUDED	N/A	Length of arm (or post top)	
Electric			Gas Information	
Gas			Total Gas BTU Load*	
Phone			Requested Gas Pressure**	
CATV			Number of Meter(s)	
Other			Rules(s)	
Other Documents	INCLUDED	N/A	Rate	
ACAD File (version 2012 or earlier)			Max Occupancy Capacity	
Electric switchboard drawing			Number off Floors	
Land Issues	INCLUDED	N/A	Building Purpose	
Who provides Easement/ROW Doc.			Gas Meter Location	
			Meter Room	
			Meter Cabinet	
			Master Meter	
			Meter Manifold	

*Provide BTU Load Break Down per appliance.

**Gas Pressure over 2 psig requires RFC approval.

*** If Ag load in HP motor code is required

**** For Planning Review, Refer to <TD-9100B-003 Electronic Routing System for Planning Reviews>

Job Story:



Design Optimization
OH Field Note Template

Overhead Field Notes	PM#	Not #	MAT
Estimator:	PH	Job Owner	PH
Address:	City	County	
GPS Coordinates - Lat:	Long:	Mile Marker Number:	
Location: Franchise / Rear Easement / Private property	Location: SW / Asphalt / Dirt / Landscape	SW width _____ ft	
Traffic Control Required: Y N	Accessible to Line Truck: Y N	Rail Crossings: Y N	Tree Trimming: Y N
Traffic Conditions: Hwy City Suburban Rural	Special Equipment Required: Helicopter Crane Backyard Machine	Hand Dig: Y N	Irrigation Canal: Y N
EQUIPMENT INFORMATION (For multiple locations capture details on each pole sheet)			
Equip. Type / Size:	Rusted: <input type="checkbox"/>	Blue Tag: <input type="checkbox"/>	Leaking: <input type="checkbox"/>
Cut Outs & Fuses: <input type="checkbox"/>	Lightning Arrestors: <input type="checkbox"/>	Tap Line Guards: <input type="checkbox"/>	Pri Bussing: <input type="checkbox"/> Insulated Y / N (Circle One)
Sec. Bussing: <input type="checkbox"/>	Sec. Attachment: <input type="checkbox"/>	Check Adjacent Poles? <input type="checkbox"/> Photos? <input type="checkbox"/>	
G.O. 95 Infractions:			
Notes:			
Plan View - Use this sheet or the distribution map to capture span lengths, anchor/guy directions, Riser size and quadrant and service information with Addresses.			
<i>Show North Arrow</i>			



Design Optimization OH Field Note Template

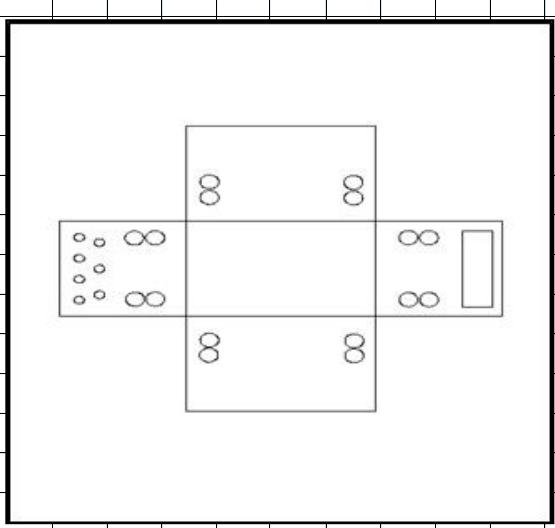
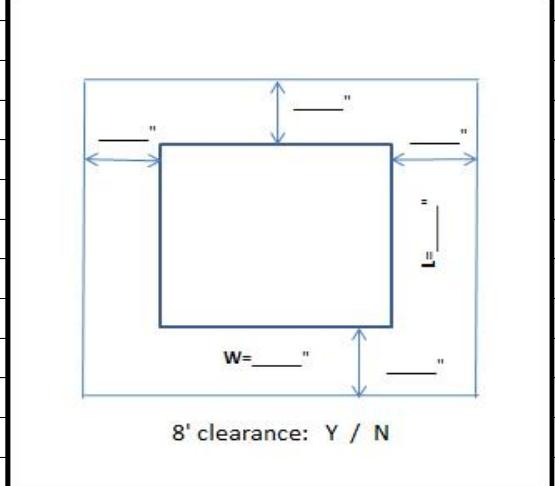
Pole Sheet

Location #:

Primary Details								
Size: _____	No: _____	HOA: _____						
Size: _____	No: _____	HOA: _____						
Size: _____	No: _____	HOA: _____						
Size: _____	No: _____	HOA: _____						
Equipment Details: Indicate HOA from Lower Thru Bolt								
Equipment: _____	HOA: _____							
Equipment: _____	HOA: _____							
Equipment: _____	HOA: _____							
Equipment: _____	HOA: _____							
Secondary Details								
Size: _____	No: _____	HOA: _____						
Size: _____	No: _____	HOA: _____						
Size: _____	No: _____	HOA: _____						
Size: _____	No: _____	HOA: _____						
Miscellaneous Details								
SL: Y N Bkt Length: _____	HOA: _____							
SmartMeter Equipment: Y N								
Type: _____	HOA: _____							
G/A: Y N	HOA: _____							
CATV. Size: _____	HOA: _____							
PH. Size: _____	HOA: _____							
Top View: Include Services with Addresses								
								
Pole Details								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Pole Height:</td> <td style="padding: 2px;">Class:</td> </tr> <tr> <td style="padding: 2px;">Grd Circ:</td> <td style="padding: 2px;">Angle:</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Date Nail Year:</td> </tr> </table>			Pole Height:	Class:	Grd Circ:	Angle:	Date Nail Year:	
Pole Height:	Class:							
Grd Circ:	Angle:							
Date Nail Year:								
Anchor Details								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Anchor A: Lead: _____ SW fixture: Y N</td> <td style="padding: 2px;">Anchor B: Lead: _____ SW fixture: Y N</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Type: PISA____m Exp____m Other: _____</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Guy Size - Pri: _____ Sec: _____ Comm: _____</td> </tr> </table>			Anchor A: Lead: _____ SW fixture: Y N	Anchor B: Lead: _____ SW fixture: Y N	Type: PISA____m Exp____m Other: _____		Guy Size - Pri: _____ Sec: _____ Comm: _____	
Anchor A: Lead: _____ SW fixture: Y N	Anchor B: Lead: _____ SW fixture: Y N							
Type: PISA____m Exp____m Other: _____								
Guy Size - Pri: _____ Sec: _____ Comm: _____								

Design Optimization

UG Field Note Templates

Underground Field Notes		PM#	Not #		MAT
Estimator: PH		Job Owner			PH
Address:		City			County
GPS Coordinates - Lat:		Long:	Mile Marker Number:		
Location: Franchise / Rear Easement / Private Property		Location: SW / Asphalt / Dirt / Landscape	SW width _____ ft		
Traffic Control Required: Y N		Accessible to Line Truck: Y N	Special Clearance: Y N		Encr. Permit: Y N
Traffic Conditions: Hwy City Suburban Rural		Special Equipment Required: Backhoe Crane Lift Truck	Land Survey: Y N		CalTrans Permit: Y N
Site Location#		Enclosure Size	3' x 5'	4' x 6'6"	4'6" x 8'6"
					Depth ' "
Equip Type:		Equip Number:	Switch #s:		
Lid Type:		Pri Terminations:	Sec Connector:	FI:	
G.O. 128 Infractions:					
Notes:					
					
 <p>8' clearance: Y / N</p>					
<p>UFGFieldNotes_Version2 b/22/2016</p>					



Design Optimization
UG Field Note Templates

Plan View - Use this sheet or the distribution map to capture Cable and Conduit Size, Type and Distances, existing service information with Addresses.



Design Optimization Gas Estimating Field Note Template

Gas Estimating Field Notes	PM#:	Not #:	MAT:
Estimator:	PH:	Job Owner:	PH:
Address:	City:	County:	

JOB SITE & SERVICE/MANIFOLD INFORMATION (Check only what applies)

Potential Hazards / Traffic / Other conditions that may affect the site:

Other Utilities:

Service: Existing
 Proposed

Off the:

Main
 Service

Size: EFV Required

Yes No

Relocate Meter/Riser: Yes No

Transmission Gas in Area: Yes No

Curb Valve: Yes No

UG Electric in Area: Yes No

Cabinet Door Vent Needed: Yes No

Alterations: Yes No

Regulator Vent Needed: Yes No

City Utility Release of Houseline: Yes No Required

Bio Swales Yes No

Meter Protection Post Needed: Yes No

Cover over Pipe: Asphalt Concrete Dirt Landscape

METER AND RISER INFORMATION (Check only what applies)

Meter: Existing Proposed Relocate

Meter Location: Existing Proposed

Meter Location Meets J15.1: Yes No

Meter Size/Brand: _____

Manifold --- Need New: Yes No

If Existing: Use Replace

Size: 1-1/4" 2"

Existing Reg. Model(s) _____

Orifice Size: _____

Number of Outlets: _____

Stacked: _____

Add Outlet: _____

Cabinet Size: width X _____ height X _____ depth

Room Size: width X _____ height X _____ depth

Riser: Existing Proposed

Riser Size: _____

Riser Location: Outside Inside
 Pre-Fab Case Pipe Welded

Variances from Greenbook? (Please Describe)

METER LOCATION/MANIFOLD ELEVATION VIEW

Photo Checklist:



Design Optimization

Gas Estimating Field Note Template

SERVICE PLAN VIEW

(Fill in the North Arrow)

N

Measurements Checklist:

- Distance from Cross Street
- Service Length from PL
- Street Width
- Set Back to PL
- Sidewalk Width