

Add/Modify/Verify Transmission Record
(Use for Addition, Modification, or Verification on Transmission System)

Procedure 501
Effective 4-1-2013

System Division: _____	Purpose of Add/Modify/Verify Record (Select One):
System Town: _____	<input type="checkbox"/> Addition Due to New Installation
Project Name or N/A: _____	<input type="checkbox"/> Addition of Previously Installed (undocumented) Information
Project ID (UGP) or N/A: _____	<input type="checkbox"/> Modification to Existing System
System Name: _____	<input type="checkbox"/> Verification of Existing Transmission Information
Pipeline Name: _____	
Comments: _____	

Associated Forms Completed and Attached (Specify Number of Each):

☐ _____ If checked, Number of Attached Add/Modify/Verify Valve Records (Proc 501 Pg 6)
☐ _____ If checked, Number of Attached Add/Modify/Verify Fitting Record (Proc 501 Pg 12)
☐ _____ If checked, Number of Attached Add/Modify/Verify Pipe Record (Proc 501 Pg 13)
_____ = Total of Attached Forms

Purpose of Excavation: New Line Installation Replacement Maintenance IM-ECDA Dig IM-ICDA Dig Other: _____

GPS Coordinates, Set device to WGS84 & record to 8 significant digits, if equip. permits:

GPS Coord. (Begin): _____ Lat _____ Long **GPS Coord. (End):** _____ Lat _____ Long Length: _____'

Depth to Top Pipe (Begin): _____" **Depth to Top Pipe (End):** _____"

Follow Up Action Required: Yes No **Description of Required Follow Up Action:** _____

Responsible for Follow Up: System Engineering System Integrity Other: _____

MAOP Determination (To be completed by System Integrity):

Established System MAOP: _____ psi

If associated 'Add/Modify/Verify Valve Record' is completed, Minimum Valve MAOP: _____ psi

If associated 'Add/Modify/Verify Pipe Record' is completed, Minimum Pipe MAOP: _____ psi

Include MAOP Verification Documentation, if applicable.

If associated 'Add/Modify/Verify Fitting Record' is completed, Minimum Fitting MAOP: _____ psi

Is Revision to MAOP Necessary? Yes No

If yes to above question, Revised MAOP as determined by above Records: _____ psi

If revised MAOP is different than established system MAOP, date MAOP updated by GIS/Employee#: _____ / _____

If revision to MAOP is required, System Integrity to initiate Management of Change (MOC) Process per O&M Proc 113

MOC Process/Form Completed By (System Integrity; Employee ID): _____ **Date:** ____ / ____ / ____

Record Completed by Inspector/Ops Supervisor (Empl. ID, AA#####): _____ **Date:** ____ / ____ / ____

Approved By (System Engineering; Employee ID): _____ **Date:** ____ / ____ / ____

Approved By (System Integrity; Employee ID): _____ **Date:** ____ / ____ / ____

GIS System Update By (GIS; Employee ID): _____ **Date:** ____ / ____ / ____

GIS Update Verified By (System Integrity; Employee ID): _____ **Date:** ____ / ____ / ____