



Description	This procedure is designed to make construction records, maps, and operations history available to appropriate operation personnel.
Regulatory Applicability	<input checked="" type="checkbox"/> Regulated Transmission Pipelines <input checked="" type="checkbox"/> Regulated Gathering Pipelines (Type A) <input type="checkbox"/> Regulated Gathering Pipelines (Type B) <input checked="" type="checkbox"/> Regulated Distribution Pipelines
Frequency	As needed
Reference	49 CFR 192.605(b)(3) <i>Procedural Manual for Operations, Maintenance and Emergencies</i> LA Title 43 Part XIII 2705(b)(9) <i>Procedural Manual for Operations, Maintenance and Emergencies</i>
Forms / Record Retention	None
Related Specifications	None
OQ Covered Task	None



Procedure Steps

Safe and efficient operation of the pipeline system depends upon the availability of up-to-date maps, records, and operating history. The WTG Compliance Department is responsible for providing guidance on pipeline system records management and documentation. The *Specifics* Section of this manual lists general guidelines for gas pipeline safety records.

1. All information on pipeline maintenance or station modification shall be forwarded to the WTG Mapping Department as soon as possible after completion of the construction or repair, so that system maps and station drawings can be updated.
2. Once updated, a copy of the systems maps will be forwarded to the appropriate WTG District offices.
3. A copy of the station map will be posted in each station control building as appropriate and marked up pending update.

By following this procedure, each operating area will be assured of having a current record of the status of all piping and equipment within the area of their operating responsibility at all times.