



PACIFIC GAS AND ELECTRIC COMPANY  
 LABOR RELATIONS  
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ENGINEERS AND SCIENTISTS OF CALIFORNIA  
 LOCAL 20, IFPTE, AFL-CIO AND CLC  
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 JOSHUA SPERRY  
 SENIOR UNION REPRESENTATIVE

**20-10-ESC**

May 7, 2020

Joshua Sperry, Senior Union Representative  
 Engineers and Scientists of California, Local 20  
 IFPTE (AFL-CIO & CLC)  
 810 Clay Street  
 Oakland, CA 94607

Dear Mr. Sperry:

In Letter Agreement 18-02 (LA 18-02) the Union and Company agreed to the following for New Business Representatives (NBRs):

NBRs will gather information on field conditions for single locations (the definition of a "single location" will be agreed upon by the Company and Union). The checklist of specific information points that NBRs will collect will be agreed upon by the Company and Union. An ADE will review the information collected by the NBR and send it back if it is incomplete. Once the NBR information is accepted by Estimating, the Estimator assigned to the job will be responsible to collect field information and may request fielding support from the NBR/SNBR.

This remains in effect. In the 2018 Fielding Memorandum, the parties established a Fielding Committee which reviewed the Company's pilot programs on having NBR's collect field information for new business jobs. The parties have now agreed to establish clear criteria to finalize the field data collection process described in LA 18-02.

**1. Type of Job**

NBR work scope is described in LA 18-02. NBR's may only be assigned the project types shown below; italics in Agriculture and Commercial is intended to clarify and not change NBR work scope for those job types.

	NBR
WRO	Associated single service-only projects under 400 amps, may include government agency customers
Residential	Gas and electric four or fewer lots service ratings 400 amps and below  Gas meter aggregate badge rating at standard pressure below 1M in total load
Agricultural	Service rating below 400 amps

	<i>Gas meter aggregate badge rating at standard pressure below 1M in total load</i>
Commercial	Service rating below 400 amps <i>Gas meter aggregate badge rating at standard pressure below 1M in total load</i>
Telco	Telco teams will continue to be staffed by SNBRs, but the company may assign an NBR to a Telco assignment
Streetlights	Single service requests not associated with SNBR or IPE level projects

**2. Definition of Single Location.**

After receiving appropriate training, all NBRs and SNBRs not covered by Letter Agreement 20-01 may be required to gather information on field conditions for single locations by completing the Job Owners' Checklist and the Field Notes Template. The intent is to enable Estimators, where possible, to perform estimates without collecting additional field data. A single location is defined as one or more of the following:

- a. Electric: Nearest point of electric distribution to panel, service work only if within 200 feet for Under Ground (UG) or 150 Over Head (OH).
  - b. Gas: Nearest point of gas distribution main to single meter location, service work only, if within 200 feet.
- If a and/or b occurs more than once within a single premise, NBRs will field these as well (Example: House and Pump).

- 3. At all other locations, the Job Owners Checklist is required, and the Field Notes Template is optional for each NBR, who will consult with their assigned mentor or supervisor as to whether collecting that information will be efficient.
- 4. (As stated in LA 18-02:) An ADE will review the information collected by the NBR and send it back if it is incomplete. Once the NBR information is accepted by Estimating, the Estimator assigned to the job will be responsible to collect field information and may request fielding support from the NBR/SNBR.
- 5. SNBR and IPE fielding. SNBR's and IPE's may be assigned to perform NBR jobs and may perform all NBR duties when working in the lower classification. For SNBR or IPE level jobs, SNBR's and IPE's will not perform any additional field checking beyond that which they have traditionally performed.
- 6. The attached Job Owners Checklist (Attachment 1) has some minor technical modifications and replaces the Checklist which was originally attached to the 2018 Fielding MOU.
- 7. The Company and Union will meet again in one year to review this agreement and determine if further changes are needed.

Mr. Joshua Sperry

May 7, 2020  
LA 20-10-ESC

If you agree, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY



By: \_\_\_\_\_

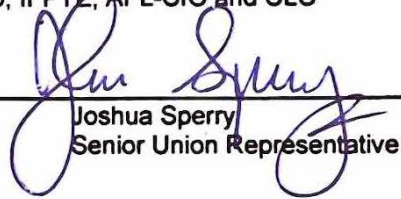
Matthew Levy  
Senior Director

The Union is in agreement.

ENGINEERS AND SCIENTISTS OF CALIFORNIA  
LOCAL 20, IFPTE, AFL-CIO and CLC

5/7, 2020

By: \_\_\_\_\_



Joshua Sperry  
Senior Union Representative



## Job Package Checklist

Service Planning & Design  
April 2020  
TD-9100P-16-F02

**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:

**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  WDT  EGI  
 Panel Change Like for Like  Panel Upgrade

**Job Type:**

<input type="checkbox"/> New Business	<input type="checkbox"/> R20A	<input type="checkbox"/> Special Facilities
<input type="checkbox"/> WRO (Fully reimbursed)	<input type="checkbox"/> Fast Flow Work (FF)	<input type="checkbox"/> EPCM
<input type="checkbox"/> WRO (Partially reimbursed)	<input type="checkbox"/> Post Estimate	<input type="checkbox"/> Additional Meter
<input type="checkbox"/> WRO (Non-reimbursed)	<input type="checkbox"/> TEMP <1 YR	<input type="checkbox"/> Gas Meter Work Only
<input type="checkbox"/> Reconstruction	<input type="checkbox"/> TEMP >1 YR	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Adding Solar & Load	<input type="checkbox"/> Adding Solar Only	<input type="checkbox"/> Adding Load Only
<input type="checkbox"/> Building Purpose		

**Potential unsafe working conditions:**

**Job Story:**

To Be Placed in Job Package	INCLUDED	N/A	Electrical Information	Existing	Proposed for Design
Distribution Plat Map/Web Viewer			<b>Overhead or Underground</b>		
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)			Busing Size		



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<b>To Be Placed in Job Package</b>	<b>INCLUDED</b>	<b>N/A</b>	<b>Electrical Information</b>	<b>Existing</b>	<b>Proposed for Design</b>
Scaled Site Plans & Mark G/E Meter Loc.			Single or Three Phase		
Building Elevation Plans			Number of Meter(s)		
Demand Calc Sheet			<b>Voltage</b>		
<b>Updated</b> Application			<b>1 PH Demand Load</b> in KVA <sup>***</sup>		
Site Pictures			<b>3 PH Demand Load</b> in KVA <sup>***</sup>		
Planning Review****			Load Factor		
Electric Conceptual Design			Bldg./House Floor Area in ft <sup>2</sup>		
Tract Map/Parcel Map			Air Condition Tons		
Improvement Plans			Air Condition LRA		
Improvement Plans (included mark-up)			Solar KW (1 PH)		
Grading Plans (included mark-up)			Solar KW (3 PH)		
Landscape Plans (included mark-up)			PEV Load		
Environmental Conditions (included mark-up)			Nameplate Data		
<b>Trenching Information</b>	<b>APPLICANT</b>	<b>PG&amp;E</b>	Tankless water heaters		
Onsite Trenching			<b>Streetlight Information</b>		
Offsite Trenching			Number of Streetlight(s)		
Who provides Composite DWG/FORM B			Wattage		
<b>Trench Occupants</b>	<b>INCLUDED</b>	<b>N/A</b>	Lamp Style		
Electric			Streetlight Type		
Gas			Type of pole		
Phone			Mounting height		
CATV			Number and size of each meters		
Other			Length of arm (or post top)		



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Land Issues				Gas Information	
Who provides Easement/ROW Doc.				Total Gas BTU Load*	
				Requested Gas Pressure**	
Other Documents	INCLUDED	N/A	Gas Information		
ACAD File (version 2018 or earlier)			Number of Meter(s)		
Electric switchboard drawing			Rules(s)		
Other			Rate		
Other			Max Occupancy Capacity		
			Number of Floors		
Gas Meter Location					
Meter Room				Master Meter	
Meter Cabinet				Meter Manifold	

\*Provide BTU Load Break Down per appliance.

\*\*Gas Pressure over .25 psig requires RFC approval.

\*\*\* If Ag load include HP motor code. If motor code not provided, then a data sheet is required.

\*\*\*\* For Planning Review, Refer to [TD-9100B-003 Electronic Routing System for Planning Reviews](#)

### References:

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

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

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

[Field Accounting Handbook](#)