



# NATURAL GAS

## STANDARD RESIDENTIAL SERVICE

PROPANE CONVERSIONS

## PROPANE CONVERSION

### ATTENTION PROPANE CONVERSION MEMBERS

If you are planning to convert your inside propane piping to natural gas, you will need to coordinate your inside piping conversion with your HVAC contractor and plumber. Most Service Line installers (installers of the outside gas line up to your house) will not connect your meter bar to your propane house lines. Doing so will disconnect your propane supply. This connection is typically done at the same time your propane appliance orifices are replaced with natural gas orifices by the HVAC installer or your contracted plumber. We also ask that you have your HVAC installer or appliance contractor verify the house line sizing. We typically recommend a 1" black iron natural gas trunk line for standard residential house piping. Some propane homes have smaller ½" lines entering the home which may be undersized for natural gas supply. If you have any questions, feel free to contact The Energy Cooperative's Service or Engineering Departments.

**To avoid delays in your conversion process, we ask that you follow the 5 steps below, and verify which contractor will be connecting your meter bar to your house piping:**

1. When you hire a Service Line Installer, verify who will be installing the Meter Bar.
2. Verify with your Service Line Installer who is responsible for picking up the Meter Bar from The Energy Cooperative's Hebron Office, the homeowner or the Service Line Installer/Contractor.
3. Verify with your Service Line Installer if they are or are not connecting the Meter Bar to the House Lines. Once they connect your Meter Bar to your existing propane house lines, you will not have propane service.
4. If the Service Line Installer is not connecting your Meter Bar Assembly to the house lines, you will need to hire a plumber at the time of your appliance conversion or installation to make that final connection. The Energy Cooperative **CANNOT** set your meter and turn on your natural gas service until this connection is made. This will result in you being **WITHOUT** propane and natural gas service until you get your plumber to make this connection.
5. Verify the house line sizing. Many propane house lines are ½" in size. We recommend a 1" trunk line for natural gas house piping. Ask your plumbing contractor or appliance installer if your lines are sized properly for natural gas.

# DISTRIBUTION GAS STANDARDS

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# DISTRIBUTION GAS STANDARDS

## CUSTOMER PROCEDURE CHECK LIST

Red Items are done by the Customer

Green Items are done by the Plumber

Blue Items are done by The Energy Cooperative (TEC)

- ☐ **APPLY for GAS SERVICE.**
  
- ☐ Once Approved for service by The Energy Cooperative, select a Department of Transportation Operator Qualified (DOT OP Qual) Plumber or contractor. A list of qualified plumbers or contractors can be found on the “Service Line Installer Search” Tab on the Utility Technologies International Corporation (UTI) Website (UTI-Corp.com)
  
- ☐ Work with your Plumber/Contractor to pick up the meter-set, the yellow National Gas & Oil Cooperative Operator Qualification Card, and The Energy Cooperative Service Line – Materials form (copy attached in this packet)
  
- ☐ Request that your plumber/contractor mark the proposed service line location with white paint or stakes as required by state law. Ensure they notify the Ohio Utilities Protection Service (OHIO 811) at least 48 hours prior to the installation to allow all local utility operators the opportunity to safely mark their facilities. OHIO 811 can be contacted by dialing 811, and by law must be contacted at least 48 hours prior to any excavation in the State of Ohio.
  
- ☐ Have your Plumber or Contractor install your Service Line according to The Energy Cooperative Handouts.
  
- ☐ Once the service line and meter-set have been installed, contact The Energy Cooperative to request our tap to be installed. The Energy Cooperative will field verify your installation and add your request to our tap list. Depending upon the time of year, permitting may be necessary. If you are on a State Route or County Road, permits can take up to 30 days, and some counties do not allow work inside their R/W between December 15th and March 15th, so plan accordingly.
  
- ☐ Work with your contractor to ensure the yellow “National Gas and Oil Operator Qualification Card” and the white “The Energy Cooperative Service Line – Materials” forms are collected and either submitted or attached in a waterproof bag to the Meter bar on the side of your house.
  
- ☐ Install your house lines according to “National Fuel Gas Code Requirements”. One natural gas appliance must be properly connected before your gas meter can be set and gas service turned on. If you are converting from propane to natural gas you may need to verify your house line sizing. Make sure your house lines have been pressure tested by your plumber to avoid future delays, **AND THAT YOUR HOUSELINES ARE TIED INTO YOUR METERSET.**
  
- ☐ **Call The Energy Cooperative Call Center and Request Meter Set 800-255-6815**
  
- ☐ The Energy Cooperative will schedule a meter set (first billing approximately 30 to 45 days)

## DISTRIBUTION GAS STANDARDS

### LOCATE FOR GAS SERVICE

Before the meter bar assembly or the service line is installed from the house or structure to our main line, make sure your contactor or plumber installing the line contacts the Ohio Utilities Protection Service (Ohio 811) at 811 to request a “Locate” for your gas service line installation.

This “Locate” order will start the process for all utilities in the area to mark their facilities to help ensure the excavation and service line installation is done in a safe manner according to State Law. It will also help you plan the service line location.

If you have any questions, please call our New Members Services at 1-800-255-6815 ext 1251 or 740-348-1251.

### SERVICE REPLACEMENT NOTICE

Only a Department of Transportation Operator Qualified Plumber (DOT Op Qual) can install, replace, or repair a member owned service line. Before you hire a plumber or contractor, make sure they are DOT Operator Qualified to install service lines. If you need assistance in finding a qualified plumber or contactor, the Service Line Installer Tab on the UTI website (UTI-Corp.com) can help you find a qualified installer in your area.

To complete the installation process, your contractor must complete a yellow “National Gas & Oil Cooperative Operator Qualification Card” as well as “The Energy Cooperative Service Line – Materials” Form (Form attached in this packet). Both forms must be completed and either attached to the meter set or returned to The Energy Cooperative before we can test your lines and turn on your gas service.

# DISTRIBUTION GAS STANDARDS

## GAS DISTRIBUTION REQUIREMENTS

Dear Customer:

After receiving approval to install your service follow the Customer Procedure List in order of sequence. The Gas Company will select the type of installation to be used. To assist you with your gas service, the following installation requirements and sketches have been prepared.

DRAWING NUMBER	DESCRIPTION	METER LOCATION	TYPE OF ENTRANCE
02 - 01	Typical Service Line	Building	Building
02 - 02	Typical Service Line	Trailer	Trailer
02 - 03	Service Line	Easement	Building
02 - 04	Service Line	Easement	Trailer

Company furnished materials to be installed by your representative may be picked up Monday through Friday between 7:30 am and 4:00 pm at our Hebron Office located at:

120 O'Neill Drive  
Hebron, Ohio 43025

National supplies the following materials free:

- Meter, and a Pre-Fab Meter Assembly or
- Meters, Multiple Meter Set Manifold, Regulator, and Valve, or
- Large Volume Meter Set

All other materials shown are furnished and installed by the customer or your representative. Please see the attached sketches to determine your type of installation.

# DISTRIBUTION GAS STANDARDS

## GOVERNMENT REQUIREMENTS

### COUNTY REQUIREMENTS

- Due to Regulations in Licking County during inclement weather, no work (main extensions or taps) shall be installed within County Road Rights of Way during the months of December, January, February and March. It is imperative that the service line be installed before these months in Licking County in order to receive winter gas service.

### FEDERAL REQUIREMENTS

- United States Department of Transportation (DOT) Regulations will be followed and enforced for outside piping.
- National Fuel Gas Codes will be followed and enforced for inside piping.
- All plastic lines will be buried with a tracer wire.
- Qualified pipe joining procedures will be followed and enforced.
- Only A D.O.T. qualified person can install, repair or replace a service line (Yellow OQ card).
- The Energy Cooperative Service Line Materials Form must be completed.

The yellow card (National Gas and Oil Cooperative Operator Qualification Card) must be completed by your contractor/plumber and attached to the meter set assembly so that the service man can pick it up at the time the service is tested. If the yellow card is not there or properly completed, the gas cannot be turned on. Likewise, the Service Line Materials form and material installation information is required by Federal Guidelines. The Energy Cooperative cannot set a meter or turn the gas on unless these forms are collected for our records.

**The customer is responsible for the maintenance, repairs and or the replacement of the Gas Service Line and the House Lines. Per Federal requirements, we would like to notify you of the following:**

### §192.16 CUSTOMER NOTIFICATION

- The Energy Cooperative does not maintain your buried gas piping.
- If your buried piping is not maintained, it may be subject to the potential hazards of corrosion and leakage.
- Buried gas piping should be—
  - (i) Periodically inspected for leaks;
  - (ii) Periodically inspected for corrosion if the piping is metallic; and
  - (iii) Repaired if any unsafe condition is discovered.
- When excavating near buried gas piping, the piping should be located in advance, and the excavation done by hand.
- The operator (if applicable), plumbing contractors, and heating contractors can assist in locating, inspecting, and repairing the customer's buried piping.

# DISTRIBUTION GAS STANDARDS

## INSTALLATION PROCEDURES

**After receiving approval** to install your service follow the Customer Procedure List in order of sequence.

**1.** Proceed with installing your outside piping. The United States Department of Transportation (DOT) regulations will apply. **There is to be no other utility service lines buried with the gas service line.** A continuous length of plastic pipe with tracer wire is preferred from the property line or gas tap location to the building. Outside piping includes the plastic service line, wire, riser, bracket, and the meter set assembly. Make sure you use a **DOT Qualified person** to install your lines.

**NOTE:** Risers in concrete, asphalt or hard surfaces. When a riser passes through a hard surface, it shall be installed through a sleeve or other means of providing a space between the riser and hard surface. The space between the sleeve and riser must be filled with gravel.

**2.** After the outside piping has been installed and the meter set assembly is connected, contact the New Member Services and inform them you are ready for your gas service tap. Allow approximately two to four weeks. The Gas Company will then install its portion of the gas service and connect it to your member line with a curb valve. At this time, the gas service will be inspected, tested to 90 psig, and pressurized with natural gas up to the meter valve (meter set assembly). Make sure the yellow card is filled out completely.

**3.** Proceed with your inside house piping while waiting for your gas tap. The National Fuel Gas Code regulations will apply. Standard weight steel / wrought iron pipe is the preferred material. Corrugated stainless steel tubing (CSST) may be used, however, it must be properly installed and grounded/bonded per the National Fuel Gas Code, section 7.13.2 which states: ***CSST gas piping systems, and gas piping systems containing one or more segments of CSST, shall be bonded to the electrical service grounding electrode system or, where provided, lightning protection grounding electrode system.*** Improper installation of CSST can be hazardous. It is your responsibility to ensure CSST is properly installed and grounded to the current National Fuel Gas code requirements. The Energy Cooperative does not approve the installation of CSST in an outside installation. CSST can only be installed inside a structure or building. Each appliance must have an accessible manual shut off gas valve and drip leg, upstream of a union, connector or quick disconnect device of the appliance it serves. TEC does not approve the installation of brass appliance flex connectors. Please have your plumber verify all appliance connectors meet current standards.

**4.** When the inside house piping has been completed, including a pressure test, and you are ready for your gas service to be turned on, call the New Member Services, and request a meter set order. The Gas Company will test your trunk line up to the appliance valves to 3 psig. We will then test up to the appliance controls at operating pressure. Upon completion of an approved test, we will set your meter. We do not purge house lines or light up new or converted appliances because of warranty reasons. Your Installer or contractor is responsible for purging and the initial light up. A call back charge may be assessed if the Gas Company must return to re-inspect or retest any portion of the piping resulting from improper installation or failure of the piping to hold test.

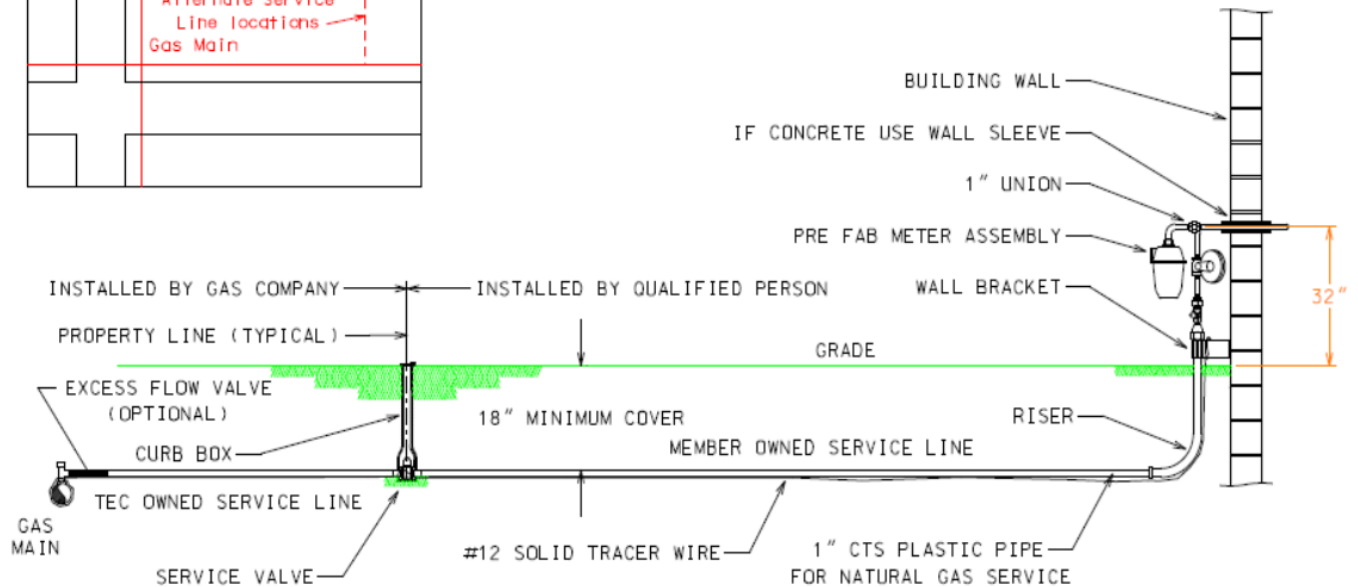
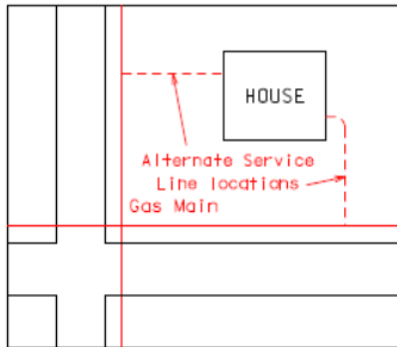
# DISTRIBUTION GAS STANDARDS

## THINGS TO REMEMBER

1. Make sure the plastic pipe you use is rated for natural gas service.
2. Make sure that qualified pipe joining procedures were followed.
3. Make sure that a **D.O.T. qualified person** made all connections on a new service line.
4. Make sure that a **D.O.T. operator qualified person** did all work on the existing service.
5. Make sure the Yellow card and DIMP Form is filled out when the serviceman inspects and tests your system.
6. Wall sleeves are required only on piping entrances through concrete.
7. At least one appliance must be properly connected and vented to have your gas turned on.
8. Pre-test your piping to check for leaks.
9. The Energy Cooperative, Fire Department and the Police Department should have access to meters at all times. Meters should always also be visible for emergency situations.

# DISTRIBUTION GAS STANDARDS

## NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS



### SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:

Date:

SERVICE LINE - METER AT BUILDING

Chapter:

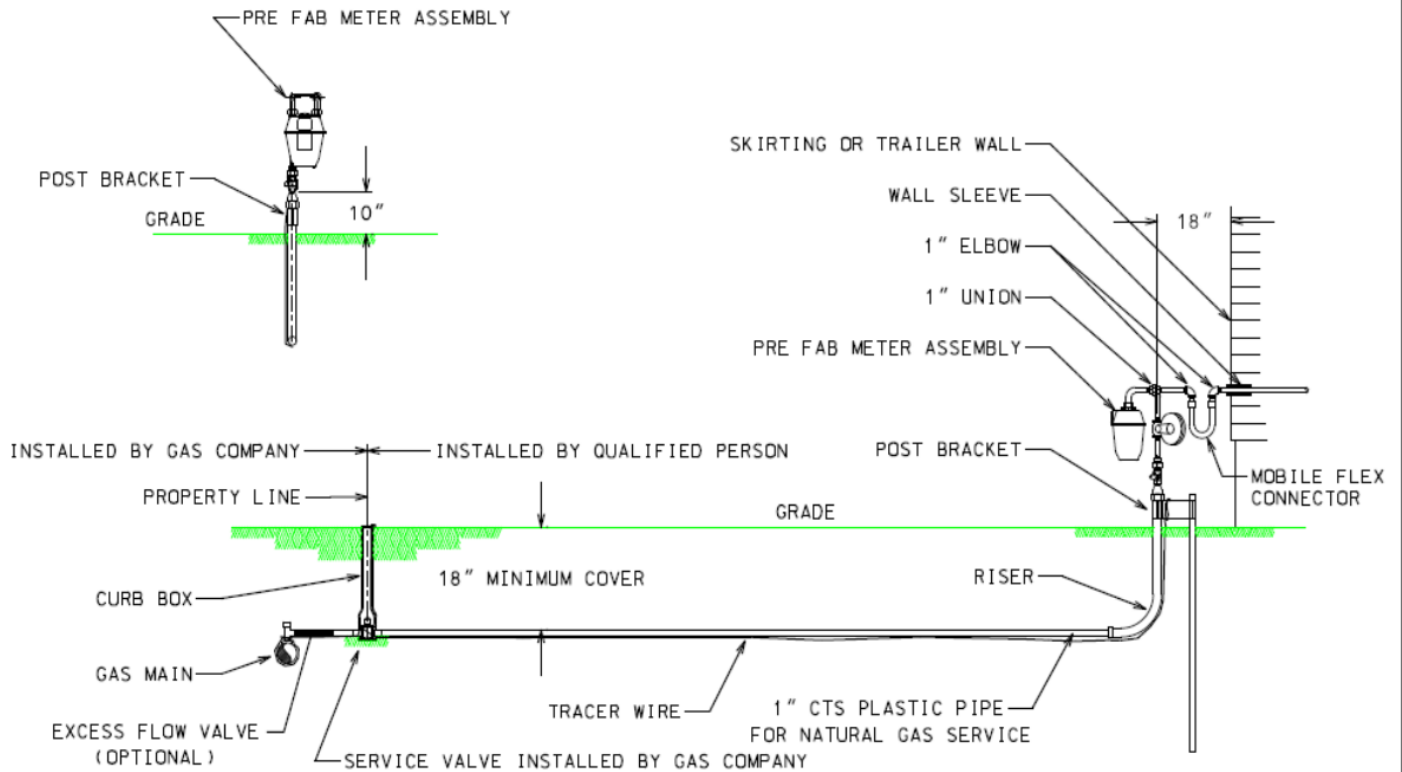
2

Drawing:

01

# DISTRIBUTION GAS STANDARDS

## NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS



### SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:

Date:

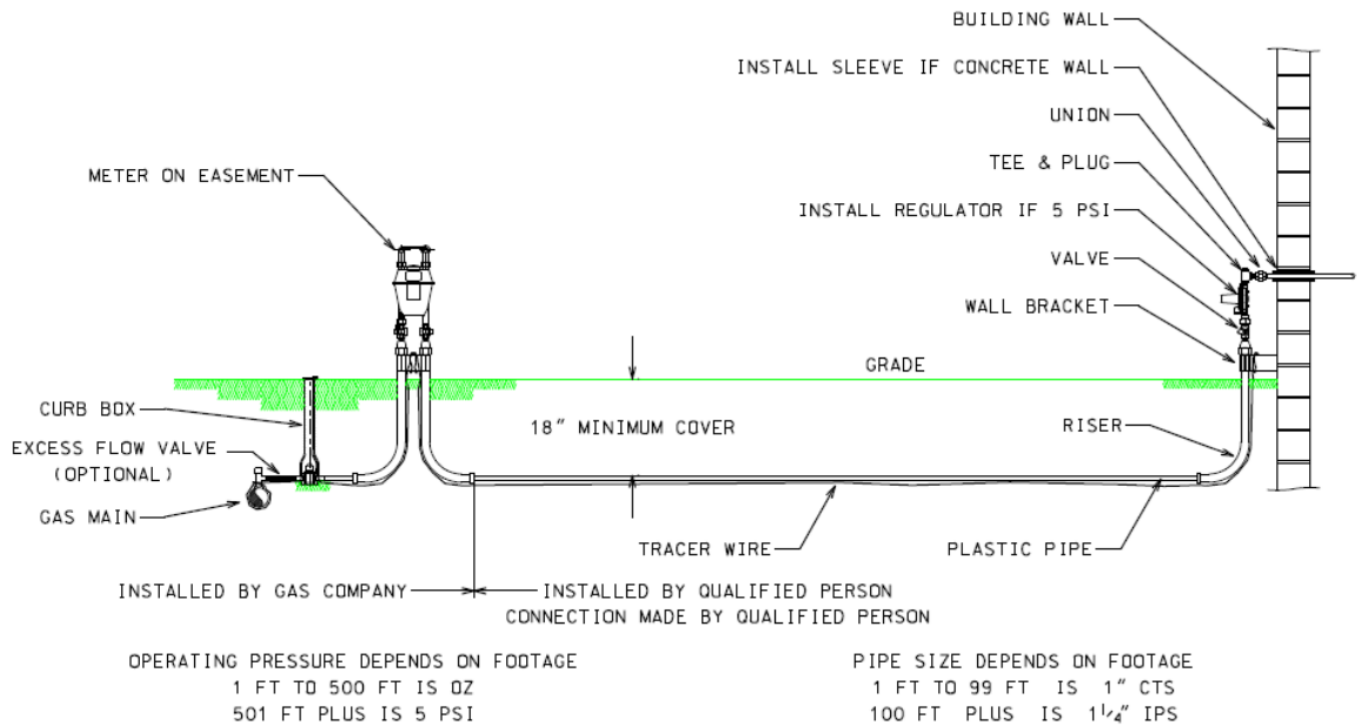
SERVICE LINE - METER AT TRAILER

Chapter: 2

Drawing: 02

# DISTRIBUTION GAS STANDARDS

## NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS



### SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:

Date:

SERVICE LINE - METER ON EASEMENT - BUILDING

Chapter:

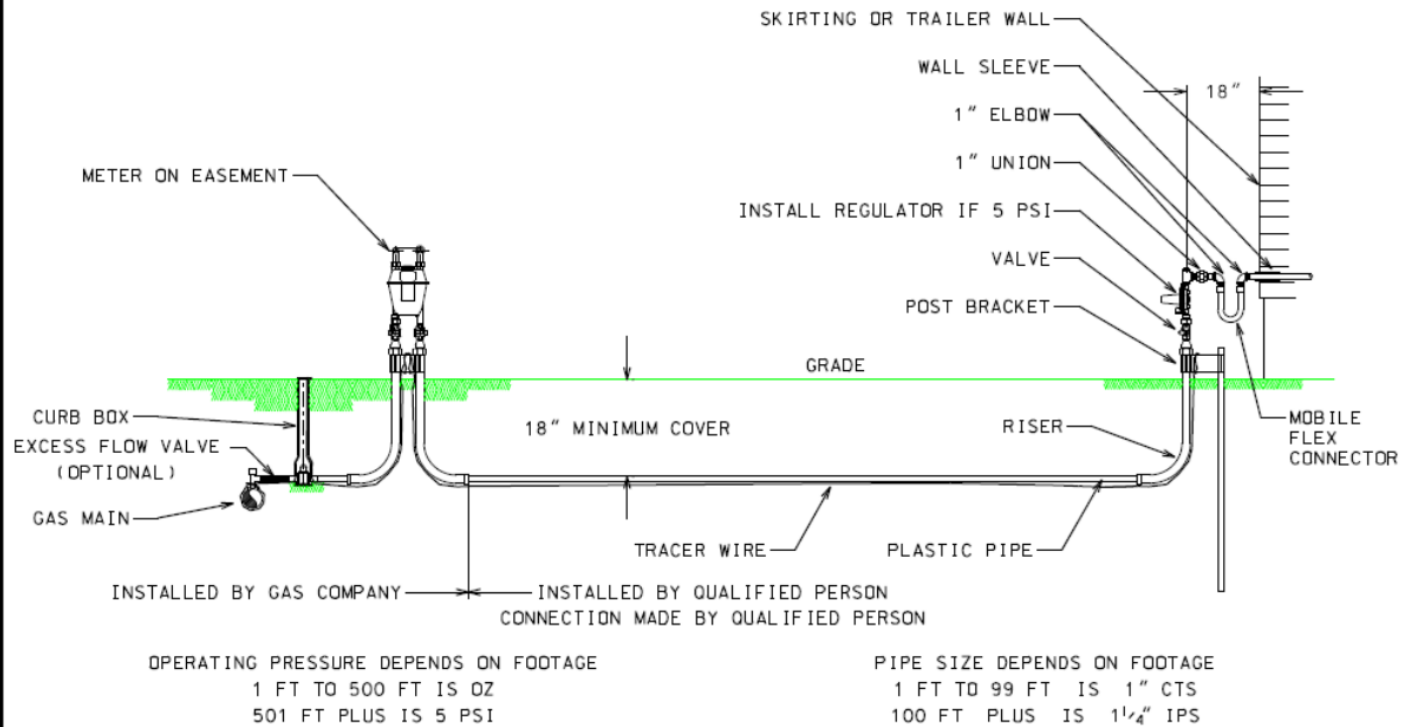
2

Drawing:

03

# DISTRIBUTION GAS STANDARDS

## NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS



### SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:

Date:

SERVICE LINE - METER ON EASEMENT

Chapter: 2

Drawing: 04

# DISTRIBUTION GAS STANDARDS



The Energy Cooperative  
National Gas & Oil Cooperative    NGO Transmission    NGO Development    NGO Propane  
**Riser / Service Line - Materials**

Contract Company or TEC?

Contract Employee (Crew Leader)

Scanned By:

New or Replaced SL?    New    Repl  
Repaired SL?    Y    N  
Replacement Riser?    Y    N  
Old Size    Old Type

Circle What Was Installed    Tap/tee    EFV  
Company SL    CV    Member SL    Riser    Mset

Service Address with City				TEC Employee Name				Date						
to	Quantity or Footage	Item	Size	Manufacturer	Type or PE Type (24063406)	Model	Set Point	Location	Pipe Footage Begin    End	Date of Manufacturer	Lot Number or M/O Number	SDR or pipe wall	Inventory yes/no	Remarks
1		Meter Set												
2		Valve												
		Regulator	Size	Manufacturer		Model	Set Point							Office Size
4		Riser												
5		Wife												
6		M S L												
7		M S L												
8		Curb Valve												
9		C S L												
10		EFV												
11		C S L												
12		Tap												
13		Socket Cpl												
14		Socket Cpl												
15														
16														
17														
18		Existing Pipe Info.	Size	Manufacturer	Type							Lot Number		Iron temperatures checked according to procedures? Yes    No

Pressure Test Data    Pressure(s)    Duration(s)    Date    Test Acceptable? Y    N    Name/Company

Tee to Meter Set    Tee to Valve    Valve to Meter Set    Point of Disconnect to Meter Set    Other    Explain

Note: Wire and Pipe quantity is in feet.    Since each item could have a unique Mfg Date and Lot Number, each item MUST have its own entry line

Revised 4/23

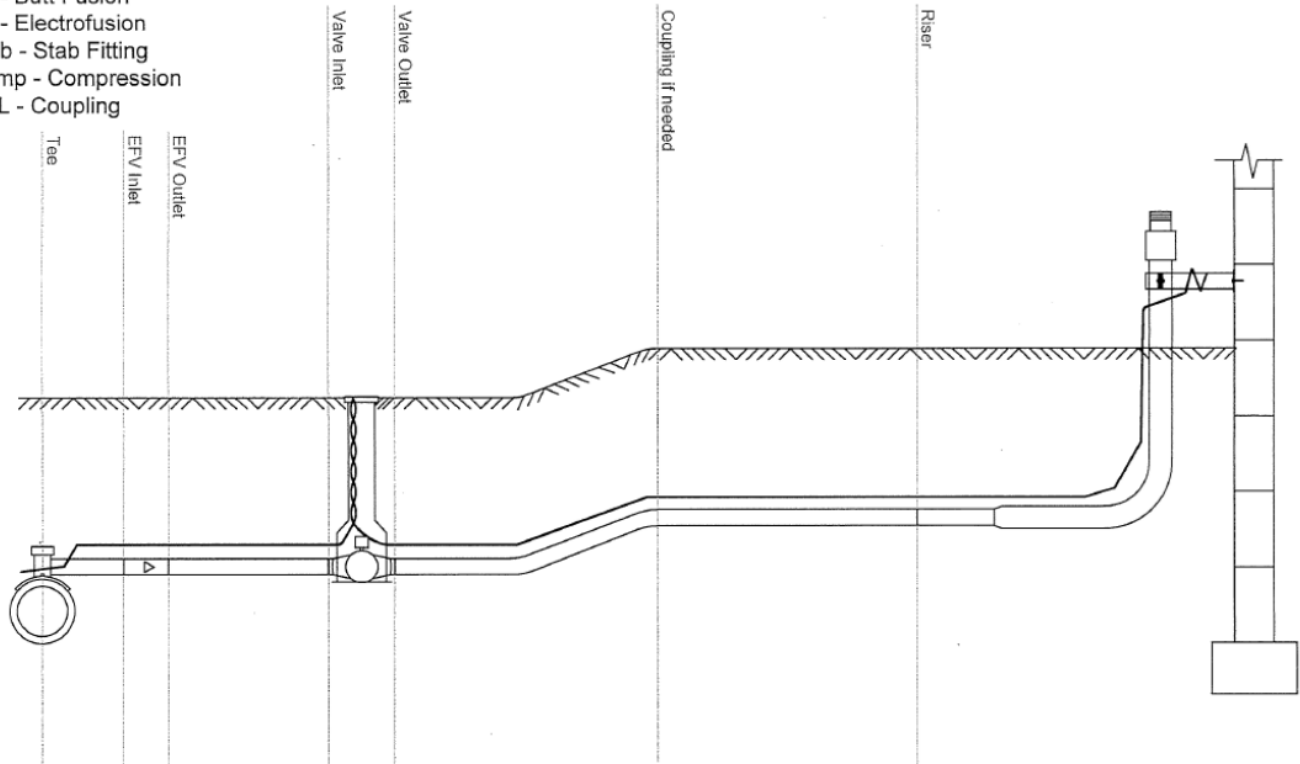
\\hbnfs\Engineering\DMF\2022\Transmission DMF\NGOTD 2021 Data

# DISTRIBUTION GAS STANDARDS

## Identify joints made with an arrow, by type of joint, company & individual name

List the name of the person making the joint as well as the type of joint made, using the key below. If the person signing the reverse side of this form is the person installing the joints, initials can be used. Common joint locations have been identified, list additional joining locations in a similar manner. **Finally, ALL Service Line Installs must be pressure tested by the installer to a minimum of 90# for Yellow Plastic and 150# for Black Plastic services. Show additional fitting locations as needed.**

SF - Socket Fusion  
BF - Butt Fusion  
EF - Electrofusion  
Stab - Stab Fitting  
Comp - Compression  
CPL - Coupling



Hebron/Engineering/DIMP/Fusion SL



## National Gas & Oil Cooperative Operator Qualification Card

Please **PRINT CLEARLY** (contractor must complete all information on front of card)

Name: \_\_\_\_\_

Employer (or) Company Name: \_\_\_\_\_

Qualifying Agency: \_\_\_\_\_

Qualification ID#: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Job Address (include city) \_\_\_\_\_

### Operator Qualification Work Performed by Person Above

**Service Line:**    ☐ New Installation    ☐ Renewal    ☐ Repair / Other

**Meter Setting:**    ☐ New Installation    ☐ Renewal    ☐ Repair / Modification / Relocation

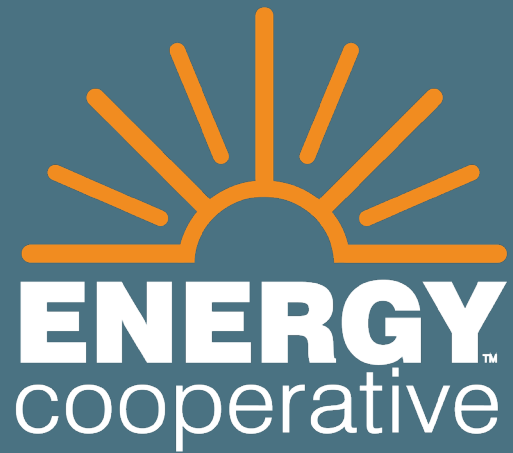
I attest that all work performed and materials used fully comply with all Federal, State, and Local rules, regulations, codes and standards, and all applicable National Gas & Oil Cooperative Policies and Procedures, regulations and standards, including, but not limited to: 49 CFR 192, Subpart N; Standards for Customer Service Lines, Meters and Regulators; Tariffs, and Approved Material for Gas Piping on Customer Owned Service Lines. I further attest that I have inspected and pressure tested all pipe and joints in accordance with the Codes & Standards above, and I am enrolled in a Drug and Alcohol plan in accordance with 49 CFR a99. I understand and agree that National Gas & Oil Cooperative's acceptance of a Qualifier's written program shall in no way constitute an assumption or acceptance by National Gas & Oil Cooperative of responsibility for the installation or repair work performed by me, and I remain responsible for any work performed.

By signing below, I attest to the information above. ·

Type of Riser: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



THE ENERGY COOPERATIVE IS AN ELECTRIC,  
NATURAL GAS AND PROPANE COOPERATIVE  
SERVING MEMBERS IN EAST CENTRAL OHIO.

***[www.myenergycoop.com](http://www.myenergycoop.com)***