



**Distribution Gas Standards  
Standard Residential Installations  
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Revised April 2023**

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## Customer Procedure Check List

**Red Items are done by the Customer**, **Green Items are done by the Plumber**  
and **Blue Items are done by The Energy Cooperative (TEC)**.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>APPLY for GAS SERVICE.</b>   |
| <input type="checkbox"/> | 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)   |
| <input type="checkbox"/> | 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)  |
| <input type="checkbox"/> | 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.                                  |
| <input type="checkbox"/> | Have your Plumber or Contractor install your Service Line according to The Energy Cooperative Handouts.   |
| <input type="checkbox"/> | 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 15 <sup>th</sup> and March 15 <sup>th</sup> , so plan accordingly. |
| <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | 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, <b>AND THAT YOUR HOUSELINES ARE TIED INTO YOUR METERSET.</b>  |
| <input type="checkbox"/> | <b>Call The Energy Cooperative Call Center and Request Meter Set (800) 255-6815</b>   |
| <input type="checkbox"/> | The Energy Cooperative will schedule a meter set (first billing approximately 30 to 45 days)  |



## 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 Member 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 and are in the proper PHMSA Drug and alcohol pool. If you need assistance in finding a qualified plumber or contractor, the Service Line Installer Tab on the UTI website (UTI-Corp.com) can help you find a qualified installer in your area.

This is a list of current Operator Qualified plumbers. You will still need to verify with the plumber that they are current in their PHMSA Drug and Alcohol pooling requirements.

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.



## **Gas Service Distribution Requirements Revised April 2023**

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.

| <b>Drawing Number</b> | <b>Description</b>   | <b>Meter Location</b> | <b>Type of Entrance</b> |
|-----------------------|----------------------|-----------------------|-------------------------|
| 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:

- (a) Meter, and a Pre-Fab Meter Assembly or
- (b) Meters, Multiple Meter Set Manifold, Regulator, and Valve, or
- (c) 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.

## **Government Requirements**

### **County requirements are:**

- 1. 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 are:**

- 1. United States Department of Transportation (DOT) Regulations will be followed and enforced for outside piping.**
- 2. National Fuel Gas Codes will be followed and enforced for inside piping.**
- 3. All plastic lines will be buried with a tracer wire.**
- 4. Qualified pipe joining procedures will be followed and enforced.**
- 5. Only A D.O.T. qualified person can install, repair or replace a service line (Yellow OQ card).**
- 6. 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 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.**

- (a) The Energy Cooperative does not maintain your buried gas piping.**
- (2) If your buried piping is not maintained, it may be subject to the potential hazards of corrosion and leakage.**
- (3) 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.**
- (4) When excavating near buried gas piping, the piping should be located in advance, and the excavation done by hand.**
- (5) The operator (if applicable), plumbing contractors, and heating contractors can assist in locating, inspecting, and repairing the customer's buried piping.**

## Installation Procedures

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

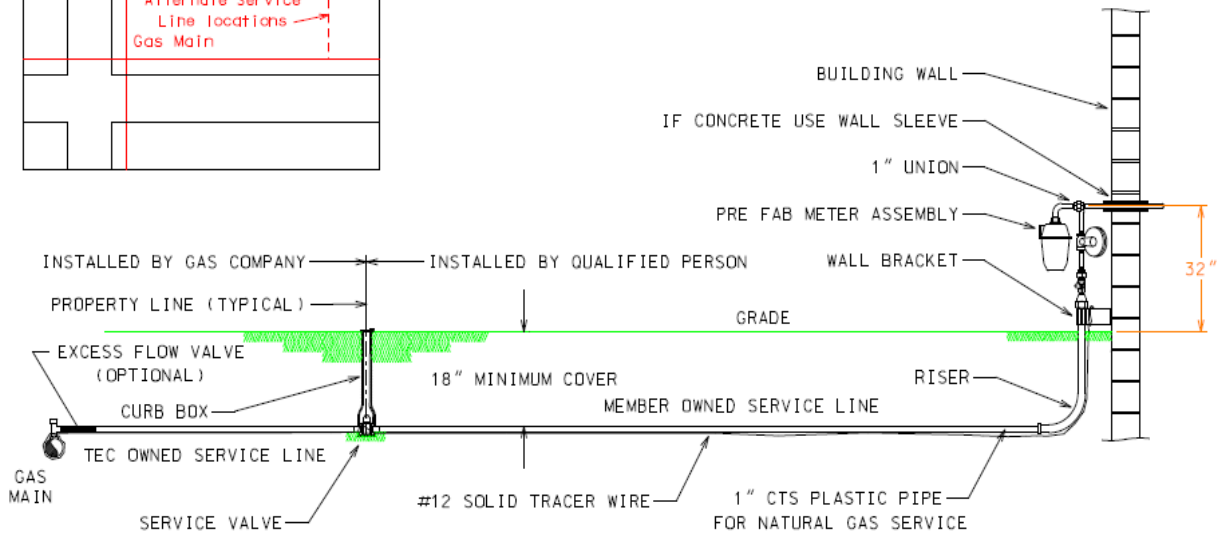
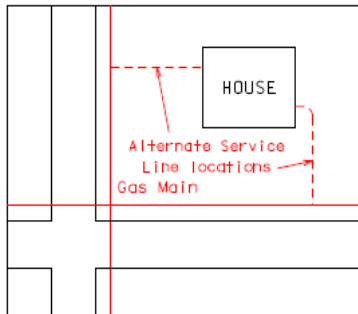
1. Proceed with installing your outside piping. The United States Department of Transportation (DOT) regulations will apply. There is to be **no other utility service lines buried with the gas service line**. A plastic service line must be installed with at least 18 inches of cover over the pipe based upon final grade. The service line should have 18 inches vertical clearance from other utilities for perpendicular crossings. The service line should have at least 3 feet of parallel clearance from other utilities except for electric which should have 5 feet of parallel clearance. 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 Department 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 or greater, and pressurized with natural gas up to the meter valve (meter set assembly). Make sure the yellow card and DIMP Form 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 Department 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.

## 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 also be visible at all times for emergency situations.



# NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS



SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:

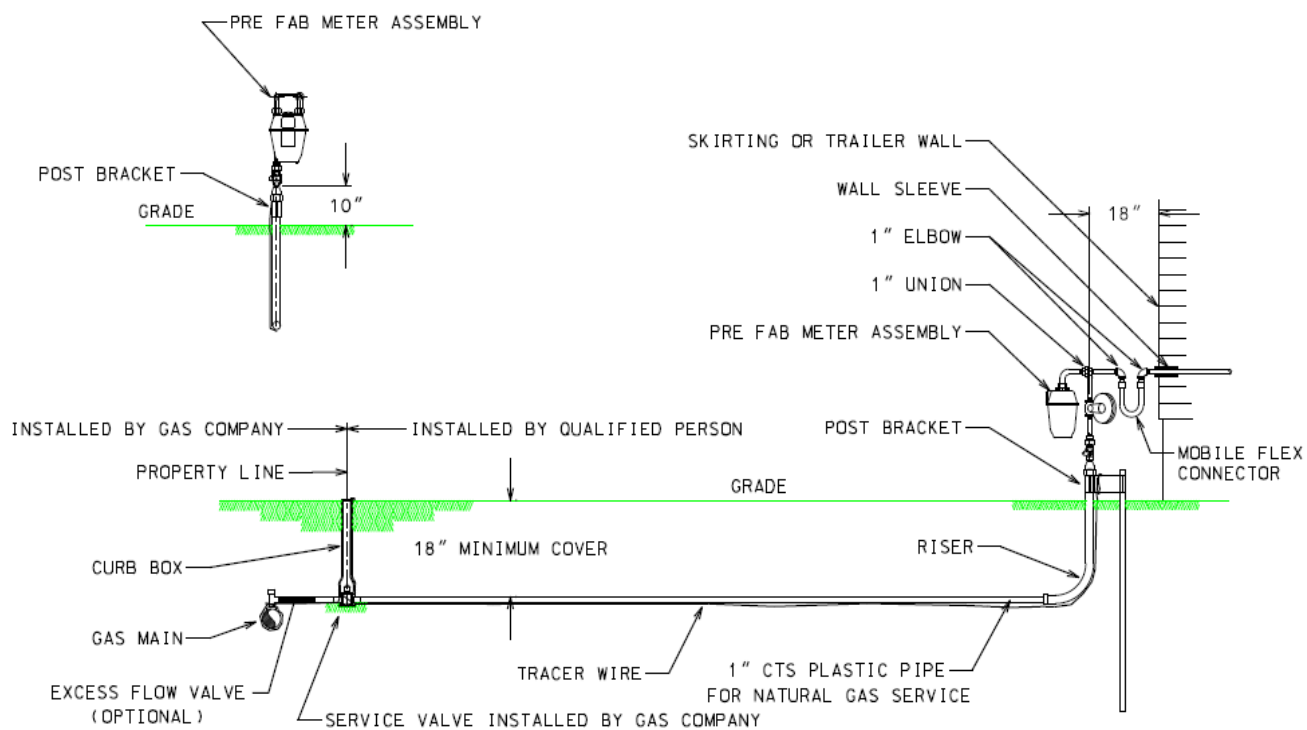
Date:

SERVICE LINE - METER AT BUILDING

Chapter: 2

Drawing: 01

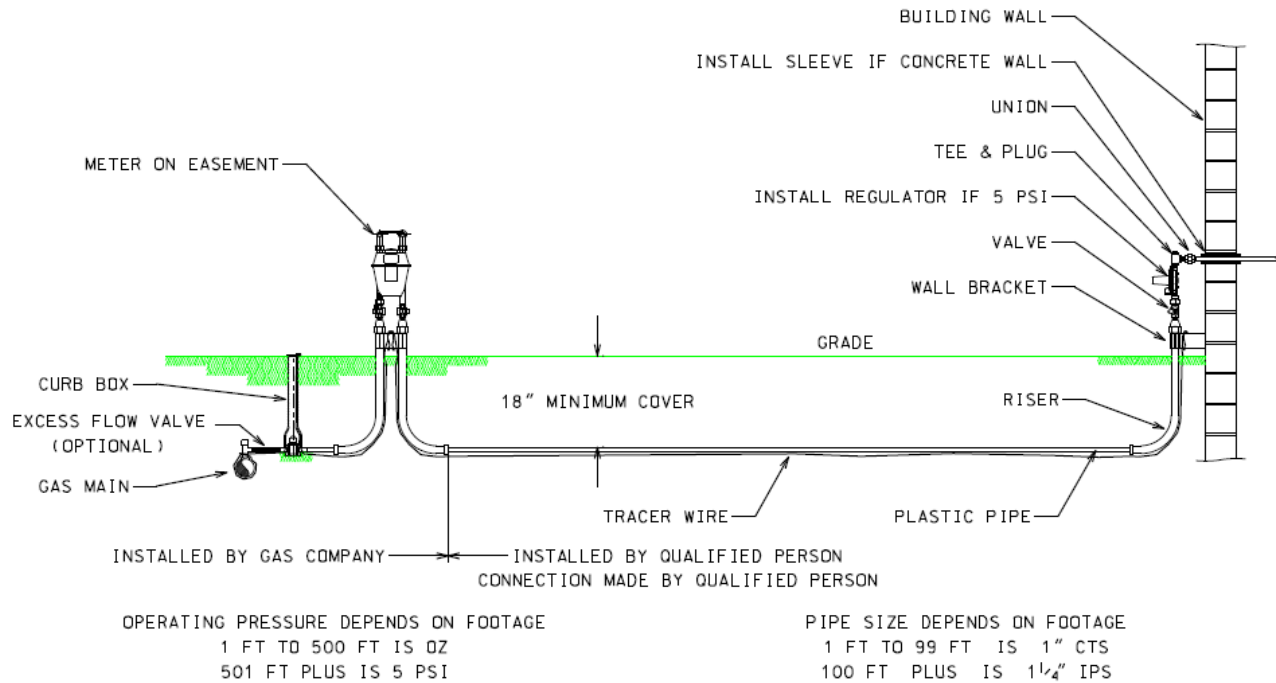
# **NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS**



## **SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE**

|              |       |  |            |             |
|--------------|-------|--|------------|-------------|
| Approved By: | Date: | <b>SERVICE LINE - METER AT TRAILER</b> | Chapter: 2 | Drawing: 02 |
|--------------|-------|--|------------|-------------|

# NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS



## SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:

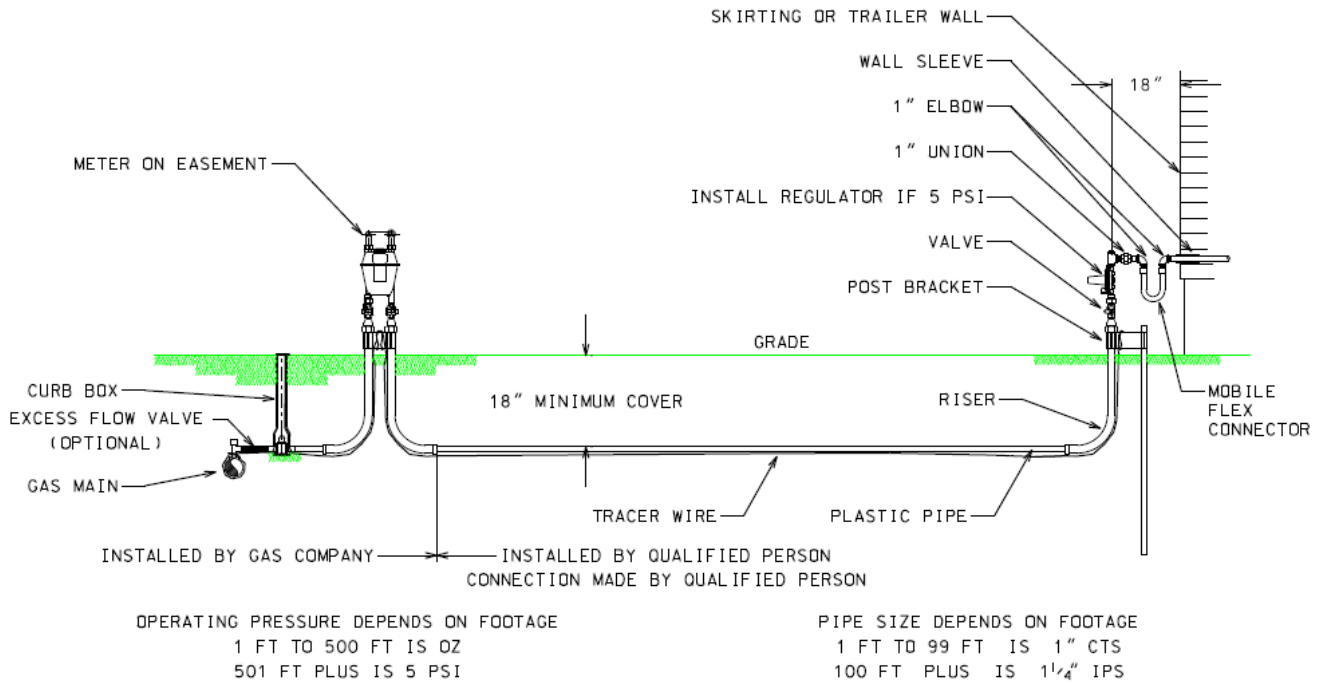
Date:

SERVICE LINE - METER ON EASEMENT - BUILDING

Chapter: 2

Drawing: 03

# **NATIONAL GAS & OIL COOPERATIVE GAS DISTRIBUTION STANDARDS**



## **SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE**

|              |       |   |            |             |
|--------------|-------|---|------------|-------------|
| Approved By: | Date: | <b>SERVICE LINE - METER ON EASEMENT</b> | Chapter: 2 | Drawing: 04 |
|--------------|-------|---|------------|-------------|



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

Scanned By:

Contract Company or TEC?

Contract Employee (Crew Leader)

Service Address with City

TEC Employee Name

Date

|                                       |           |             |
|---------------------------------------|-----------|-------------|
| 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 Meter |

| Number                                    | Quantity or Footage | Item                                  | Size         | Manufacturer                                | Type or PE Type (240634C3) | Model   | Set Point | Location   | Pipe Footage |              | Date of Manufacturer | Lot Number or MO Number | SDR or Inventory pipe wall                                   | Remarks |
|---|---------------------|---------------------------------------|--------------|---|----------------------------|---|-----------|--|--------------|--------------|----------------------|-------------------------|--|---------|
| 1   |                     | Meter Set                             |              |   |                            |   |           |  |              |              |                      |                         |  |         |
| 2   |                     | Valve                                 |              |   |                            |   |           |  |              |              |                      |                         |  |         |
| 3   |                     | Regulator                             | Size         | Manufacturer                                |                            | Model   | Set Point |  |              | Date         |                      |                         | Office Size  |         |
| 4   |                     | Riser                                 |              |   |                            |   |           |  |              |              |                      |                         |  |         |
| 5   |                     | Wire                                  |              |   |                            |   |           |  |              |              |                      |                         |  |         |
| 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  |                            |   |           |  |              | Date         | Lot Number           |                         | Iron temperatures checked according to procedures?<br>Yes No |         |
| Pressure Test Data                        |                     | Pressure(s)                           |              | Duration(s)                                 |                            | Date  |           | Test Acceptable? Y <input type="checkbox"/> N <input type="checkbox"/> |              | Name/Company |                      |                         |  |         |
| Tee to Meter Set <input type="checkbox"/> |                     | Tee to Valve <input type="checkbox"/> |              | Valve to Meter Set <input type="checkbox"/> |                            | Point of Disconnect to Meter Set <input type="checkbox"/> |           | Other <input type="checkbox"/> Explain                                 |              |              |                      |                         |  |         |

Note: Wire and Pipe quantity is in feet.

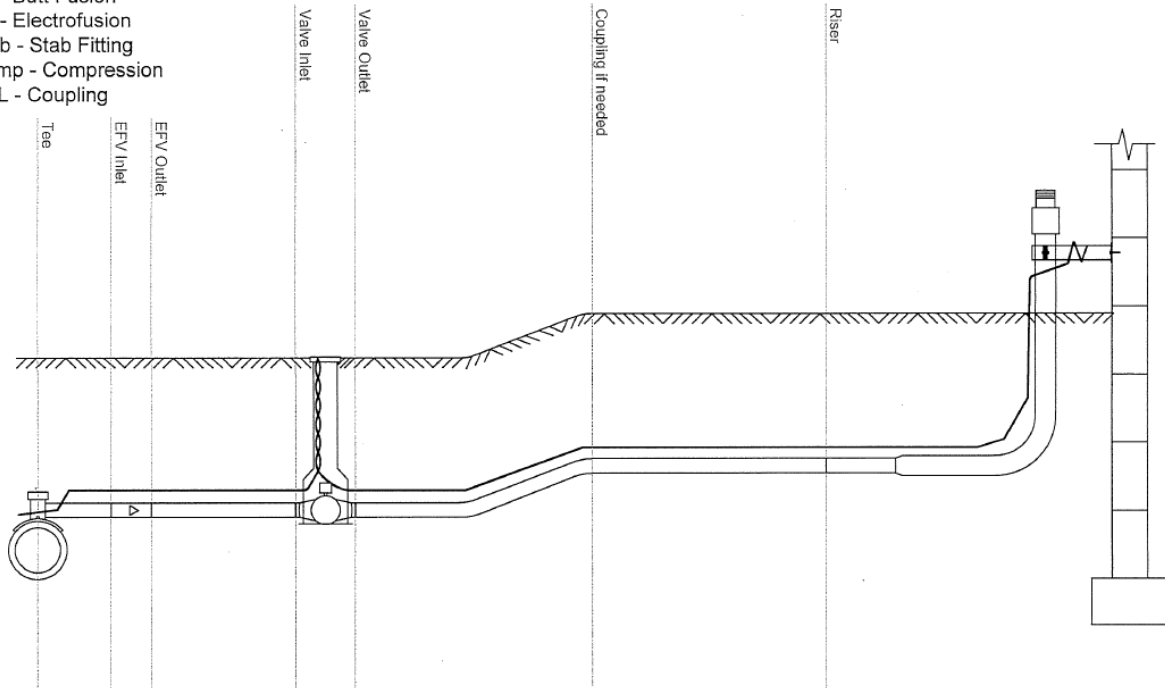
Since each item could have a unique Mfg Date and Lot Number, each item MUST have its own entry line

Revised 4/23

### 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