

**Distribution Gas Standards  
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## Ten Step Installation Procedures

1. Apply for gas service by calling The Energy Cooperative at 800/255-6815.
2. Pick up operator qualification card (yellow card) and pre-fab meter set assembly from The Energy Cooperative's Hebron Service Center at 120 O'Neil Drive in Hebron, Ohio.
3. Contact a **D.O.T. operator qualified plumber** to install your new or replacement natural gas service line and meter set assembly. **When the service line and meter assembly have been installed, attach the operator qualification card (yellow card) to the meter bar assembly. If the yellow card is not attached to the meter bar assembly the gas will not be turned on.** Contact a certified heating contractor to perform your inside houseline piping, etc.
4. Prior to any digging, call OUPS (Ohio Utility Protection Services) at 800/362-2764 or call 811 to notify them that you will be installing a gas service line. OUPS will notify the various utility companies in your area to locate all underground utilities at the proposed construction site.
5. Purchase materials for the outside installation of the gas service line: pipe, riser, tracer wire and mounting bracket.

Outside Installation: A continuous length of plastic pipe is preferred from the proposed meter set location at the house entrance to the street or easement. This includes the plastic service line, tracer wire, riser, bracket, steel piping and fittings at the house entrance. At the street or easement plug or cap the end of the plastic service line and leave coiled up for The Energy Cooperative to connect to its facilities. See drawings number one and two.

6. Call The Energy Cooperative and request tap to be made: 800/255-6815.
7. The Energy Cooperative will install the tap.
8. You may proceed with the inside house line piping while waiting for your tap. The National Fuel Gas Code Guidelines apply to all houseline piping, etc.

Inside Installation: Use standard weight steel/wrought iron pipe or corrugated stainless steel tubing that is approved for natural gas use. Do not use galvanized pipe or fittings. Each appliance must have an accessible manual shut off gas valve upstream of the appliance it serves.

9. When the inside piping has been completed, and the tap has been made, call The Energy Cooperative at 800/255-6815 and request a pressure test, meter installation, and for the gas to be turned on. **Make sure the operator qualification card has been completed by your plumbing and/or heating contractor.**

10. The Energy Cooperative will inspect the inside and outside piping, and perform the following tests.

1. The outside service line (the connection at the street or easement to the meter set at the house) shall be tested to 90 psig for 10 minutes.
2. The inside house piping (house entrance to appliance valves) will then be tested to 3 psig for 10 minutes.
3. If the 3 psig test is successful then a 4 oz. test for 10 minutes will be done testing each appliance control valve.

If the 4 oz. test is successful then The Energy Cooperative will install the meter, turn on the gas and light the pilot lights.

Your first billing from The Energy Cooperative will be in 30 to 45 days. If you have any questions, please do not hesitate to call member services at 800/255-6815. The member/customer is responsible for the maintenance, repairs and/or replacement of the gas service line and the house line piping.

**\*A call back charge will be assessed if The Energy Cooperative has to return to re-inspect or retest any portion of the piping resulting from improper installation or failure of the piping to hold during the testing procedure.**

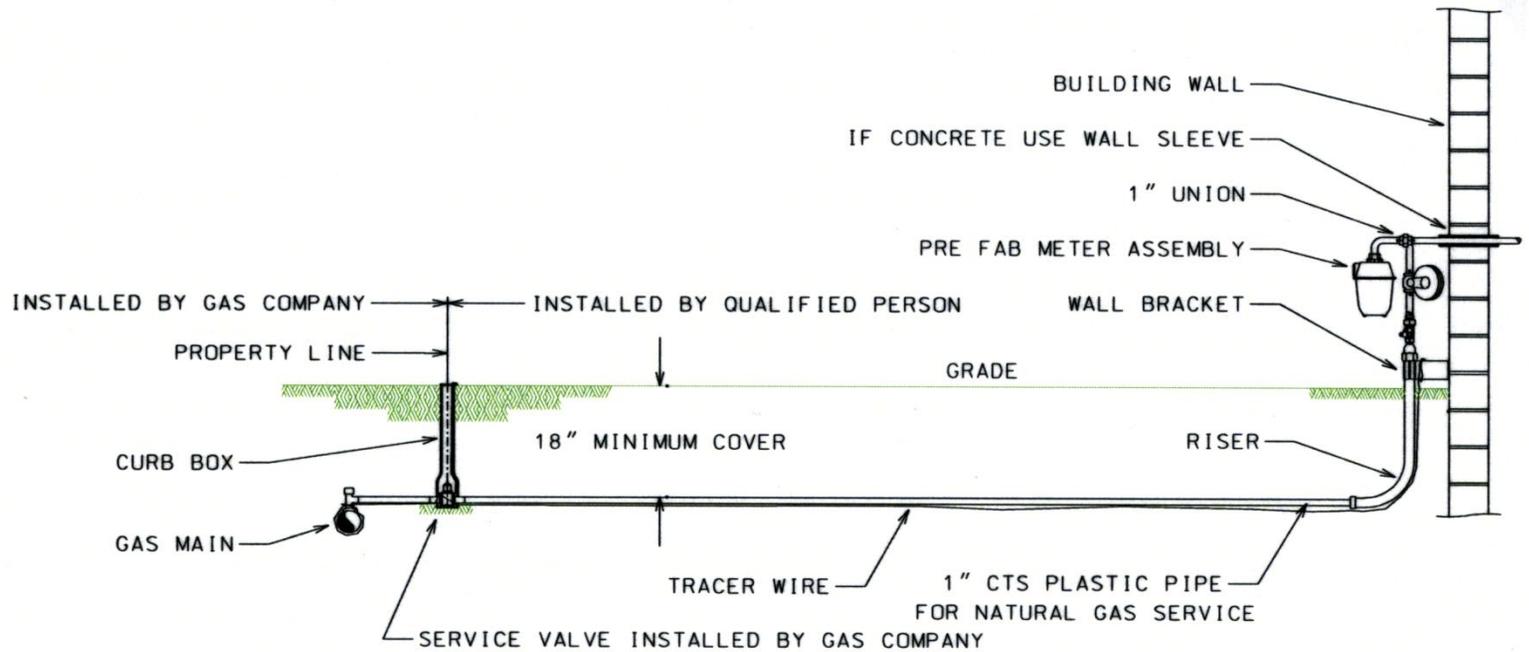
## Ten Things to Remember

1. Make sure the plastic pipe you use is for natural gas service.
2. Make certain a qualified plumber or heating contractor performs your houseline piping installation work.
3. **Be certain a D.O.T. operator qualified person made all the connections on the new service line, and made any repairs to an existing service line.**
4. Make sure the operator qualification card (yellow card) is filled out when the serviceman inspects and tests your system. The “yellow card” must be attached to the meter bar assembly. **If the yellow card is not attached to the meter bar assembly the gas will not be turned on.**
5. Leave all underground joints exposed for inspection.
6. Wall sleeves are required only on piping entrances through concrete or concrete block walls.
7. At least one appliance must be connected to have your gas turned on.
8. Pre-test your piping to check for leaks.
9. Make sure that you and your installer understands the proper drawing/sketches and the National Fuel Gas Code guidelines are followed especially all piping installations downstream of the meter set.
10. If you have any questions regarding the installation of your service line piping, or houseline piping do not hesitate to call the Member Services Department at 800/255-6815.

**Natural gas is the most efficient energy available – use it wisely.**



## GAS DISTRIBUTION STANDARDS



### SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:

Date:

**SERVICE LINE - METER AT BULDING**

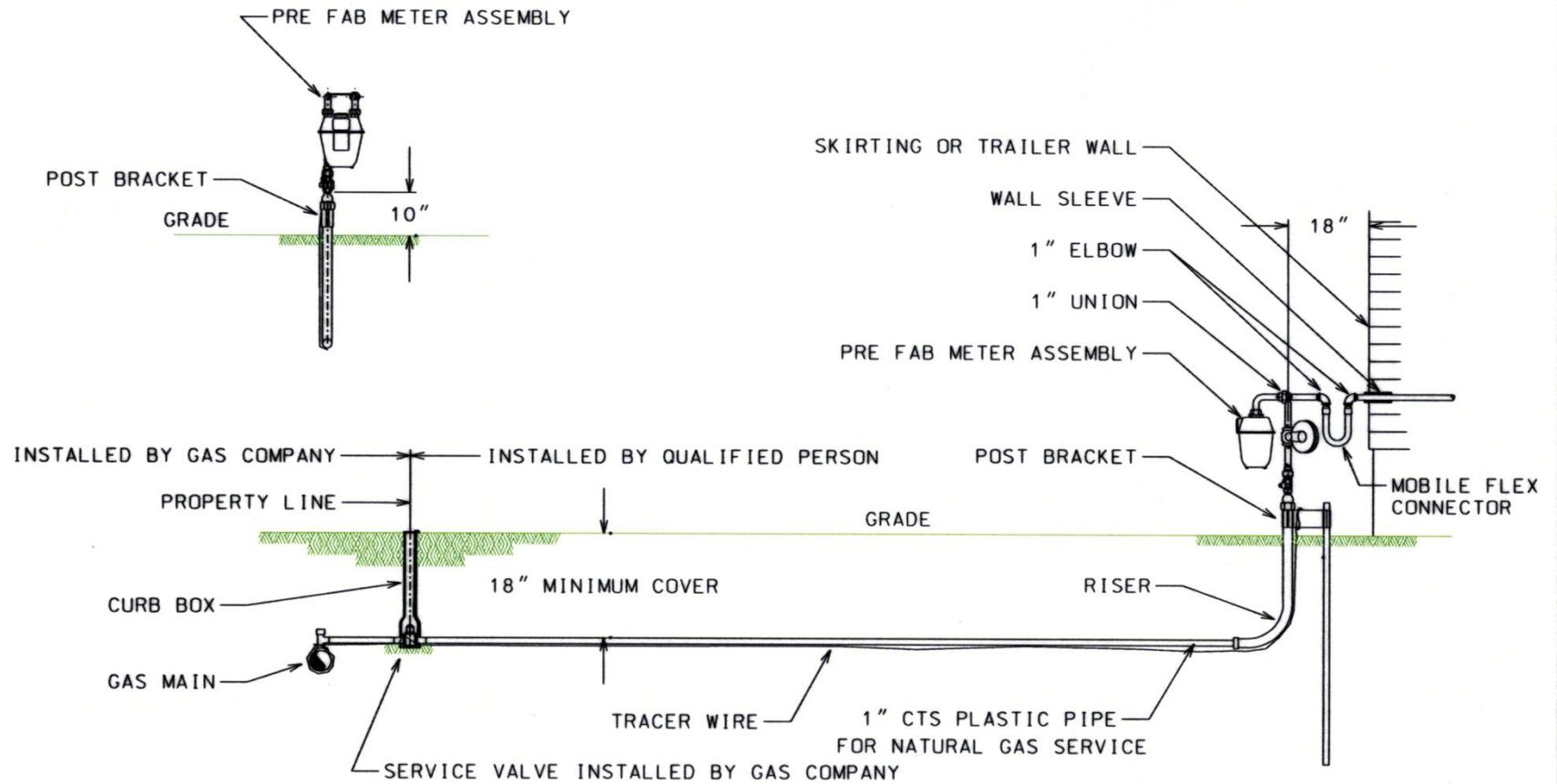
Chapter:

2

Drawing:

01

# GAS DISTRIBUTION STANDARDS



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