

PROCEDURES

MAIN AND SERVICE INSTALLATIONS / GENERAL

1.0 PURPOSE (192.301 – 192.143)

It is the purpose of this section to provide minimum requirements and information on the methods for the installation, extension, and abandonment of mains and services.

1.1 SCOPE

This section covers the following:

- A. Installation Requirements
- B. Methods of Installation
- C. Back-fill and Compaction Requirements
- D. Casings and Sleeving
- E. Abandonments and Reinstatements
- F. Locator Wire
- G. Caution Tape
- H. Pipe Bending
- I. Best Management Practices

1.2 GENERAL

- A. Mains:
 - 1. Mains should be run parallel to the street or highway centerline, and in the location specified on the approved design plans.
 - 2. Mains shall not be run through manholes or footings, but shall be offset around them.
 - 3. Offsets in mains should preferably be made at a 45-degree angle, although a 90-degree offset may be used where field conditions require.
 - 4. Mains should be installed in such a manner as to minimize any stress induced by construction and protect the pipe against damage.
 - 5. EMS #1405 markers shall be placed over any fitting, valve, electrofusion coupling, service tee or change of direction. EMS #1405 marker has a maximum depth of 5 feet.
- B. Services:
 - 1. Commercial and industrial service lines may have a property line valve installed on service facilities when the service shutoff adjacent to the **MSA** will not be, or is not readily accessible for emergency use.

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NOTE: A facility can be considered a readily accessible location if, in an emergency situation, access can be gained 24 hours a day on any given day. Access arrangements can include the use of an Operators lock, an interlock arrangement with another entity, the use of bolt cutters to cut off locks, etc. If extraordinary means for gaining access are necessary, such as damaging structures (other than removing locks) or having to request access from another individual, a service shutoff valve should not be considered accessible.

2. Installation of services under concrete or paving, when continuous between structures, should be avoided whenever possible. If unavoidable, a sleeve shall be installed around the riser at ground level to allow venting. Existing risers encased in paving should be sleeved when the service line is repaired or replaced. **Refer to Section E-6**
 3. Polyethylene stubs are extended by squeezing off the pipe approximately one foot from the end cap. (**Refer to Section C-8.**) After the balance of the service has been leak tested, the tie-in connection shall be made and then soap tested at line pressure.
 4. Risers, while not in use, shall have the stopcock in the off position, locked and plugged to prevent against unauthorized use of the facility.
 5. Risers shall be installed in locations consistent with the operator's standards. (**Section F-2**)
- C. Mains and Services shall be tested in accordance with **Section H-3**.
- D. Under no circumstances may a main or service line run under a building. For building encroachments over a pipeline, the Operator will require the property owner to resolve the encroachments (i.e. move the building, or reimburse the Operator for the full cost of relocating the pipeline). The Operator will discontinue service to the customers for which the encroachment issues are not resolved.
- E. All property corner markers, survey monuments, construction staking, archeological antiquities, mining claim monuments, etc., will be protected from damage. In the event of uncovering archeological antiquities, stop work (unless in an emergency situation), and report findings to the supervisor immediately. Restoration is required if removal is necessary, unless previous arrangements have been made.

1.3 INSTALLATION RECORDS

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- A. Installation records for all gas pipeline and pipeline facilities shall be maintained for the useful life of the facility.

- B. Records and Maps shall include the following:
 - 1. Size and type of all pipe and appurtenances
 - 2. Location including measurements from landmarks such as centerline, property line, milepost, stationing, etc.
 - 3. Type and location of tie-in
 - 4. Test record
 - 5. Sleeve or casing location and type
 - 6. placement of locator wire and caution tape
 - 7. Pipe batch number(s)
 - 8. Pipe joiner signature and ID number
 - 9. EMS markers
 - 10. Footages
 - 11. Depths

- C. Installations involving steel pipe shall include the following additional information:
 - 1. Grade and wall thickness
 - 2. Specific rating of valves and other appurtenances
 - 3. Weld procedure utilized
 - 4. Location of welds and non-destructive tests performed
 - 5. Cleaning / pigging and purge procedures utilized and results
 - 6. CP reads