

## PROCEDURES

### METER TURN-OFF & REMOVAL

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#### 5.0 PURPOSE

The purpose of this section is to establish safe appropriate procedures for turning off customer meters, removing customer meter and regulator, and making all conditions safe for the general public.

#### 5.1 SCOPE

- A. Turn-Off
- B. Meter Removal

#### 5.2 METER TURN-OFF PROCEDURE

- A. Verify removal order with customer whenever possible.
- B. Verify meter number. Record meter number and meter reading.
- C. Turn-off stopcock.
- D. Insert meter blind in inlet swivel of meter or disconnect and plug or cap customer houseline. **Jumper cable shall be used to ground MSA before any disassembly of the facility.**
- E. Soap test and correct any leakage indicated.
- F. Lock off riser stopcock.

#### 5.2 METER AND REGULATOR REMOVAL

- A. Verify removal order with customer when applicable.
- B. Verify meter number. Record number and read.
- C. Turn off stopcock.
- D. Properly install jumper cable across the MSA before any disassembly or removal is attempted.
- E. Remove MSA and disassemble all fittings from the stopcock to the customer's

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line. Cap or plug customer's line.

- F. Soap test inside core of stopcock for leakage. Repair or replace stopcock as necessary.
- G. Plug riser stopcock.
- H. Install lock on stopcock.
- I. Complete all applicable paperwork.
- J. Meter and regulator shall be brought to the warehouse no later than the next working day.