

## PROCEDURES

### TAPPING / PLASTIC

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#### 2.0 PURPOSE (192.627)

The purpose of this section is to provide minimum requirements and information regarding steel pipe tapping and stopping.

#### 2.1 SCOPE

Tapping tees must be protected from shear and bending loads. Protection is provided by properly installed, compacted embedment preferable in combination with a protective sleeve installed over the tap tee connection with the service line.

**WARNING: Gas leakage (blow-by). When tapping a pressurized main, gas can leak past the cutter when the cutter is retracted from the pipe wall. Take all necessary personal safety precautions. Do not remove the cutter.**

#### 2.2 TAPPING

1. Each tap made on a pipeline under pressure shall be performed by individuals qualified to make Hot Taps.
2. Prior to tapping the main, the service line should be connected to the tapping tee in accordance with the manufacturer's procedures. Before connecting the service line to the tapping tee, slide the protective sleeve (if provided, optional) over the free end of the service line. Then connect the service line to the tapping tee outlet and connect the opposite end of the service line to the meter riser or service connection in accordance with the manufacturer's procedures.
3. Pressure test all connections in accordance with **Section H-3**.
4. Saddle fusions must be completely cooled before tapping the main.
5. Remove and inspect the cap and o-ring, place tapping tee wrench in hex opening of cutter at top of tee. Turn wrench clockwise until the fixed stop of the wrench makes contact with the tower top of the tapping tee-this will make the tap. The section cut from the pipe wall (coupon) will remain in the cutter.
6. Turn wrench counterclockwise until top of cutter is even with the top of tapping tee tower. Remove the wrench.

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7. Install the tapping tee cap.
  - a. Check to be sure the o-ring is in place at the top of the body, and the threads and sealing surfaces are free of dirt and contaminants.
  - b. Place the cap on the body and turn counter-clockwise until the leading edges of the threads clear each other and the cap drops onto the second thread. With a marker such as a felt tip pen, mark the top of the cap in line with the service outlet.
  - c. For the standard tapping tee, screw the cap clockwise 12 to 12-1/2 turns. An additional 1/4 to 1/2 turn is permissible if necessary; however, tightening beyond 13 turns may over tighten and damage the o-ring seal. Do not use a wrench or any other means to tighten the cap.
8. Soap test fitting and cap to ensure no leakage is present before completion and backfill.
9. Slide protective sleeve (if provided) over outlet end of the tapping tee and secure with plastic tape to avoid slippage of sleeve during backfill operation.