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SPECIFICATION: G-11837-25

TITLE: INVESTIGATION OF AN INSIDE GAS LEAK OR ODOR CALL AND ISSUANCE OF A WARNING TAG

VOLUME: 1 and 10

REGISTRATION NO: GAS0132

TARGET TRAINING GROUPS: Gas Distribution Services (GDS), Emergency Response Force (ERF), Leak Survey, Gas Emergency Response Center (GERC)

REVISIONS: (See ★)

1) Section 3.0 - Added statement regarding qualified personnel.

2) Section 5.9 - Updated GEIs to GEHSI designation.

3) Section 6.11 - Deleted reference to Section 9.0.

4) Section 6.11 B) - Changed 250 ppm to 199 ppm.

5) Section 6.11 C) - Removed Note.

6) Section 15.0 - Updated title of G-11836.

G-11837-25

Gas Operations Standards

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TITLE: INVESTIGATION OF AN INSIDE GAS LEAK OR ODOR CALL AND ISSUANCE OF A WARNING TAG

EFFECTIVE DATE: February 24, 2014

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TITLE: INVESTIGATION OF AN INSIDE GAS LEAK OR ODOR CALL AND ISSUANCE OF A WARNING TAG

1.0 SCOPE

This specification describes the actions required for investigating inside gas leaks or odor complaints and, where an unsafe condition is found, to make safe, and to make customers aware of such conditions on interior gas piping and appliances beyond the outlet of the meter set assembly.

2.0 LEGAL REQUIREMENTS

This specification is in full compliance with the applicable stipulated in:

Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) Public Service Title 16 Part 255 "Transmission and Distribution of Gas" and Part 261 "Piping Beyond the Meter".

★ 3.0 ORGANIZATIONS RESPONSIBLE

Gas Operating Areas in the Bronx, Queens, Manhattan, Westchester; and Energy Services.

Only personnel trained and Operator Qualified in Inside Leak Investigation shall perform inside leak investigations or issue warning tags.

4.0 DEFINITIONS

4.1 Building - A structure which is regularly or periodically occupied by people.

4.2 General Atmosphere - The open air inside of a building.

4.3 Indication - Any unsustained deviation on a properly calibrated leak detection device.

4.4 Inside Leaks - Gas leaks originating from extension piping, meter piping, house piping, or connected gas appliances. (See Section 4.8).

4.5 Investigation – Initial activities performed by GDS, ERF, Gas Construction or Leakage Survey to determine the extent (or migration) and classification of a gas leak (e.g. checks of subsurface structures and pogo stick activity.

4.6 Leak Detection Device (LDD) - A New York State approved and calibrated electronic instrument which is used to detect natural gas and carbon monoxide.

4.0 **DEFINITIONS** (Continued)

4.7 Migration Pattern – Test points indicating the perimeter of the leak on the 50-13R (Leak History Report) where 0% gas is obtained on a leak detection device. All subsurface structures (SSS) within the migration pattern shall be tested and documented on the 50-13R.

NOTE: The leak migration pattern shall not be shown in the street area of the LHR.

4.8 Outside Leaks - Gas leaks originating from mains or service piping outside the foundation or building wall.

Leaks originating from above-ground customer-owned piping or equipment (e.g. meter/regulator, barbecue) shall be treated and documented as inside gas leaks. No LHR is required in this case. Protection test points shall be documented on the inside leak report/template.

4.9 Protection Test Point – A test point(s) taken to confirm that the classification as indicated on the LHR is not of a greater hazard and/or the migration pattern has terminated, or the classification has not changed. All buildings shall have a protection test point.

4.10 Reading - Any sustained display on a properly calibrated leak detection device. All natural gas readings are in percent gas-in-air.

4.11 Subsurface Structure (SSS) – Underground structures in the sidewalk or street that a person can physically enter to access a facility or system. Examples include, but are not limited to, tunnels, vaults, electric manholes and service boxes, steam manholes, sewer manholes, cable manholes and telephone manholes, fire department manholes, fire alarm pull boxes and traffic signal control boxes. SSSs exclude water main or service valve boxes that consist only of a chimney and do not require physical access to operate.

4.12 Test Points - Any point that is investigated with a leak detection device for the purpose of determining leak migration, leak classification, or leak of greater hazard.

5.0 REPORTING AND RESPONDING TO GAS LEAKS

5.1 Any gas leak, gas odor or damage to gas facilities reported to the Company shall be responded to promptly by qualified Company personnel.

A Multiple Resource Response Event (Code MuRRE) shall be declared by the GERC for the following conditions:

- Probable combined commodity event
- Two or more calls on the same block, in the same vicinity
- Atmospheric readings in a building of >=.5% that cannot be vented quickly
- Atmospheric readings in two or more buildings
- Type 1 readings in two or more subsurface structures
- Type 1 reading in a single subsurface structure that does not quickly vent below a Type 1 condition
- Report of a strong odor from a Reliable Source (as defined in specification G-11850)
- Inside and outside damages (not secured by qualified gas personnel)
- Other situations requiring an escalated field response

NOTE: If field supervision is not present on location, the GERC Operating General Supervisor (OGS) will take control of the event. The OGS will be in direct contact with the field mechanic who will provide regular updates directly to the OGS as the situation progresses.

Gas Emergency Response Center

5.2 Based on the initial report, the GERC shall promptly assign qualified personnel to the reported location.

NOTE: Gas leaks, gas odors and gas damages are to be dispatched on a priority basis. All available resources should be considered when dispatching crews to respond to gas odor, gas leak and gas damage complaints. For inside and outside damages, the Fire Department shall also be requested by the GERC to respond. If the inside or outside damage has already been secured and made safe by qualified gas personnel (i.e. Company damages), then GERC shall not request the Fire Department's assistance.

5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

5.3 Based upon the report from Company personnel (including Company Contractors), Fire Department, Police Department, emergency response personnel, or school officials, the GERC shall:

A) Assign additional qualified personnel and request Fire Department response, if not already on location, to the reported location and inform operating area supervision when there is: a report of a strong odor, a combined event (e.g. gas and electric), two or more odor calls on the same block, inside or outside damages, or based upon the severity of the condition described.

NOTE: The GERC shall be prepared to provide field personnel with the location of gas and electric subsurface facilities so that it is available to the responder upon arrival at the scene.

B) Provide information on Company Subsurface Structures (SSS – See G-11809) and electric facilities, and provide guidance and support if gas readings are found in any buildings or SSS by the Fire Department prior to arrival of Company personnel **or** when field forces advise GERC of a leak requiring immediate and continuous action.

C) Provide electric service information for adjacent buildings for investigation and notify operating area supervision if a gas reading of 4% or greater is detected at the point of entry (POE) of an electric duct in a building.

Initial Response

5.4 Steps to be taken when responding to a reported gas leak are as follows:

A) Note the time of arrival at the location of reported leak and communicate the arrival time to the GERC as soon as practical.

B) If possible, learn the nature of the problem from the person who reported the leak.

5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

C) If necessary, request the GERC to provide information on Company SSSs and electric facilities.

D) Upon arrival, if EMS, Police, Fire Department, OEM or news media are at the scene, contact the GERC immediately.

E) Before entering a premise, verify a "clear access" problem does not exist at the location by checking the Customer Operations Clear Access Tracking System (CATS).

F) Verify proper operation of equipment (including the combustible gas indicator (CGI) or other approved leak detection device and flashlight) in a non-gaseous environment.

NOTE: This equipment shall be turned on prior to entering buildings.

G) Do not operate any electrical switches, including doorbells. For apartment buildings, make every attempt to gain access without ringing the downstairs apartment buzzer.

H) Identify the source of the odor.

I) Determine whether the cause of the complaint is or is not a natural gas leak or a condition related to gas usage. If it is determined that the cause of the complaint is not due to a natural gas leak or a condition related to gas usage, an attempt shall be made to identify the cause of the complaint.

J) Personnel shall not use personal electronic devices (PEDs) (e.g. cell phones, Blackberries, iPods) while performing tasks, or working with someone performing tasks described in this specification, or while in other situations in which they may be distracted and pose a safety risk to oneself or others.

Exception: It is acceptable to use Company-issued intrinsically safe radios or cell phones to communicate with the GERC, Gas Control, or supervision to request assistance or to report findings.

5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

5.5 Additional measures to be taken, when necessary:

A) Test all openings in sidewalk, street, inside foundation wall where gas can vent from.

B) Cordon off the area.

C) Shut off sources of gas and/or ignition.

D) Test for stray voltage as appropriate.

E) Call for assistance.

F) Vent manholes and other subsurface structures.

G) Investigate gas migration from manholes and other subsurface structures into buildings as required.

H) Keep the GERC informed.

I) Prior to use, ensure that your vehicle has all of the proper tools and equipment. The check list can be found in Outlook in: Public Folders/Con Ed of NY/Gas Operations/GA – Gas Specifications/Tools and Equipment Check Lists.

5.6 If the leak is coming from outside, prepare an outside leak ticket and see G-11809 for further details.

Actions by Responding Field Personnel

5.7 Upon determining that a leak requires immediate and continuous action to protect life or property, a qualified Company representative shall take the following actions as appropriate until the condition is no longer hazardous.

A) Establish a made-safe condition by venting enclosed spaces, sealing points of gas entry, shutting off gas service, and verifying that gas is no longer entering the building. If a gas reading is detected at the point of entry of an electric duct in a building,

5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

immediately contact the GERC to obtain electric service information for adjacent and connected buildings and SSSs and investigate them for gas migration. If any branch of an underground electric service or looped electric service (i.e. electric conduits running from one building to one or more buildings) passes through the gas migration pattern, access to all buildings supplied by the electric service or looped electric service regardless of whether or not the electric SSS supplying the electric service or looped electric service has any reading. If any gas reading is detected at the sewer point of entry (i.e. sewer trap) in a building, check connected sewer manhole(s) and connected buildings. Vent SSSs and check buildings before continuing with the migration.

B) Check adjacent and adjoining buildings or other buildings in the vicinity, for entry of gas.

C) Contact the GERC for Fire Department assistance if it is suspected that a gas leak or CO condition exists in a building or area where access is otherwise unavailable.

D) Evacuate buildings, including yourself, when gas readings in the general atmosphere cannot be quickly brought down below 0.5%. Request assistance from the Fire Department, if necessary, and instruct them to evacuate residents if an odor of gas or any gas instrument reading is obtained.

NOTE: For multi-family or large commercial buildings, evacuate the affected area(s), including yourself, when gas readings in the general atmosphere cannot be quickly brought down below 0.5%. Request assistance from the Fire Department, if necessary.

E) Request assistance from the Fire Department (if not already on location) to evacuate buildings if atmospheric readings that cannot be quickly reduced to below 0.5%, or eliminated are found in multi-family buildings or atmospheric readings are found in more than one building.

5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

F) Request continued assistance from the Fire Department or other agencies (if already on location) as long as needed to protect the safety of residents, the public, Company personnel, other responders and property until the full extent of the leak hazard has been assessed and the situation has been made safe.

G) Request assistance from additional Company forces and the Fire Department via the GERC if any gas readings are found in two or more buildings or high (4% or greater gas in air) readings are found in two or more SSSs.

H) Request assistance from additional Company forces and the Fire Department via the GERC when first responder identifies strong atmospheric gas odor upon arrival. (See Section 5.7 K)

I) Request assistance from additional Company forces and the Fire Department via the GERC to vent and/or evacuate buildings prior to completing the migration pattern, if a SSS with high readings (greater than 4% gas in air) cannot be vented. (See Section 5.7 K)

J) Request assistance from additional Company forces and the Fire Department via the GERC to vent and/or evacuate buildings prior to completing the migration pattern, if the gas readings in a vented SSS do not quickly fall below 4% gas in air. (See Section 5.7 K)

K) When a leak investigation in an area with one and two story buildings requires evacuation of multiple residences and the FD has not yet arrived, the megaphone shall be used with the following message: ***"If you smell gas, leave the building immediately and take others with you. Proceed to the next street."***

If available, FD systems should be used to deliver such evacuation messages.

L) As needed, direct additional Company personnel and the Fire Department to check inside nearby buildings and recheck them or to assist pulling manhole covers. Determine the migration pattern.

5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

NOTE: If Fire Department personnel smell gas or obtain any gas instrument readings, they shall evacuate the building. For multi-family or large commercial buildings, they shall evacuate the affected areas. Instruct people who were evacuated to leave the area (e.g. go to another street).

M) Report information and actions taken to supervisor, to the GERC and the relieving crew.

NOTE: When Company personnel and the Fire Department (or other agencies) respond to the location of a reported gas leak or odor, they shall exchange specific information regarding buildings and other structures investigated for the presence of gas and the severity of the findings.

N) Notify the GERC when DOT/NRC, PSC, and/or DEP reporting criteria is met. See G-11850 for further details.

Additional Checks

5.8 When in the vicinity of the service regulator vent, take a reading with a CGI or other approved leak detection device at the vent to ensure that it is gas-free.

★ 5.9 A visual inspection for mercury shall be made in the vicinity of the regulator and the vent terminus. Report any visible signs of mercury to your supervisor and the GERC as a spill per GEHSI E02.01. Follow GEHSIs E02.01 and E02.23 for proper reporting and guidance for control and cleanup of mercury spills. Leave the area immediately. Limit walking through areas, which may be contaminated, due to the possibility of spreading contamination. The mechanic must remain on location until it can be determined by the Chem Lab that shoes, clothing and vehicle are not contaminated.

5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

5.10 When Company personnel are assigned to residential premises (i.e., one to three family homes) for the purposes of investigating a gas leak or odor complaint, a test point/protection point should be made at the inside foundation wall (head of service), atmosphere and at the outside foundation wall even if the inside leak condition was satisfied. If there is no penetration at the outside foundation wall, a test point check should be performed at other locations such as curb valve or buried structures.

5.11 When Company personnel are assigned to an odor complaint originating in the basement, grade level or first floor of a multi-family building, a test point/protection point should be made at the inside foundation wall (head of service), atmosphere and at the outside foundation wall even if the inside leak condition was satisfied. If there is no penetration at the outside foundation wall, a test point check should be performed at other locations such as curb valve or buried structures.

5.12 When Company personnel have gained access to residential premises for the purpose of investigating a gas leak or odor complaint, all operating, vent-connected gas space and water heating appliances that are in the "on-cycle" shall be checked in accordance with Paragraph 5.5 (match test) even if the inquiry into the cause of the visit has been satisfied. In addition:

A) The match test shall be performed in all homes, apartments, and nursing homes on all atmospheric venting systems. On induced draft and power-vented systems, visually check that flue piping joints in the vicinity of the unit are connected.

B) In premises having three or more families - this check may be limited to one per year (the year begins on October 1). The Gas Emergency Dispatcher shall inform the field crew of any previous match test per the ECS system.

C) An attempt must be made to locate a building owner/superintendent in order to gain access to locked utility rooms. If access cannot be gained, the field crew shall document that no check was made for this reason.

5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

5.13 The match test is used to check the draft of vent connected gas utilization equipment as set forth in the National Fuel Gas Code Recommended Procedure for Safety Inspection of Existing Appliance Installation. The unit to be tested should be in the "on- cycle" for several minutes prior to the test. The vent is tested by passing a lighted match around the edge of the relief opening of the draft hood (if it exists.)

If the exhaust vent is drawing properly, the match flame will be drawn into the draft hood. If not, the combustion products will tend to extinguish the flame. If the combustion products are escaping from the relief opening of the draft hood, the unit shall be shut off and locked or disconnected and plugged and a Warning Tag issued in accordance with Sections 8.1, 8.2 and 8.3 of this specification.

5.14 When relighting a vented space or water heating appliance or responding to a complaint of a suspected carbon monoxide condition, checks shall be made in accordance with Paragraph 5.13 (match test) and Section 6.0 (Investigation for Carbon Monoxide) as appropriate.

6.0 INVESTIGATION FOR CARBON MONOXIDE

6.1 A carbon monoxide (CO) investigation shall be conducted under the following conditions:

A) Whenever a CO work order is dispatched.

B) Whenever occupants complain of illness.

C) When an atmospheric reading of 35 ppm or more of CO is registered on a Gasurveyor CGI or other approved leak detection device. The CGI or approved gas detector will display a flashing alarm at the 35 ppm CO level, independent of the combustible gas present.

6.2 Upon arrival, if EMS, OEM, Police, Fire Department or news media are at the scene, contact the GERC immediately.

6.3 After taking CO readings, report all cases of customer illness to the GERC immediately for EMS response, if necessary.

6.0 **INVESTIGATION FOR CARBON MONOXIDE** (Continued)

6.4 When responding to CO complaints/calls, verify the ambient level of CO prior to entering the building; monitor for an increase in level of CO above the ambient which would indicate a malfunctioning appliance. Determine the source.

6.5 When entering a basement, check for CO levels while proceeding down the steps.

6.6 When entering an apartment, take atmospheric CO readings around all fuel-burning appliances. Consider cracks around chimney and flue piping and where heating and drain pipes enter or exit the apartment.

6.7 If levels of CO in the general atmosphere are:

A) Between 10 ppm and 100 ppm above the ambient, and ventilation does not quickly reduce the level, evacuate the affected area. If it is convenient to shut off an obvious source of CO, consider this shutoff prior to evacuation. During the investigation of an apartment, basement or small building, check adjacent areas as necessary.

B) Over 100 ppm, evacuate residents from the area where the reading was obtained, then ventilate. If you are unable to ventilate or ventilation does not reduce the level below 100 ppm, leave the area and shut off the gas supply from outside the affected area. If it is convenient to shut off an obvious source of CO, consider this shutoff prior to evacuation, provided it can be done immediately.

6.8 Police or Fire Department personnel may be contacted for assistance to help in the evacuation and ventilation.

6.9 Atmospheric CO readings shall be taken at approximately 18 inches from suspected, non-vented gas appliances (e.g. oven vent) in operation for 5 minutes. If the appliance causes an atmospheric reading of 10 ppm or more above the ambient, and adjustment cannot be made, shut-off the gas supply to the appliance in accordance with Section 9.0 of this specification.

6.0 **INVESTIGATION FOR CARBON MONOXIDE** (Continued)

6.10 Take atmospheric CO readings on the gas equipment noted below in the normal operating environment:

- utility room doors closed
- covers, panels and shields fixed in place
- heating exhaust fans "on"
- gas appliances in tested area in operation

6.11 "As-read" CO samples shall be taken from gas appliances to determine the cause of the problem. To obtain an "as-read" sample, attach a 14" metal probe to the sampling hose of a CGI or other approved leak detection device and draw the sample for a few seconds until the reading levels off. If "as-read" CO readings exceed the following levels, the appliance shall be shut off and a Warning (red) Tag shall be issued as stated in Section 10.0:

A) 135 ppm taken one inch inside the vent of an oven preheated for 5 minutes.

★ B) 199 ppm taken ahead of the draft diverter of a natural draft vented appliance in operation for 5 minutes.

★ C) Only atmospheric CO readings will be taken for appliances having sealed venting systems.

6.12 If a carbon monoxide CO reading of 35 ppm or more is found while checking wall penetrations during an inside leak investigation, perform an outside ground CO investigation with the CGI or approved leak detection device to determine the extent of any CO migration. Check nearby electric manholes/service boxes for possible CO source. If positive CO readings are found, immediately notify the GERC for assistance from Electric Operations.

7.0 LEAK REPAIRS

7.1 For a leak on house piping:

A) Make a repair if this can be done by means of a minor adjustment, such as tightening a connection or a union.

B) If the leak cannot be permanently repaired by means of a minor adjustment, see Section 8.0.

7.2 For a leak at a gas appliance:

A) When possible, the leak condition at the appliance will be made safe by a minor screwdriver/plier repair. The screwdriver/plier repair and minor adjustment will be:

1) A short duration time.

2) Does not include parts replacement.

3) Performed only in response to safety-related calls.

B) If the leak cannot be permanently repaired by means of a minor adjustment, see Section 8.0.

NOTE: The Company does not provide appliance repair service.

7.3 If the condition is temporarily repaired, see Section 11.0.

8.0 WARNING TAG ISSUANCE

8.1 A Warning Tag shall be issued, for each appliance or piece of equipment, with all recognized hazards listed and the class based on the worst condition.

8.2 A Warning Tag (see Attachment I) shall be issued in accordance with Sections 9.0, 10.0, or 11.0 and appropriate action taken (such as turning off and locking the appliance/equipment if required) by qualified personnel who recognize, but cannot remedy a hazard. (See Attachment V)

8.3 A Warning Tag, Class A, B, or C, shall be attached to an appliance, gas pipe, or meter, as appropriate.

9.0 CLASS A - WARNING CONDITIONS

9.1 A Class A condition presents an immediate hazard requiring the gas to be shut off and the meter locked unless the affected area can be effectively isolated from the rest of the gas system.

9.2 Examples of Class A conditions follow:

A) Any leaking gas pipe inside a building (up to the gas appliance valve) that cannot be temporarily or permanently repaired. Temporary repairs shall be classified per Section 11.0 and followed-up per Section 13.3.

B) Any space or water heating appliance that is not properly venting and is discharging carbon monoxide.

C) Any venting system used to convey flue gases that are defective, obstructed or inoperable.

D) Heat exchangers which are corroded, cracked, or blocked and which cause products of combustion to enter the warm air distribution system.

10.0 CLASS B - WARNING CONDITIONS

10.1 A Class B condition presents an immediate hazard and requires the gas to be shut off but not locked or the affected area can be effectively isolated by disconnection.

10.2 Examples of Class B conditions follow:

A) Any leaking appliance inside a building which cannot be temporarily or permanently repaired.

B) Any unit other than a space or water heating appliance having visual indications of improper combustion.

C) Any appliance with a missing or inoperative required safety device.

10.0 **CLASS B - WARNING CONDITIONS** (Continued)

D) Defective or improper wiring which may cause an unsafe condition on a gas appliance.

E) Any space heater or water heater with an inoperative thermostat.

F) Open flame burners too close to combustibles.

G) Absence of draft diverter or double-swing barometric damper where required.

H) Any properly vented appliance developing excessive "as-read" CO readings when taken in accordance with Paragraph 6.11.

11.0 **CLASS C - WARNING CONDITIONS**

11.1 A Class C condition presents no immediate hazard, but may become hazardous if left uncorrected. The gas may be left on.

11.2 Examples of Class C conditions follow:

A) Any gas pipe or appliance which was leaking and has been temporarily repaired. Temporary repairs shall be re-inspected in accordance with Section 13.3 of this specification.

B) Situations where the clearance between combustibles and appliances or vent connectors is less than required but no immediate fire hazard exists.

C) Any gas piping or appliance connection identified as improper or inappropriate.

D) Vent connectors that have a rusty condition, reduced size or are incorrectly installed, yet drawing satisfactorily.

E) Improperly installed appliances such as those identified in the National Fuel Gas Code or by local codes.

F) Existing gas utilization equipment that mixes pressurized oxygen with natural gas (e.g. a jewelry torch) that does not have all of the requirements set forth in gas specification G-2041.

12.0 COMMUNICATIONS ASSOCIATED WITH ISSUANCE OF WARNING TAG

12.1 The Company representative shall attempt to obtain the customer's signature on the Warning Tag or record the name of the person notified.

12.2 If no signature has been obtained, the Company shall communicate separately to the customer that a Warning Tag has been issued and the corrective actions that are required.

12.3 In buildings having three or more apartments, where the condition affects more than one tenant, the Company representative shall:

- Notify the property owner or agent (e.g. superintendent, custodian, or maintenance worker) of any "warning condition" and the corrective actions that are required;
- Post a notice in a conspicuous place at or within the dwelling, describing the hazard. (See Attachments II and III.)

12.4 In New York City, written notice of a Class A condition, including customer name, address, tag issue date, and description of condition shall be prepared by Gas Distribution Services (GDS) and forwarded (via e-mail) to Gas Operations – Cost Management section who shall compile the reports from each GDS area and send it to the NYC Department of Buildings. (See Attachment IV.) This shall be completed with 90 days from when a Class A warning tag is issued.

12.5 The Company's Home Energy Fair Practices Act (HEFPA) liaison shall be notified for cases where heating is shut off, as defined under the Company's No Heat/Cold Weather Policy. The current policy can be found on Outlook under Public Folders/Con Ed Co/Gas Operations/GA-Gas Operations/GA-Emergency Response Center/Cold Weather or No Heat Policy.

13.0 FOLLOW-UP OF WARNING TAGS

13.1 On a Class A condition, lock off the gas supply at the meter unless the affected piping or gas fired appliance can be effectively isolated and secured from the rest of the system. The customer is expected to report within 10 calendar days that the condition was corrected and service is ready to be reinstituted. If this is not done, the Company shall contact the customer no later than the end of the first business day following the 10-day period to determine when the service will be ready to be reinstituted.

13.2 Upon the customer's request, the Company will perform an inspection to ensure that repairs have been made to correct the Warning Tag condition. The Warning Tag and posted notice, if any, shall be removed, returned to the office, and filed if the repairs made have corrected the Warning Tag condition.

13.3 Temporary repairs and made-safe conditions where the unit was left on shall be re-inspected after a maximum of 5 calendar days. If the condition has not been permanently repaired, or has not been scheduled for timely repair, the controlling valve shall be shut off (for a Class B condition) or shut off and locked (for a Class A condition). The Class C Warning Tag shall be upgraded to its original classification.

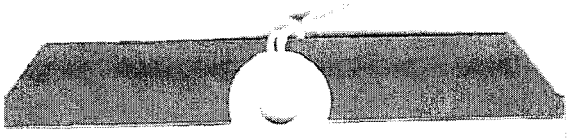
14.0 RECORDS

Records of Warning Tags shall be maintained for a 3-year period following the final disposition of the situation. The record shall include the date and class of tag issued, the action taken on gas supply, the nature of hazard, the name of person notified, whether a signature was obtained, the date and results of follow-up actions, and the date when the Warning Tag was removed or found missing.

15.0 REFERENCES

G-11809	- Outside Gas Leak Reporting, Classification, Surveillance, Repair and Follow-Up Inspection
G-11836	- Integrity Tests, Meter Turn-Ons and Turn-Offs, Meter Exchanges, and Restoration of Gas Service After Repairs
G-11850	- Reporting Natural Gas Incidents, Excavations, Major Service Interruptions, Exceeded MAOP and Carbon Monoxide Incidents
AMM 6.02	- Clear Access to Customer Premises
CSP 2-3-47	- CUSTOMER OPERATIONS – FIELD OPERATIONS: Physical Turn On and Turn Off of Gas Meters
CSP 3-2-29	- Customer Operations - Cold Weather Policy
CSP 4-0-2	- ENERGY SERVICES – GENERAL – Certificates of Inspection for Electric, Gas and Steam Service
CSP-5-0-18	- Electric Operations – General Carbon Monoxide Response Procedure
GAS0207	- Carbon Monoxide
GEHSI E02.01	- Spill Reporting
GEHSI E02.23	- Mercury Spill Containment
NFPA 54	- National Fuel Gas Code

ATTACHMENT I



Press Hard - You Are Making 4 Copies

conEdison
Customer Operations
1-800-350-9346

Gas Call Ticket No. _____
Date: _____
Time "Red Tag"
Was Applied: _____

WARNING

TYPE: [A] [B] [C]

Address _____

Name _____ Apt. _____

WAS ADVISED THAT GAS SUPPLY HAS BEEN SHUT OFF TO THIS

_____
(If Appliance—Manufacturer's Name & Type Appliance)

RED TAG ATTACHED AT LOCATION CHECKED

Location		Shut off	Locked	Capped or Plugged
Riser				
Gas Meter				
Gas Service				
Appliance				

For the reason indicated below:

No Flue Connection ..... _____
No Draft Hood ..... _____
No Safety Valve ..... _____
No Safety Pilot ..... _____
No Appliance Regulator ..... _____
Appliance Regulator Not Vented ..... _____
Inoperative Safety Pilot ..... _____
Leak in House Pipe ..... _____
Stoppage in House Piping ..... _____
Leak at Equipment ..... _____
Other: _____

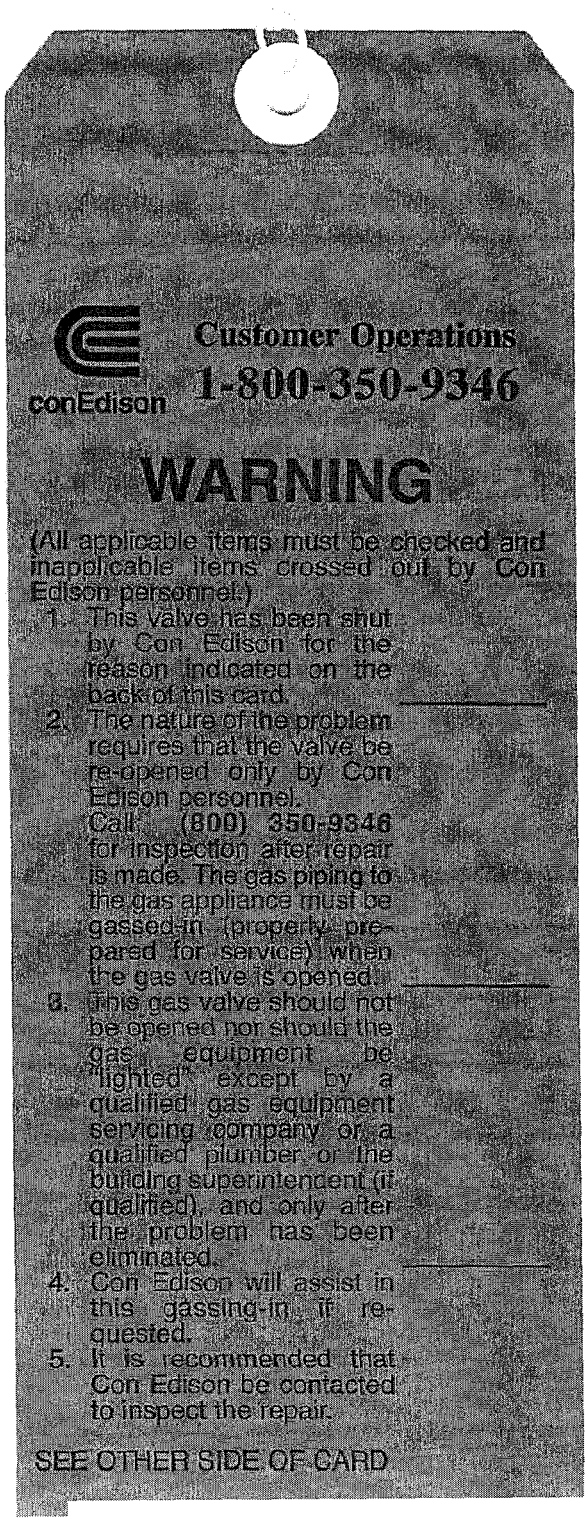
Employee Name _____ No. _____

It is understood that the gas piping and/or equipment affected by this closed valve must not be used until the problem has been eliminated. Repairs must be made in accordance with municipal regulations and, if so required, must be performed by a licensed plumber.
For information call:
New York City Department of Buildings: Call 311.
In Westchester, contact your local municipality.

Customer's Signature: _____

COMPANY'S COPY

FORM 50-39 (EA.) 03/2007 GAS OPERATIONS



G-11837-25

ATTACHMENT II

Con Edison

NOTICE AVISO

TO THE OCCUPANTS OF (A LOS OCUPANTES DE):

_____

A WARNING TAG HAS BEEN ISSUED FOR THE FOLLOWING CONDITION (HEMOS DISENADO UNA TARJETA DE ADVETENCIA SOBRE LAS SIGUIENTES CONDICIONES):

- ❑ GAS LEAK (ESCAPE DE GAS)
- ❑ THEFT OF SERVICE (HURTO DEL SERVICIO)
- ❑ CARBON MONOXIDE CONDITION (SITUACION DE OXIDO DE CARBONO
- ❑ FAULTY EQUIPMENT (EQUIPO DEFECTUOSO)
- ❑ OTHER _____ (OTROS)

GAS SUPPLY HAS BEEN SHUT OFF TO:
(HA SIDO DESCONTINUADO EL SUMINISTRO DE GAS A)

- ❑ ALL GAS SERVICES (TODOS LOS SERVICIOS DE GAS)
- ❑ RANGES (LA COCINA DE GAS)
- ❑ HEAT (LA CALEFACCION)
- ❑ CLOTHES DRYERS (SECADORES DE ROPA)
- ❑ HEAT & HOT WATER (LA CALEFACCION Y AGUA CALIENTE)
- ❑ AIR CONDITIONER (AIRE ACONDICIONADO)
- ❑ OTHER _____ (OTROS)

IN ORDER FOR GAS SERVICE TO BE RESTORED, IT IS
(LA RESTAURACION DEL SERVICIO DE GAS ES RESPONSABILIDAD DE)

THE ❑ OWNER'S (EL PROPIETARIO) ❑ CON EDISON'S RESPONSIBILITY TO:

_____

_____

_____

THIS POSTING IS REQUIRED BY NEW YORK STATE LAW 16 NYCRR 255.95

FOR FURTHER INFORMATION CALL: _____
(LA LEY DEL ESTADO DE NEW YORK 16 NYCRR 255.95 REQUIERE QUE FIJEMOS ESTE CARTEL PARA MAS INFORMACION LLAMEN AL)

CON EDISON WILL FOLLOW UP WITH BUILDING MANAGEMENT TO INSURE PROPER PROCEDURES ARE FOLLOWED.
(CON EDISON SEGUIRA DE CERCA ESTA LEY CON LAS GERENCIAS DE EDIFICIO PARA ASEGURARSE DE QUE SE ESTAN SIGUIENDO LOS PROCEDIMIENTOS ADECUADOS)

_____	_____	_____
EMPLOYEE'S NAME (NOMBRE DEL EMPLEADO)	EMPLOYEE NUMBER (NUMERO DE EMPLEADO)	DATE

FORM 50-59

G-11837

ATTACHMENT III

Con Edison

TO: OCCUPANTS OF THESE PREMISES

NOTICE OF NON-STANDARD CONDITION

Date: _____

Location: _____

A WARNING TAG HAS BEEN ISSUED FOR THE FOLLOWING CONDITION:

_____

_____

_____

_____

_____

POSTING OF THIS NOTICE IS REQUIRED BY NEW YORK STATE LAW
(16 NYCRR 261.63)

Posted By: _____
CON EDISON REPRESENTATIVE

_____
(EMPLOYEE NUMBER)

FORM 50-57
CLASS/STOCK NO. 655-3291

GA-5055 10/85

G-11837

G-11837-25

BRONX GAS OPERATIONS
GAS DISTRIBUTION SERVICES

REPORT OF RED TAGGED APPLIANCES/PIPING
INCLUDES ALL CLASS A CONDITIONS (IN ACCORDANCE WITH NEW YORK STATE LAW 18 NYCRR 232.83 AND CARBON MONOXIDE SITUATIONS REGARDLESS OF CLASS

WEEK ENDING: MARCH 18, 1995

(1) ADDRESS	(2) APPLIANCE/PIPING	(3) LOCATION APP/PIPING	(4) REASON FOR T/O	(5) DATE T/O	(6) TAG # (& CLASS)	(7) SERVICES AFFECTED BY T/O	(8) BLDG TYPE	(9) OWNER OR TENANT NAME /ADDRESS
1554 PARK AVE	HOUSE PIPE	APT 3	LEAK	3/13/95	003285A	COOKING	APT	DEMBO
4029 E TREMONT AV	HWH	STORE	BACKDRAFT AT FLUE	3/13/95	003297A	WATER	STORE	BURKE
3714 E TREMONT AVE	HWH	STORE	NO FLUE	3/12/95	004230A	WATER	STORE	DEROSA
1102 BURNETT PL	HOUSE PIPE	BLDG	THEFT OF SERVICE	3/13/95	004281A	ENT	BLDG	HPD
1849 HARRISON AVE	HWH	PH	BACKDRAFT AT FLUE	3/13/95	003296A	WATER	PD	MARTINEZ
1849 HARRISON AVE	HH	PH	BACKDRAFT AT FLUE	3/13/95	003296A	HEAT	PD	MARTINEZ
2636 DECATUR AV	EXT SERVIVE	PH	LEAKS	3/14/95	003335A	ENT	PD	WONG
2636 DECATUR AV	HOUSE PIPE	PH	LEAK	3/14/95	003335A	ENT	PD	WONG
1811 WILLIAMSBRIDGE RD	HWH	REST	BACKDRAFT AT FLUE	3/14/95	003333A	WATER	REST	HUANG QIHUANG
2302 MATTHEWS AV	HH	PD	FLUE PIPE OUT OF WALL	3/15/95	004380A	HEAT	PD	FIORINELLI
1955 UNIVERSITY AVE	HOUSE PIPE	9D	LEAK	3/15/95	003381A	COOKING	APT	NEGRON
1880 ELLIS AV	HOUSE PIPE	4 J	LEAK	3/15/95	003401A	COOKING	APT	PEREZ
3823 SCHURZ AV	BOILER	PD	OUT OF ADJUSTMENT	3/16/95	003415A	HEAT	PD	FITZPATRICK
697 CAULDWELL AV	HWH	BLDG	NO FLUE	3/16/95	003449A	WATER	BLDG	BUTLER
532 UNDERHILL AV	HWH	PD	BACKDRAFT AT FLUE	3/16/95	003452A	WATER	PD	BRANCH
1709 E 174 ST	HWH	ENT	CORRODED CHIMNEY	3/17/95	003462A	WATER	BLDG	SOBA
1709 E 174 ST	HH	ENT	CORRODED CHIMNEY	3/17/95	003462A	HEAT	BLDG	SOBA
984 E 159 ST	HOUSE PIPE	2 C	LEAK	3/17/95	003491A	ENT	APT	RODRIGUEZ
2238 VALENTINE AV	HOUSE PIPE	BLDG	LEAK	3/18/95	003524A	ENT	BLDG	

ATTACHMENT IV

ATTACHMENT V

Gas Operations
Gas Distribution Mechanic
Warning Tags

CLASS "A"	CLASS "B"	CLASS "C"
SHUT OFF GAS & LOCK OR ISOLATE AFFECTED AREA	**SHUT OFF GAS OR ISOLATE AFFECTED AREA**	**NO IMMEDIATE HAZARD**
Leak in house pipe.	Leak on any gas appliance.	Temporary repairs (leaks)- check as required until repaired.
Stoppage in house pipe.	High CO – no spillage (gas or oil fired appliance).	Improper piping. Non-hazardous.
Spillage from diverter on any gas fired vented appliance.	Spillage from diverter on oil fired vented appliance.	No appliance valve (ACV) before a gas appliance.
Vented gas appliance not connected to chimney.	Automatic vent damper used on conversion/power burner.	Draft hood or barometric damper in separate room from appliance.
House pipe not supported at all. Immediate Hazard.	Hot water tank or space heating boiler cracked or leaking water. Immediate Hazard.	Pipe not secured (hanger broken). No immediate hazard.
Defective flue pipe – not secure and/or severe corrosion.	Combustibles too close to open flame burners.	Brass (uncoated) flexible connector.
Blocked (flame roll out) or Corroded heat exchanger.	Dryer vented into chimney. T/off dryer and all other vented appliances connected to the chimney.	Appliance not certified by recognized testing agency.
Building – shut off for safety, i.e., Fire that effected gas piping.	Defective or missing thermostat or other appliance safety, including pressure relief valve on water heater or boiler.	Minor water leak on heating equipment.
Non-approved compression coupling or union before gas regulator (high pressure). Contact Gas Engineering.	Insufficient air for combustion. Immediate Hazard.	Coated Flex connector used for water heater, NOT subject to damage (NYC).
	Delayed ignition – any appliance.	Broken bar-cock not leaking.
	Shut down appliance to shed load (customer poor pressure) need Supervisor's approval.	Defective electronic ignition or standing pilots on range top burner.
	Defective oven igniter that can be isolated at oven supply valve or at ACV.	Flue pipe not sealed to chimney but drafting properly.
	Defective oven pilot or broken oven pilot tubing.	
	Burner flame out of adjustment.	
	Defective pilot safety on any automatic appliance.	

- **A qualified mechanic may red tag any condition they determine as hazardous or improper.**