

SCUD Procedure # CONST002	Page 1 of 4
O&M Section # 10.1	SCUD Task # 280
Section: Construction/Operations	Revision Date: 09/06/16

## **Manually Opening and Closing Above Ground Valves**

---

### **SCOPE AND PURPOSE**

This procedure is to ensure the proper manual operation of above ground valves (opening and closing). This is not applicable to throttling valves for flow control.

### **RESPONSIBILITY**

All Operations Managers, Supervisors, Foremen, or other designees, are responsible to ensure that valves are operated as described in this procedure.

### **PERSONNEL SAFETY (Where Applicable)**

Do not operate valve under non-emergency situations if lightning is present.

### **EQUIPMENT AND MATERIALS**

Valve wrench  
Lock key  
Other equipment and materials as needed

### **OPERATOR QUALIFICATION**

This activity is a covered task under the Operator Qualification Plan and may only be performed by or directed and observed by an individual who is currently qualified to perform manual operation of valves. Refer to the OQ Plan for specific qualification requirements.

### **INSTRUCTIONS – ABOVE GROUND VALVES**

#### **1. *Prior to Opening or Closing a Valve***

- a. Identify the valve(s) to be operated.
- b. Identify the valve type (plug, ball, and gate), as the valve type will have a bearing on “how” this valve is operated (¼ turn, multiple turn, etc). (Ball and plug valves should only turn ¼ turn to fully operate. Gate valves will take multiple turns to fully operate).
- c. Confirm that the valve(s) chosen is the correct valve(s) to control the desired segment of pipeline.
  - If the valve(s) is an emergency valve, verify that it is clearly identified and documented as an emergency valve.
- d. Ensure that the valve is free of visible debris, corrosion, or damage that may hamper the operation of the valve.
- e. Verify that no gas odor is present that may indicate that the valve is leaking.
- f. Determine whether the valve(s) is:
  - Normally Open, or
  - Normally Closed
- g. Notify the Measurement or Maintenance Supervisor if it is determined that the valve is leaking or needs corrective maintenance and should not be operated.
- h. Before turning any above ground valve, other than a meter stop, consult the Measurement Supervisor, Maintenance Supervisor, Construction Supervisor, or the Technical Services & Engineering Director.

#### **2. *Opening of Valves***

- a. Verify the original position of the valve(s) before operating.

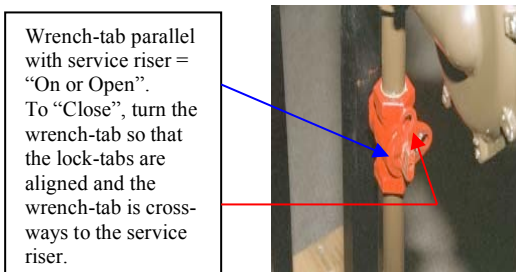
SCUD Procedure # CONST002	Page 2 of 4
O&M Section # 10.1	SCUD Task # 280
Section: Construction/Operations	Revision Date: 09/06/16

### Manually Opening and Closing Above Ground Valves

- b. Verify the following if applicable:
  - All work has been completed and the valve(s) is ready to be opened;
  - That any and all meter sets affected by this operation have been turned off at the service riser; and,
  - Appropriate personnel are notified.
- c. No valve shall be opened until the job crew leader; foreman or supervisor has verified with SCUD personnel working on the job that all the gas work is complete and ready to be placed in service.
- d. Remove the locking device.
- e. Using the appropriate tool, slowly open the valve(s) to the fully open position.
- f. Verify the segment involved is operating at its correct pressure.
- g. Notify the Engineering Department or the appropriate supervisor and identify which valve(s) or riser(s) are back in service.

### 3. Closing of Valves

- a. Verify the original position of the valve(s) before operating.
  - “Valve-stops”, common in larger valves, enable the user to determine the position of the valve(s) – Turn clockwise to “Close” and counter-clockwise to “Open”.
  - Small valves at service risers may or may not be equipped with “valve-stops”, but the position of the valve can be determined by observing the position of the wrench-tab in relation to the service riser.



- b. Ensure that the valve(s) is free of visible debris, corrosion, or damage that may hamper the operation of the valve(s).
- c. Using the appropriate tool, close the valve(s).
- d. If a valve is to be closed and left unmanned, the valve wrench must be removed and kept with the employee doing the work and the following “lock-out” “tag-out” procedures will be utilized:
  - Notify the Engineering Department or the appropriate supervisor and identify which valve(s) or riser(s) are off.
  - The valve wrench must be removed from the valve and kept with the employee doing the work
  - A locking device must be placed on the valve to lock the valve in the closed position. Meter stops turned off due to a SCUD emergency or situation may be locked off with a plastic device. Metal barrel locks will be used to lock off meter stops for all other reasons.

### **REPORTING/NOTIFICATION**

Complete documentation in accordance with Operation and Maintenance Manual.

SCUD Procedure # CONST002	Page 3 of 4
O&M Section # 10.1	SCUD Task # 280
Section: Construction/Operations	Revision Date: 09/06/16

**Manually Opening and Closing Above Ground Valves**

**ABNORMAL OPERATING CONDITIONS**

<b>AOC Main Category</b> (Examples of Specific AOCs)	<b>Reactions to AOC, as appropriate</b>	
<b><i>Unplanned escape of product from a pipeline</i></b> <ul style="list-style-type: none"> <li>Blowing/Escaping gas/Grade I leak</li> </ul>	<ul style="list-style-type: none"> <li>➤ Protect life &amp; Property</li> <li>➤ Prevent accidental ignition</li> <li>➤ Notify appropriate personnel</li> <li>➤ Notify Fire/Emergency Responders</li> <li>➤ Initiate Emergency Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Locate source/cause of AOC</li> <li>➤ Use appropriate PPE</li> <li>➤ Stop gas flow</li> <li>➤ Make repairs/eliminate AOC</li> </ul>
<b><i>Fire or Explosion</i></b> <ul style="list-style-type: none"> <li>Fire on a pipeline</li> <li>Explosion</li> </ul>	<ul style="list-style-type: none"> <li>➤ Protect life &amp; Property</li> <li>➤ Prevent accidental ignition</li> <li>➤ Notify appropriate personnel</li> <li>➤ Notify Fire/Emergency Responders</li> <li>➤ Initiate Emergency Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Locate source/cause of AOC</li> <li>➤ Use appropriate PPE</li> <li>➤ Stop gas flow</li> <li>➤ Make repairs/eliminate AOC</li> </ul>
<b><i>Unplanned Flow Rate Deviation</i></b> <ul style="list-style-type: none"> <li>No Flow</li> <li>Unplanned Decrease in Flow</li> <li>Unplanned Increase in Flow</li> </ul>	<ul style="list-style-type: none"> <li>➤ Protect life &amp; property</li> <li>➤ Notify appropriate personnel</li> <li>➤ Initiate Emergency Plan as Needed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Locate source/cause of AOC</li> <li>➤ Make repairs/eliminate AOC</li> </ul>
<b><i>Unplanned Status Change</i></b> <ul style="list-style-type: none"> <li>Inoperable/Failure of a Pipeline Component</li> <li>Stray Current on a Pipeline – Electric Shock</li> </ul>	<ul style="list-style-type: none"> <li>➤ Protect life &amp; property</li> <li>➤ Notify appropriate personnel</li> <li>➤ Initiate Emergency Plan as Needed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Locate source/cause of AOC</li> <li>➤ Make repairs/eliminate AOC</li> </ul>
<b><i>Inadequate Odorization or Reports of Gas Odor</i></b> <ul style="list-style-type: none"> <li>Low odorization</li> <li>Over odorization</li> <li>Odor complaint</li> </ul>	<ul style="list-style-type: none"> <li>➤ Protect life &amp; property</li> <li>➤ Prevent accidental ignition</li> <li>➤ Notify appropriate personnel</li> </ul>	<ul style="list-style-type: none"> <li>➤ Locate source/cause of AOC</li> <li>➤ Make repairs/eliminate AOC</li> </ul>
<b><i>Improper Installation/Misalignment of Components</i></b> <ul style="list-style-type: none"> <li>Improper fitting/component installation</li> <li>Misalignment of fittings/components</li> </ul>	<ul style="list-style-type: none"> <li>➤ Protect life &amp; property</li> <li>➤ Prevent accidental ignition</li> </ul>	<ul style="list-style-type: none"> <li>➤ Notify appropriate personnel</li> <li>➤ Make repairs/eliminate AOC</li> </ul>

**RELATED PROCEDURES**

SCUD Procedure #MAINT011 - Above Ground Valve - Corrective Maintenance

SCUD Procedure #MAINT013 - Above Ground Valve - Annual Maintenance

## Operations and Maintenance Procedures

SCUD Procedure # CONST002	Page 4 of 4
O&M Section # 10.1	SCUD Task # 280
Section: Construction/Operations	Revision Date: 09/06/16

### Manually Opening and Closing Above Ground Valves

---