



Operations and Maintenance Procedures

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O&M Section # 18.7	SCUD Task # 220
Section: Emergency	Revision Date: 09/06/16

Emergency: Turn Off & Turn On Service

SCOPE AND PURPOSE

This procedure is to ensure that gas is not introduced into an unoccupied structure after an area has experienced a gas outage.

RESPONSIBILITY

All Operations Supervisors, Forman, or other designee, is responsible to ensure that valves are operated as described in this procedure.

PERSONNEL SAFETY (Where Applicable)

Appropriate PPE (personal protection equipment) must be worn

EQUIPMENT AND MATERIALS

Valve wrench
Pipe wrench
Adjustable wrench
Lock-out/Tag-out device
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 disconnects and turn-ons and below ground valve operation. Refer to the OQ Plan for specific qualification requirements.

INSTRUCTIONS – AFTER TERMINATING GAS TO AN AREA

Upon terminating the supply of gas to an area, each individual service must be shut off either at the meter or the service valve (if one exists).

Identify the services or meters to be turned off.

Closing a Valve

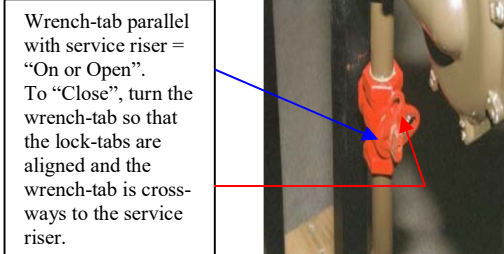
Verify the original position of the valve before operating it, if possible.

Verify the valve position after operating it if possible.

- Valve-stops, common in larger valves, enable the user to determine the position of the valve
Turn clockwise to “Close” and counter-clockwise to “Open”.
- Meter stops on 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. If the wrench-tab is running the same direction as the riser, the valve is open. If the wrench-tab is running across the riser, the valve is off.

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- Ensure that the valve is free of visible debris, corrosion, or damage that may hamper the operation of the valve.
- Using the appropriate tool, close the valve.
- If a valve or meter stop is to be closed and left unmanned, the following lock-out/tag-out procedures must be utilized:
 - The valve wrench must be removed and kept with the employee doing the work
 - A red valve lid placed on the valve box.
 - A **RED** plastic lock must be used on the meter stop to lock the valve in the closed position.

**The gas supply to the affected area shall not be restored until it is verified that each individual service is shut off. This shall entail a house to house investigation.
No valve shall be opened until the gas supply has been restored to the area.**

Opening of Valves

If the customer is not present:

- If the meter stop was turned off, it must remain off and the red plastic barrel lock must be removed and a steel barrel lock installed in the meter stop.
- The location and meter numbers, (and address if available), must be written down and turned in to the SCUD dispatcher.
- If an underground valve was used to turn off the service/meter, it must remain off and a red valve lid must be left in place. The engineering department must be notified of the valve that is left off.
- A notification card must be left in a conspicuous location requesting that the customer call SCUD to arrange for restoration of service when they can be home.

If the customer is present:

- Verify the position of the valve before operating it, if possible.
- Using the appropriate tool, **slowly** open the valve or meter stop to the fully open position.
- Verify the valve position after operating it, if possible.
- Upon restoring service, all SCUD piping and meters must be purged of air.
- Customer plumbing may have to be purged of air before lighting pilots or firing equipment.



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ABNORMAL OPERATING CONDITIONS

Below are a few possible AOCs:

- A valve or meter stop that will not turn
- A valve or meter stop that is leaking.
- A valve that has no stops.
- A meter stop that is unable to be locked off.
- A valve or meter stop that is inaccessible.

REPORTING/NOTIFICATION

1. Complete documentation in accordance with Operation and Maintenance Manual.
2. The location and meter numbers, (and address if available), of any meter left off, must be written down and turned in to the SCUD dispatcher.

RELATED PROCEDURES

CONST001 – Valve Operation - Below Ground
CONST002 – Valve Operation - Above Ground
CONST004 – Purging with Gas, Air, or Inert Gas