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| Division of Gas – Policies and Procedures Manual Standard Policies and Procedures | |
| Policy Number – AUB-03-02 | Revision Number: 5 |
| Subject Meter and Line Extension | Effective Date: 07-01-2022 |
| | Superintendent Approval: |
| | General Manager Approval: |

1.0 PURPOSE

The purpose of this policy is to standardize Athens Utilities Board’s (AUB) approach to review and approval of all development design within the AUB service areas, and to standardize the policy regarding cost sharing and agreements for natural gas service.

2.0 SCOPE

This policy applies to all development within the Athens Planning Region of Athens, Tennessee.

3.0 REFERENCES

- (1) Athens Utilities Board Division of Gas, Rules and Regulations and Extension Policies
- (2) Tennessee Public Utility Commission, The United States Department of Transportation, Natural Gas Operational Guidelines
- (3) International Fuel Gas Code
- (4) Athens Utilities Board, AUB-03, Schedule of Rates and Fees

4.0 GENERAL

Final review and approval of the natural gas supply system will be by the local control authority representing AUB as dictated by References 3-1 and 3-2.

Any exceptions to this policy will be made at the sole discretion of AUB’s local control authority.

All gas line construction plans for subdivisions shall include service from the main gas line to the property line of each proposed lot in order that each proposed lot, *at the time of construction*, may be served by gas without the installation of additional lines. The end of each service shall be properly marked.

5.0 DEFINITIONS

AUB – means the Athens Utilities Board, and its duly authorized employees, agents, and representatives

Board – means the Chairman and all Commissioners but does not include any employees

BTUH – The measurement of heat value of natural gas as defined by the British Thermal Unit per Hour

Customer – Any person, business, or other entity that receives natural gas service from Athens Utilities Board, Division of Natural Gas

Division – The Athens Utilities Board, Division of Gas

Installer – A bonded gas fitter

Local Control Authority – Superintendent of Gas or duly authorized representative

Service Connection – Shall mean the tap of the main and that portion of the line extending from the tap of the main to and including the meter and meter installation.

6.0 POLICY/PROCEDURES

6.1 Meters

No one shall do anything that will in any way interfere with or prevent the proper registration of a meter. No one shall tamper with or perform work on a gas meter without the written permission of the Division. No one shall install any pipe or other device that will cause gas to pass through or around a meter without the passage of such gas being fully registered by the meter.

The meter will be located at the utility's discretion. The location will be such that the meter and connections are accessible so the meter and all of its accompanying components may be read, maintained and/or changed. The customer may not encumber the meter set in any way that will inhibit AUB's ability to read and maintain the meter set. In no event shall any portion of the meter and regulator assembly be installed inside or under any portion of a building. There shall be no walls, covers, decks, porches, or other structures erected over or around the gas meter. There will be no type of construction that restricts free access to the meter. Meters located in positions not in conformity with the foregoing requirements will be moved at the expense of the customer. The Division reserves the right to move a meter, at its own expense, to a more accessible location despite the fact that it may have previously approved the current location.

Meters and equipment supplied by AUB for each customer have definite capacities. Additions to the customer's connected load shall be made only with the notification of the Division. Failure to give notice of additions or changes in load or to obtain the Division's consent for it shall render the customer liable for any damage to AUB's equipment. Additionally, the customer shall be liable for any natural gas usage the Division estimates that the meter was not able to register.

AUB will, at its own expense, make periodic tests and inspections of its meters in order to maintain a high standard of accuracy. The Board will make additional tests or inspections of its meters at the request of the customer at a fee consistent with the applicable AUB Fee Schedule. If such tests show that the meter is accurate within two percent (2%) no adjustments will be made in the customer's bill.

In case the test shows the meter to be in excess of two percent (2%) an adjustment will be made in the customer's bill for an appropriate and equitable period not exceeding 90 days prior to the date of such tests, and the cost of making such tests shall be borne by AUB.

Where two or more meters are to be installed at one premise, such as an office building or apartment building, they shall be grouped in one common place accessible at all times. The expense of installing such meter centers, including the meter manifold, shall be borne by the Division.

Except with written consent of AUB, service will not be furnished through a single meter to more than one customer. Where two or more customers occupy one location and receive service through the same meter, the customer who made application for service shall be liable for all-natural gas consumed.

6.2 Service Lines

The Division will install the service line from the gas distribution main to the meter location. The customer shall reimburse AUB based on the Board's established rates for the portion of the service line that is located within the property of the customer.

It is the responsibility of the customer to inform the Division of the presence and location of any and all known buried utilities located on the customer's property. The Division will not be held liable for damages incurred to utilities that are not correctly located. In no event will a service line be installed or placed under any portion of a building, residence, or other structure. In the event that a building is constructed, enlarged, moved or relocated, or otherwise made to cover any portion of the service line, the service line will be relocated at the expense of the customer. Customers who wish to have their service line or meter set moved or modified due to remodeling or some other customer convenience will be charged fees pursuant to those listed in the applicable AUB Fee Schedule. The customer in no case will be permitted to move or modify the service line or meter set. The Division avoids installing a service line under paved or concrete driveways, parking areas, loading docks, etc. The Division will choose the easiest route for service line installation.

The service line from the main to the customer's gas meter location shall remain the property of the AUB and will be maintained by the Division. All piping and equipment up to, and including meter outlet connection shall be property of, and maintained by, the Division. The lines and meter set are the wholly owned property of AUB. The customer may in no way encumber AUB's access to the lines or meter set.

The customer shall provide a space for and exercise proper care to protect the property of AUB on his/her premises. In the event of loss or damage to AUB's property arising from neglect of the customer, the customer shall pay the cost of necessary repairs or replacements.

6.3 Access to Customer's Premises

AUB's representatives and employees shall be granted access to customer's premises at all times for the purpose of reading meters, testing, inspecting, repairing, disconnecting, and replacing all equipment belonging to AUB, and for inspecting piping, appliances, equipment and premises in order to determine that the Division's policy(s) and safety requirements are being met.

6.4 Point of Delivery

The point of delivery shall be at the downstream gas meter connection. All piping, appliances and equipment beyond the outlet meter connection shall be the property of (and be maintained by) the customer. All piping and equipment up to and including all meter outlet connection shall be property of and maintained by AUB. AUB shall not be liable for injury to person or property because of any defect or negligence in the installations, maintenance or use of any piping or equipment.

6.5 Multiple Delivery Points

The rates fixed in the AUB Schedule of Rates and Fees for each class of service are based on the supply of service to the customer through a single meter. Customers requiring separate supply points will be separately metered and billed.

6.6 Main Line Extensions

Natural gas service to any customer requiring a main line extension, addition, or improvement will be furnished only if AUB determines it will give a fair and adequate rate of return on the Division's investment.

AUB may require a written contract satisfactory to the Board that ensures that the gross annual revenue derived from a main line extension or modification will provide a fair and adequate rate of return on the Division's investment. The authority to make extensions and modifications are permissive only, not mandatory.

AUB reserves the right to determine if it is in the best interest of the Division to install main lines and/or modifications regardless of customer demand.

Any main line extension or modification remains the property of AUB regardless of a customer's contract with AUB. AUB may at its discretion serve additional customer(s) from any and all main lines.

6.7 Interruptible Customers

Customers who request natural gas service at the interruptible rate must maintain adequate stand-by facilities.

AUB reserves the right to determine if a customer who requests interruptible service has sufficient usage to be advantageous to the Division classifying them interruptible.

The Division reserves the right to limit or restrict the use of interruptible service to any customer at any time deemed necessary on immediate verbal or written notice. The Division will give notification when the customer may return to its normal use of natural gas.

All-natural gas usage during periods of interruption after verbal or written notice has been given will result in the customer being billed AUB's highest natural gas rate penalties pursuant to the AUB Rate and Fee Schedule until the restriction or limitation of natural gas usage has been lifted and the customer notified.

6.8 Controlling Authority

The Division will operate under the guidelines of the United States Department of Transportation as it is translated and administered by the Tennessee Public Utility Commission.

6.9 Regulatory Authority

The Division shall utilize the standards as developed by the Tennessee Public Utility Commission, The United States Department of Transportation, and the International Fuel Gas Code. Additional regulations are promulgated by the Division based on its experience and concern for the safety of its customers. In case of irreconcilable conflicts between the requirements of the regulations specified, the Athens Utilities Board – Division of Gas shall control.

6.10 Bonded Gas Fitter

The definition of a Bonded Gas Fitter is any person or business whom the Athens Utilities Board, Division of Natural Gas approves to perform natural gas work and who maintains a certificate of insurance pursuant to the requirements of the AUB Rates and Fees Schedule.

6.11 Customer's Piping

All gas piping beyond the outlet side of the meter shall be installed and maintained at the expense of the customer. The customer owns and is responsible for the gas distribution system in the home or business. As part of the consideration for providing natural gas service, the Division is not responsible for any claims for damages from any cause incidental to the installation or operation of the customer's piping, equipment, and appliances or use of natural gas.

All customer's piping shall be installed in accordance with the International Fuel Gas Code. The installer shall be a Bonded Gas Fitter and be qualified to adequately size the customer's piping in accordance with applicable regulations. Piping shall be of such size and so installed as to provide a supply of gas sufficient to meet maximum demand without undue loss of pressure between the point of delivery and gas appliances/equipment.

All pipes shall be either a minimum Schedule 40 black iron or flexible stainless steel meeting ASTM A240 Type 304 with a polyethylene jacket. Fittings and valves shall be threaded or welded black iron for black iron pipe installations or those recommended by the stainless-steel pipe manufacturer. All valves shall be UL, CSA or AGA approved. Only International Fuel Gas Code approved pipe shall be used. A shut off valve and a drip leg are required at the meter set and each appliance/equipment served. Each appliance shall have an accessible gas shutoff valve operable within the same room as the appliance. Drip legs shall be provided at all vertical drops adjacent to appliances/equipment and at such points to act as storage for condensate and shall be readily accessible for draining. The diameter of piping constituting the drip shall be the same as the line it serves.

Buried black iron must be welded and cathodically protected from corrosion. Plastic pipe (MDPE 2406-ASTM 2513) may be installed. The plastic pipe installer must have certification in natural gas plastic pipe heat fusing. Tracing wire must be buried with plastic lines. Minimum soil cover for all buried lines shall be 12 inches. No gas piping shall be placed underground closer than 12 inches from water, drainage, electrical or sewer lines. Laying or installing gas piping in the same ditch as water, sewer, electricity or drainage is prohibited. All buried piping will be left exposed for inspection prior to covering. AUB is not responsible for any maintenance of the customer's buried piping.

Piping through solid floors and foundations will be encased in a sleeve. If the entry is through an exterior wall, the sleeve will be constructed so as to eliminate the entry of water. The sleeve shall be sealed on the interior side of the wall only. When it is not practical to avoid the installation of building piping that is buried or laid under a floor slab, the gas piping shall be encased in PVC or HDPE plastic Schedule 40 pipe and joints, or the piping may be installed in a channel in the floor with a metal cover. The casing shall extend into a normally useable and accessible portion of the building. At the point where a slab casing terminates in the building, the space between the casing and gas piping shall be tightly and permanently sealed. The casing shall extend at least four (4) inches outside the building. The piping should be installed so that replacement will not cause damage to the building.

6.12 Testing Piping for Fitness

Before a customer's gas piping system is placed into service, it shall be carefully tested by a Bonded Gas Fitter, to assure that it is gas tight. If repairs or additions are made following the pressure test, the affected piping shall again be tested. Where any part of the system is to be enclosed, the test should precede the work of closing in. The piping shall be tested with air or inert gas. The pressure test is the responsibility of the installer. The installer must present written proof to the customer and the Division that the test was performed successfully.

Customer's gas piping shall withstand a pressure of at least 20 psig for a minimum of 120 minutes without showing a drop in pressure. A 50-psi gauge is required for this test.

The Bonded Gas Fitter will be assessed a service charge for each inspection beyond the first inspection. The service charge will be in accordance with fees listed in the applicable AUB Rates and Fees Schedule.

The Bonded Gas Fitter assumes full responsibility for any and all operation, correction or damages caused by operation or testing of the customer's gas piping, before, during, and after any testing by the Division. As part of the consideration for this installation, the natural gas customer does hereby release AUB from any and all claims for damages from any causes incidental to the installation or operation of a customer's piping, appliances, equipment or use of natural gas.

The pressure test is for the good use of AUB only, and provides no guarantee of any kind.

The bonded gas fitter must complete the form available in the Pressure Testing Policy, *Addendum 03-02-01*.

6.13 Inspection

An authorized representative of the Division must inspect all customer gas piping. AUB reserves the right to refuse service to any customer whose piping, equipment, or appliances do not meet minimum requirements. Failure to exercise this right does not render AUB responsible for any damage resulting from defects in the installation, piping, or appliances.

After the customer's piping, equipment and appliances have been installed, the customer's installing contractor must contact the Division to arrange an inspection. Upon completion of a successful inspection, the Division's lock will be removed from the meter set. *Under no circumstances* will a contractor or customer be allowed to operate, unlock, or tamper with a meter set. *Under no circumstances* will a customer or contractor use any gas in any way except through an inspected and accepted piping/appliance system. AUB reserves the right to refuse or discontinue service to any piping, equipment, or appliances not in accordance with cited regulatory authority, but any failure to exercise this right shall not render AUB liable or responsible for any loss or damage resulting from defects in the installation, piping, or appliances.