

Division of Gas – Policies and Procedures Manual	
Standard Policies and Procedures	
Policy Number – AUB-03-04	Revision Number: 4
Subject Gas Service Line and Fee	Effective Date: 07-01-2013
	Superintendent Approval:
	General Manager Approval:

1.0 PURPOSE

The purpose of this policy is to outline the Athens Utilities Board (AUB) Natural Gas Distribution System gas service line policy and fee schedule.

2.0 SCOPE

This policy applies to all existing and future gas accounts serviced by the AUB.

3.0 REFERENCES

(1) Athens Utilities Board, Division of Gas, Rules and Regulations and Extension Policies

4.0 GENERAL

Future connections to AUB’s Natural Gas Distribution System are required to be coordinated through the local control authority for AUB. All policy requirements listed in **Section 6.0** and fees are applicable to new gas connections.

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 as on file with AUB

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 General Policy/Procedures all service lines

Customers are required to visit the Customer Service Center in the Athens Utilities Board office, located at 100 New Englewood Road, Athens, TN. All customers must provide AUB with the following:

1. Customer name,
2. Billing and mailing address,
3. Telephone number,
4. Picture I.D., and
5. Classification of tap to be installed.

A work order will be generated for service line installation. Taps will be installed on a first come first serve basis.

The cost of installation must be paid in advance unless otherwise denoted in the AUB Schedule of Rates and Fees. Any maintenance and/or replacement cost would be billed at the time work is done.

The service line and meter will be located at the utility's discretion. The location will be such that the meter and connections are accessible to be read or changed. The customer may not encumber the meter set with plants, shrubs, fences or in any way that will inhibit the Athens Utilities Board's ability to read and maintain the meter set. The Division avoids installing a service line under paved or concrete driveways. The easiest route for service line installation will be chosen.

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 said utilities that are not correctly located.

If the customer wishes to proceed and have natural gas installed, the tap fees shall be paid accordingly and the Division will schedule installation based upon availability. A service line will then be installed from the main to the meter set. The customer is responsible to have the piping and appliances installed in residence receiving service. After home piping is complete and appliances have been installed, the customer must contact the Division to arrange an inspection and to have the lock removed from the meter. ***Under no circumstances*** will a contractor or homeowner be allowed to operate, unlock, or tamper with a meter. ***Under no circumstances*** will a homeowner or contractor use any gas in any way except through an inspected and accepted piping/appliance system.

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 a relocation fee as stipulated in AUB Schedule of Rates and Fees, or materials and labor, whichever is greater. The customer in no case will be permitted to move or modify the tap or meter set.

The lines and meter set are the property of AUB. The customer may not encumber AUB's access to the lines or meter set.

6.2 Residential

Fee will be determined by the footage of the service line from the property line to the meter set in accordance with the Board's established tap fees (See AUB Schedule of Rates and Fees).

Residential systems are typically designed to operate at four ounces pressure per square inch gage. Systems designed to operate at two pounds pressure per square inch gage will be installed in accordance with the International Fuel Gas Code.

A bonded gas fitter certified in the specific materials being utilized must install installation of systems in accordance with the International Fuel Gas Code.

6.3 Small Commercial

Small commercial service will be charged in accordance with the Board's established tap fees (See AUB Schedule of Rates and Fees).

Systems designed to operate at two pounds pressure per square inch gage will be installed in accordance with the International Fuel Gas Code

A bonded gas fitter certified in the specific materials being utilized must install installation of systems in accordance with the International Fuel Gas Code. Welding Certification(s) must be on file with the Division before the work is accepted.

6.4 Large Commercial and Industrial

Large commercial and industrial service will be charged in accordance with the Boards established tap fees (See AUB Schedule of Rates and Fees).

Systems designed to operate at two or five pounds pressure per square inch gage will be installed in accordance with the International Fuel Gas Code.

A bonded gas fitter certified in the specific materials being utilized must install installation of systems. Welding Certification(s) must be on file with the Division before the work is accepted. All welded systems will be pressure tested at 20 PSI or above.

6.5 Variances From and Effect of Preceding Rules as to Extensions

The sections above have been adopted by AUB with the knowledge of the distribution system of the Division of Gas. It is anticipated that these policies can be revised and simplified from time to time as needed improvements are made.

The authority to install gas service lines pursuant to the Sections above is permissive only. Nothing contained therein shall be construed to require AUB to install gas service to furnish service to any person or persons, even though such prospective customers meet all of the requirements contained in the Sections above.