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SPECIFICATION: G-11836-17a

TITLE: INTEGRITY TESTS, METER TURN-ONS AND TURN-OFFS, METER EXCHANGES, AND RESTORATION OF GAS SERVICE AFTER REPAIRS

VOLUME: 1 and 10

COURSE ID: [GAS0315](#)

★ **REQUIRED TRAINING GROUPS:** Gas Distribution Services (GDS), Gas Construction, Gas Measurement, Energy Services, and Gas Distribution Services Contractors

Each group listed is responsible for its own training which may be specific to a title/individual and not to the group in its entirety. Please check with your local training coordinator/department.

Administrative Revisions

REV 17a (09/16/22)

Section 4.0: Updated JSA statement.

Section 5.0: Updated title of CI-610-4 to match current title of document and deleted extra end quotation mark.

SUBSTANTIVE REVISIONS: (See ★)

- 1) Cover Page - Removed Core Group and Target Audience fields and replaced with Required Training Groups. Added Gas Measurement, Energy Services, and GDS Contractors to the Required Training Groups.
- 2) Table of Contents - Added new sections for reference to JSA library and climate considerations. Renumbered subsequent sections.
- 3) Section 1.0 - Updated title of G-11874 to match current title.

REVISIONS: (Continued)

- 4) Sections 2.0, 10.1, 11.2, and 14.3 - Updated for clarity.
- 5) Sections 4.0 and 5.0 - Added new sections for reference to JSA library and climate considerations. Renumbered subsequent sections.
- 6) Section 6.1 - Updated to match definition in G-11813.
- 7) Section 6.4 - Updated to match definition in G-8039.
- 8) Sections 6.6, 6.7, 6.10, 8.2, 8.2B), 8.3, 8.3C), 11.6, 13.1, 14.1D) Note, and 15.0 - Updated punctuation.
- 9) Section 7.2 - Updated to be in line with current title of G-11875. G-11836-16 revised the title of the specification in this section but did not revise the latter part of the sentence.
- 10) Section 7.11 - Deleted examples of specific devices.
- 11) Sections 7.5B), 8.0, 8.2D), 8.3D), 9.1, 10.1, 10.2, 10.3, 11.1A), 11.1B), 11.3B), 11.3C), 11.5, 11.6, 13.3, and 14.1D) - Updated section references.
- 12) Section 16.0 - Updated titles to match current titles of references.
- 13) Section 17.0 - Updated titles to match attachment titles.
- 14) Attachment A - Updated for clarity and section references.
- 15) Throughout Document and Attachment A - Updated reference to the Computer Aided Dispatch System (CAD) to generic term “the Company’s system of record.”



Gas Operations Standards

INTEGRITY TESTS, METER TURN-ONS AND TURN-OFFS, METER EXCHANGES, AND RESTORATION OF GAS SERVICE AFTER REPAIRS

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	EH&S REVIEW BY: C. Little		OPERATIONS REVIEW BY: Robert McGrath & Frank Stauss		
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	J. Leo	Nickolas Hellen Chief Engineer Gas Distribution Engineering	07/27/2022	Inspection and Maintenance, O&M Manual	23 PAGES
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TITLE: INTEGRITY TESTS, METER TURN-ONS AND TURN-OFFS, METER EXCHANGES, AND RESTORATION OF GAS SERVICE AFTER REPAIRS

★ 1.0 **SCOPE**

This specification outlines the procedures for integrity tests, gas meter turn-ons and turn-offs, and restoration of gas service after repairs. For planned meter exchanges, refer to Gas Specification [G-11874](#), “Planned Meter Exchanges (Part of a Twin Set, With a Bypass Hose, With a Solid Bypass, or With a Bypass Meter Bar) and Planned Exchanges of Twin Set Regulators.”

★ 2.0 **LEGAL REQUIREMENT**

Federal: 49 CFR Part 192 Section 615.

State: 16 NYCRR Part 255, Section 615.

NYPSC Order Dec. 27, 1979 in Case # 15686.

3.0 **ORGANIZATIONS RESPONSIBLE**

All Gas Operations areas and Energy Services. Only those individuals who have been trained and Operator Qualified in the given task shall be permitted to perform the specific task at hand. A person who is not Operator Qualified may perform the task under the direct observation of someone who is Operator Qualified.

★ 4.0 **SAFETY**

Prior to starting any task pursuant to this Specification, Con Edison employees should be familiar with Con Edison's [Job Safety Analysis \(JSA\) library](#). Any Con Edison employee preparing a job briefing for any task to be accomplished pursuant to this Specification should review the JSA library to determine if there is a JSA applicable to the task. Any relevant JSA found in the library should be discussed during the job briefing for the task. This provision is applicable to Con Edison employees.

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★ 5.0 **CLIMATE & ENVIRONMENTAL CONSIDERATIONS**

Methane (CH₄) is considered a greenhouse gas (GHG) and is more powerful than carbon dioxide (CO₂). Planning and precaution should be taken to mitigate the release of methane into the atmosphere.

For guidance on climate and environmental considerations please reference Corporate Instruction [“Climate Change Adaptation and Resiliency” Corporate Instruction \(CI-610-4\)](#).

6.0 **DEFINITIONS**

★ 6.1 **Building of Public Assembly (BOPA)**: is defined in Part 255.3 (a) as any school, hospital, nursing home, institution licensed by New York State for the care of children*, or any factory which normally employs 75 or more persons; or any other building with a nominal capacity of 75 or more persons to which the public is regularly admitted. Structures which are used solely as office buildings or residential apartments and normally have no other utilization in excess of the 75-person limit are excluded from this definition.

A) Buildings must have an active or inactive gas service.

B) *Does not include child care conducted in personal residences.

6.2 **Commercial Establishment**: A building or part of a building used to conduct business (e.g., store, restaurant, laundromat).

6.3 **Continuity Test**: The act of verifying that a pipe is continuous between two points. A continuity test is performed by installing a U-gauge at one end of a pipe, putting pressure on the pipe, and then releasing pressure at the other end of the pipe. The pipe is continuous if a drop in pressure on the U-gauge is observed.

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6.0 DEFINITIONS (Continued)

- ★ 6.4 Elevated Delivery Pressure: A delivery pressure greater than (\geq) 1/4" psig (7" w.c.) required by customer equipment. The building gas distribution piping shall be supplied by a meter with a volume corrector. Services supplied from the Low-Pressure distribution system which require pressure above 7" w.c. will require a gas booster. Services that regulate pressures between 8" – 12" w.c. for the requirements of customer equipment will be treated as elevated pressure. (See Gas Specification [G-8039](#), "Requirements for Customers Receiving Gas Service at Elevated Pressure.")
- 6.5 Extension Service/Meter Piping: The section of gas piping between the service head valve and the meter(s).
- ★ 6.6 Integrity Test: An integrity test is a verification that the gas piping is free of leaks prior to being energized with natural gas. It is performed by pressure testing with a U-gauge (manometer) or a meter test dial. (See Section 8.0.)
- ★ 6.7 Leak Check: A leak check is performed by applying leak detection solution (i.e. soap water) on all piping and fittings already energized with natural gas to determine if there is leakage. (See Section 8.0.)
- 6.8 Match Test: Utilizing a match to check draft to confirm there is no spillage of flue products out of a draft diverter installed on vent-connected gas utilization equipment as specified in NFPA 54. 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.
- 6.9 Multiple-Family Dwelling Residential: A building that contains four (4) or more dwelling units.

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6.0 DEFINITIONS (Continued)

- ★ 6.10 Normal Delivery Pressure: For low pressure gas system customers, a minimum delivery pressure of four (4) inches of water column (w.c.) (not to exceed 12" w.c.) used by customer equipment. For medium and high gas pressure system customers, a delivery pressure of ¼ psig, with an acceptable range of 5 ½" w.c. not to exceed 7" w.c. (See Gas Specification [G-48](#), "Gas Meter and Service Regulator Sizing.")
- 6.11 Residential: A building that contains one (1) to three (3) dwelling units.
- 6.12 Spillage/Spilling: Combustion flue products flowing out of a draft diverter on vented gas equipment and into space within a building.
- 6.13 Turn-On: The process of gassing-in customer piping downstream of the service head valve after ensuring that pipe is free of leaks.

7.0 GENERAL REQUIREMENTS

- 7.1 All gas piping downstream of a service head valve being turned-on shall be subjected to an integrity test to establish tightness of piping.
- ★ 7.2 See Gas Specification [G-11875](#), "Procedure for Purging Gas Piping in a Building with Natural Gas With an Appliance, Gas Burner, or Venting Outside of the Building" for guidelines for purging piping in a building with natural gas with an appliance, gas burner, or venting outside of the building.
- 7.3 See Gas Specification [G-2041](#), "Requirements for the Installation of Gas Utilization Equipment That Mixes Pressurized Oxygen with Natural Gas" for additional integrity test requirements.
- 7.4 Prior to the turn-on of any new or replaced service piping installed on customer property downstream of the service head valve by plumbers or other non-company/company contractor personnel:
 - A) Energy Services shall verify that a completed "Gas Integrity Test and Turn-On Affidavit" ([Attachment B](#)) signed by a licensed plumber, including license number has been submitted.

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7.0 **GENERAL REQUIREMENTS** (Continued)

7.4 (Continued)

- B) Energy Services shall ensure that the contractor has complied with the requirements of the local authority having jurisdiction.
- C) Any non-compliant piping and fittings shall be removed by the customer. For piping and fittings **not** permitted in New York City or Westchester, see the latest version of the "[Non-Compliant Piping and Fittings](#)" table. For additional guidance on allowable piping and fittings in Westchester, refer to the local municipality.

NOTE: Whenever possible, consider disconnection or isolation of non-compliant piping or fittings and issuance of a Warning Tag per Gas Specification [G-11837](#), "Investigation of an Inside Leak or Odor Call and Issuance of a Warning Tag" to allow for the gassing in of remaining piping and equipment.

7.5 Prior to the turn-on of service piping on customer property downstream of the service head valve that was shut-off for Company purposes:

- A) The Company shall be responsible for shutting off all appliances, performing an integrity test prior to turn-on, and turning-on and gassing in all piping, laterals, risers and appliances in affected locations of the premises. In multiple-family residential buildings, if access cannot be gained to one or more apartments, gas service can be restored to all accessible appliances as long as the riser passes the integrity test, and is purged from the furthest point.

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7.0 **GENERAL REQUIREMENTS** (Continued)

7.5 (Continued)

- ★ B) The Company may require building owners to prepare their building for restoration of gas in some situations. This will include their closing of all appliance valves, and providing 100% access to Company forces to perform integrity test(s) and gassing in all piping, laterals, risers and appliances in all affected locations of the premises. If Company forces do not have 100% access, the gas shall **not** be turned on. Any gas piping that fails the integrity test shall be locked off or isolated and referred to the customer for repair as detailed in Section 8.6.

7.6 **Gas Meter Turn-Ons and Turn-Offs**

- A) Meters that have been turned off for non-payment do not require Energy Services involvement.
- B) At least one gas appliance shall be connected and operating prior to installing/exchanging and turning-on a gas meter.
- C) Handle all new and replaced meters as per Gas Specification [G-694](#), “Gas Meter Handling.”
- D) For new meter(s) installed, place and complete a “turn-on” sticker on the meter(s).
- E) If meter tampering is suspected, notify a supervisor immediately. If the meter is damaged, not clearly readable, or if any other problems are detected, change the meter.
- F) Verify that the meter number(s) corresponds with the part(s) supplied.
- G) Upon completion of work, verify that the meter(s) is (are) recording.

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7.0 GENERAL REQUIREMENTS (Continued)

- 7.7 At the time of the initial turn-on of a gas service, a check shall be made in the mapping system to verify the pressure of the service. Additionally, when a service regulator is not present, a check shall be made to verify the pressure of the service. If the pressure is greater than 12 inches of water column (and there is no service regulator), or there are any mapping inconsistencies or other concerns, supervision shall be contacted for proper guidance.
- 7.8 When performing the turn-on, if the service has an EFV installed and the EFV tag is found on the peck vent, relocate the EFV Tag (or install a new EFV Tag) from the peck vent to the service head valve.

NOTE: Closing the curb valve, service head and/or meter valves will automatically reset a tripped EFV taking anywhere from 15 seconds to 10 minutes. When gassing in a service containing an EFV, the curb valve, service head and meter valves are to be opened slowly so as not to trip the EFV.

- 7.9 When re-lighting existing heating and water heating equipment, gas-in the unit and perform the following checks:
 - Visual inspection (water level, pressure relief device, flame characteristics, etc.),
 - Pilot safety test (if applicable), **AND**
 - Match test (if applicable) at the draft diverter.
- 7.10 When a valve on customer piping (other than an appliance control valve) is found in the closed/off position, the valve shall be verified to be off and holding then locked.

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7.0 GENERAL REQUIREMENTS (Continued)

- ★ 7.11 Personnel shall not use personal electronic devices (PEDs) 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 Gas Emergency Response Center (GERC), Gas Control, or supervision to request assistance or to report findings.

8.0 INTEGRITY TESTING/ LEAK CHECK

- ★ An integrity test shall be performed either by the meter test dial test using natural gas or with a U-gauge using inert gas, natural gas, or air as detailed in Sections 8.1, 8.2, and 8.3. A leak check may be performed under certain conditions in lieu of an integrity test as defined in Section 8.4. Failure to perform an integrity test will constitute a Rules We Live by Violation (see [CEHSP A32.00](#)).

8.1 Integrity Testing Using the Meter Test Dial with Natural Gas

- A) Gas piping supplied by meters with ¼ cubic foot (CF) through 2 CF test dials may be tested by the meter dial test using natural gas.

NOTE: Gas piping supplied by meters with test dials greater than (>) 2 CF shall only be tested using a U-gauge.

- B) Mark the test hand dial prior to starting the integrity test.

NOTE: No movement is allowed on new installations, renovations, or after piping repairs.

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8.0 **INTEGRITY TESTING/ LEAK CHECK** (Continued)

8.1 Integrity Testing Using the Meter Test Dial with Natural Gas (Continued)

- C) The duration time for testing is determined by the increment of the smallest meter dial style:

METER TEST DIAL TEST OBSERVATION TIMES	
Meter Dial Styles (CF)	Test Time (minutes)
1/4	5
1/2	5
1	7
2	10

- D) When testing with the meter test dial and the range pilots cannot be shutdown, slight meter test dial movement of less than 0.1 CF is acceptable during the test time specified above.

EXAMPLE: Meter test dial hands marked one CF will make one complete revolution after one CF of gas passes through the meter. Since the meter test dial index is separated into 10 increments, 0.1 CF is represented by movement from one increment to the next.

- ★ E) The location (e.g., basement, apartment #), meter number, and duration of all integrity tests using the meter test dial shall be documented in the Company's system of record.
- F) After performing an integrity test with a meter test dial, verify that the meter test dial shows movement after turning on an appliance. If the meter test dial does not show movement, change the meter, and perform another integrity test.

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8.0 **INTEGRITY TESTING/ LEAK CHECK** (Continued)

- ★ 8.2 Integrity Testing Using a U-gauge with Air, Inert Gas, or Natural Gas for Delivery Pressures Up To 12" w.c.
 - A) For turn-ons of existing pipe for Company purposes, the test pressure shall be line pressure and the test medium can be natural gas, inert gas, or air.
 - ★ B) For turn-ons of new piping or repaired piping (installed by non-Company employees or contractors), the test medium shall be air or inert gas. Test pressure shall be conducted at the delivery pressure or a minimum of 6" w.c., whichever is greater.
 - C) The supply valve for the test medium shall be turned off and disconnected, and the test section isolated prior to the start of the test. All test connections and test ends shall be soap tested to ensure that the test connections are not a source of leakage.
 - ★ D) In all cases, the test duration shall be a minimum of five (5) minutes and no loss in pressure on a U-gauge test shall be allowed. Before removing the U-gauge or turning on the supply valve, go to the furthest part supplied of the section being tested and relieve the pressure to perform a continuity test (see Section 6.3).

★ **NOTE:** The time of the integrity test and the location of the U-gauge (e.g., apartment number), and time and location of where the pressure is relieved shall be documented in the Company's system of record.

- ★ 8.3 Integrity Testing Using a U-gauge with Air, Inert Gas, or Natural Gas for Delivery Pressures Greater Than (>) 12" w.c.
 - A) Digital manometers, pressure gauges, or similar instruments should be used at higher pressures to ensure greater accuracy.
 - B) For turn-ons of existing pipe for Company purposes, the test pressure shall be line pressure and the test medium can be natural gas, inert gas, or air.

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8.0 **INTEGRITY TESTING/ LEAK CHECK** (Continued)

★ 8.3 Integrity Testing Using a U-gauge with Air, Inert Gas, or Natural Gas for Delivery Pressures Greater Than (>) 12" w.c. (Continued)

★ C) For turn-ons of new piping or repaired piping (installed by non-Company employees or contractors), the test medium shall be air or inert gas. Test pressure shall be conducted at the delivery pressure or a minimum of 12" w.c., whichever is greater.

★ D) In all cases, the test duration shall be a minimum of fifteen (15) minutes and no loss in pressure on an integrity test shall be allowed. Before removing the integrity test set-up or turning on the supply valve, go to the furthest part supplied of the section being tested and relieve the pressure to perform a continuity test (see Section 6.3).

★ **NOTE:** The time of the integrity test and the location of the integrity test set-up, and time and location of where the pressure is relieved shall be documented in the Company's system of record.

8.4 Leak Check: A soap water test of gas piping with gas at line pressure is acceptable as long as all piping is visible and accessible.

8.5 It is permissible to perform an integrity test without shutting the appliance control valve (A/C/V) when appliances have electronic ignition. Leave the A/C/V "on" and test through the appliance up to the burner shut off valve. Existing heating, water heating, commercial and industrial equipment shall be gassed-in prior to leaving the premise when this method is used.

8.6 If the test fails, shut off and lock the meter or riser valve, as applicable, and attach a Warning Tag as outlined in Gas Specification [G-11837](#). Verify that the applicable valve is holding (i.e. not passing gas). Verify the U-gauge and any associated fittings are not the source of the leak prior to issuing a Warning Tag.

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9.0 CARBON MONOXIDE (CO) AND DRAFT CHECKS

- ★ 9.1 A match test (see Section 6.8) and a carbon monoxide (CO) test shall be performed on newly installed heating and water heating equipment that is associated with a new business gas meter installation or service upgrade/new meter installation.
- 9.2 The match test and CO test shall be performed only when the customer's contractor is on location to start-up the new equipment.
- 9.3 The CO test shall be performed using the GMI combustible gas indicator on natural draft vented equipment in operation for 5 minutes.
- 9.4 The match test is to be performed on all vent-connected gas utilization equipment turned on by the Company. If combustion products are spilling, attach a Warning Tag as outlined in Gas Specification [G-11837](#).
- 9.5 If the heating and hot water heating equipment is not installed or ready for gas, the gas meter shall be installed and left on providing that at least one gas appliance (i.e. oven/range), is connected and operating. There shall be no follow-up testing on equipment that is not ready at the time that the gas meter is installed.
- ★ 9.6 The results of the match test, CO check and any other conditions shall be documented in the Company's system of record.

10.0 TURN-ON OF A GAS METER SUPPLYING A PRIVATE HOME, A SINGLE APARTMENT, OR A COMMERCIAL ESTABLISHMENT

- ★ 10.1 Verify that the supply valve is gas tight (i.e. does not pass gas). Shut off/verify off all appliances and appliance valves (see exception permitted in Section 8.5), identify the meter and look for evidence of tampering.
- ★ 10.2 Perform an integrity test as per Section 8.1 or 8.2.
- ★ 10.3 If the integrity test is acceptable, immediately purge the gas piping, light the appliances/equipment and check that they operate properly (see Section 7.9). Document the as-left condition in the Company's system of record.

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11.0 TURN-ON OF A GAS METER SUPPLYING A MASTER-METERED MULTIPLE-FAMILY RESIDENTIAL BUILDING WITH RISERS

11.1 In multiple-family residential buildings where there is more than one riser and the risers are tested individually, the turn-on of each riser shall occur immediately after an acceptable integrity test of that riser. The purpose of this is to minimize the possibility that conditions change after the integrity test is performed and gas is introduced into the riser.

- ★ A) For new construction/refurbished buildings, it is recommended that a lockable riser valve with a 1/8" diameter (dia.) test fitting or a lockable riser valve with a manufactured 1/8" dia. test fitting downstream of, and in close proximity to, the lockable riser valve, be installed. The 1/8" dia. tap is to be used to connect a U-gauge for the testing described in Section 8.2.
- ★ B) For turn-on of risers after repairs have been made, see Section 14.1.

11.2 Prior to performing the integrity test, gain entry to a minimum of two (2) apartments on each affected riser. One of these shall be the furthest apartment. The other shall be at the discretion of the Company.

In each apartment accessed, the Company shall verify that:

- Each appliance has a shut-off valve.
- Visible piping is continuous and adequately supported up to the appliance valve.
- ★ • All appliance valves are shut off and properly connected to appliances with standing pilots.
- All appliance valves are open and properly connected to appliances with electronic ignition.
- All appliance valves not connected to appliances are closed and plugged/capped.

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11.0 TURN-ON OF A GAS METER SUPPLYING A MASTER-METERED MULTIPLE-FAMILY RESIDENTIAL BUILDING WITH RISERS (Continued)

11.2 (Continued)

- All meter valves have been left open in premises which have meters in the apartments so that the integrity test is complete to the appliance valves.
- There are no open ends and no non-compliant fittings.
- ★ The locations of these checks and the conditions found shall be documented in the Company's system of record.

NOTE: For plumbing contractor turn-ons, if any of the items listed in this section are not completed at the time of the inspection, the gas shall **NOT** be turned on. In addition, the building owner shall complete the required work and submit an additional "Gas Integrity Test Gas & Turn-On Affidavit" ([Attachment B](#)) signed by a licensed plumber, including license number, prior to the Company returning to the location. Upon return, the Company shall re-inspect the deficient items, and at its discretion, may inspect additional apartments for compliance before proceeding with the turn-on.

11.3 Integrity Test and Riser Continuity Test

Two (2) Operator Qualified employees are required to perform the following steps and communication shall be continuous between these employees throughout the integrity test and riser continuity test:

- A) Install U-gauge at test plug after outlet of riser valve (if available) or lowest accessible apartment.
- ★ B) Perform integrity test (see Section 8.2). If there is a drop in pressure, do **NOT** proceed.
- ★ C) Perform continuity test on riser (see Section 6.3). If a pressure drop at U-gauge is **not** observed, do not proceed.

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INTEGRITY TESTS, METER TURN-ONS AND TURN-OFFS, METER EXCHANGES, AND RESTORATION OF GAS SERVICE AFTER REPAIRS

11.0 TURN-ON OF A GAS METER SUPPLYING A MASTER-METERED MULTIPLE-FAMILY RESIDENTIAL BUILDING WITH RISERS (Continued)

11.4 Turn-On

Two (2) Operator Qualified employees are required to perform the following steps and communication shall be continuous between these employees throughout the turn-on process:

- A) Immediately after performing Integrity Test and Riser Continuity Test, turn-on that riser valve, purge out gas pipe, and light appliance(s) of apartments accessed.

NOTE: If there is any delay in turning on the riser valve, the integrity test and continuity test shall be performed again prior to turning-on riser valve.

- B) For plumbing contractor turn-ons, inform same that gassing-in of the riser is complete and they can commence to light the appliances in the remaining apartments on that riser.

★ 11.5 If the integrity test is acceptable, purge the gas piping, light the appliances and check they operate properly. (See Section 7.9.)

★ 11.6 For situations where the local authority having jurisdiction (e.g. New York City Department of Buildings) has authorized a gas riser for turn-on in its entirety but not all building floors have been authorized for occupancy, the Company shall:

- Perform the checks detailed in Section 11.2 for the floors authorized for turn-on.
- Perform the integrity test and riser continuity test detailed in Section 11.3 for the entire riser.
- Perform the turn-on for the floors authorized for occupancy detailed in Sections 11.4 and 11.5.

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INTEGRITY TESTS, METER TURN-ONS AND TURN-TITLE: OFFS, METER EXCHANGES, AND RESTORATION OF GAS SERVICE AFTER REPAIRS

11.0 TURN-ON OF A GAS METER SUPPLYING A MASTER-METERED MULTIPLE-FAMILY RESIDENTIAL BUILDING WITH RISERS (Continued)

11.6 (Continued)

- Perform a spot check on the floors not authorized for occupancy to ascertain that gas piping has no open-ends (e.g. appliance valves not plugged) and is secure (e.g. properly braced).
- ★ • Document actions taken (e.g. apartments gassed-in and floors not gassed-in) in the Company's system of record.

Note: The New York City Fuel Gas Code requires that risers be tested in their entirety, and the New York City Department of Buildings requires that valves not be installed to separate risers into segments.

12.0 METER TURN-OFF PROCEDURE

- 12.1 Identify the meter involved and examine the installation for evidence of tampering. If tampering is suspected, notify a supervisor immediately.
- ★ 12.2 Close and lock meter inlet valve. Verify that the valve is not passing. Document the as-left condition in the Company's system of record.
- 12.3 If the turn-off results in a customer being unable to use the heating facilities, notify the Company's Home Energy Fair Practices Act (HEFPA) liaison, as defined under the Company's No Heat/Cold Weather Policy. The current policy can be found on Outlook: \\Public Folders\All Public Folders\Con Ed Co of NY\Gas Operations\GA - Gas Operations\GA - Emergency Response Center\Cold Weather Policy.

13.0 METER EXCHANGE

- ★ 13.1 Turn-off all appliances as applicable, (e.g., lower the thermostat, turn off the burners on the stove, turn off equipment power). Advise the customer(s) not to use gas.
 - A) Verify the meter number and part supplied.

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13.0 **METER EXCHANGE** (Continued)

13.1 (Continued)

- B) Check for abnormal conditions.
- C) If a meter bar does not exist, install a grounding shunt across each meter. Observe the meter dial to be sure gas is not flowing.
- D) Record the readings on both the old and new meter(s).
- E) Follow the Asbestos Management Manual Section 6.10 “Asbestos Gasket Removal – Gas” for the removal of asbestos-containing gaskets on meters. Follow [GEHSI E06.06](#), “Mercury-Containing Equipment Removal” if you encounter any liquids that you suspect to be mercury or are certain to be mercury. Strict procedure adherence to these aforementioned documents is vital before proceeding with other work. Shut the meter inlet valve and remove the meter.
- F) Verify that the supply valve is gas tight (i.e. does not pass gas). Install replacement gas meter.

13.2 Perform an integrity test and check the work area for leaks. If the piping fails the integrity test, shut off and lock the meter and attach a Warning Tag as outlined in Gas Specification [G-11837](#).

★ 13.3 If the integrity test is acceptable, purge the gas piping, re-light the appliances and check that they operate properly (see Section 7.9). Document the as-left condition in the Company’s system of record.

14.0 **RESTORATION OF GAS AFTER REPAIRS BY PLUMBING CONTRACTORS**

14.1 Prior to the gas-in of any service piping where a plumbing contractor has corrected a warning tag condition, it is the responsibility of the building owner to provide all of the following:

- A) A Gas Card (i.e., Blue Card) or equivalent in Westchester when required by local building code requirements.

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14.0 RESTORATION OF GAS AFTER REPAIRS BY PLUMBING CONTRACTORS
(Continued)

14.1 (Continued)

- B) A completed "Gas Integrity Test and Turn-On Affidavit" ([Attachment B](#)) signed by a licensed plumber, including license number.
- C) A shut-off valve for each appliance.

NOTE: If appliance valves are not present, the gas shall NOT be turned on.

- ★ D) A lockable riser valve with a 1/8" diameter (dia.) test fitting or a lockable riser valve with a manufactured 1/8" dia. test fitting downstream of, and in close proximity to, the lockable riser valve, shall be installed. The 1/8" dia. tap is to be used to connect a U-gauge for the testing described in Section 8.2.

Any existing non-lockable riser valves can be left in place for risers not being repaired. However, it is recommended that a lockable riser valve be installed on all risers in a building even if the riser is not being repaired. The purpose of the lockable riser valves is to make the gas turn-on easier, and to reduce the need for a complete shutdown if there is a leak in the future.

Riser valves are **not** required for 1, 2, or 3 family homes.

- ★ **NOTE:** An existing drip leg with a lockable valve located downstream and in close proximity to the lockable valve or a new 1/2" dia. reducer tee fitting may be used in lieu of the 1/8" dia. pressure tap. If no lockable riser valve or pressure tap fittings are present, contact supervision for guidance.

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14.0 RESTORATION OF GAS AFTER REPAIRS BY PLUMBING CONTRACTORS
(Continued)

14.2 Prior to the gas-in of any service piping which has been locked off or isolated for inside repairs by the plumbing contractor, Energy Services must issue a work authorization to area Gas Operations. In an emergency situation, verbal approval from an Energy Services representative directly to the GERC is permitted. The GERC shall generate an ECS ticket for the turn-on. All requests for service shall detail the repairs made and the gas equipment to be turned on.

★ 14.3 Prior to the gas-in of a high pressure (greater than 15 psig through 99 psig) BOPA which has been locked off or isolated for inside repairs by the plumbing contractor,

- the location shall first be visited by an Energy Services representative to verify if the completed repairs require a Gas Card (i.e. Blue Card) or equivalent in Westchester, and "Gas Integrity Test and Gas Turn-On Affidavit" ([Attachment B](#)) prior to issuing a work authorization

AND

- A Gas Operations supervisor shall then verify the physical repairs, ensure that no compression couplings are installed upstream of the regulator(s), and witness the integrity test. Any observations that result in the service not being turned on shall be documented in the Company's system of record.

★ 15.0 **RECORDS RETENTION**

Any records generated in the course of performing work in accordance with this specification shall be maintained as required by Corporate Instruction [CI-870-1](#) "Records Management". Guidance on the retention of Company Gas Operations records can also be found on the [Records Management](#) intranet site.

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16.0 REFERENCES

- [G-694](#) - Gas Meter Handling
- [G-2041](#) - Requirements for the Installation of Gas Utilization Equipment That Mixes Pressurized Oxygen with Natural Gas
- [G-8039](#) - Requirements for Customers Receiving Gas Service at Elevated Pressure
- ★ [G-8100](#) - General Specification for the Installation of Gas Distribution Services
- ★ [G-11837](#) - Investigation of an Inside Gas Leak or Odor Call and Issuance of a Warning Tag
- ★ [G-11874](#) - Planned Meter Exchanges (Part of a Twin Set, With a Bypass Hose, With a Solid Bypass, or With a Bypass Meter Bar) and Planned Exchanges of Twin Set Regulators
- [G-11875](#) - Procedure for Purging Gas Piping in a Building with Natural Gas With an Appliance, Gas Burner, or Venting Outside of the Building
- [CEHSP A32.00](#) - Rules We Live By
- [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: Certificate of Inspection for Electric and Gas Service

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16.0 **REFERENCES** (Continued)

- ★ [CSP 4-2-1](#) - ENERGY SERVICES--GAS SERVICE: Energy Services Actions Regarding Repairs of High-Pressure Gas Installations in Buildings of Public Assembly (BOPA)
- [AMM 6.10](#) - Asbestos Gasket Removal – Gas
- [GEHSI E06.06](#) - Mercury-Containing Equipment
- NFPA 54 - National Fuel Gas Code
- [CI-870-1](#) - Records Management
- State of New York Fuel Gas Code
- New York City Fuel Gas Code

17.0 **ATTACHMENTS**

- ★ [Attachment A](#) Energy Services and Gas Distribution Services Responsibilities for Gas Riser Integrity Testing and Turn-On
- [Attachment B](#) Gas Integrity Test & Gas Turn-On Affidavit
- ★ [Attachment C](#) Gas Integrity Test & Turn-On Affidavit (Buildings with Risers)

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ATTACHMENT A
ENERGY SERVICES AND GAS DISTRIBUTION SERVICES
RESPONSIBILITIES FOR GAS RISER INTEGRITY TESTING AND TURN-ON

This attachment applies to master-metered apartment buildings with three (3) floors or more with multiple risers which supply apartments. It also applies to buildings with risers where the meters are in the apartments. Two (2) Operator Qualified employees are required to perform Steps 1 through 5 below.

I. Energy Services Responsibilities

- Obtain Buildings Department Gas Card (i.e. blue card) when required.
- ★ • Obtain completed and signed Gas Integrity Test & Gas Turn-on Affidavit (Attachments B or C).
- ★ • Communicate requirements detailed in Section 11.2 of this specification to customer's plumber.

II. Gas Distribution Services Responsibilities

A. Visual Checks

- Ensure access to each riser valve and a minimum of two (2) apartments supplied by each riser valve. One of these shall be the furthest apartment. The other shall be at the discretion of the Company.
- ★ • Ensure that appliance control valves (ACVs) are present and appliances are connected. If appliances are not connected, appliance valves must be plugged or capped.
- ★ **NOTE:** If any of the items listed in Section 11.2 of this specification are not completed at the time of the inspection, the gas shall not be turned on. In addition, the building owner shall complete the required work and submit an additional "Gas Integrity Test & Gas Turn-on Affidavit" (Attachment B) signed by a licensed plumber, including license number, prior to the Company returning to the location. Upon return, the Company shall re-inspect the deficient items, and at its discretion, may inspect additional apartments for compliance.

B. Integrity Test and Riser Continuity Test

NOTE: Communication shall be continuous between employees performing steps throughout this process.

- 1) Install U-gauge (manometer) at test plug after outlet of riser valve (if available) or lowest accessible apartment.
- 2) Raise pressure at U-gauge to a minimum of 6 to a maximum of 12 inches water column (in. w.c.). If there is a noticeable drop in pressure, do not proceed.

ATTACHMENT A (Continued)

B. Integrity Test and Riser Continuity Test (Continued)

- 3) Observe the pressure for a minimum of five (5) minutes. No drop in pressure is permissible. If there is any drop in pressure, do not proceed.
- 4) At the furthest apartment, release pressure from pipe and ensure that a pressure drop is observed at U-gauge. If a pressure drop at U-gauge is not observed, do not proceed.

C. Gas Turn-on

- 5) Immediately after performing Integrity Test and Riser Continuity Test above (Steps 1 through 4), turn-on that riser valve and relight appliance(s) at furthest apartment.

If the lowest accessible apartment is used as described in Step 1 above, the U-gauge shall remain attached and the riser valve turned on. A rise in pressure on the U-gauge indicates continuity from the lowest accessible apartment to the riser valve. In addition, this step will prove that the riser valve operated supplies gas and ensures adequate pressure to the tested riser.

NOTE: If there is any delay in turning on the riser valve, the integrity test and continuity test shall be performed again prior to turning on riser valve.

- 6) Meet with plumber and inform them that gassing-in of the riser is complete and that if available, they should immediately commence to relight the appliances in the remaining apartments on that riser.

D. Documentation

★ Company employees shall document the following in the Company's system of record:

- 1) All apartments accessed for visual checks or to close an appliance valve;
- 2) Location and time of integrity test;
- ★ 3) Location of point and time where pressure is relieved;
- 4) Location, time and appliances gassed in;
- 5) Their employee number.

ATTACHMENT B
Gas Integrity Test & Gas Turn-On Affidavit
Gas Integrity Test & Gas Turn-On Affidavit

This certifies that the gas piping in the building indicated below has successfully passed a leakage test as prescribed by the local authority having jurisdiction.

(Building Address / City or Town / Zip Code)

Complete All Sections That Apply: **Blue Card #:** _____

Lockable valves and test ports installed/exist at the base of each riser. **YES** **NO** **(circle one)**

Gas Turn-On requested for the following equipment (specify):

Contractor to Check Appropriate Corrective Condition:

I have repaired and tested,

_____ **Leak at gas equipment (specify unit or equipment)** _____

_____ **Control Valve** _____ **Pilot Valve** _____ **Appliance Valve**

_____ **Hood Draft** _____ **Appliance Regulator** _____ **Flue Connection**

_____ **Other (Specify) and or Provide Details For Above Items Checked**

This certifies that all gas piping is complete and continuous up to the appliances, including appliance control valves, or end of use equipment in affected apartments or areas. **YES** **NO** **(circle one)**

It is also certified that in the affected area(s):

• All areas containing gas utilization equipment (e.g., boiler room, laundry room) have been inspected and that the equipment gas valves have been closed.

YES **NO** **(circle one)**

• All apartments containing gas appliances have been inspected and the appliance valves have been closed.

YES **NO** **(circle one)**

• All open-ended valves, stubs test connections, purge connections, or any other piping or fittings which could be left open, have been closed gas tight with a threaded plug or cap. For premises which have meters in the apartments, the meter valves have been left open, so that the integrity test is complete up to the appliance valves.

YES **NO** **(circle one)**

In addition, I accept responsibility for the gas-in of any end of use gas equipment or appliances not gassed-in by Con Edison and identified above for turn-on. **YES** **NO** **(circle one)**

(Plumbing Contractor Company Name / Address / Telephone #)

(Plumber's Signature / License # / Date)

ATTACHMENT C Gas Integrity Test & Turn-On Affidavit (Buildings with Risers)
Gas Integrity Test & Turn-On Affidavit
(Buildings with Risers)

This certifies that the gas piping in the building indicated below has successfully passed a leakage test as prescribed by the local authority having jurisdiction.

 (Building Address / City or Town / Zip Code)

Complete All Sections That Apply:

Blue Card No. _____

Lockable valves and test ports installed / exist at the base of each riser. **YES** **NO** (Circle One)

Gas Turn-On requested for the following equipment (Specify below):

CONTACT INFORMATION FOR IMMEDIATE BUILDING ACCESS: _____ **PHONE:** _____

	RISER LOCATION	GAS END USE (E.g. Cooking, Heating, Hot Water, Dryer, etc.)	METER LOCATION	NO. OF APTS
Location # 1				
Location # 2				
Location # 3				
Location # 4				
Location # 5				
Location # 6				

Contractor to Check Appropriate Corrective Condition:

I have repaired and tested,

_____ **Leak at gas equipment (specify unit or equipment)** _____

_____ **Control Valve** _____ **Pilot Valve** _____ **Appliance Valve**

_____ **Hood Draft** _____ **Appliance Regulator** _____ **Flue Connection**

_____ **Other (Specify) and provide details for above items checked** _____

This certifies that all gas piping is complete and continuous up to the appliance, including appliance control valves, or end of use equipment in affected apartments or areas. **YES** **NO** (circle one)

It is also certified that in the affected area(s):

- All areas containing gas utilization equipment (e.g. boiler room, laundry room) have been inspected and that the equipment gas valves have been closed. **YES** **NO** (circle one)
- All apartments containing gas appliances have been inspected and the appliance valves have been closed. **YES** **NO** (circle one)
- All open-ended valves, stubs test connections, purge connections, or any other piping or fittings which could be left open, have been closed gas tight with a threaded plug or cap. For premises which have meters in the apartments, the meter valves have been left open, so that the integrity test is complete up to the appliance valves. **YES** **NO** (circle one)

In addition, I accept responsibility for the gas-in of any end of use equipment or appliances not gassed-in by Con Edison and identified above for turn-on. **YES** **NO** (circle one)

 (Plumbing Contractor Company Name / Address / Telephone #)

 (Plumber's Signature / License # / SEAL/ Date)