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1) **Section 10.4** - Revised the methodology of sending the report of A Class conditions to the DOB. 

2) **Attachment IV** - Updated sample DOB Report. 

3) **Attachment V** - Updated Attachment V – Warning (Red) Tag Conditions
Gas Operations Standards

TITLE: INVESTIGATION OF AN INSIDE GAS LEAK OR ODOR CALL AND ISSUANCE OF A WARNING TAG

EFFECTIVE DATE: May 16, 2016

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1.0 **SCOPE**

This specification describes the actions required for investigating inside gas leaks or odor complaints and, where an unsafe condition is found, to make safe, and to make customers aware of such conditions on interior gas piping and appliances beyond the outlet of the meter set assembly.

2.0 **LEGAL REQUIREMENTS**

Federal: 49 CFR Part 192, Section 605 (b) (11).

State: 16 NYCRR Part 255, Sections 605 (q) and 805.

16 NYCRR Part 261, Sections 21, 51, 53, 55, 57, 59, 61, 63, and 65.

3.0 **ORGANIZATIONS APPLICABLE**

Gas Operating Areas in the Bronx, Queens, Manhattan, and Westchester, Leak Survey, and the Gas Emergency Response Center (GERC).

4.0 **RESPONSIBILITY**

4.1 Gas Distribution Services (GDS), Emergency Response Force (ERF), and contractor personnel trained, experienced, and operator qualified in leakage work shall investigate and mitigate inside gas leaks. The qualification shall not have expired.

4.2 Cost Management - Gas Operations Cost Management shall compile the Warning Tag reports from each GDS area and send it to the NYC Department of Buildings.

4.3 Gas Distribution Services shall provide written notice to customers for the following:

- Issuance of a Warning Tag for a Class A condition and the required corrective actions.

- Issuance of a Warning Tag (any Class condition) where no signature has been obtained.
5.0 DEFINITIONS

5.1 Building - A structure which is regularly or periodically occupied by people.

5.2 Building Wall – The outside foundation wall. If the sidewalk contains a vaulted area, including coal chutes and cellar doors, then the wall closest to the curb is considered the building wall.

5.3 Gas Leak - a leak of natural gas from a pipeline or other containment into an area where the gas should not be present.

5.3 General Atmosphere - The open air inside of a building.

5.4 Indication - Any unsustained deviation on a properly calibrated leak detection device.

5.5 Inside Leaks - Gas leaks originating from extension piping, meter piping, house piping, or connected gas appliances. (See Section 5.10)

5.6 Investigation – Initial activities performed by GDS, ERF, Gas Construction or Leakage Survey to determine the extent (or migration) and classification of a gas leak (e.g. checks of subsurface structures and pogo activity.)

5.7 Leak Detection Device (LDD) - A New York State PSC approved and calibrated electronic instrument which is used to detect natural gas and carbon monoxide. (See Gas Specification G-11861, “Procedure for the Inspections, Maintenance, and Operation of Gas Leak Detection Instruments”)

5.8 Leak History Report (LHR) - The form (50-13R) or electronic equivalent in the Computer Dispatch System used to record the history of an outside gas leak from the initial investigation to the final follow-up inspection, including all repair efforts.

5.9 Migration Pattern – Test points indicating the perimeter of the leak on the 50-13R (Leak History Report) where 0% gas is obtained on a leak detection device. All subsurface structures (SSS) within the migration pattern shall be tested and documented on the 50-13R.

NOTE: The leak migration pattern shall not be shown in the street area of the LHR.
5.0 **DEFINITIONS** (Continued)

5.10 **Outside Leaks** - Gas leaks originating from mains or service piping outside the foundation or building wall and service piping upstream of the head of service (HOS) valve.

Leaks originating from above-ground customer-owned piping or equipment after the HOS valve (e.g. meter, regulator, barbecue, or pool heater) shall be treated and documented as inside gas leaks. (See Section 5.5) To satisfy the outside gas leak complaint, protection test points at the outside foundation wall and curb line shall be taken and documented on the LHR.

5.11 **Point of Entry (POE)** - The location where utilities (e.g. electric, gas, telephone, sewer, water) enter a building.

5.12 **Reading** - Any sustained display on a properly calibrated leak detection device. All natural gas readings are in percent gas-in-air.

5.13 **Subsurface Structure (SSS)** - Underground structures in the sidewalk or street to access a facility or system, or that a person can physically enter. Examples include, but are not limited to, tunnels, vaults, catch basins, electric manholes and service boxes, steam manholes, sewer manholes, cable manholes, telephone manholes, fire department manholes, fire alarm pull boxes and traffic signal control boxes. SSSs exclude water main or service valve boxes that consist of only a chimney and do not require physical entry to operate.

5.14 **Test Points** - Any point that is investigated with a leak detection device for the purpose of determining leak migration, leak classification, or leak of greater hazard.
6.0 REPORTING AND RESPONDING TO GAS LEAKS

6.1 Any gas leak, gas odor or damage to gas facilities reported to the Company shall be responded to promptly by qualified Company personnel.

A Multiple Resource Response Event (Code MuRRE) shall be declared by the Gas Emergency Response Center (GERC) for any of the following conditions:

- Probable combined commodity event
- Two or more calls on the same block, in the same vicinity
- Atmospheric readings in a building of \( \geq 0.5\% \) that cannot be vented quickly
- Atmospheric readings in two or more buildings
- Type 1 readings in two or more subsurface structures
- Type 1 reading in a single subsurface structure that does not quickly vent below a Type 1 condition
- Report of a strong odor from a Reliable Source (as defined in Gas Specification G-11850 “Reporting Natural Gas Incidents, Evacuations, Major Service Interruptions, Exceeding MAOP, and Carbon Monoxide Incidents”)
- Inside and outside damages (not secured by qualified gas personnel)
- Gas evacuations from a reliable source (as defined in Gas Specification G-11850)
- Other situations requiring an escalated field response

NOTE: If field supervision is not present on location, the GERC Operating Supervisor (OS), Operating General Supervisor (OGS), or Operations Manager (OM) will take control of the event. The GERC OS, OGS, or OM will be in direct contact with the field mechanic who will provide regular updates directly to the GERC OS OGS, or OM as the situation progresses.
6.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Gas Emergency Response Center

6.2 Based on the initial report, the GERC shall promptly assign qualified personnel to the reported location.

**NOTE:** Gas odors, gas leaks, and gas damages are to be dispatched on a priority basis. All available resources should be considered when dispatching crews to respond to gas odor, gas leak and gas damage complaints. For inside and outside damages or other potentially hazardous situations, the GERC shall also request Fire Department assistance. If the inside or outside damage has already been secured and made safe by qualified gas personnel (Company or Contractor personnel), then GERC shall not request the Fire Department’s assistance.

6.3 Based upon the report from Company personnel (including Company Contractors), Fire Department, Police Department, emergency response personnel, or school officials, the GERC shall:

A) Assign additional qualified personnel and request Fire Department response, if not already on location, to the reported location and inform operating area supervision when there is a MuRRE condition.

**NOTE:** The GERC shall be prepared to provide field personnel with the location of gas and electric subsurface facilities so that it is available to the responder upon arrival at the scene.

B) Provide information on Company Subsurface Structures (SSS) and electric facilities, and provide guidance and support if gas readings are found in any buildings or SSS by the Fire Department prior to arrival of Company personnel or when field forces advise GERC of a leak requiring immediate and continuous action.

C) Provide electric service information for adjacent buildings for investigation and notify operating area supervision if a gas reading of 4% or greater is detected at the point of entry (POE) of an electric duct in a building.
6.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Initial Response

6.4 Actions to be taken when responding to a reported gas leak are as follows:

A) Note the time of arrival at the location of reported leak and communicate the arrival time to the GERC as soon as practical.

B) Upon arrival, contact the Gas Emergency Response Center (GERC) immediately if Emergency Medical Service (EMS), Police, Fire Department, Office of Emergency Management (OEM) or news media are at the scene.

C) If possible, learn the nature of the problem from the person who reported the leak.

D) When necessary, request the GERC to provide information on Company SSSs and electric facilities.

E) Before entering a premise, verify a “clear access” problem does not exist at the location by checking the Customer Operations Clear Access Tracking System (CATS).

F) Verify proper operation of equipment (including the combustible gas indicator (CGI) or other approved leak detection device and flashlight) in a non-gaseous environment.

NOTE: This equipment shall be turned on prior to entering buildings.

G) Do not operate any electrical switches, including doorbells. For apartment buildings, make every attempt to gain access without ringing the downstairs apartment buzzer.

H) Where possible, test for gas readings at doorways, windows, sidewalk, doors, or other structure openings prior to entering a building.

I) Identify the source of the odor.
6.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Initial Response (Continued)

J) Determine whether the cause of the complaint is or is not a natural gas leak or a condition related to gas usage. If it is determined that the cause of the complaint is not due to a natural gas leak or a condition related to gas usage, an attempt shall be made to identify the cause of the complaint. When gas is identified, the mechanic must determine the source and extent of the condition. This may include checking spaces and apartments adjacent to, above or below, the location where the gas was identified or actions taken by the Fire Department prior to arrival. Situations where checking adjacent apartments would be not appropriate are 1) when atmospheric gas readings are not detected, 2) when gas readings are not detected in available opening in walls, ceilings or floors; or 3) when CO readings detected are below thresholds presently incorporated within this specification. When access to a space requires investigation and cannot be made, request assistance from the Fire Department via the GERC to gain access. Document actions taken.

K) Personnel shall not use personal electronic devices (PEDs) (e.g. cell phones, Blackberries, iPods) 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 GERC, Gas Control or supervision to request assistance or to report findings.

6.5 Additional measures to be taken, when necessary:

A) Test all openings in sidewalk, street, inside foundation wall where gas can vent from.

B) Cordon off the area.

C) Shut off sources of gas and/or ignition. This may include closing main valve(s), curb valve(s), service head valve(s), meter valve(s), etc. Verify closed valves are holding and locked/isolated.
6.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Initial Response (Continued)

D) Test for stray voltage.

E) Call for assistance.

F) Vent manholes and other subsurface structures.

G) Investigate gas migration from manholes and other subsurface structures into buildings as required.

H) Keep the GERC informed.

I) Check adjacent and adjoining buildings or other buildings in the vicinity, for entry of gas.

J) Prior to use, ensure that your vehicle has all of the proper tools and equipment. The check list can be found in Outlook in: Public Folders/Con Ed of NY/Gas Operations/GA – Gas Specifications/Tools and Equipment Check Lists.

6.6 If the leak is coming from outside, prepare an outside gas leak ticket and see Gas Specification G-11809, “Outside Gas Leak Reporting, Classification, Surveillance, Repair and Follow-Up Inspection” for further details.
6.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

**Actions by Responding Field Personnel**

6.7 Upon determining that a leak requires immediate and continuous action to protect life or property, a qualified Company representative shall take the following actions as appropriate until the condition is no longer hazardous.

A) Establish a made-safe condition by venting enclosed spaces, sealing points of gas entry, shutting off gas service (verify holding and lock), and verifying that gas is no longer entering the building.

B) Evacuate buildings, including yourself, when gas readings in the general atmosphere cannot be quickly brought down below 0.5%. For multi-family or large commercial buildings, evacuate the affected area(s), including yourself, when gas readings in the general atmosphere cannot be quickly brought down below 0.5%. Request assistance from the Fire Department, if necessary, and instruct them to evacuate residents if an odor of gas or any gas instrument reading is obtained. Ensure that evacuees are not directed to another building that may be unsafe until that building has been checked for gas.

**NOTE:** Ensure additional responders are made aware of hazardous atmospheric gas readings to ensure reentry of any evacuated building is not made until the source of the leak has been corrected, or a positive action has been taken, and the building has had ample time to ventilate. Do not release the Fire Department until the atmospheric readings have vented to 0% and all required checks (e.g. adjacent buildings or apartments, SSS) have been made and verified clear. Periodically recheck to determine if the atmospheric condition has changed. Request Fire Department accompanies personnel during periodic rechecks of the area.

C) Request assistance from additional Company forces and the Fire Department via the GERC when first responder identifies strong atmospheric gas odor upon arrival.

D) Request assistance from the Fire Department (if not already on location) to evacuate buildings if atmospheric readings that cannot be quickly reduced to below 0.5%, or eliminated are found in multi-family buildings, or atmospheric readings are found in more than one building.
6.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Actions by Responding Field Personnel (Continued)

E) Request continued assistance from the Fire Department or other agencies (if already on location) as long as needed to protect the safety of residents, the public, Company personnel, other responders and property until the full extent of the leak hazard has been assessed and the situation has been made safe.

F) Any reading on a leak detection device at an inside foundation wall POE (e.g. gas, water, electric, telephone, sewer, cable, other conduit, crack in foundation wall) requires an inside check of the adjacent building (one to the right and one to the left) within 100 feet of the building with gas. Contact the Fire Department via GERC for access if required and document actions taken.

G) If a gas reading is detected at the point of entry of an electric duct in a building, immediately contact the GERC to obtain electric service information for adjacent and connected buildings and SSSs and investigate them for gas migration. If any gas reading is detected at the sewer point of entry (i.e. sewer trap) in a building, check connected sewer manhole(s) and connected buildings.

Vent all SSSs with gas readings. A minimum of three (3) buildings on both sides of the street shall be checked for gas migration (in cases where there are less than three (3) buildings on one or both sides of the street, then at a minimum, all of those buildings shall be checked for gas migration).

NOTE: After all buildings and affected subsurface structures have been vented, checked and made safe, perform a complete outside leak investigation as per Gas Specification G-11809. If any branch of an underground service or looped electric service passes through the gas migration pattern, investigate all building supplied by the electric service or looped electric service regardless of whether or not the electric SSS supplying the electric service or looped electric service had any readings.
6.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Actions by Responding Field Personnel (Continued)

H) If a carbon monoxide CO reading of 35 ppm or more is found while checking wall penetrations during an inside leak investigation, perform an outside ground CO investigation with the CGI or approved leak detection device to determine the extent of any CO migration. Check nearby electric manholes/service boxes for possible CO source. If positive CO readings are found, immediately notify the GERC for assistance from Electric Operations.

I) Contact the GERC for Fire Department assistance if it is suspected that a gas leak or CO condition exists in a building or area where access is unavailable and document actions taken.

J) Request assistance from additional Company forces and the Fire Department via the GERC to vent and/or evacuate buildings prior to completing the migration pattern, when:
   - Gas readings in a vented SSS do not quickly fall below 4% gas in air.
   - High gas readings (greater than 4% gas in air) in a SSS cannot be vented.

(See Section 6.7 L & M)

K) Request assistance from additional Company forces and the Fire Department via the GERC when:
   - Gas readings are found in two or more buildings,
   - High gas readings (4% or greater gas in air) in two or more SSSs.

(See Section 6.7 L & M).

L) When a leak investigation in an area with one and two story buildings requires evacuation of multiple residences and the Fire Department has not yet arrived, the megaphone shall be used with the following message: “If you smell gas, leave the building immediately and take others with you. Proceed to the next street.”

If available, FD systems should be used to deliver such evacuation messages.
6.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Actions by Responding Field Personnel (Continued)

M) In the event of a serious outside leak condition (e.g. strong gas odor, broken cast iron main, contractor damage, etc.), periodically check buildings and SSS in the area, as conditions can rapidly change. This includes checking buildings and SSS where no gas readings were originally found.

N) As needed, direct additional Company personnel and the Fire Department to check inside nearby buildings and recheck them or to assist pulling manhole covers. Determine the migration pattern.

**NOTE:** If Fire Department personnel smell gas or obtain any gas instrument readings, they shall evacuate the building. For multi-family or large commercial buildings, they shall evacuate the affected areas. Instruct people who were evacuated to leave the area (e.g. go to another street).

O) Request assistance from Electric Operations to isolate potential sources of ignition from the electric system if conditions warrant.

P) Report information and actions taken to supervisor, to the GERC and the relieving crew.

**NOTE:** When Company personnel and the Fire Department (or other agencies) respond to the location of a reported gas leak or odor, they shall exchange specific information regarding buildings and other structures investigated for the presence of gas and the severity of the findings.

Q) Notify the GERC when New York State Department of Public Service (PSC), the Federal Department of Transportation / National Response Center (DOT/NRC), and/or the New York City Department of Environmental Protection (DEP) reporting criteria are met. See Gas Specification G-11850 for the types of incidents and reporting criteria.
6.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

**Additional Checks**

6.8 When in the vicinity of the service regulator vent, take a reading with a CGI or other approved leak detection device at the vent to ensure that it is gas-free.

6.9 A visual inspection for mercury shall be made in the vicinity of the regulator and the vent terminus. Report any visible signs of mercury to your supervisor and the GERC as a spill per GEHSI 2.01, “Spill Reporting.” Follow GEHSI 2.23, “Mercury Spill Containment” for control and cleanup of mercury spills. Leave the area immediately. Limit walking through areas that may be contaminated, due to the possibility of spreading contamination. The mechanic must remain on location until it can be determined by the Chem Lab that shoes, clothing and vehicle are not contaminated.

6.10 When Company personnel are assigned to residential premises (i.e., one to three family homes) for the purposes of investigating a gas leak or odor complaint, a test point/protection point should be made at the inside foundation wall (head of service), atmosphere and at the outside foundation wall even if the inside leak condition was satisfied. If there is no penetration at the outside foundation wall, a test point check should be performed at other locations such as curb valve or buried structures.

6.11 When Company personnel are assigned to an odor complaint originating in the basement, grade level or first floor of a multi-family building, a test point/protection point should be made at the inside foundation wall (head of service), atmosphere and at the outside foundation wall even if the inside leak condition was satisfied. If there is no penetration at the outside foundation wall, a test point check should be performed at other locations such as curb valve or buried structures.

6.12 The match test is used to check the draft of vent connected gas utilization equipment as set forth in the National Fuel Gas Code Recommended Procedure for Safety Inspection of Existing Appliance Installation. 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). Only perform the match test after verifying that no gas leak exists.
6.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

**Additional Checks** (Continued)

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. If the combustion products are escaping from the relief opening of the draft hood, the unit shall be shut off, verified holding, and locked or disconnected and plugged and a Warning Tag issued in accordance with Section 9.0 of this specification.

6.13 The match test shall be performed as follows:

A) On all operating, vent-connected gas space and water heating appliances that are in the "on-cycle" when Company personnel have gained access to residential premises for the purpose of investigating a gas leak or odor complaint, even if the inquiry into the cause of the visit has been satisfied.

B) On all atmospheric venting systems in all homes, apartments, and nursing homes. On induced draft and power-vented systems, visually check that flue piping joints in the vicinity of the unit are connected.

C) In premises having three or more families, the match test may be limited to one per year (the year begins on October 1). The Gas Emergency Dispatcher shall inform the field crew of any previous match test per the ECS system.

D) An attempt must be made to locate a building owner/superintendent in order to gain access to locked utility rooms. If access cannot be gained, the field crew shall document that no check was made for this reason.

6.14 When relighting a vented space or water heating appliance or responding to a complaint of a suspected carbon monoxide condition, checks shall be made in accordance with Section 6.13 (match test) and Section 7.0 (Investigation for Carbon Monoxide).
7.0 **INVESTIGATION FOR CARBON MONOXIDE**

7.1 A carbon monoxide (CO) investigation shall be conducted under the following conditions:

A) Whenever a CO work order is dispatched.

B) Whenever occupants complain of illness.

C) When an atmospheric reading of 35 ppm or more of CO is registered on an approved leak detection device. The approved gas detector will display an alarm at the 35 ppm CO level, independent of the combustible gas present.

7.2 Upon arrival, if EMS, OEM, Police, Fire Department or news media are at the scene, contact the GERC immediately.

7.3 After taking CO readings, report all cases of customer illness to the GERC immediately for EMS response, if necessary.

7.4 When responding to CO complaints/calls, verify the ambient level of CO prior to entering the building; monitor for an increase in level of CO above the ambient which would indicate a malfunctioning appliance. Determine the source.

7.5 When entering a basement, check for CO levels while proceeding down the steps.

7.6 When entering an apartment, take atmospheric CO readings around all fuel-burning appliances. Consider cracks around chimney and flue piping and where heating and drain pipes enter or exit the apartment.

7.7 If levels of CO in the general atmosphere are:

A) Between 10 ppm and 100 ppm above the ambient, and ventilation does not quickly reduce the level, evacuate the affected area. If it is convenient to shut off, verify holding, and lock/ isolate an obvious source of CO, consider this shutoff prior to evacuation. During the investigation of an apartment, basement or small building, check adjacent areas as necessary.
7.0 **INVESTIGATION FOR CARBON MONOXIDE** (Continued)

B) Over 100 ppm, evacuate residents from the area where the reading was obtained, then ventilate. If you are unable to ventilate or ventilation does not reduce the level below 100 ppm, leave the area and shut off, verify holding, and lock/isolate the gas supply from outside the affected area. If it is convenient to shut off, verify holding, and lock/isolate an obvious source of CO, consider this shutoff prior to evacuation, provided it can be done immediately.

7.8 Police or Fire Department personnel may be contacted for assistance to help in the evacuation and ventilation.

7.9 Atmospheric CO readings shall be taken at approximately 18 inches from suspected, non-vented gas appliances (e.g. oven vent) in operation for 5 minutes. If the appliance causes an atmospheric reading of 10 ppm or more above the ambient, and adjustment cannot be made, shut-off, verify holding, and lock/isolate the gas supply to the appliance in accordance with Section 9.4 of this specification.

7.10 Take atmospheric CO readings on the gas equipment noted below in the normal operating environment:

- utility room doors closed
- covers, panels and shields fixed in place
- heating exhaust fans "on"
- gas appliances in tested area in operation

7.11 "As-read" CO samples shall be taken from gas appliances to determine the cause of the problem. To obtain an "as-read" sample, attach a 14" metal probe to the sampling hose of a CGI or other approved leak detection device and draw the sample for a few seconds until the reading levels off. If "as-read" CO readings exceed the following levels, the appliance shall be shut off, verified holding, and a Class B Warning Tag shall be issued (see Section 9.5)

A) 135 ppm taken one inch inside the vent of an oven preheated for 5 minutes.
7.0 **INVESTIGATION FOR CARBON MONOXIDE** (Continued)

B) 199 ppm taken ahead of the draft diverter of a natural draft vented appliance in operation for 5 minutes.

C) Only atmospheric CO readings will be taken for appliances having sealed venting systems.

8.0 **LEAK REPAIRS**

8.1 For a leak on house piping:

A) Make a repair if this can be done by means of a minor adjustment, such as tightening a connection or a union.

B) If the leak cannot be permanently repaired by means of a minor adjustment, take appropriate action and issue Warning Tag (see Section 9.0).

8.2 For a leak at a gas appliance:

A) When possible, the leak condition at the appliance will be made safe by a minor screwdriver/plier repair.

The screwdriver/plier repair and minor adjustment:

- Will take a short duration time.
- Will not include parts replacement.
- Will only be performed in response to safety-related calls.

B) If the leak cannot be permanently repaired by means of a minor adjustment, take appropriate action and issue a Warning Tag. (See Section 9.0)

**NOTE:** The Company does not provide appliance repair service.

8.3 If the house pipe or gas appliance condition is temporarily repaired, issue a Class C Warning Tag (see Section 9.6).
9.0 **WARNING TAGS AND CLASS OF CONDITIONS**

9.1 A Warning (Red) Tag shall be issued, for each appliance or piece of equipment, with all recognized hazards listed and the class based on the worst condition.

9.2 Class A, B, or C Warning Tags (see Attachment I) shall be issued based upon the conditions present and appropriate action taken (such as turning off and locking the appliance/equipment if required) by qualified personnel who recognize, but cannot remedy a hazard (see Attachment V).

9.3 Warning Tags, Class A, B, or C, shall be attached to an appliance, gas pipe, or meter, as appropriate.

9.4 A Class A condition presents an immediate hazard requiring the gas to be shut off and the meter locked, unless the affected area can be effectively isolated from the rest of the gas system. Verify shut valves are holding and locked/isolated.

Examples of Class A conditions include:

A) Any leaking gas pipe inside a building (up to the gas appliance valve) that cannot be temporarily or permanently repaired. Temporary repairs shall be classified a Class C condition and followed-up per Section 11.3.

B) Any space or water heating appliance that is not properly venting and is discharging (spilling) carbon monoxide.

C) Any venting system used to convey flue gases that are defective, obstructed or inoperable.

D) Heat exchangers which are corroded, cracked, or blocked and which cause products of combustion to enter the warm air distribution system.

9.5 A Class B condition presents an immediate hazard and requires the gas to be shut off (verify holding) but not locked or the affected area can be effectively isolated by disconnection.

Examples of Class B conditions include:

A) Any leaking appliance inside a building which cannot be temporarily or permanently repaired.
9.0 **WARNING TAGS AND CLASS OF CONDITIONS** (Continued)

B) Any unit other than a space or water heating appliance having visual indications of improper combustion.

C) Any appliance with a missing or inoperative required safety device.

D) Defective or improper wiring which may cause an unsafe condition on a gas appliance.

E) Any space heater or water heater with an inoperative thermostat.

F) Open flame burners too close to combustibles.

G) Absence of draft diverter or double-swing barometric damper where required.

H) Any properly vented appliance developing excessive “as-read” CO readings when taken in accordance with Section 7.11.

9.6 A Class C condition presents no immediate hazard, but may become hazardous if left uncorrected. The gas may be left on.

Examples of Class C conditions include:

A) Any gas pipe or appliance which was leaking and has been temporarily repaired. Temporary repairs shall be re-inspected in accordance with Section 11.3 of this specification.

B) Situations where the clearance between combustibles and appliances or vent connectors is less than required but no immediate fire hazard exists.

C) Any gas piping or appliance connection identified as improper or inappropriate.

D) Vent connectors that have a rusty condition, reduced size or are incorrectly installed, yet drawing satisfactorily.

E) Improperly installed appliances such as those identified in the National Fuel Gas Code or by local codes.
9.0 **WARNING TAGS AND CLASS OF CONDITIONS** (Continued)

F) Existing gas utilization equipment that mixes pressurized oxygen with natural gas (e.g. a jewelry torch) that does not have all of the requirements set forth in gas specification G-2041, “Requirements for the Installation of Gas Utilization Equipment That Mixes Pressurized Oxygen with Natural Gas.”

10.0 **COMMUNICATIONS ASSOCIATED WITH ISSUANCE OF WARNING TAG**

10.1 The Company representative shall attempt to obtain the customer's signature on the Warning Tag or record the name of the person notified.

10.2 If no signature has been obtained, GDS shall provide written notice to the customer stating that a Warning Tag has been issued and the corrective actions that are required.

10.3 In buildings having three or more apartments, where the condition affects more than one tenant, the Company representative shall:

- Notify the property owner or agent (e.g. superintendent, custodian, or maintenance worker) of any “warning condition” and the corrective actions that are required.
- Post a notice in a conspicuous place at or within the dwelling, describing the hazard. (See Attachments II and III)

10.4 In New York City, notice of a Class A condition, including customer name, address, tag issue date, and description of the condition shall be submitted to the NYC Department of Buildings. An automated report shall be generated the second week following the end of the preceding month and contain a list of the previous month’s Class A tag information (See Attachment IV). The report is forwarded to the NYC Department of Buildings via e-mail to UReferral@buildings.nyc.gov. A copy of the report for internal purposes is stored in the Public Folder located at Public Folders - All Public Folders - Con Ed Co of NY - Gas Operations - GA - Gas Operations - Red Tag DOB Reports.

10.5 The GERC shall be notify the Company's Home Energy Fair Practices Act (HEFPA) liaison for cases where heating is shut off, as defined under the Company's No Heat/Cold Weather Policy. The current policy can be found on Outlook under Public Folders/Con Ed Co/Gas Operations/GA-Gas Operations/GA-Emergency Response Center/Cold Weather or No Heat Policy.
11.0 **FOLLOW-UP OF WARNING TAGS**

11.1 On a Class A condition, the gas supply shall be locked off at the meter unless the affected piping or gas fired appliance can be effectively isolated and secured from the rest of the system. The Company (GDS) shall provide written notice to the customer stating that a Warning Tag has been issued and the corrective actions that are required. The customer is expected to report within 10 calendar days of the Class A condition discovery that the condition was corrected and service is ready to be reinstituted.

11.2 Upon the customer's request, the Company will perform an inspection to ensure that repairs have been made to correct the Warning Tag condition. The Warning Tag and posted notice, if any, shall be removed, returned to the office, and filed if the repairs made have corrected the Warning Tag condition.

11.3 Temporary repairs where the gas was left on shall be re-inspected after a maximum of 5 calendar days. If the condition has not been permanently repaired, or has not been scheduled for timely repair, the controlling valve shall be shut off (for a Class B condition) or shut off and locked (for a Class A condition). The Class C Warning Tag shall be upgraded to its original classification.

12.0 **RECORDS**

Records shall be retained for at least 3 years following the final disposition of an inside leak investigation. Records of Warning Tags shall be maintained for a 3-year period following the final disposition of the situation. The record shall include the date and class of tag issued, the action taken on gas supply, the nature of hazard, the name of person notified, whether a signature was obtained, the date and results of follow-up actions, and the date when the Warning Tag was removed or found missing.

13.0 **REFERENCES**

- G-2041 Requirements for the Installation of Gas Utilization Equipment That Mixes Pressurized Oxygen with Natural Gas
- G-11809 Outside Gas Leak Reporting, Classification, Surveillance, Repair and Follow-Up Inspection
- G-11836 Integrity Tests, Meter Turn-Ons and Turn-Offs, Planned Meter Exchanges, and Restoration of Gas Service after Repairs
13.0 REFERENCES (Continued)

G-11838  High Pressure Gas Service Inspection
G-11850  Reporting Natural Gas Incidents, Excavations, Major Service Interruptions, Exceeded MAOP and Carbon Monoxide Incidents
G-11861  Procedure for the Inspections, Maintenance, and Operation of Gas Leak Detection Instruments
AMM 6.02  Clear Access to Customer Premises
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: Certificates of Inspection for Electric, Gas and Steam Service
CSP-5-0-18  Electric Operations – General Carbon Monoxide Response Procedure
GAS0207  Carbon Monoxide
GEHSI E02.01  Spill Reporting
GEHSI E02.23  Mercury Spill Containment
NFPA 54  National Fuel Gas Code

14.0 ATTACHMENTS

Attachment I  Sample Warning Tag
Attachment II  Sample Notice (Lobby Notice)
Attachment III  Sample Notice (Non-Standard Condition)
Attachment IV  Sample Report to NYC Dept. of Buildings
Attachment V  Warning Tag Matrix
ATTACHMENT I

Press Hard - You Are Making 4 Copies

Gas Call Ticket No. __________________ Date: ____________

Time “Red Tag” Was Applied: __________________

WARNING

TYPE: [ ] A [ ] B [ ] C

Address __________________ Apt. ______

WAS ADVISED THAT GAS SUPPLY HAS BEEN SHUT OFF TO THIS

RED TAG ATTACHED AT LOCATION CHECKED

(If Appliance—Manufacturer’s Name & Type Appliance)

Location Shut off Locked Capped or Plugged

Riser

Gas Meter

Gas Service

Appliance

For the reason indicated below:

No Flue Connection

No Draft Hood

No Safety Valve

No Safety Pilot

No Appliance Regulator

Appliance Regulator Not Vented

Inoperative Safety Pilot

Leak in House Pipe

Stoppage in House Piping

Leak at Equipment

Other: __________

Employee Name __________________ No: __________

It is understood that the gas piping and/or equipment affected by this closed valve must not be used until the problem has been eliminated. Repairs must be made in accordance with municipal regulations and, if so required, must be performed by a licensed plumber.

For information call:

New York City Department of Buildings: Call 311.
In Westchester, contact your local municipality.

Customer’s Signature __________________

COMPANY’S COPY

Customer Operations

1-800-350-9346

WARNING

(All applicable items must be checked and inapplicable items crossed out by Con Edison personnel.)

1. This valve has been shut by Con Edison for the reason indicated on the back of this card.

2. The nature of the problem requires that the valve be re-opened only by Con Edison personnel. Call: (800) 350-9346 for inspection after repair is made. The gas piping to the gas appliance must be gassed-in (properly prepared for service) when the gas valve is opened.

3. This gas valve should not be opened nor should the gas equipment be “lighted” except by a qualified gas equipment servicing company or a qualified plumber or the building superintendent (if qualified), and only after the problem has been eliminated.

4. Con Edison will assist in this gassing-in if requested.

5. It is recommended that Con Edison be contacted to inspect the repair.

SEE OTHER SIDE OF CARD

G-11837-27
ATTACHMENT II

CON EDISON

NOTICE

AVISO

TO THE OCCUPANTS OF (A LOS OCUPANTES DE):

A WARNING TAG HAS BEEN ISSUED FOR THE FOLLOWING CONDITION (HEMOS DISEÑADO UNA TARJETA DE ADVERTENCIA SOBRE LAS SIGUIENTES CONDICIONES):

☐ GAS LEAK (ESCAPE DE GAS)
☐ THEFT OF SERVICE (HURTO DEL SERVICIO)
☐ CARBON MONOXIDE CONDITION (SITUACION DE OXIDO DE CARBONO)
☐ FAULTY EQUIPMENT (EQUIPO DEFECTUOSO)
☐ OTHER (OTROS)

GAS SUPPLY HAS BEEN SHUT OFF TO:
(HA SIDO DESCONECTADO EL SUMINISTRO DE GAS A)

☐ ALL GAS SERVICES (TODOS LOS SERVICIOS DE GAS)
☐ RANGES (LA COCINA DE GAS)
☐ HEAT (LA CALEFACCION)
☐ CLOTHES DRYERS (SECADORES DE ROPA)
☐ HEAT & HOT WATER (LA CALEFACCION Y AGUA CALIENTE)
☐ AIR CONDITIONER (AIRE ACONDICIONADO)
☐ OTHER (OTROS)

IN ORDER FOR GAS SERVICE TO BE RESTORED, IT IS
(LA RESTAURACION DEL SERVICIO DE GAS ES RESPONSABILIDAD DE)

THE ☐ OWNER'S ☐ CON EDISON'S RESPONSIBILITY TO:
(EL PROPIETARIO)

☐ CON EDISON'S RESPONSIBILITY TO:

☐ OWNER'S
(EL PROPIETARIO)

THIS POSTING IS REQUIRED BY NEW YORK STATE LAW 16 NYCRR 255.95

FOR FURTHER INFORMATION CALL:
(LA LEY DEL ESTADO DE NEW YORK 16 NYCRR 255.95 REQUIERE QUE FUERAN ESTE CARTEL PARA MAS INFORMACION LLAMEN AL)

CON EDISON WILL FOLLOW UP WITH BUILDING MANAGEMENT TO INSURE PROPER PROCEDURES ARE FOLLOWED.
(CON EDISON SEGUIRA DE CERCA ESTA LEY CON LAS GERENCIAS DE EDIFICIO PARA ASEGURARSE DE QUE SE ESTAN SIGUIENDO LOS PROCEDIMIENTOS ADECUADOS)

________________________________________  __________________________________________  _______________________
EMPLOYEE’S NAME  EMPLOYEE NUMBER  DATE
(NOMBRE DEL EMPLEADO)  (NUMERO DE EMPLEADO)

FORM 59-59

G-11837
TO: OCCUPANTS OF THESE PREMISES
NOTICE OF NON-STANDARD CONDITION

Date: ______________________

Location: ______________________

A WARNING TAG HAS BEEN ISSUED FOR
THE FOLLOWING CONDITION:

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

POSTING OF THIS NOTICE IS REQUIRED
BY NEW YORK STATE LAW
(16 NYCRR 261.63)

Posted By: ______________________
CON EDISON REPRESENTATIVE

____________________________________
(EMPLOYEE NUMBER)

FORM 50-57
CLASS/STOCK NO. 855-3291

GA-5055 10/85
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**ATTACHMENT V**

Gas Operations
Warning (Red) Tag Conditions

<table>
<thead>
<tr>
<th>CLASS A CONDITION</th>
<th>CLASS B CONDITION</th>
<th>CLASS C CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHUT OFF GAS &amp; LOCK OR ISOLATE AFFECTED AREA</td>
<td>SHUT OFF GAS OR ISOLATE AFFECTED AREA</td>
<td>NO IMMEDIATE HAZARD</td>
</tr>
<tr>
<td>Leak in house pipe.</td>
<td>Leak on any gas appliance.</td>
<td>Temporary repairs (leaks)- check as required until repaired.</td>
</tr>
<tr>
<td>CO Spillage from diverter on any gas fired vented appliance.</td>
<td>Spillage from diverter on oil fired vented appliance.</td>
<td>No appliance valve (ACV) before a gas appliance.</td>
</tr>
<tr>
<td>Vented gas appliance not connected to chimney.</td>
<td>Automatic vent damper used on conversion/power burner.</td>
<td>Draft hood or barometric damper in separate room from appliance.</td>
</tr>
<tr>
<td>House pipe not supported at all. Immediate Hazard.</td>
<td>Hot water tank or space heating boiler cracked or leaking water. Immediate Hazard.</td>
<td>Pipe not secured (hanger broken). No immediate hazard.</td>
</tr>
<tr>
<td>Defective flue pipe – not secure and/or severe corrosion.</td>
<td>Combustibles too close to open flame burners.</td>
<td>Brass (uncoated) flexible connector.</td>
</tr>
<tr>
<td>Blocked (flame roll out) or Corroded heat exchanger.</td>
<td>Dryer vented into chimney. T/off dryer and all other vented appliances connected to the chimney.</td>
<td>Appliance not certified by recognized testing agency.</td>
</tr>
<tr>
<td>Building – shut off for safety, i.e., Fire that effected gas piping.</td>
<td>Defective or missing thermostat or other appliance safety, including pressure relief valve on water heater or boiler.</td>
<td>Minor water leak on heating equipment.</td>
</tr>
<tr>
<td>Non-approved compression coupling or union before gas regulator (high pressure). Contact Gas Engineering.</td>
<td>Insufficient air for combustion. Immediate Hazard.</td>
<td>Coated Flex connector used for water heater, NOT subject to damage (NYC).</td>
</tr>
<tr>
<td>★ A vent line that is clogged or venting inside of a building.</td>
<td>Delayed ignition – any appliance.</td>
<td>Broken bar-cock not leaking.</td>
</tr>
<tr>
<td>★ Theft or diversion of service.</td>
<td>Shut down appliance to shed load (customer poor pressure) need Supervisor's approval.</td>
<td>Defective electronic ignition or standing pilots on range top burner.</td>
</tr>
<tr>
<td>★ Flex hose as house pipe.</td>
<td>Defective oven igniter that can be isolated at oven supply valve or at ACV.</td>
<td>Flue pipe not sealed to chimney but drafting properly.</td>
</tr>
<tr>
<td>★ New piping unauthorized by the authority having jurisdiction.</td>
<td>Defective oven pilot or broken oven pilot tubing.</td>
<td>★ Conditions that cannot be permanently repaired or corrected at the time of a periodic inspection.*</td>
</tr>
<tr>
<td>★ Closure and/or reopening of curb, service, meter, or riser valve(s).</td>
<td>Burner flame out of adjustment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defective pilot safety on any automatic appliance.</td>
<td></td>
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</tbody>
</table>

A qualified mechanic may Red Tag any condition they determine as hazardous or improper.

★ *Does not apply to company-owned equipment (e.g. gas meter(s) and regulator(s).