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SPECIFICATION: G-8230-0a

TITLE: GENERAL REQUIREMENTS FOR GAS METER RELOCATIONS

VOLUME: 2 and 10

COURSE ID: [GAS4110](#)

CORE GROUPS: Gas Construction, Construction Management, Work Management Support Operations, Project Management & Customer Programs, Per Diem, Gas Contractors, and Emergency Response Force

TARGET AUDIENCE: Gas Construction, Construction Management, Work Management Support Operations, Project Management & Customer Programs, Per Diem, Gas Contractors, and Emergency Response Force

Administrative Revisions

REV 0a (2/15/24)

Added the word “Substantive” to the revision table below.
 Section 5.0 replaced “shall” with “should” to update the JSA language to the current verbiage.
 Updated Attachments A & B so the QR codes are readable and the second pages of each attachment are including.

SUBSTANTIVE REVISIONS: (See ★)

This specification is being issued for the first time.



Gas Operations Standards

TITLE: GENERAL REQUIREMENTS FOR GAS METER RELOCATIONS

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	EH&S REVIEW BY: C. Little		OPERATIONS REVIEW BY: F. Stauss & R. McGrath		
	AUTHOR:	APPROVED BY:	DATE APPROVED:	VOLUME: 2 and 10	PAGE 1 OF
	J. Leo	Nick Hellen Chief Engineer Gas Distribution Engineering	11/03/2021	Construction Standards and O&M Manual	15 PAGES
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TITLE: GENERAL REQUIREMENTS FOR GAS METER RELOCATIONS

1.0 SCOPE

This specification details the process to relocate gas meters outdoors when Con Edison crews and contractors are performing planned gas service line replacements (both insertion and direct bury, valve to building), service line repairs, or new installations for 1-2 family dwellings.

2.0 LEGAL REQUIREMENTS

NYS PSC Rate Case # 19-G-0066, Section L.2

3.0 DEFINITIONS

- 3.1 1-2 Family Dwelling – A dwelling containing up to 2 units only.
- 3.2 Customer Refusal – The owner or tenant of a location refuses relocation of the gas meters to be moved outdoors either verbally or by signing the [Gas Meter Relocation – Refusal Form](#) (see alternative in definition for “Gas Service As-Constructed”). This is an approved exception where the meters are left indoors.
- 3.3 Emergency Response – Immediate replacement of a service for a leak that cannot be made safe otherwise. This is an approved exception where the meters are left indoors, refer to Section 9.0.
- 3.4 Gas Service As-Constructed – The company’s record of the installation and/or modification to company gas services. This also documents a verbal customer refusal in lieu of the [Gas Meter Relocation – Refusal Form](#).
- 3.5 Operator Qualified – An individual who has been evaluated and can perform assigned covered tasks and can recognize and react to abnormal operating conditions.
- 3.6 Physical Barrier – A physical barrier that prevents a gas meter set from being built outdoors. This is an approved exception where the meters are left indoors, refer to Section 9.0.

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3.0 DEFINITIONS (Continued)

- 3.7 Planned Work – Any gas work that is scheduled in advance with the customer and is not considered an emergency, refer to Sections 7.2 and 9.5 C).
- 3.8 Point of Entry (POE) – The point of entry for the gas service into a building.
- 3.9 Service Head Valve (SHV) – Service head valve is the valve located at the head of service.
- 3.10 Service Line/Piping – All piping, tubing and fittings that transport the gas from the main to:
 - for inside meter(s) – the outlet of the meter
 - for outside meter(s) – outside the building wall
- 3.11 Service Line Repair – Any service repair or replacement between the valve and the building or within the building.
- 3.12 Space Constraint – A physical condition where there is insufficient space for a gas meter set to be built outdoors. This is an approved exception where the meters are left indoors, refer to Section 9.0.

4.0 ENVIRONMENTAL, HEALTH, AND SAFETY (EHS) REQUIREMENTS

Refer to Gas Specification [G-8100](#), “General Specification for the Installation of Gas Distribution Services” for all EH&S requirements for maintenance and replacement of gas services.

5.0 SAFETY

Prior to starting any task pursuant to this Specification, Con Edison Gas Operations 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 shall 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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6.0 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.

7.0 GENERAL REQUIREMENTS FOR METER RELOCATIONS

7.1 OPERATOR QUALIFICATION

Installers who tap an energized pipeline, weld steel, and join PE plastic pipe by butt fusion, branch saddle fusion, electrofusion, or with mechanical fittings must be Operator Qualified.

All other “covered tasks” shall be completed by either Operator Qualified individuals or individuals under the direct observation of one who is Operator Qualified. “Direct observation” means that the Operator Qualified individual remains in direct visual and verbal contact at all times with the individual performing the task.

7.2 GENERAL REQUIREMENTS

Con Edison shall relocate gas meters outdoors when performing any planned service line replacements (both insertion or direct bury, valve to building), service line repairs, or new service installations, for a 1-2 family dwelling unless an approved exception applies (refer to Section 9.0). The process should be as follows:

- A) Gas Work Management should identify a list of all planned gas work to be completed within one to two months prior to the start of work.
- B) Gas Work Management should also identify which group should perform the construction work (i.e., Gas Construction, Construction Management, Construction Services, Public Improvement, etc.).

7.2.1 GAS OPERATIONS

- A) Gas Operations should review the assigned gas construction layouts and identify all service line replacements via direct bury or insertion.

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TITLE: GENERAL REQUIREMENTS FOR GAS METER RELOCATIONS

7.0 GENERAL REQUIREMENTS FOR METER RELOCATIONS (Continued)

7.2 GENERAL REQUIREMENTS (Continued)

7.2.1 GAS OPERATIONS (Continued)

- B) Gas Operations should schedule appointments with customers residing in 1-2 family dwellings where the identified services exist, for service line replacements and gas meter relocation.
- C) Gas Operations should inspect each location for any applicable approved exceptions prior to scheduling each appointment and document such approved exceptions accordingly. (Refer to Section 9.0.)
- D) Gas Operations shall ensure that a [Gas Meter Relocation - Refusal Form](#) or the applicable portion of the [Gas Service As-Constructed](#) is completed for each location where the building owner/representative does not approve to have the gas meter relocated outdoors. (Refer to Section 10.0.)
- E) Gas Operations shall complete the service line replacement and meter relocation as per [G-8100](#), [EO-16585-A](#), and [EO-16511-B](#).
- F) Gas Operations shall document the meter relocation information as per Section 10.0.
- G) Gas Operations shall refer to Section 9.5 for work related to an emergency response.

7.2.2 ALL OTHER CONSTRUCTION ORGANIZATIONS

- A) All other construction organizations should collaborate with Gas Work Management for planned gas work to be completed.
- B) Gas Work Management should provide Project Management and Customer Programs the list of work identified to be completed by all other construction organizations.

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TITLE: GENERAL REQUIREMENTS FOR GAS METER RELOCATIONS

7.0 **GENERAL REQUIREMENTS FOR METER RELOCATIONS** (Continued)

7.2 **GENERAL REQUIREMENTS** (Continued)

7.2.2 **ALL OTHER CONSTRUCTION ORGANIZATIONS** (Continued)

- C) Project Management and Customer Programs should review each gas construction layout provided and identify all services line replacements to be installed via direct bury or insertion.
- D) A Project Management and Customer Programs Energy Service Representative (ESR), or other applicable Company representative from the Project Management and Customer Programs group, should conduct a field visit for each location for confirmation that the meter can be relocated outdoors. All the results from the field visit should be noted on the [Gas Meter Relocation – Planning Tool](#).

Note: If none of the approved exceptions apply, the customer should be provided with a drop card (refer to [Attachment A](#)) with additional information on the gas meter relocation program.

- E) A Project Management and Customer Programs case manager should confirm that the owner of the building identified for service replacement approves the meter relocation. If the customer refuses the gas meter relocation, the case manager shall provide the customer with a copy of the [Gas Meter Relocation - Refusal Form](#). The refusal shall be documented as per Section 10.0. The case manager should make a minimum of two attempts via phone to contact the customer. All communication should be documented on the [Gas Meter Relocation – Planning Tool](#).
- F) The completed [Gas Meter Relocation – Planning Tool](#) should be sent to Gas Work Management. Gas Work Management should share the document with the responsible construction organization prior to the start of construction.

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7.0 **GENERAL REQUIREMENTS FOR METER RELOCATIONS** (Continued)

7.2 **GENERAL REQUIREMENTS** (Continued)

7.2.2 **ALL OTHER CONSTRUCTION ORGANIZATIONS** (Continued)

F) (Continued)

Note: If Project Management and Customer Programs is not given enough time to complete the field visits prior to the start of construction, the responsible construction organization is still responsible to ensure that the gas meter is relocated, or the [Gas Meter Relocation - Refusal Form](#) or applicable portion of the [Gas Service As-Constructed](#) is completed as necessary.

G) Prior to the start of construction, the responsible construction organization should request an ESR to meet with them to field any locations where additional contact with the customer is necessary.

Note: If Project Management and Customer Programs is unable to provide an ESR to assist with communication to the customer, the responsible construction organization is still responsible to ensure that the gas meter is relocated, or the [Gas Meter Relocation - Refusal Form](#) or applicable portion of the [Gas Service As-Constructed](#) is completed as necessary.

H) The responsible construction organization is responsible to schedule service replacements and communicate with the customers to confirm meter relocations. The responsible construction organization should also provide customers requiring additional information with a follow up drop card (refer to [Attachment B](#)). Also refer to Section 10.0 D).

I) The responsible construction organization shall complete the service replacement and meter relocation as per [G-8100](#), [EO-16585-A](#), [EO-16511-B](#).

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7.0 **GENERAL REQUIREMENTS FOR METER RELOCATIONS** (Continued)

7.2 **GENERAL REQUIREMENTS** (Continued)

7.2.2 **ALL OTHER CONSTRUCTION ORGANIZATIONS** (Continued)

- J) The responsible construction organization shall document the meter relocation information as per Section 10.0.

8.0 **ORGANIZATIONAL RESPONSIBILITIES**

The following section outlines the responsibilities for each organization as it relates to gas meter relocations.

- 8.1 Gas Operations / All Other Construction Organizations – Gas Operations / all other construction organizations are responsible for planning, scheduling and completing gas meter relocations for all gas services that shall be replaced via direct bury or insertion. Gas Operations / all other construction organizations are also responsible for ensuring that the documentation for gas meter relocations is accurate and complete, and any approved exceptions, including customer refusals, are properly documented.
- 8.2 Project Management and Customer Programs – Provide support to all other construction organizations by performing initial field visits to customer locations and following up with customers for confirmation that they approve a gas meter relocation.
- 8.3 Support Operations – Support Operations is responsible for maintaining the data provided on each [Gas Service As-Constructed](#) for gas meter relocations.
- 8.4 Gas Work Management – Gas Work Management is responsible for providing the list of all planned gas work to be completed within one to two months from the start of construction. Gas Work Management is also responsible for tracking complete meter relocations, locations that require a follow up due to the meter left indoors, and generating reports related to the meter relocation process.

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8.0 ORGANIZATIONAL RESPONSIBILITIES (Continued)

8.5 Gas Work Management and all other construction organizations are responsible for collaborating to prepare a list and schedule of planned gas work to allow enough time for Project Management and Customer Programs to complete their field visits.

9.0 APPROVED EXCEPTIONS

Con Edison shall relocate gas meters outdoors when performing any planned service line replacements (whether by insertion or direct bury), service line repairs, or new service installations, for a 1-2 family dwelling unless one of the approved exceptions described in this section apply.

9.1 Local Building Codes/Regulations: Moving the gas meter outdoors would violate local building codes, rules, or other regulations.

A) Examples include:

- 1) The building line and the property line are the same. The gas meter cannot be located outside because the gas meter cannot interfere with the public right-of-way.
- 2) A building is identifying as being landmarked or located in a landmarked district.

Note: The customer shall provide documentation from the authority having jurisdiction (AHJ) specifically stating that the AHJ shall not allow a gas meter to be placed outdoors.

9.2 Space Constraints/Physical Barriers: There is insufficient space or a physical barrier preventing a gas meter set from being built outdoors.

A) Examples include:

- 1) The meter would block a door, window, driveway, etc.

Note: A finished basement, landscaping, or other aesthetic reasons do not constitute a space constraint/physical barrier. For such instances, refer to the note in Section 10.2.

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9.0 **APPROVED EXCEPTIONS** (Continued)

9.3 Safety Considerations: The outdoor gas meter creates a hazardous condition.

A) Examples include:

- 1) The meter would block the required 3' of fire egress.
- 2) The meter would be in a high traffic area without protection provided by bollards or a cage.

9.4 Customer Refusal: Before utilizing customer refusal as an approved exception, the location shall be evaluated for the previous approved exceptions listed in this section. The other three approved exceptions do not apply, and the customer refuses to have the gas meter relocated outdoors. Refer to Section 10.0 for documentation related to this approved exception.

9.5 Emergency Response: Before utilizing emergency response as an approved exception, the location shall be evaluated for the previous approved exceptions listed in this section.

- A) For a leak that cannot be made safe without immediate replacement of the service, the meters do not need to be relocated at this time. The paperwork shall be documented to reflect the emergency response approved exception (refer to Section 10.0).
- B) Gas Operations shall respond to leaks as per [G-11809](#).
- C) If the immediate repair of the leak is temporary, and requires a follow up service replacement, this should be considered planned work, for the purposes of this process, and the meter relocation shall take place within the timeframe of this scheduled repair.
- D) Any location classified under this approved exception shall be added to a list of locations that shall require the meters to be relocated at a later date, by the responsible construction organization.

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9.0 APPROVED EXCEPTIONS (Continued)

9.6 The five approved exceptions detailed above are listed in order of precedence. If multiple approved exceptions apply to a location, use the approved exception type listed first.

- A) For example: The building line and property line are the same. This could be classified as both Local Building Codes/Regulations and Space Constraint/Physical Barrier, but it shall be documented as Local Building Code/Regulations, since this appears first on the list of approved exceptions.
- B) N/A and None are not valid approved exceptions and shall be flagged on the [Gas Service As-Constructed](#). Refer to Section 10.0 for additional information on documentation. Any location classified previously as an N/A or None shall be added to a list of locations that shall require the meters to be relocated at a later date by the responsible construction organization.

10.0 DOCUMENTATION AND RECORD OF WORK

10.1 If the customer refuses to allow the gas meter to be relocated outdoors, the building owner/representative shall complete the [Gas Meter Relocation – Refusal Form](#) in its entirety. (Refer to Section 9.4.)

Note: The forms require the customer to explain the reason(s) for refusal and state that they are aware of the benefits of having their meters outside; and shall be subject to charges for the cost related to survey/inspection of inside piping in accordance with Company tariff provisions.

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10.0 DOCUMENTATION AND RECORD OF WORK (Continued)

10.2 If a customer refuses to sign the [Gas Meter Relocation – Refusal Form](#), the Company representative that received the verbal refusal shall complete the applicable portion of the [Gas Meter Relocation – Refusal Form](#) or applicable portion of the [Gas Service As-Constructed](#) documenting such. The completed form shall then be included as part of the final paperwork package.

Note: If Customers do not want to disturb walls in finished basements, landscaping, or other aesthetics of their property as a result of meter relocation, the approved exception shall be characterized as a customer refusal and not a space constraint/physical barrier. This shall be documented as such, with a [Gas Meter Relocation – Refusal Form](#) completed or applicable portion of the [Gas Service As-Constructed](#) completed.

10.3 Prior to service replacements, if the customer initially approves the gas meter relocation but then changes their mind, the responsible construction organization shall obtain a completed [Gas Meter Relocation – Refusal Form](#) or provide the customer with a follow up drop card (refer to [Attachment B](#)) with instructions for submitting a [Gas Meter Relocation – Refusal Form](#) electronically. The responsible construction organization should confirm that the customer [Gas Meter Relocation – Refusal Form](#) has been received within 3 days of contact with the customer. If the customer fails to sign the [Gas Meter Relocation – Refusal Form](#), the responsible construction organization shall follow Section 10.2.

10.4 If the Customer decides to have the gas meter relocated outdoors after the service replacement is complete, the Customer shall be directed to submit a request through Project Center and work with Energy Services to complete the request.

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10.0 DOCUMENTATION AND RECORD OF WORK (Continued)

10.5 For all service replacements and repairs, the responsible construction organization shall complete the [Gas Service As-Constructed](#). The responsible construction organization shall complete the Installation and/or Relocation of Gas Meters portion of the form. The form shall denote the as found condition as well as the as left condition of the gas meter(s). For meter(s) left indoors, an approved exception (refer to Section 9.0) shall be documented.

10.6 Upon receipt of the [Gas Service As-Constructed](#) drawing, Support Operations should enter the information from the Meters portion of the form into the Gas Meter Relocation SharePoint.

11.0 REPORTING

11.1 Gas Work Management should manage the exception report for outstanding paperwork for layouts where the Relocation of Gas Meter section of the [Gas Service As-Constructed](#) is blank/incomplete/invalid. The exception report can be accessed by the clerical supervisors in each operating area. This information is regularly reviewed during the biweekly Gas Work Status Call.

11.2 Gas Work Management is responsible for maintaining a list of locations where the gas service was replaced, and the responsible construction organization was unable to relocate the gas meters outdoors (where an approved exception was not identified). The report can be accessed by the clerical supervisors in each operating area. This information is regularly reviewed during the biweekly Gas Work Status Call.

11.3 Gas Work Management is responsible for tracking the progress of Outdoor Gas Meter Relocations and reporting the progress annually to the Public Service Commission by April 30th.

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12.0 ACCOUNTING

The incremental costs associated with meter relocations shall be deferred for future recovery from customers. Time associated with relocating indoor meters outside a customer’s premises shall be charged to the following account numbers:

Borough	Account Number
Bronx	90512
Manhattan	90532
Queens	90511
Westchester	90515

Note: The service replaced shall be charged to the ticket number associated with the planned work. The meter build and associated piping shall only be charged to the account numbers listed in this section.

13.0 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.

14.0 REFERENCES

- [G-8100](#) - General Specification for the Installation of Gas Distribution Services
- [EO-16585-A](#) - Installation of Meter Piping for Class 250TC Diaphragm Gas Meters – Outdoors
- [EO-16511-B](#) - Installation of Meter Piping for Class 3000R-TC to Class 2300R-TC Rotary Meters – Outdoors
- [G-11809](#) - Outside Gas Leak Reporting, Classification, Surveillance, Repair and Follow-up Inspection

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15.0 **ATTACHMENTS**

[Attachment A](#) - Gas Meter Relocation – Drop Card 1

[Attachment B](#) - Gas Meter Relocation – Drop Card 2

[Attachment C](#) - Meter Relocations During Line Work Process Flow

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Now is The Time to Move Your Gas Meter Outside

Save yourself from future disruptions and fees charged for inspections. You can now relocate your indoor gas meter **at no cost to you**. Here's how to make the move:

- **Expect a confirmation call.** A case manager will soon contact you to verify your eligibility, answer your questions, and then confirm you'd like to move your meter outside. If you'd rather act now, call 1-800-643-1289 weekdays from 7 a.m. to 3:30 p.m. and choose option #2 to reach a case manager.
- **Watch for construction crews.** Within a few weeks, as work begins in your neighborhood, a Con Edison crew member or authorized contractor will schedule an appointment with you to move your meter.
- **Plan for the appointment.** On your scheduled day, we'll need both access to your indoor meter and for someone at least 18 years old to remain at home for the duration of the relocation.

Visit conEd.com/GasRelocation for more information.

We are taking every precaution to keep you and our workforce safe from COVID-19. Our contractors practice social distancing and will be wearing face coverings while they work, for their safety and yours.

Only direct recipients of this card are eligible for this program.

Please keep this card. You may be asked this information.

Reference Ticket # _____

Additional Contact Information _____



[Learn more](#)

ATTACHMENT A

GAS METER RELOCATION - DROP CARD 1 (Continued)

.....

Tanpri fè yo tradwi mesaj enpòtan sa a.

Proszę o przetłumaczenie tej ważnej wiadomości.

Попросите перевести это важное сообщение.

이 중요 메시지를 번역해주시기 바랍니다.

請完成此重要訊息的翻譯。

Por favor, este mensaje debe traducirse.

يُرجى ترجمة هذه الرسالة الهامة.

ביטע זעצט איבער דעם וויכטיגן מעסעדזש.



Action Needed: Gas Meter Relocation

You are now able to move your gas meter outside **at no cost to you**. You will soon be contacted by a member of the construction crew in your neighborhood to make an appointment to move your meter.

If you choose to leave your meter inside, you will be responsible for:

- Charges of up to \$350 for each routine gas line inspection.
- Ensuring someone 18 or older provides access to your home and remains for the duration of all appointments and inspections.*
- The cost of moving your meter outside, if you decide to relocate it in the future.

Learn more



*If you don't provide access for an inspection, it can cause **an additional \$100 no-access fee** and also a disruption to your gas service.

Questions? Call 1-800-643-1289 weekdays from 7 a.m. to 3:30 p.m. and choose option #2.

Visit [conEd.com/GasRelocation](https://www.conEd.com/GasRelocation) for more information.

We are taking every precaution to keep you and our workforce safe from COVID-19. Our contractors practice social distancing and will be wearing face coverings while they work, for their safety and yours.

Only direct recipients of this card are eligible for this program.

Please keep this card. You may be asked this information.

Reference Ticket #

Additional Contact Information



ATTACHMENT B

GAS METER RELOCATION - DROP CARD 2 (Continued)

.....
Tanpri fe yo tradwi mesaj enpòtan sa a.

Proszę o przetłumaczenie tej ważnej wiadomości.

Попросите перевести это важное сообщение.

이 중요 메시지를 번역해주시기 바랍니다.

請完成此重要訊息的翻譯。

Por favor, este mensaje debe traducirse.

يُرجى ترجمة هذه الرسالة الهامة.

ביטע זעצט איבער דעם וויכטיגן מעסעדזש.



ATTACHMENT C

METER RELOCATIONS DURING SERVICE LINE WORK PROCESS FLOW

