

	LAST REVIEW DATE: 9/02/22	REVIEW CYCLE:
	EFFECTIVE DATE: 12/21/22	5 Years

SPECIFICATION: G-11837-29a

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

VOLUME: 1, 10, 12, & "[Yellow Book](#)"

COURSE ID: [GAS0132](#)

★ **REQUIRED TRAINING GROUPS:**

**Gas Distribution Services (GDS),
Emergency Response Force, Leak Survey,
GERC, Gas Contractors, Gas Compliance,
Gas Quality Control, AMI 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 29a (11/21/22)

Changed the effective date from 11/18/22 to 12/21/22.

SUBSTANTIVE REVISIONS: (See ★)

- | | |
|-----------------------------------|---|
| 1) Updated Cover Page | Replaced "Core Groups" and "Target Audience" with "Required Training Groups". Identified the Required Training Groups. Included terminology for training responsibility. |
| 2) Table of Contents | Removed 3.0 Organizations Applicable, reformatted document to account for the renumbering. |
| 3) Section 1.0 Scope | Reworded the scope section to make it clearer. |
| 4) Section 2.0 Legal Requirements | Removed 49 CFR Part 192, Section 323 from the federal code since it does not pertain to this topic. Removed 16 NYCRR Part 261, Section 23.2e from the State since the section no longer exists. |

SUBSTANTIVE REVISIONS: (Continued)

- 5) Section 3.2 Updated the language in this section to the current JSA language.
- 6) Section 4.4 Added in definition for a Gas Leak Inside (GLI).
- 7) Section 5.2 & 5.2.B.2 Section was reworded and title for G-11882 “Inspection of Indoor Gas Service Line” was inserted.
- 8) Section 5.2.B.3 Added in reference to steps (B1-2).
- 9) Section 5.2.B.6 Added in the reference to the Non-Compliant Piping and Fittings table.
- 10) Section 5.3 Added in title for G-11850 “Reporting Natural Gas Incidents, Evacuations, Major Service Interruptions, Exceeding MAOP, and Carbon Monoxide Incidents”.
- 11) Section 5.6.H A NOTE was added in the reference to the Non-Compliant Piping and Fittings table.
- 12) Section 5.10 G Added in title for G-11809 “Outside Gas Leak Reporting, Classification, Surveillance, Repair and Follow-Up Inspection”.
- 13) Section 5.10 Q Added in title for G-11850 “Reporting Natural Gas Incidents, Evacuations, Major Service Interruptions, Exceeding MAOP, and Carbon Monoxide Incidents”.
- 14) Section 8.5 H Added in reference to vented room heaters (e.g., gas fireplaces).
- 15) Section 8.5 I Added mention of submerged appliances.
- 16) Section 10.2 A Reworded section to clarify what information is needed pertaining to the recordkeeping of the Warning Tag.
- 17) Section 10.3 Changed the 5-day revisit for temporary repairs to daily to align with G-8224.
- 18) Section 10.5 This section was added to give direction to those issuing Warning Tags what to do with the company copy.
- 19) Section 12.0 References Added a line to the link to the Non-Compliant Piping and Fittings table.
- 20) Attachment I Updated the Warning Tag image.
- 21) Attachment VIII Updated Gas Operations Warning Tag Matrix Conditions.



Gas Operations Standards

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

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	AUTHOR:	APPROVED BY:	DATE APPROVED:	VOLUME: 1, 10, 12, & Yellow Book	PAGE 1 OF
	Jennifer Berardi	Nickolas Hellen Chief Engineer Gas Distribution Engineering	9/02/2022	Inspection & Maintenance; O&M Manual; Emergency Procedures	31 PAGES
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TITLE: INVESTIGATION OF AN INSIDE GAS LEAK OR ODOR CALL AND ISSUANCE OF A WARNING TAG

★ 1.0 **SCOPE**

This specification describes the actions required for investigating an inside gas leak or odor complaint. How to handle an unsafe condition when found and how to properly make it safe. It addresses the proper way to inform customers of such conditions when occurring on interior gas piping and appliances beyond the outlet of the meter set assembly.

★ 2.0 **LEGAL REQUIREMENTS**

Federal: 49 CFR Part 192, Section 187, and 605 (b) (11).

State: 16 NYCRR Part 255, Sections 481, 605 (q), 723, 724 and 805.

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

Local: City of New York, 2016 Local Law 154.

3.0 **RESPONSIBILITY**

3.1 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.

★ 3.2 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.

3.3 When qualified Company or contractor personnel has access to a customer's premises for, among other things, responding to an odor complaint or conducting inspections, where the service line is installed below grade through the outer foundation wall of a building, the qualified Company or contractor personnel shall visually inspect the seal at the foundation wall and replace or install the seal, as needed.

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3.0 RESPONSIBILITY (Continued)

- 3.4 Warning tag reports for Class A, B and unauthorized piping conditions are automatically sent to the NYC DOB via email notification. Under certain conditions, the GERC (Gas Emergency Response Center) may have to call the DOB immediately.
- 3.5 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.

4.0 DEFINITIONS

- 4.1 Building - A structure which is regularly or periodically occupied by people.
- 4.2 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.
- 4.3 Gas Leak - a leak of natural gas from a pipeline or other containment into an area where the gas should not be present.
- ★ 4.4 Gas Leak Inside (GLI) - Gas leaks originating from extension piping, meter piping, house piping, or connected gas appliances.
- 4.5 General Atmosphere - The open air inside of a building.
- 4.6 Indication - Any inconstant deviation on a properly calibrated leak detection device.
- 4.7 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.)

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4.0 DEFINITIONS (Continued)

- 4.8 Leak Detection Device (LDD) - A New York State Department of Public Service approved, calibrated electronic instrument which is used to detect natural gas and carbon monoxide. (See Gas Specification [G-11861](#), "Procedure for the Inspection, Maintenance, and Operation of Gas Leak Detection Instruments").
- 4.9 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.
- 4.10 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.

- 4.11 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. 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.

- 4.12 Point of Entry (POE) - The location where utilities (e.g., electric, gas, telephone, sewer, water) enter a building.
- 4.13 Reading - Any sustained display on a properly calibrated leak detection device. All natural gas readings are in percent gas-in-air.

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4.0 DEFINITIONS (Continued)

- 4.14 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.
- 4.15 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.

5.0 REPORTING AND RESPONDING TO GAS LEAKS

- 5.1 Any gas leak, gas odor or damage to gas facilities reported to the Company shall be responded to promptly by qualified Company or contractor personnel.
- ★ 5.2 Leaks discovered during service line inspections while following gas specification [G-11882](#) "Inspection of Indoor Gas Service Line".

NOTE: Section 5.2 applies only to leaks found during service line inspections by non-Inside Leak Investigation qualified Company personnel. If a service line inspection is performed by Inside Leak Investigation qualified Company personnel and gas odor, damage or a leak is discovered, it must be immediately reported to the GERC, and all applicable sections of this specification starting with section 5.3 shall be followed.

When Company or contractor personnel that is not Inside Leak Investigation qualified identifies a leak with an LDD and it is believed to be a leak that can immediately be repaired, the leak must be reported to the GERC. The following additional steps should be taken:

- A) If not qualified to make a repair, take actions to make the situation safe and stand by until a qualified individual arrives to perform the repair(s).

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5.0 **REPORTING AND RESPONDING TO GAS LEAKS** (Continued)

5.2 (Continued)

- B) If qualified to do so, attempt to immediately repair the leak. Appropriate repairs may include, but are not limited to, tightening: a meter swivel nut, a packing nut on a HOS valve, a meter valve or a purge port.
1. Soap test the area of the repair and the entire repaired component, when applicable, to confirm no leak is present.
 - ★ 2. Complete the service line inspection, as per G-11882 “Inspection of Indoor Gas Service Line, including an inside leakage survey, to confirm no other gas leaks are present. Investigate all visible and accessible gas POEs with an LDD.
 - ★ 3. If additional gas leaks are identified which can be immediately repaired, repeat steps above (B1-2).
 4. If any additional gas leaks are identified immediately report the condition to the GERC, as a Gas Leak Inside (GLI). If the leak cannot be immediately repaired, make the situation safe and stand by until a qualified individual arrives to perform the repair(s).
 5. If no additional leaks are identified, record the repair action, and complete the service line inspection accordingly.
 - ★ 6. Any non-compliant piping and fittings found during a service line inspection shall be removed by the customer. For pipe fittings not permitted in New York City or Westchester, see the document entitled [“Non-Compliant Piping and Fittings”](#).
- C) Make radio or telephonic communication with your supervisor or coworker and inform them of your findings and actions when the repair and inspection is complete.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Reported Gas Leaks

5.3 Multiple Resource Response Event (MuRRE)

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.
- Natural gas atmospheric readings in a building of $\geq 0.5\%$ that cannot be vented quickly.
- Natural gas 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](#) "Reporting Natural Gas Incidents, Evacuations, Major Service Interruptions, Exceeding MAOP, and Carbon Monoxide Incidents").
- Other situations requiring an escalated field response.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

5.3 Multiple Resource Response Event (MuRRE) (Continued)

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.

5.4 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.

5.5 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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

5.5 (Continued)

- 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.

Initial Response

5.6 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 SSS 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 another approved leak detection device and flashlight) in a non-gaseous environment.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Initial Response (Continued)

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.

★ **NOTE:** During the leak investigation if any non-compliant piping and fittings are found these will need to be removed by the customer. For pipe fittings not permitted in New York City or Westchester, see the document entitled “Non-Compliant Piping and Fittings”.

I) Identify the source of the odor.

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.

K) Situations where checking adjacent apartments would not be 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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Initial Response (Continued)

- L) 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 GERC, Gas Control or supervision to request assistance or to report findings.

5.7 Additional measures to be taken, when necessary:

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

5.8 Additional measures to be taken, when necessary (Continued):

- 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.
- 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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Initial Response (Continued)

- J) Prior to use, ensure that your vehicle has all the proper tools and equipment. The checklist is located on the Gas Specifications SharePoint: [Tools and Equipment Checklist - All Documents](#)

5.9 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.

Actions by Responding Field Personnel

5.10 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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Actions by Responding Field Personnel (Continued)

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.
- E) Request continued assistance from the Fire Department or other agencies (if already on location) for 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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Actions by Responding Field Personnel (Continued)

- 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 SSS 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 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](#) "Outside Gas Leak Reporting, Classification, Surveillance, Repair and Follow-Up Inspection". 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.

- 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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Actions by Responding Field Personnel (Continued)

- 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.

- 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 SSS.

- 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, Fire Department systems should be used to deliver such evacuation messages.

- 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/ recheck inside nearby buildings and to assist with pulling manhole covers. Determine the gas migration pattern.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Actions by Responding Field Personnel (Continued)

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.
- ★ 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](#) "Reporting Natural Gas Incidents, Evacuations, Major Service Interruptions, Exceeded MAOP and Carbon Monoxide Incidents" for the types of incidents and reporting criteria.

Additional Checks

- 5.11 When in the vicinity of a service regulator vent, take a reading with a CGI (Combustible Gas Indicator) or another approved leak detection device at the vent to ensure that it is gas-free.
- 5.12 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 E02.01](#), "Spill Reporting." Follow [GEHSI E02.23](#), "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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Additional Checks (Continued)

- 5.13 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), 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.

- 5.14 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), 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.

- 5.15 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.

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 8.0 of this specification.

- 5.16 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.

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5.0 REPORTING AND RESPONDING TO GAS LEAKS (Continued)

Additional Checks (Continued)

- 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 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 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.

5.17 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 5.14 (match test) and Section 6.0 (Investigation for Carbon Monoxide) of this specification.

6.0 INVESTIGATION FOR CARBON MONOXIDE

6.1 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.

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

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6.0 INVESTIGATION FOR CARBON MONOXIDE (Continued)

- 6.3 After taking CO readings, report all cases of customer illness to the GERC immediately for EMS response, if necessary.
- 6.4 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.
- 6.5 When entering a basement, check for CO levels while proceeding down the steps.
- 6.6 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.
- 6.7 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.
 - 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.
- 6.8 Police or Fire Department personnel may be contacted for assistance to help in the evacuation and ventilation.

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6.0 INVESTIGATION FOR CARBON MONOXIDE (Continued)

6.9 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 8.4 of this specification.

6.10 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

6.11 "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 8.5).

- A) 135 ppm taken one inch inside the vent of an oven preheated for 5 minutes.
- 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.

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7.0 LEAK REPAIRS

7.1 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 8.0).

7.2 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 8.0)

NOTE: The Company does not provide appliance repair service.

7.3 If the house pipe or gas appliance condition is temporarily repaired, issue a Class C Warning Tag (see Section 8.6).

8.0 WARNING TAGS AND CLASS CONDITIONS

8.1 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.

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8.0 WARNING TAGS AND CLASS CONDITIONS (Continued)

- 8.2 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 VIII](#)).
- 8.3 Class A, B, or C Warning Tags, shall be attached to an appliance, gas pipe, or meter, as appropriate.
- 8.4 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 10.3.
- 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.

- 8.5 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.
- B) Any unit other than a space or water heating appliance having visual indications of improper combustion.

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8.0 WARNING TAGS AND CLASS CONDITIONS (Continued)

8.5 (Continued)

- 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 including vented room heaters (e.g., gas fireplaces) developing excessive “as-read” CO readings when taken in accordance with Section 6.11.
- ★ I) Any appliance where the Gas Control Valves, or any other parts such as fans, motors, electrical circuits, and venting systems, that are or have been submerged in water.

8.6 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 10.3 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.

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8.0 WARNING TAGS AND CLASS CONDITIONS (Continued)

8.6 (Continued)

- E) Improperly installed appliances such as those identified in the National Fuel Gas Code or by local codes.
- 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."

9.0 COMMUNICATIONS ASSOCIATED WITH ISSUANCE OF WARNING TAG

- 9.1 The Company representative shall attempt to obtain the customer's signature on the Warning Tag or record the name of the person notified.
- 9.2 If no signature has been obtained, Gas Operations local Support Operations group shall provide written notice to the customer as soon as practical stating that a Warning Tag has been issued and the corrective actions that are required.
- 9.3 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](#))
- 9.4 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 following the below protocol:

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9.0 COMMUNICATIONS ASSOCIATED WITH ISSUANCE OF WARNING TAG
(Continued)

9.4 (Continued)

A) Monthly Class A Warning Tag Reporting

CECONY generates and sends an electronic report the 3rd of every month to UReferral@buildings.nyc.gov for the preceding month's Class A tags issued. (See [Attachment IV](#)).

B) Daily Class A/B Warning Tag Reporting

CECONY generates and sends an electronic report daily to UReferral@buildings.nyc.gov for the preceding day's Class A and Class B tags issued where gas supply has been shut off in a building.

Additionally, in New York City, notices of Class A and Class B conditions affecting entire buildings shall be submitted to the NYC Department of Buildings within 24 hours. Automated reports have been established to meet this requirement. Copies of the reports can be found by contacting the Gas Emergency Response Center (GERC). Reference: 2016 New York City Local Law 154.

C) Real-Time Reporting of Unauthorized Piping Conditions

CECONY shall notify NYC DOI/NYC DOB as soon as any one of the following conditions were discovered:

1. Flex hose used in an improper manner
2. Con Edison locks removed from valves
3. Suspected unauthorized operation of the head of service or meter valve
4. Confirmed theft of service
5. Confirmed diversion of service
6. Open house piping with no lock on the meter valve

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9.0 COMMUNICATIONS ASSOCIATED WITH ISSUANCE OF WARNING TAG
(Continued)

9.4 (Continued)

Specifically, additional reporting fields for illegal/unauthorized piping conditions were added to all work type templates which when completed, generates a “real-time” electronic notification to NYC DOB and notes same in the corresponding ECS ticket’s Remarks section. (See [Attachment V](#))

Additional “real time” notifications include notifications directly to the DOB. Plumbing Enforcement Unit. Specifically:

Normal Business Hours (weekdays M-F, 8:00am-4:00pm)	call directly to NYC DOB Plumbing Enforcement Unit: 212-393-2557. Please follow up w/Email notification/report & pictures (if possible) to: DL: BoroEnf_Plumbing_CW@buildings.nyc.gov *
After Hours (weekdays M-F, after 4:01pm- 12:00am)	call directly to NYC DOB Emergency Line: 718-422-8704. Please follow up w/Email notification/report & pictures (if possible) to DL: BoroEnf_Plumbing_CW@buildings.nyc.gov *
Nights (12:01am-7:59am), Holidays and Weekends	call directly to NYCEM (OEM) Watch Command: 718-422-8700. Please follow up w/Email notification/report & pictures (if possible) to DL: BoroEnf_Plumbing_CW@buildings.nyc.gov *
*The UReferral@buildings.nyc.gov email account has been included into DOB’s Plumbing Unit’s distribution group BoroEnf_Plumbing_CW@buildings.nyc.gov .	

D) NYC DOB Data Analytics and Validation Process

On the 5th of every month, NYC DOB Analytics Section shall forward to the GERC the outliers from the previous month’s data reported which DOB identified via a “word search” of CECONY GDS mechanics’ field report remarks. This information is included in information provided in the monthly Class A Tag report sent to NYC DOB (see above section). DOB searches for:

Illegal bypass, illegal piping, illegal piping bypass, illegal (only illegal, i.e., without bypass), Bypass (if no “illegal” in text), Flex, Flex hose, Broken meter, Meter bypass, Defective meter, Meter disconnected.

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9.0 COMMUNICATIONS ASSOCIATED WITH ISSUANCE OF WARNING TAG
(Continued)

9.4 (Continued)

The output is then compared to DOB data of notifications received, and any outliers are forwarded to CECONY to investigate further. Once received, the GERC reviews the specific locations' Mobile UP field reports as well as automated reports of illegal piping notification to verify if an illegal/unauthorized condition was reported and if so, were the appropriate Mobile UP template fields completed correctly which would drive the system-generated DOB notification. The review process' results are shared with DOB and the local Gas Operations departments (GDS) for follow-up actions, if required. The review of data provided by DOB, and any corrections that may be identified, are due back to NYC DOB by the 15th of each month. (See [Attachment VI](#) and [VII](#))

9.5 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.

10.0 FOLLOW-UP OF WARNING TAGS

10.1 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. If the operator is not advised by the customer within 10 calendar days that the condition has been corrected and service is ready to be reinstated, the Company shall contact the customer no later than the end of the first business day after the 10-day period to determine the status of service.

NOTE: The Company's practice is for Gas Operation's local Support Operations group to send, as soon as practical, written notice to the customer stating that a Warning Tag has been issued and the corrective actions required. It is expected that the customer will report to the Company within 10 calendar days of the Class A condition discovery that the condition was corrected and service is ready to be

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10.0 FOLLOW-UP OF WARNING TAGS (Continued)

10.1 (Continued)

reinstated. Other alternative means of notification may be utilized to meet the requirement, including Energy Services contacting the customer within 10 calendar days of the Class A condition discovery.

★ 10.2 (A) Upon the customer's request, the Company will perform a re-inspection to ensure that repairs have been made and the Warning Tag condition corrected. When performing the re-inspection document, the date, results of the re-inspection and any follow-up actions taken. Document if the Warning Tag was removed or if it was found missing during the re-inspection. If the Warning Tag condition has been repaired the Warning Tag and posted notice, if any, shall be removed.

(B) If the re-inspection warrants, the controlling valve shall be shut off (for a Class B condition) or shut off and locked (for a Class A condition) and an appropriate Warning Tag shall be issued as per Section 8.0.

★ 10.3 Temporary repairs where the gas was left on shall be surveilled at least daily until a permanent repair has been made. If the condition has not been permanently repaired, or has not been scheduled for a 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.

10.4 Warning Tag records, at a minimum, shall indicate the date and class of tag issued, whether a signature was obtained, and the actions taken regarding the supply of gas to the faulty appliance or piping. The records shall also include the date of issuance, the nature of the hazardous condition, the signature and/or name of the person notified.

★ 10.5 Additionally, upon initial issuance of the Warning Tag, the Company copy of the issued tag shall be returned to the office and filed.

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11.0 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

12.0 REFERENCES

- [CI-870-1](#) - Records Management
- [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
- [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
- [G-11882](#) Inspection of Indoor Gas Service Lines and Gas Services Passing Through Vaulted Areas
- [AMM Section6.02](#) Clear Access to Customer Premises

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12.0 **REFERENCES** (Continued)

[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

[EOP 5018](#) Distribution Engineering - Carbon Monoxide (CO) Response Procedure

[GEHSI E02.01](#) Spill Reporting

[GEHSI E02.23](#) Mercury Spill Containment

[NFPA 54](#) National Fuel Gas Code

[JSA Library](#) Con Edison’s Job Safety Analysis Library

[Non-Compliant Piping and Fittings](#) Link to the Non-Compliant Piping and Fittings Table

NYC DOB Reporting Guidance Document dated July 13, 2017

	EFFECTIVE DATE: 12/21/2022			
	NUMBER:	DATE APPROVED:	VOLUME: 1, 10, 12, & Yellow Book	PAGE 30 OF
	G-11837-29a	09/02/2022	Inspection & Maintenance; O&M Manual; Emergency Procedures	31 PAGES
	Paper copies of operating documents are uncontrolled and therefore may be outdated. Verify current version prior to use.			



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

13.0 **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](#) Sample Real Time Reporting of Unauthorized Piping Conditions
- [Attachment VI](#) Sample NYC DOB Data Analytics and Validation Process
- [Attachment VII](#) Sample Con Edison Warning Tag Report to DOB
- ★ [Attachment VIII](#) Gas Operations Warning Tag Matrix Conditions

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★ ATTACHMENT I

Warning Tag
(SAMPLE)



Press Hard - You Are Making 4 Copies

conEdison Customer Operations
1-800-350-9346

Gas Call Ticket No. _____
Date: _____
Time "Red Tag" Was Applied: _____

WARNING

TYPE: A B C

Address _____
Name _____ Apt. _____

WAS ADVISED THAT GAS SUPPLY HAS BEEN SHUT OFF TO THIS

(If Applicable - Manufacturer's Class & Type Applies)

RED TAG ATTACHED AT LOCATION CHECKED

Location	Shut off	Locked	Capped or Plugged
Riser			
Gas Meter			
Gas Service (After the meter)			
Appliance			
Extension Service (Before the meter)			

For the reason indicated below:

Appliance Regulator Not Vented _____
Inoperative Safety Pilot _____
Leak On House Pipe Before the Meter (Extension Service) _____
Leak On House Pipe After the Meter _____
Corrosion Found on Extension Service (Specify Level) _____
Stoppage in House Piping _____
Leak at Equipment _____
Other _____
Additional Comments _____

Employee Name _____
It is understood that gas piping or other equipment affected by this class valve shall not be used until the problem has been corrected. Repairs must be made to some degree with municipal regulations met. If so required, work to be performed by a licensed plumber. For information, call the New York City Department of Buildings at 311. In Manhattan, contact your local municipality. If the problem is on the extension service, repairs must be made by a plumber who is Operator-qualified for a 400 program. For a complete list of licensed plumbers for a list of qualified plumbers. When all necessary repairs are completed, it is recommended to contact our office for an inspection.

Customer's Signature _____ Date _____

CUSTOMER'S COPY

ATTACHMENT II

Lobby Notice
(SAMPLE)



NOTICE

AVISO

TO THE OCCUPANTS OF (A LOS OCUPANTES DE):

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

- | | |
|---|---|
| <input type="checkbox"/> GAS LEAK
(ESCAPE DE GAS) | <input type="checkbox"/> THEFT OF SERVICE
(HURTO DEL SERVICIO) |
| <input type="checkbox"/> CARBON MONOXIDE CONDITION
(SITUACION DE OXIDO DE CARBONO) | <input type="checkbox"/> FAULTY EQUIPMENT
(EQUIPO DEFECTUOSO) |
| <input type="checkbox"/> OTHER _____
(OTROS) | |

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

- | | |
|---|--|
| <input type="checkbox"/> ALL GAS SERVICES
(TODOS LOS SERVICIOS DE GAS) | <input type="checkbox"/> RANGES
(LA COCINA DE GAS) |
| <input type="checkbox"/> HEAT
(LA CALEFACCION) | <input type="checkbox"/> CLOTHES DRYERS
(SECADORES DE ROPA) |
| <input type="checkbox"/> HEAT & HOT WATER
(LA CALEFACCION Y AGUA CALIENTE) | <input type="checkbox"/> AIR CONDITIONER
(AIRE ACONDICIONADO) |
| <input type="checkbox"/> 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)

THIS POSTING IS REQUIRED BY NEW YORK STATE LAW 16 NYCRR 261.63

FOR FURTHER INFORMATION CALL: _____
(LA LEY DEL ESTADO DE NEW YORK 16 NYCRR 261.63 REQUIERE QUE FIJEMOS 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
(NOMBRE DEL EMPLEADO)

EMPLOYEE NUMBER
(NUMERO DE EMPLEADO)

DATE

FORM 50-59

G-11837

ATTACHMENT III

Non-Standard Condition
(SAMPLE)



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. 655-3291

GA-5055 10/85

ATTACHMENT IV

**Report to NYC Dept. of Buildings
(SAMPLE)**

Group7	Class14	Group2	Trouble_Type1	Crew_ID1	MUNI_DESC	Address1	Customer_Name1	Customer_Phone	RMK2	Tag_Code4	Issued_Date5
BRONX	Tag Type: 'A'	CG15014484	GAS TURNON/OFF FOR BUILDING FIRE	C Almerindo Rodriguez (16627)	1536 WESTCHESTER AV BANK CHASE MANHATTAN (312) 385-7241	DEMI BX	JOHN TITO TKT#PREV JOB #XG1 TAG-CARB-HEATER, HOUSE				12/11/2015
BRONX	Tag Type: 'A'	CG15014487	BUILDING FIRE	Michael A Hunter (17291)	4331 DIEREMER AV ENIT		ACTIVE 2 ALLARM STRUCTURE FI TAG-OTHR-OTHER				12/2/2015
BRONX	Tag Type: 'A'	CG15014506	BUILDING FIRE	Anthony R Makastchian (241156)	5600 MOSHOLU AV	58060	#9 RECEIVED CALL FROM FDNY I TAG-OTHR-EXTENSION SVC				12/3/2015
BRONX	Tag Type: 'A'	CG15014512	GAS TURNON/OFF FOR BUILDING FIRE	C Herschel Jacobs (C5595)	11 W 172 ST	CEM	ILLEGAL GAS CONVERSION, NEI TAG-OTHR-PIPE, HOUSE				12/9/2015
BRONX	Tag Type: 'A'	CG15014519	GAS TURNON/OFF FOR BUILDING FIRE	Hafiz Mohamed (08456)	831 FREEMAN ST BASE	CEM	OEM INSPECTOR, THOMPSON AT TAG-OTHR-PIPE, HOUSE				12/9/2015
BRONX	Tag Type: 'A'	CG15014847	NO GAS	Michael G Miller (16081)	820 MAINIDA ST C2FL	OSVALDO THOMAS (646) 316-9898	FD ON SITE GAS FED FIRE AT RING TAG-OTHR-PIPE, HOUSE				12/7/2015
BRONX	Tag Type: 'A'	CG15014894	HOME-APPLIANCE SAFETY	Chris M Bender (08344)	813 E 224 ST PD	FD 186	MS. SOTO 8007526633ING-DO I TAG-OTHR-PIPE, HOUSE				12/19/2015
BRONX	Tag Type: 'A'	CG15014895	GAS TURNON/OFF FOR BUILDING FIRE	C Chris M Bender (08344)	2102 VALENTINE AV	BENDER#08344	FD SHUT OFF GAS DUE TO SAFE TAG-OTHR-OTHER				12/11/2015
BRONX	Tag Type: 'A'	CG15014915	GAS TURNON/OFF FOR BUILDING FIRE	Justin D Wilson (02403)	2098 VALENTINE AV	BENDER#08344	TICKET ISSUED AS PER O/S BENE TAG-OTHR-OTHER				12/11/2015
BRONX	Tag Type: 'A'	CG15014939	GAS TURNON/OFF FOR BUILDING FIRE	Justin D Wilson (02403)	2350 LAFAYETTE AV	JAHAI 00947	UN AUTHORIZED T/OFF T/ON B TAG-OTHR-PIPE, HOUSE				12/11/2015
BRONX	Tag Type: 'A'	CG15014975	GAS TURNON/OFF FOR BUILDING FIRE	Louis J Ferraro (21346)	2893 VALENTINE AV	FD170	UN AUTHORIZED T/OFF T/ON B TAG-OTHR-OTHER				12/11/2015
BRONX	Tag Type: 'A'	CG15014989	MISCELLANEOUS GAS TR	Anthony R Makastchian (241156)	2045 BATH-GATE AV	ANGEL FRANCISQUIN	FD REPORTS BUILDING FIRE TO TAG-OTHR-EXTENSION SVC				12/14/2015
BRONX	Tag Type: 'A'	CG15015040	BUILDING FIRE	Charles LaMantia (26565)	1340 SAINT LAWRENCE AV PC CFCR GOMEZ 14140	DEM	COMP FORCE SHUT AND LOCK TAG-OTHR-EXTENSION SVC				12/14/2015
BRONX	Tag Type: 'A'	CG15015070	HOME-APPLIANCE SAFETY	Kerr (C1494)	1347 WEBSTER AV CHUR	DEM	CFR ON LCC DOING TURN ON, C TAG-OTHR-PIPE, HOUSE				12/14/2015
BRONX	Tag Type: 'A'	CG15015120	GAS TURN ON FOR CONE	Emile Wellington (C5253)	1921 TENBROECK AV PD	FD 392	FD REPORTING TO A BLF IN A TAG-OTHR-HEATER, WATER				12/15/2015
BRONX	Tag Type: 'A'	CG15015215	BUILDING FIRE	James T Burke (2681.1)	800 NEILL AV	CNAGRECO	FD REQ CON ED TO SHUT OFF G TAG-OTHR-PIPE, HOUSE				12/16/2015
BRONX	Tag Type: 'A'	CG15015273	GAS TURN ON FOR CONE	Adam M Stroud (26432)	835 JENNINGS ST	FD 212	TURN ON READY - ACCT E 3763 TAG-CARB-HEATER, WATER				12/17/2015
BRONX	Tag Type: 'A'	CG15015279	GAS TURN ON FOR CONE	Adam M Stroud (26432)	844 HUNTS POINT AV	CONNORS	F.D. REPORTS FIRE IS OUT, AND TAG-OTHR-EXTENSION SVC				12/21/2015
BRONX	Tag Type: 'A'	CG15015273	GAS TURN ON FOR CONE	Adam M Stroud (26432)	844 HUNTS POINT AV	CONNORS	GAS TURN ON - READY NOW-X TAG-CARB-HEATER, HOUSE				12/22/2015
BRONX	Tag Type: 'A'	CG15015273	GAS TURN ON FOR CONE	Adam M Stroud (26432)	844 HUNTS POINT AV	CONNORS	GAS TURN ON - READY NOW-X TAG-CARB-HEATER, HOUSE				12/22/2015
BRONX	Tag Type: 'A'	CG15015287	GAS TURNON/OFF FOR BUILDING FIRE	C Michael J O'Neill (26814)	1613 LIBRARY AV	CONNORS	GAS TURN ON - READY NOW-X TAG-CARB-HEATER, WATER				12/22/2015
BRONX	Tag Type: 'A'	CG15015304	GAS TURNON/OFF FOR BUILDING FIRE	C Leonard A Garo (21495)	3467 FISH AV PD	CONNORS	PLEASE TURN OFF AND LOCK G TAG-OTHR-EXTENSION SVC				12/22/2015
BRONX	Tag Type: 'A'	CG15015459	BUILDING FIRE	Christopher W Young (18698)	1133 POWELL AV	LENNY GANG	TURN OFF AS PER PRESSURE CO TAG-OTHR-EXTENSION SVC				12/23/2015
BRONX	Tag Type: 'A'	CG15015464	BUILDING FIRE	Justin D Wilson (02405)	FD 200	FD 200	FD SHUT BLDG DUE TO FIRE IN TAG-OTHR-PIPE				12/30/2015
BRONX	Tag Type: 'A'	CG16000041	HOME-APPLIANCE SAFETY	Donald Fox (60778)	813 MORRISON AV 1L	BOB SACKLOW 247; (718) 422-8868	F.D. REPORTS APT 1L WAS ON FI TAG-OTHR-PIPE, HOUSE				1/4/2016
BRONX	Tag Type: 'A'	CG16000152	CUSTOMER SERVICE TUR	James Mazzarano (62068)	1401 WEBSTER AV BASE	SISTER DISCOUNT CI (718) 618-7912	PLUMBING INSPECTOR ON LOCK TAG-OTHR-PIPE, HOUSE				1/6/2016
BRONX	Tag Type: 'A'	CG16000176	NO GAS	Arthur Livesey (C2047)	1401 WEBSTER AV 15TO	ELIAS KATSIKOUIMB (718) 549-4445	C. RODRIGUEZ-CTO. CHARGE AK TAG-OTHR-OTHER				1/6/2016
BRONX	Tag Type: 'A'	XL15015287	Gas Leak Inside	Michael A Hunter (17291)	189 W 231 ST REST	302 E 165 ST	MS. RIGS-NG-DO NOT CHARGE TAG-OTHR-OTHER				12/1/2015

ATTACHMENT V

**Real Time Reporting of Unauthorized Piping Conditions
(SAMPLE)**

DOB Notification for ECS Ticket Number: XG [REDACTED]

Date: 02/05/16
Borough: Bronx
Address: 951 E 241 ST
Part Supplied:
Customer Name: OTG
Customer Tel#: [REDACTED]

Suspected Illegal Conditions Found:

ILLEGAL PIPING
UNAUTHORIZED VALVE OPERATION

Condition Left Off/Locked:

Riser Valve Left:	NO VALVE
Meter Valve Left:	OFF AND LOCKED
Service Valve Left:	ON
Curb Valve Left:	ON

CD REMARKS:

SENT TO ILLEGAL OTG CONVERSION. FOUND ILLEGAL
CONVERSION PRESENT AT CL [REDACTED] FOR APT [REDACTED] METER.
CAPACITY ONLY COOKING. FOUND H/W/H AND H/H CONNECT TO
METER. AS PER [REDACTED] SHUT AND LOCKED METER,
VERIFIED HOLDING. ISSUED A TAG. ALL OTHER SAFETY CHECKS
OKAY.

EQUIPMENT AFFECTED: Heat, Hot Water |
NUMBER OF APARTMENTS AFFECTED: 4

ATTACHMENT VI

NYC DOB Data Analytics and Validation Process (SAMPLE)

Process to follow:

Day of the Month	Source	Normal Referral
5th	Utility	Monthly Report
15th	DOB	Analytics for High Risk
Last	Utility	Analytics Validation and Corrective Actions
Periodic Meetings	DOB - Utility	Current Status

Reporting Criteria for High Risk Analysis:

- Illegal bypass
- Illegal piping
- Illegal piping bypass
- Illegal (only illegal, i.e. without bypass)
- Bypass (if no "illegal" in text)
- Flex
- Flex hose
- Broken meter
- Meter bypass
- Defective meter
- Meter disconnected

ATTACHMENT VII

**CON EDISON Warning Tag Statistics Report to DOB
(SAMPLE)**

Utility	High Risk Type	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17
CON EDISON	Broken Meter			2	1	1	1	1	4	
	Broken Meter, Broken Meter			1			1			
	Bypass	2		2	1			1	1	1
	Bypass, Flex Hose		1	16						
	Bypass, Hose		1							
	Defective Meter					3				
	Flex	1	2	30		3	5	2	2	
	Flex Hose	3	5	30	2		5	2	5	3
	Hose		1	2			1			1
	Illegal	4	6	6	5	11	6	4	3	9
	Illegal Bypass			11						
	Illegal Bypass, Flex			2						
	Illegal Piping	33	26	24	16	31	31	16	16	17
	Illegal Piping Bypass		1	2				1		1
	Illegal Piping, Flex		1	2	2	2				2
	Illegal Piping, Flex Hose	1	4		1	1	1	2	4	1
	Illegal, Flex		1			1				
TOTAL DATA IDENTIFIED HIGH RISK		44	49	130	28	52	52	30	34	32
	%	15%	16%	10%	8%	15%	12%	9%	12%	10%
TOTAL NORMAL NOTIFICATIONS		290	314	1253	350	340	432	341	294	313

★ **ATTACHMENT VIII**

Gas Operations Warning Tag Matrix Conditions

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

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