

HAZARD
NOTICE

INSTRUCTIONS FOR USE OF THE HAZARD NOTICE
(Form 62-3010 Rev. 11-68)

When performing work on the customer's premises, any hazardous conditions observed involving service supplied by the Company, that cannot be corrected within the scope of our service policy, must be positively eliminated by either disconnecting equipment or by shutting off and sealing our meter. One copy of the Hazard Notice is to be left on the premises as detailed below; the other (original) copy is to be attached to the serviceman's work or service tag. Hazardous conditions include hazardous gas leaks and faulty appliances.

1. DISCONNECTING EQUIPMENT:

If the customer grants permission to disconnect equipment to eliminate the hazard, the adhesive-backed copy of the Hazard Notice shall be attached to the equipment in a conspicuous location at or near the point of disconnection.

2. SHUTTING OFF, OR NOT TURNING ON THE METER:

If the hazard cannot be eliminated by disconnecting equipment, or permission to do so is not given by the customer, the meter shall be turned off and sealed. In this case the duplicate copy of the Hazard Notice is to be left with the customer, if present, or on the premises if entry was authorized in the customer's absence. At the time of the next call to the service operator, he shall be notified that the meter was left off due to the hazardous condition.

3. COMPLETING THE HAZARD NOTICE:

The blank spaces on the Hazard Notice are self-explanatory. The customer when present, shall be asked to sign the notice, but is not to be pressured into doing so if there is reluctance to sign.

4. MINOR GAS LEAKAGE:

A minor gas leak that, in the serviceman's opinion, is not hazardous, does NOT require use of Form 62-3010. In this case the serviceman must issue a Field Service Tag (showing amount and location of leakage) for a follow-up service call to ascertain that repairs have been made. These follow-up tags shall be turned in to the serviceman's supervisor who is responsible for scheduling follow-up calls. A follow-up call that reveals unrepaired leakage greater than that indicated on the tag, will require that the leakage then be considered hazardous and that the appropriate action for hazardous gas leaks be taken as detailed above.

5. IMPROPER OPERATION:

Notice of "Improper Operation" is no longer a part of Form 62-3010. Verbal advice given to customers regarding such conditions is to be noted on the serviceman's work or service tag. Occasionally, where it is desirable to leave a written notice of other than hazardous conditions, the remarks section of Notice to Customer, Form 62-3531 (CGI Card), should be used.

Gas Operations
May 29, 1969