



ISSUING DEPARTMENT: **GD&TS**  
DCS OFFICER: **VP - DE&P**

EFFECTIVE DATE: **4-99**  
REVIEW DATE: **4-02**  
PAGE NO.: **1** OF **2**

**TITLE: Gas Service Record**

**Purpose**

This standard establishes a uniform procedure for using and filing Gas Service Record forms. The forms provide information for the initial construction and subsequent modification of gas services. Each gas service, stub or branch will be recorded on a Gas Service Record form and posted on the gas plat sheet in accordance with DCS Standard D-S0457, "Gas Mapping Standard, 1" = 100' Plat Sheets."

This standard replaces Standard Practice No. 468-2, "Gas Service Record Procedure," dated 4/1/74. Minor editing reflects organizational changes, but the requirements of the standard and its supplements have not changed. This standard and its supplements will be reviewed and revised in the near future.

**Implementation Responsibilities**

The vice presidents of Distribution Engineering & Planning (DE&P) and Operations, Maintenance and Construction (OM&C) are responsible for overseeing the implementation of this standard.

**Compliance**

Each OM&C area manager, the Estimating and Mapping (E&M) director and the mapping supervisor will implement and be responsible for monitoring DCS compliance with this standard.

**Procedure**

The service planning or estimating supervisor responsible for the work will ensure that the Gas Service Record form is initiated and ensure that all necessary information for installing or modifying the gas service is provided.

After the service work is completed, the mapper will update the gas distribution maps.

The mapper will enter data into the Tangible Property Ledger (TPL) entry system.

The mapper will file the service record.

The OM&C crew foreman will complete a Gas Service Record form, including all pertinent field information. The crew foreman will also supply a sketch to help clarify the field information. After completing the form, the crew foreman will forward the signed and dated document to the applicable gas mapping department.

All paperwork must be completed and forwarded on the same day the work is completed.

**Definition of Terms**

**Date Issued/Updated**

*Effective:* April 1, 1999

*Review Date:* April 1, 2002

Signed,

Signed,

Shan Bhattacharya  
Vice President  
Distribution Engineering and Planning

Jeffrey D. Butler  
Vice President  
Operations, Maintenance & Construction

**Reference Documents**     DCS Standard D-S0457, "Gas Mapping Standard, 1" = 100' Plat Sheets"