



Btu Area Change Checklist

Instructions: The responsible lead will email the SGE, DBA, and BSAR representatives, indicating the completion date for the action items. Check the box and enter the completion date for each item.

Action	Lead Department (POC)	Date Completed, Notes	<input checked="" type="checkbox"/>
1 Send preliminary email to SGE, DBA, and BSAR representative communicating the following details of the Btu Area change: <ul style="list-style-type: none"> Affected area, old and new Btu Area, reason why. Indicate Btu difference between Btu Areas, if significant. Obtain approval from GSO on the additions, deletions, and changes to the Btu Area.	Sr. gas engineer		<input type="checkbox"/>
2 If needed, establish new Btu Area in Btu Data Mgmt and CC&B, as needed. <ul style="list-style-type: none"> Issue Service Request (SR) to create new Btu Area codes in CC&B soft table. Notify BSAR if Btu Area is to be retired. Note: Complete at least 2 months before the Mass Transaction (MT) Btu Area update.	GSO		<input type="checkbox"/>
3 Issue Service Request for MT update of Btu Area changes in CC&B. Note: Issue 6-8 weeks before the MT Btu Area Update.	CSRS – BSAR (CC&B Auto SR/ cc: [REDACTED])		<input type="checkbox"/>
4 Update Btu Area maps.	Gas Transmission and Distribution – Gas Engineering		<input type="checkbox"/>
5 Provide the DBA with a list of gas ABS accounts for geographic area/city or gas line segment.	ABS Gas Billing Solutions		<input type="checkbox"/>
6 Set up meeting with the DBA, the division engineer, T&R, Mapping, and Meter Reading <ul style="list-style-type: none"> GBS to provide list of ABS accounts to verify Mapping to provide boundary maps Work together to identify affected MR routes/accounts Confirm target dates for Btu Area change (e.g. MT Btu Area update date, any physical field changes) 	BRC DBA Sr. gas engineer		<input type="checkbox"/>
7 Notify ABS Gas Billing, Electric Billing, and 3rd Party Billing <ul style="list-style-type: none"> Communicate routes/accts affected and approx. date of Btu Area change (when MT update to begin/completed based on serial read dates) Coordinate Major Account Rep (MAR) notification, as needed. 	BRC DBA		<input type="checkbox"/>
8 Provide BSAR with a list of impacted route numbers. Review and confirm the list of impacted premises from query.	Sr. meter reader Sr. gas engineer		<input type="checkbox"/>
9 Follow up to ensure email sent to stakeholders (sr. division engineer and GSO) confirming that the MT update is complete. Send updated MT results to stakeholders for approval.	CSRS - BSAR		<input type="checkbox"/>
10 After the Btu Area update is complete, activate physical field changes (e.g., new regulator station).	Sr. gas engineer (coordinate efforts)		<input type="checkbox"/>
11 Coordinate any necessary billing adjustment efforts and consult with T&C, as needed.	BRC DBA (with BRC Billing, cc: Record Processing)		<input type="checkbox"/>
12 Complete Form F4300-14-1, "Btu Area Change Notification" and send via email to the Department Contacts. For the contacts list, see WP4300-14, Table 2: Department Contacts.	Sr. gas engineer		<input type="checkbox"/>
13 Retain central records: Btu Area Change Notification, list of impacted premise records, etc.	CSRS – BSAR		<input type="checkbox"/>

Action		Lead Department (POC)	Date Completed, Notes	<input checked="" type="checkbox"/>
14	To ensure no premises remain associated with the Btu Area, review with GSO for approval before retiring the Btu Area.	CSRS – BSAR		<input type="checkbox"/>

