



# Btu Area Retirement 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 Item	Lead Department (POC)	Date Completed, Notes	<input checked="" type="checkbox"/>
1	Send preliminary email communication to SGE, DBA, and BSAR representatives.	Sr. Gas Engineer		<input type="checkbox"/>
2	Research to ensure that no premise is still associated with the Btu Area that will be retired.	a. CSRS - BSAR		<input type="checkbox"/>
		b. Gas ABS		<input type="checkbox"/>
3	Obtain approval from the manager in GSO that the Btu can be retired and that no premise is still associated with the "to be retired Btu Area."	GSO (Jack Dunlap)		<input type="checkbox"/>
4	Submit SR to change the description of the "to be retired Btu Area" characteristic value in the CC&B soft table. <b>Note:</b> Add to the description: <b>Retired Mm/Dd/Yy - Do Not Use</b>	CSRS - BSAR	SR #: Release Date:	<input type="checkbox"/>
5	Stop sending Btu Area data from the GTS Btu Application after the effective date of the retired Btu Area.	GSO (Jack Dunlap)		<input type="checkbox"/>
6	Discontinue sampling of the Btu Area, if applicable.	Gas System Maintenance (Joe Bronner)		<input type="checkbox"/>
7	Remove the retired Btu Area from the active maps in the division (Gas Mapping).	Gas Mapping		<input type="checkbox"/>
8	Remove the retired Btu Area from the active maps in CGT. Add to list of retired Btu Areas.	Gas System Maintenance (Joe Bronner)		<input type="checkbox"/>
9	Submit request to add the retired Btu Area in RSS report # BI 2475 to check if the retired Btu Area is used in error after the effective date of the retirement.	CSRS - BSAR		<input type="checkbox"/>
10	Send out Service Planning Bulletin to remind the impacted Service Planning groups to use the most recent Btu maps.	Mark Aloiau	Gas Information Bulletin #:  Posted Date:	<input type="checkbox"/>
11	a. Update the "How to Guide" for the retired Btu Area. <b>Important:</b> Do not select Characteristic Value with Description "Retired MM-DD-YY Do Not Use" for BTU Therm Area Characteristic Type.	a. ISTS - BSAR	"How to Guide" Updated Date:	<input type="checkbox"/>
	b. Send out "Reminder" to impacted stakeholders.	b. ISTS - BSAR		
12	Complete Form F4300-14-2, "Btu Area Retirement 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 (e.g., notification form.)	CSRS - BSAR		<input type="checkbox"/>

