



UO Standard S5158

ISSUING DEPARTMENT: **GD&TS**
UO SPONSOR: **VP - E&P**

EFFECTIVE DATE: **9-02**
REVIEW DATE: **9-05**
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 UO Standard D-S0457, "Gas Mapping Standard, 1" – 100' Plat Sheets."
- This standard is a revision of UO Standard S0458. The revision reflects organizational changes. The requirements of the standard have not changed.
- Revision** This standard supersedes UO Standard S0458, "Gas Service Record," effective 04/1999.
- Safety** This standard is in accordance with all applicable safety precautions and requirements that are listed in Utility Standard Practice (USP) 22, "Safety and Health Program," and the *Code of Safe Practices*.
- Implementation Responsibilities** The vice presidents of Engineering and Planning (E&P) and Operations, Maintenance and Construction (OM&C) are responsible for overseeing the implementation of this standard.
- Compliance** OM&C area directors, the Gas Distribution and Technical Services (GD&TS) director, the Mapping and Gas Field Support manager, and the Mapping supervisor will implement and monitor compliance with this standard.
- Procedure** The engineering estimator who is responsible for the work will initiate the Gas Service Record form and provide all necessary information for installing or modifying the gas service.
- The OM&C crew foreman will complete a Gas Service Record form, ensuring that all pertinent field information is included. The crew foreman also provides the as-built changes to the job sketch to help clarify the field information.

The crew foreman forwards the completed Gas Service Record form, signed and dated, to the appropriate Gas Mapping department. All paperwork must be completed and forwarded on the same day the work is completed.

The mapper updates the gas distribution plat sheets, enters the data into the Tangible Property Ledger (TPL) entry system, and files the service record.

Date Issued/Updated

Effective: September 2002

Review Date: September 2005

Signed,

Signed,

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Reference Documents UO Standard S0457, "Gas Mapping Standard, 1" – 100' Plat Sheets"