

TRICIA MEZZACAPPA V. UGI UTILITIES INC.

Docket Nos. ~~C 2020-3023697~~ C-2021-3023697

~~C 2020-3023725~~ C-2021-3023725

~~C 2020-3023925~~ C-2021-3023926 mm/sec bur

Hearing Date: April 13, 2021

UGI Exhibit

R-1 (2/4/21 letter from D. Amory)

R-2 (No Parking sign)

R-3 (2/26/21 letter from D. Amory)

R-4 (letter re: LIURP from M. Irizarry)

R-5 (Gas Operations Manual, Section 35.10.20)

R-6 (Gas Operations Manual, Section 35.10.40)



Ms. Tricia Mezzacappa  
817 Ridge Street  
West Easton, PA 18042

February 4, 2021

Dear Ms. Mezzacappa:

This letter notifies you that work will be performed on your natural gas service tying it into a newly installed gas main before retirement of the old gas main. Since this will interrupt your service for a period up to 2 hours, please contact me (610) 807-3124 to schedule a time you are available for UGI to enter your home and restart your appliances. The work must be completed on Wednesday, February 10<sup>th</sup> or Thursday, February 11<sup>th</sup> prior to UGI retiring the old main. If UGI is not able to gain access to your residence prior to the old main being retired, retirement of the main will leave you without service.

Thank you for your time and attention to this notification letter.

Sincerely,

David J. Amory  
Senior Operations Manager  
UGI Utilities, Inc.

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| UGI Exhibit R-1<br>C-2021-3023967 et al.<br>4/13/21 JK |
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EXHIBIT R-1

**NO  
PARKING**

**Monday thru Friday**

**6 am to 4 pm**



*Energy to do more®*

UGI Exhibit R-2  
C-2021-3023967 et al.  
4/13/21 JK

EXHIBIT R-2



Ms. Tricia Mezzacappa  
817 Ridge Street  
West Easton, PA 18042

February 26, 2021

Dear Ms. Mezzacappa:

Due to the recent weather pattern our area has experienced, we were unable to complete the tie over of your service to the newly installed main as previously planned and communicated in a letter sent to you on February 4th. We have also had additional internal discussions regarding your concerns. As a result, you should have received the attached letter from Matthew Irizarry providing you with an option to resolve an issue possibly found when UGI reactivates your service and relights your appliances.

This letter is to notify you that work will now be performed on Tuesday, March 9th. Since this will interrupt your service for a period up to 2 hours, please contact me at (610) 807-3124 to schedule a time you are available for UGI to enter your home and restart your appliances. If UGI is not able to gain access to your residence prior to the old main being retired, retirement of the main will leave you without service.

Thank you for your time and attention to this notification letter.

Sincerely,

David J. Amory  
Senior Operations Manager  
UGI Utilities, Inc.

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| UGI Exhibit R-3<br>C-2021-3023967 et al.<br>4/13/21 JK |
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EXHIBIT R-3



UGI Utilities, Inc.  
PO Box 13009  
Reading, PA 19612-  
3009

(800) 276-2722

Tricia Mezzacappa  
817 Ridge St  
Easton, PA 18042  
Customer Account: 411001216273

Ms. Mezzacappa,

I would like to inform you that upon reviewing your account, you pre-qualify for our Low-Income Usage Reduction Program (LIURP). Through LIURP, provided your premise is suitable for weatherization we may be able to provide you with energy saving improvements that would assist in reducing your utility bills and/or usage. The services provided under the LIURP program is at no cost to you. Providing these services within your home, these repairs and upgrades will make your home warmer, safer, and help you save on your monthly utility bills.

For us to get started, a home energy evaluation must be completed by a third-party contractor. The evaluation will determine what conservation services are needed to make your home more energy efficient. Once the evaluation is complete, the possible services rendered can include insulation, door and window caulking and weather stripping. **Furthermore, should your heater require repair, it will be covered by this program to the extent of replacing the heater should it be deemed inoperable. There is a maximum spend allowance of \$11,000 should your home also be approved for the energy savings measures over and above the furnace repair.**

We encourage you to take advantage of our LIURP program. We will need to schedule a home visit to perform the evaluation. If you have any questions or are ready to apply, please contact me at the number below.

Kind Regards,

Matthew Irizarry  
Senior Customer Outreach Supervisor  
225 Morgantown Rd.  
Reading, PA 19612  
Office: 610-736-5570

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| UGI Exhibit R-4<br>C-2021-3023967 et al.<br>4/13/21 JK |
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EXHIBIT R-4



Procedure Number: 35.10.20

Title: Turn-On Procedure for Residential, Commercial, and Industrial Customers

1.0 Purpose

The purpose of this procedure is to provide steps for turning on residential, commercial, and industrial customers.

2.0 Scope

This standard provides instructions for turning on the gas to a new residential, commercial, or industrial building, or to an existing building that has been vacant or where gas had been discontinued. Additionally, these criteria are provided for turning on gas to an existing customer when the gas was turned off to change a meter or the meter set was moved outdoors as part of a service renewal, or to repair a leak in the service or main renewal project.

3.0 General Information

- 3.1 The UGI employee or UGI contractor is responsible for turning on the valve upstream of the meter and regulator and for lighting or relighting the gas burning appliances as required for each task, except as indicated in GOM 35.10.30 Meter Only Activations.
- 3.2 Equipment required for this procedure includes: appropriate wrenches, taps, an approved flashlight, gas detector (as applicable), and pressure gauges or pressure test jig (as applicable).
- 3.3 UGI employees and UGI contractors must be familiar with the equipment operational requirements of the International Fuel Gas Code while completing this task. Any visual observations of equipment issues must be addressed as stated in GOM 35.10.40 Tagging Procedures.
- 3.4 UGI employees and UGI contractors must possess knowledge of and complete appropriate training in the UGI tagging procedures (GOM 35.10.40 Tagging Procedures).
- 3.5 Additional activities may be required before completing the turn on. These activities include:
  - Where required, remove the service stopper or open the curb valve.
  - Remove all locking or blocking devices.
- 3.6 For industrial customers, follow the steps as outlined in 4.0 Procedures. In addition,

| Revision Number | Date Approved | Approved By  | Effective Date |
|-----------------|---------------|--------------|----------------|
| 004             | 3/24/2020     | Mark Connors | 06/15/2020     |

UGI Exhibit R-5  
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- 3.6.1 Any existing valves upstream of filters, meters and regulators, except bypass valves must be open.
- 3.6.2 If the meter set has a bypass installed, check the valves on the bypass to make sure they are closed and locked using a barrel locking device.
- 3.6.3 Check all supply and control lines to the in-line regulators, making sure that any valves on these lines are open.
- 3.7 All meter and regulator sets shall have all pipe joints, unions, valves, flange connections, meter and regulator joints, etc. tested for leaks with a leak detector fluid or an approved leak detection device at existing pipeline pressure prior to painting and putting the facilities into service. Repair all leaks immediately.

#### 4.0 Procedure

- 4.1 Verify that the name, address, and meter number on the order are complete and correct. Correct information as appropriate. Read the meter index and record on the order.
- 4.2 Find the termination point of all fuel lines to be sure all openings are capped and plugged. Examine all gas burning appliances to be sure that all non-automatic pilots and burners are shut off.
- 4.3 For meter installations where access to the fuel line cannot be obtained, one of the following must be completed before proceeding to 4.4:
  - 4.3.1 If no fuel line convenience valve is present at the meter set outlet, the inlet meter valve shall remain locked and shut off. The turn-on cannot be completed.
  - 4.3.2 If a fuel line convenience valve is present at the outlet of the meter, ensure the valve is closed, an Orange Convenience Valve Tag (see GOM 35.10.40 Tagging Procedures) is attached, and the outlet is plugged, if not connected to the fuel line. The turn-on may be completed up to the point of the convenience valve.
  - 4.3.3 Where access to a portion of the fuel line or gas burning equipment cannot be obtained, a valve to isolate that section of fuel line must be found. If a valve cannot be found to isolate the inaccessible sections of the fuel line, apply 4.3.1 or apply 4.3.2 up to the fuel line valve separating the inaccessible portion of the fuel line.
- 4.4 Install the pressure set point gauge on the outlet of the a meter set including those installed on low pressure services (not required when restoring service after an emergency shut down).

NOTE: Checking the outlet pressure must be performed to verify the proper working conditions of each service regulator.

- 4.5 Turn on the gas by slowly opening the valve on the inlet side of the meter. Perform the static, load, lock-up, relief set point, relief re-set point and registration tests (for low pressure services, only static and registration tests are required).
  - 4.5.1 In situations where a meter bank is being fed natural gas by one service regulator, the outlet pressure need only be verified through one meter and the relief set point and relief re-set point tests are not required.
  - 4.5.2 For indoor meters, the load and lockup tests are not required.
  - 4.5.3 If a mercury seal regulator or relief valve is encountered, replace the device according to GOM 90.10.10 Handling Mercury Seal Regulators and Relief Devices.
- 4.6 Remove the pressure set point gauge.
- 4.7 Reconnect the meter and crack open the outlet swivel and bleed the air from the meter.
- 4.8 Close the outlet swivel once the meter has been purged of air.
- 4.9 Perform a tightness test on all fuel line pipe.
  - 4.9.1 Fuel Line Operating Pressure Less Than or Equal to 0.5 psig and the Meter Test Dial is Less Than or Equal to 2 ft<sup>3</sup>.: Open the meter valve slowly and introduce gas into the fuel line. When the fuel line is at operating pressure, mark the position of the test hand (on the proving dial) adjacent to its tip. Allow the system to sit for five (5) minutes for a ½ ft<sup>3</sup>. test dial or 10 minutes for a 2 ft<sup>3</sup>. dial. If there is no movement of the test hand during the test, the fuel line is considered tight.
  - 4.9.2 Fuel Line Operating Pressure Less Than or Equal to 0.5 psig and the Meter Test Dial is Larger Than 2 ft<sup>3</sup>.: Install a manometer at a convenient location on the fuel line. Turn on the meter valve slowly and read the static pressure on the manometer. Turn the meter valve off, lower the pressure, and watch the manometer for a drop in pressure for a period of three (3) minutes. If the pressure has not dropped, the house piping is considered tight.
  - 4.9.3 Fuel Line Operating Pressure Greater Than 0.5 psig.: Install an appropriately scaled pressure gauge on the fuel line. Turn on the meter valve slowly and record the static pressure on the gauge. Turn the meter valve off and lower the pressure. Watch the gauge for a drop in pressure

for a period of 10 minutes. If the pressure has not dropped, the house piping is considered tight.

NOTE: A tightness test is not required on an unplanned shutdown. However, the meter dial must be spotted. If the test dial is moving, inspect for leaks.

- 4.10 Perform the following tasks and document all appropriate information:
  - Leak survey the inside service pipe and meter set with an approved leak detector;
  - Inspect for corrosion;
  - Inspect for mercury regulators;
  - Inspect for theft of service.
- 4.11 Visually inspect all gas-fired equipment for deficiencies that are addressed in GOM 35.10.40 Tagging Procedures.
- 4.12 If the regulator is installed inside a building, visually inspect the vent line to ensure it properly connected to the regulator vent and can safely vent to outside atmosphere.
- 4.13 Purge out all piping and appliances. Purge the air from the fuel line at the appliance pilots and burners.
- 4.14 Turn on and light all pilots and inspect. If appliance will not light, close the fuel line valve and follow GOM 35.10.40 Tagging Procedures.
- 4.15 Visually determine that the main burner is burning gas properly (i.e., no floating, lifting, or flashback). Test for spillage at the draft hood relief opening using a match. See 4.9 for follow up if a problem is detected.
- 4.16 Enter all necessary information on the order, including the meter number and index reading. Notify the customer, if possible, that the turn-on has been completed and appliances are either ready for use or have been tagged.
- 4.17 Complete and submit all necessary paperwork and tags. Refer to GOM 35.10.40 Tagging Procedures for specific follow-up on any tags.

## **5.0 Records**

All turn on and relight shall be documented in the appropriate SAP or DOJM application.

## **6.0 Operator Qualification**

The following Covered Task(s) are associated with turn-on activities:

Task #15 – Inspecting for atmospheric corrosion

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Task #24 – Turn on meter (residential and commercial)  
Task #26 – Turn on meter (industrial)  
Task #28 – Restore service as a result of a planned or unplanned shutdown  
Task #52 – Operate curb valve  
Task #71 – Using a service stopper  
Task #101 – Meter reader SLIP

## 7.0 References

### Federal Regulations

49 CFR 192.605 Procedural manual for operations, maintenance, and emergencies.

### Pennsylvania Code

52 PA Code 59.33 Safety

### Maryland Code

COMAR 20.55.04.09 Customer Piping

COMAR 20.55.09.03 Customer Piping

International Fuel Gas Code

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Procedure Number: **35.10.40**

Title: **Tagging Procedures**

**1.0 Purpose**

The purpose of this procedure is to provide information relating to UGI’s tagging criteria and procedures.

**2.0 Scope**

This standard provides instructions for informing the customer and taking appropriate actions to ensure the safe operation of the customer’s fuel lines and equipment when hazardous conditions or potentially hazardous conditions are observed on the customer’s gas facilities. This standard also provides information for what constitutes a red, orange, or yellow tag.

**3.0 General Information**

Operations personnel will complete the appropriate tag and notify the customer accordingly when the stated conditions are observed or encountered on a customer’s gas facility. The Operations personnel will forward the tag information to the appropriate personnel for follow up action. The customer will receive a letter describing the tag condition and a copy of the letter will be mailed to the local municipality, as required. A copy of the letter and the tag information will be retained in the customer file.

**4.0 Red Tag Procedure**

4.1 The Red Tag procedures will be initiated when a field Operations employee observes or encounters a condition that is a clear and immediate threat to the safety or health of occupants of the building. Examples of a red tag condition include the following:

4.1.1 General

- A. Gas leak on the fuel line, appliance connector, or appliance that cannot be repaired at the time of the visit.
- B. Gasoline or other flammable liquids or gases or combustible materials located too close to the burner that cannot be immediately relocated.
- C. Any sustained atmospheric carbon monoxide levels that are being produced by gas burning equipment.

| Revision Number | Date Approved | Approved By  | Effective Date |
|-----------------|---------------|--------------|----------------|
| 004             | 12/09/2019    | Mark Connors | 01/13/2020     |

4.1.2 Improper Installation

- A. On new installations, any burner less than 18 inches above the garage floor.
- B. Insufficient air for combustion which is creating combustion problems.
- C. The exposed return air duct is not adequately joined, supported or secure.
- D. Vent too close to combustibles – discoloration or charring of combustible material.
- E. Absence of a relief valve on the water heater or boiler.
- F. Defective or missing control.
- G. Defective low water cut off on boilers.

4.1.3 Improper vent or chimney

- A. Missing vent when required or exposed vent pipe is not adequately joined, supported, or secure.
- B. No draft hood where required.
- C. Wood or coal burning equipment in the same chimney with a gas appliance on a new or existing installation, unless the equipment is designed to work properly in this situation.
- D. Spillage from the draft hood or vent for any reason.
- E. Plastic vent line on gas dryer.

4.1.4 Improper Gas Piping

- A. Plastic pipe inside the building.
- B. Cast iron pipe inside the building.

4.1.5 Burners

- A. Flame characteristics not acceptable (i.e. floating, lifting, flashback, yellow or sooting).
- B. Water leaks causing hazard to burner or pilot.

- 4.2 The piece of equipment or fuel line that is creating the hazard must be immediately shut off. If the section of fuel line or equipment cannot be isolated from the remaining appliances, the gas must be turned off at the meter and locked.
- 4.3 Completely fill out the Red Danger tag (See Figure 35.10.40-1).

**DANGER - PELIGRO**

This appliance has been shut off because it is not safe to operate.

Este aparato fue apagado porque es un peligro operarlo.

|  |                         |
|--|-------------------------|
| <input type="checkbox"/> Hot Water Heater      | (Calentador / agua)     |
| <input type="checkbox"/> Water Heater          | (Calentador / agua)     |
| <input type="checkbox"/> Range                 | (Hataki)                |
| <input type="checkbox"/> Dryer                 | (Secadora)              |
| <input type="checkbox"/> Room Heater           | (Calentador / cuarto)   |
| <input type="checkbox"/> FUEL LINE             | (Línea de gas)          |
| <input type="checkbox"/> Grill                 | (Parrilla)              |
| <input type="checkbox"/> Gas Logs              | (Troncos de gas)        |
| <input type="checkbox"/> Ductwork Installation | (Instalación de ductos) |
| <input type="checkbox"/> Carbon Monoxide       | (Carbon Monóxido)       |
| <input type="checkbox"/> Gas Leak              | (Fuga de gas)           |
| <input type="checkbox"/> Venting               | (Ventilación)           |
| <input type="checkbox"/> Insufficient Air      | (Insuficiente aire)     |
| <input type="checkbox"/> Control               | (Control)               |
| <input type="checkbox"/> Other (Other)         |                         |

Comments \_\_\_\_\_

Date \_\_\_\_\_ Work Request # \_\_\_\_\_

Tagged by \_\_\_\_\_

Street Address \_\_\_\_\_

Apt # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Customer Name \_\_\_\_\_

Customer Signature \_\_\_\_\_

Owner  Landlord  Tenant  Other \_\_\_\_\_

Owner \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

**DANGER - PELIGRO**

This appliance has been shut off because it is not safe to operate.

Este aparato fue apagado porque es un peligro operarlo.

**DO NOT REMOVE NO REMUEVA**

Figure 35.10.40-1: Red Tag – Front Side and Back Side

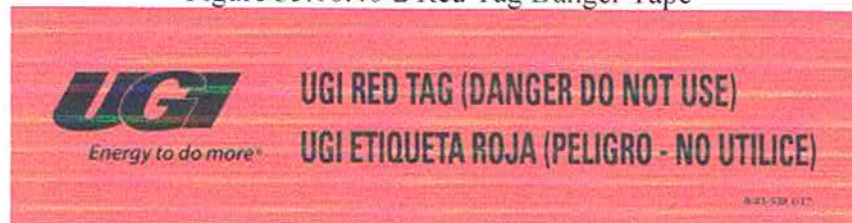
- 4.4 Make an attempt to explain the condition to a responsible adult, preferably the user or owner, if they are available. If the premises are occupied by a tenant, both landlord's and tenant's name, address and telephone number shall be

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obtained, if possible. Explain to the customer (if available) that you will attach a tag to the appliance, and the appliance is shut off and cannot be operated until corrections have been made. Have the customer sign the tag on the "Customer signature" line and give them the Customer Copy of the tag. If the customer refuses to sign the tag, write "Refused" on the signature line. If the customer was not available at the time the tag was placed, indicate such on the tag.

- 4.5 Complete the order for the job. Include all of the following on the order:
  - 4.5.1 That the tag was affixed to the appliance;
  - 4.5.2 The appliance was left shut off;
  - 4.5.3 The color of the tag installed on the appliance; and
  - 4.5.4 The nature of the unsafe condition found.
- 4.6 Attach the color copy of the tag with a plastic tie, string or wire in plain view on the appliance valve, fuel line or fuel line valve where the unsafe condition exists.
- 4.7 Affix DANGER DO NOT USE tape to appliance valve such that the valve cannot be operated without removal of tape (Form number 0-03-520; See Figure 35.10.40-2).

Figure 35.10.40-2 Red Tag Danger Tape



- 4.8 Return the office copy of the Red Danger Tag to the Senior Supervisor Operations, or designee.
  - 4.9 For each Red Tag, the Senior Supervisor Operations, or designee, shall send a letter to the customer and/or landlord with a copy to the code enforcement officer for that municipality. An example of a typical red tag form letter is shown in Figures 35.10.40-6. The company will retain a copy of the correspondence for reference.
- 5.0 Yellow Tag Procedure**
- 5.1 The Yellow Tag procedure will be initiated when a field Operations employee observes or encounters a condition that is not an immediate hazard and

permanent repairs can be delayed. Examples of a yellow tag condition include the following:

5.1.1 General

- A. Hazardous conditions which can be corrected by a UGI employee, the owner, or contractor at the time of the visit, but requires a permanent repair or correction.
- B. A temporary condition such as a can of paint thinner stored next to a water heater should not be tagged provided the can of paint thinner is moved to a safe location. If there is a permanent storage cabinet for paint thinner cans, removing the cans from the area makes the appliance safe. However, a yellow tag should be issued indicating that the appliance and permanent storage cabinet must be separated to a greater distance.

5.1.2 Improper Installation

- A. On existing installations, any burner less than 18 inches above the garage floor and there is no immediate hazard.
- B. Insufficient air for combustion which can be temporarily corrected or when the space that provides combustion air does not meet the 50 cubic feet per 1000 rule, but the appliance operates correctly.
- C. Improper cold air return that does not create hazards with the drafting or operation of appliances.
- D. Vent too close to combustibles – no discoloration or charring of combustible materials.

5.1.3 Improper vent or chimney

- A. Improper vent termination that does not create hazards with the drafting or operation of appliances.
- B. Undersized vent that does not create hazards with the drafting or operation of appliances.
- C. Vent connector badly rusted (but not leaking).

5.1.4 Improper Gas Piping

- A. No sediment trap (furnace, boiler, or water heater).

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- B. No individual shut off valve to an appliance at an accessible location.
- C. Unsupported fuel line pipe – no immediate hazard.
- D. Non-approved fuel line connection for a manufactured home.
- E. Copper tubing through floor to a moveable appliance.
- F. Flex line connector in a concealed location or passing through floor/walls or between rooms.
- G. CSST piping not electrically bonded that has not been approved by the authority having jurisdiction.

5.1.5 Burners

- A. Burner deteriorated but flame characteristics appear acceptable.
- B. Water leaks in the burner and pilot area and there is no immediate hazard.

5.2 The piece of equipment or fuel line that is creating the condition may be turned on or left operating.

5.3 Completely fill out the Yellow Caution tag (See Figure 35.10.40-7).

5.4 Make an attempt to explain the condition to a responsible adult, preferably the user or owner, if they are available. If the premises are occupied by a tenant, both the landlord's and tenant's name, address and telephone number shall be obtained if possible. Explain to the customer (if available) that you will attach a tag to the appliance and whether the appliance can be safely operated until corrections have been made. Have the customer sign the tag on the "Customer signature" line and give them the Customer Copy of the tag. If the customer refuses to sign the tag, write "refused" on the signature line. If the customer was not available at the time the tag was placed, indicate such on the tag.

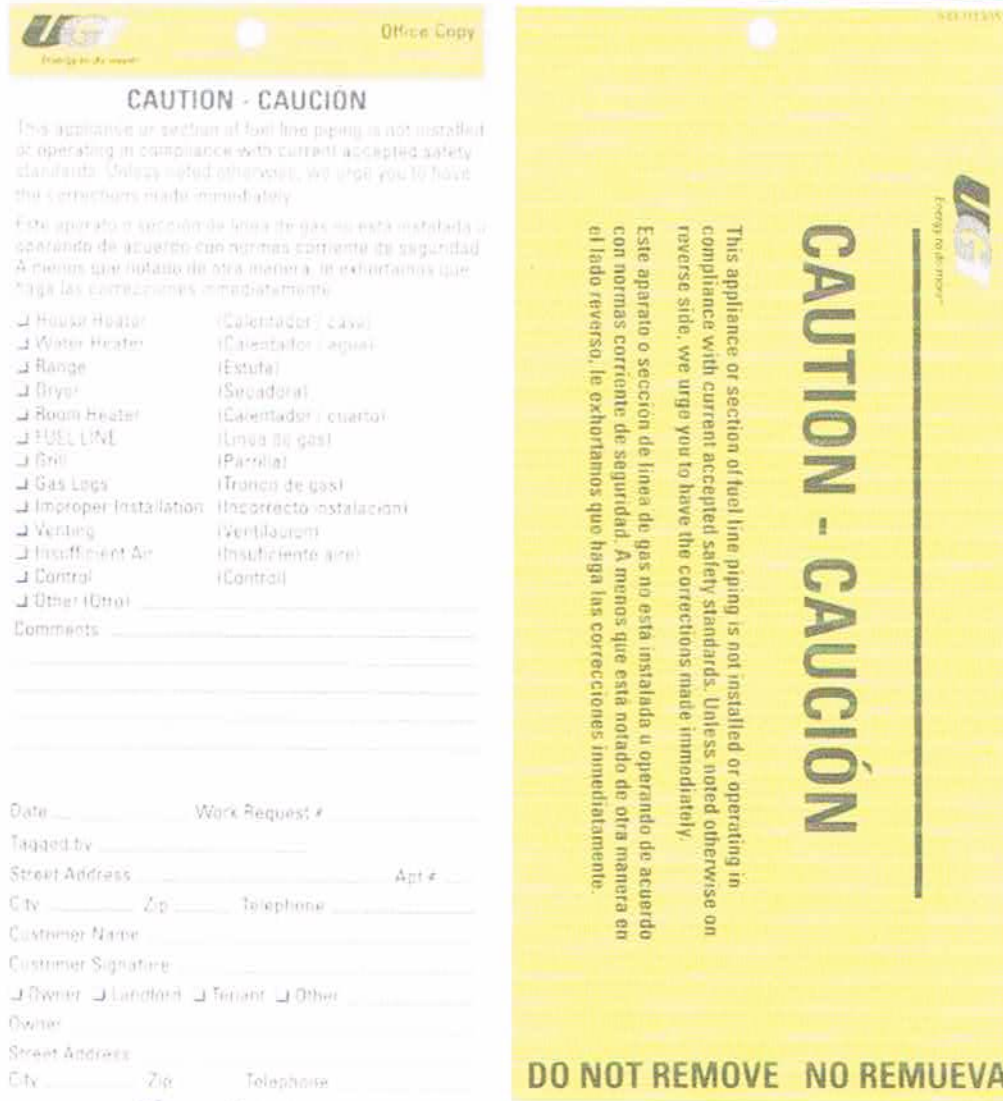


Figure 35.10.40-3: Yellow Tag – Front Side and Back Side

- 5.5 Complete the order for the job being completed. Include all of the following on the order:
  - 5.5.1 That the tag was affixed to the appliance;
  - 5.5.2 Whether the appliance was left shut off;
  - 5.5.3 The color of the tag installed on the appliance; and
  - 5.5.4 The nature of the unsafe condition found.

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- 5.6 Attach the color copy of the tag with a plastic tie, string or wire in plain view on the appliance valve, fuel line or fuel line valve where the unsafe condition exists.
- 5.7 Return the office copy of the Yellow Tag to the Senior Supervisor Operations, or designee.
- 5.8 If a confined space is found, which could result in the potential for insufficient air for combustion, occupants of the building should be asked the following questions:
- Do you have a carbon monoxide detector that has alarmed?
  - Are any members of the household ill with the following symptoms: headache, fatigue, shortness of breath, nausea, dizziness? Do these symptoms improve when they leave the house?
  - Have you noticed moisture/condensation on your walls and windows, other than in the bathrooms or above your kitchen sink?
  - Is there any water streaking, rusting, debris or soot on the chimney, vents, or equipment?
  - Have you smelled any unfamiliar burning odors from your fuel burning equipment?
  - Have any pet become sluggish or ill, or your plants been dying?
- 5.8.1 If the customer answers yes to any of these questions (without an acceptable explanation), the meter valve shall be shut and locked and the residence ventilated until a thorough CO investigation will take place as noted in [EP 3.6 - Carbon Monoxide](#).
- 5.8.2 If the customer answers “no” to these questions, the appliance or service shall be yellow tagged.
- 5.9 For each Yellow Tags, the Senior Supervisor Operations, or designee shall send a letter to the customer and/or landlord with a copy to the code enforcement officer for that municipality.
- 5.9.1 If the Yellow Tag was for Insufficient Air for Combustion send letter similar to Figure 35.10.40-7 and a copy of the CO brochure.
- 5.9.2 For other Yellow Tags send a letter similar to Figure 35.10.40-8.
- 5.9.3 The company will retain a copy of the correspondence for reference.

## 6.0 Orange Tag Conditions

- 6.1 The Orange Tag procedure will be initiated when a field Operations employee observes or encounters a condition where the appliance or fuel line cannot be

activated at the time of a turn-on or reactivation of service. Examples of an orange tag condition include the following:

- 6.1.1 UGI employee cannot get access to the appliance.
- 6.1.2 Equipment is not turned on because employee was unsure of the lighting procedure or unable to light the appliance.
- 6.1.3 The customer or representative requests that the unit not be turned on.
- 6.1.4 The equipment was not ready to be turned on because it was not completely installed or could not be turned on due to extenuating circumstances (i.e. no water service, no electric service).
- 6.2 The turn-on or reactivation will be completed to a valve that will isolate the equipment or fuel line that is not or cannot be activated.
- 6.3 Make an attempt to explain the condition to a responsible adult, preferably the user or owner, if they are available. Explain to the customer (if available) that you will attach a tag to the fuel line valve or outside valve, and that the appliance or fuel line is shut off.
- 6.4 When installing the tag on an inside location, completely fill out the Orange tag in Figure 35.10.40-4.
- 6.5 When installing a tag at the convenience valve location use the Orange Outside Convenience Valve Tag in Figure 35.10.40-5.
  - 6.5.1 If there is no fuel line valve to the appliance and there is a convenience valve, the convenience valve will be closed, and the Outside Convenience Valve Tag will be applied to the stationary portion of the convenience valve.
  - 6.5.2 If there is no fuel line valve to the appliance and there is no convenience valve, the meter valve will need to be shut and locked. No tag is applied, but a temporary disconnect order should be made with dispatch to document the meter shut off.
- 6.6 Attach the color copy of the tag (See Figure 35.10.40-4 or 35.10.40-5) with a plastic tie, string or wire in plain view on the fuel line valve where the activation could not be completed.
- 6.7 Complete the order for the turn-on or reactivation as per GOM 35.10.20 Turn-on Procedures. Indicate on the order that the tag was attached and the reason for attaching the tag.

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- 6.8 Return the office copy of the Orange Tag to the to the Senior Supervisor Operations, or designee.



**WARNING - ADVERTENCIA**

**Appliance**

House Heater (Calentador / casa)

Water Heater (Calentador / agua)

Range (Estufa)

Dryer (Secadora)

Room Heater (Calentador / cuarto)

Gaslight (Luz de gas)

Gas Logs (Tronco de gas)

Grill (Parrilla)

Other (Otro)

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Work Request # \_\_\_\_\_

Tagged by \_\_\_\_\_

Street Address \_\_\_\_\_

Apt # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Customer Name \_\_\_\_\_

Customer Signature \_\_\_\_\_

Owner  Landlord  Tenant  Other

Owner \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

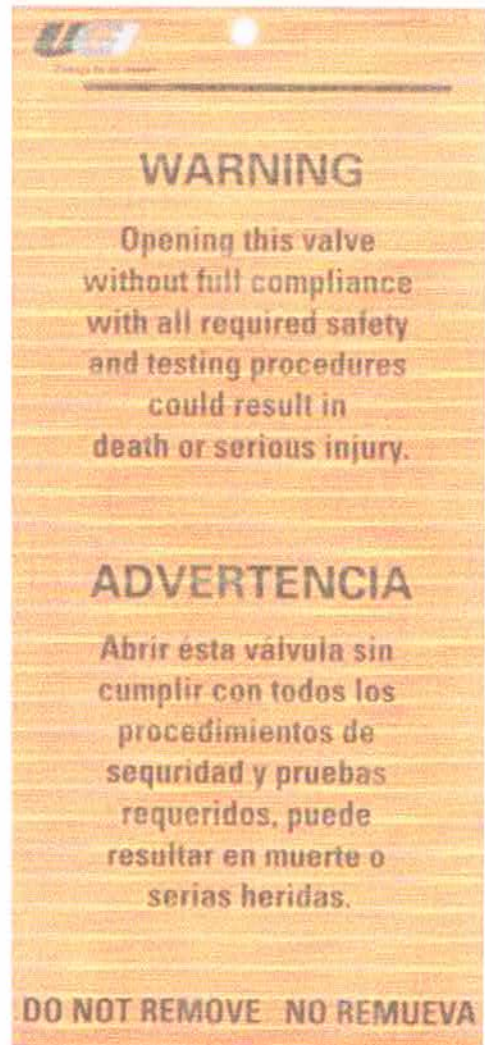


Figure 35.10.40-4: Orange Tag (Inside Use) – Front Side and Back Side

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Figure 35.10.40-5: Outside Convenience Valve Tag

**7.0 Records**

- 7.1 If a color tag was left at the property, the original tag is sent into the office.
- 7.2 For Red and Yellow tags, a copy of the letter sent to the customer and/or landlord and the code enforcement shall be retained.

**8.0 Operator Qualification**

There are no specific covered tasks related to tagging procedures.

**9.0 References**

Federal Regulations

49 CFR 192.605 Procedural manual for operations, maintenance, and emergencies.

Pennsylvania Code

52 PA Code 59.33 Safety

International Fuel Gas Code (Pennsylvania)

National Fuel Gas Code (Maryland)

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