
**Alabama Natural Gas Association
Gas Worker
Training & Assessment Program**

PLAN D TRAINING TASKS

The topics on this Plan will be covered during training in the next 60 days. You will be evaluated on your possession of the knowledge, skills, and abilities covered in this Plan in approximately 60 days. You need to take personal responsibility to learn these things. Take your Plan with you as you work. Ask questions. Mark the things you have covered in class and in the field. Write in the date when each topic was covered. If you haven't covered a topic five days prior to the end of the 60-day period, ask the supervisor to review this with you.

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
Build a First Cut			
For some services there are multiple regulators to regulate the pressure down from a higher pressure to a lower pressure, acceptable (safe) for use for the customer. The first regulator coming off a high pressure main to reduce/regulate the pressure is referred to as the First Cut. This is also often referred to as a farm tap or high pressure regulator (HPR). The Process: • Put on appropriate PPE and ensure fire extinguisher is readily accessible. • Gather the necessary tools: regulator, nipple, relief valve, pipe wrenches, unions, 90's, tees, gauge. • Conduct a dry run by fitting everything together without using pipe dope and hand-tightening to ensure it fits. ○ Install the regulator and relief. ○ Install a second stage regulator (if needed). • Take everything apart. Add pipe dope and prepare to install.			

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
• Install the regulator and relief. • Install a second stage regulator (if needed, depending on pressure) if first stage regulator alone cannot achieve desired pressure. • Set pressure on regulator(s). • Soap test for leaks. • Prime and paint the first cut regulator			

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
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Split Service

What is a split service? A single gas service line off the main that feeds to more than one house (e.g., provide service to two or three customers).

Why do you build a split service? You build a split service when providing gas to multiple customers with one gas line coming off the main as you might encounter at a duplex or with houses very close together.

Split services are rarely installed today, but you will see them in the field.

It's important when working on a customer's service to recognize if the customer is part of a split service. If so, ensure that gas is not cut off to the customer not receiving services *or* that the customer is notified if service interruption is unavoidable.

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
Set a Regulator			
Identify the pressure of the service to determine what type of regulator to use and to what pressure the regulator should be set.			
Ensure the flow direction is correct			
Set a gauge downstream from the regulator			
Adjust the regulator to desired pressure (precise method of adjusting depends on type of regulator used)			
Use soap test to identify any potential leak			

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
Use of a Locator			
A locator is used to identify underground utilities.			
Locators work by (1) Identifying direct current (connected directly to it). This is conductive locating. (2) Identifying metal in the ground. This is inductive locating. This method is less precise and will identify anything that is metal.			
The best strategy for identifying a service using a locator is conductive locating by connecting to the tracer wire or steel riser.			

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
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Leak Grades

Leaks are assigned a grade based on severity and location of the leak. This assignment identifies the priority of the repair (e.g., how soon it must be addressed) and the impending danger of leaving the leak unrepaired. This is very dependent on location of leak (e.g., within a certain distance of a dwelling).

While it is extremely unlikely that you will be the person assigning leaks grades or *grading leaks* (at least not for a very long time – until you have MUCH more experience) it is important that you understand how leaks are assigned a grade, what type of information goes into the consideration of assigning a grade, and what separates or distinguishes one grade from another grade of leak

Grade One Leaks are the highest priority. They are determined to be a potential danger to life or property. They must be repaired immediately, and all personnel working to repair the leak must work on it until it is repaired.

Leaks graded lower than Grade One pose a danger or could pose a danger in the future. They should be repaired when time permits. Grade Two Leaks, for example, will be repaired as soon as possible, but are not considered an emergency. Leaks graded lower than Grade Two may be postponed and monitored.

Understand the different grades of leaks and what each means.

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
Set a Meter			
Verify the meter size to be used based on load			
Verify the regulator to be used (appropriate pressure)			
Install ERT or AMI			
Verify fitting sizes			
Install the plumbing and meter bar			
Conduct a soap test to verify there are no leaks			
Set the pressure of the regulator			
Verify the meter is spinning and ERT or AMI is working and programmed correctly			

Category & Topic	Discussed	Demonstration (Observed)	Field Demonstration (Participated)
Shut-In Test or Clocking a Meter			
Conducted to ensure there are no leaks downstream of the meter			
Verify there are no appliances open and on or that have unlit burning pilots • If so, turn off all burners. • If you can't turn them off or cannot get inside, valve off at the meter.			
Watch the amount of gas used at the meter. It shouldn't move at all if nothing is lit. Conduct the test for the amount of time deemed appropriate by your company. Watch the half foot dial. It will be the one to move the most.			
If the meter dial moves it indicates gas is being used. Thus, there is a leak <i>or</i> something is still on. Identify the source and initiate appropriate action (e.g., repair the leak, call for service crew to repair inside leak) per company guidelines.			
Turn off the meter if leak cannot be repaired. Lock the meter and tag. Communicate with customer or leave information for customer.			