



Standard Operating Procedures

Supersedes all previous SOPs related to this subject unless otherwise stated herein.

SOP # 2007-02

Effective Date: February 7, 2007

Original Date of letter: December 17, 2002

Revised: July 23, 2008 (Item #3 sediment traps and testing)

Subject: Fuel Gas Inspections and Unlock

Purpose: To clarify the requirements of the City of Coeur d'Alene in regards to gas meter unlocks.

1. Excavations required for the installation of underground gas piping shall be kept open until such time as the piping has been inspected and approved.
2. Rough piping inspection shall be made after gas piping authorized by the permit has been installed and before such piping has been covered or concealed or a fixture or appliance has been attached thereto. This inspection shall include a determination that the gas piping size, material and installation meet the requirements of code.
3. The final piping inspection shall be made after piping authorized by the permit has been installed complete with shutoff valves, sediment traps, end caps and after all portions thereof which are to be covered or concealed are so concealed and before fixtures or appliances have been attached thereto. This inspection shall include an air, carbon dioxide or nitrogen pressure test, at which time the gas piping shall be tested through the valve and sediment trap and stand a pressure of not less than 10 psig for a duration of not less than 15 minutes.
4. After the approval of the final piping inspection the meter shall be connected to the system.
5. Meter unlocks; this inspection shall be made after one major appliance (furnace) has been connected to the piping system and all venting, supply and return air as well as make up air systems are in place and installed in an approved manner. This shall include installation of the thermostat and air filters. Any future vent connections are to be sealed off in an airtight manner. If, upon completion of this inspection the installation is found to comply with these provisions, the gas meter will be unlocked and put in to use. Due to a change in D.O.T. and Avista's requirements the City of Coeur d'Alene will no longer be able to unlock the locks on the high-pressure supply side of the meter. If this is the only lock present at the time of the unlock inspection and after your system has been approved for unlock by the city, contact Jennie with Avista at (769-1363) to schedule your meter for unlock.
6. All other appliances and their connections shall be inspected at time of the final mechanical inspection.

APPROVAL DATE:

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