



A Touchstone Energy® Cooperative 

Dear Prospective Member:

Thank you for your interest in The Energy Cooperative. Prior to 1998 The Energy Cooperative provided only electric service, and was known as Licking Rural Electrification, Inc. National Gas and Oil Company was purchased in 1998 by Licking Rural Electrification and we began doing business as The Energy Cooperative. We are one of a handful of cooperatives to offer natural gas and propane services. We are here to serve your energy needs.

Before your application can be fully processed, we will need to obtain your credit history. After that is completed, a security deposit may be required. If you have any questions, please contact our New Member Services Department at 800/255-6815 X1278.

Remember to contact the Ohio Utilities Protection Service at least two business days in advance before digging in your yard, at 800/362-2764.

We look forward to welcoming you into our Cooperative family!

Sincerely,

A handwritten signature in black ink that reads "David J. Potter". The signature is written in a cursive, flowing style.

President/CEO

**Distribution Gas Standards
Packet Contents**

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Ten Step Installation Procedures

1. Apply for gas service by calling The Energy Cooperative at 800/255-6815.
2. Pick up operator qualification card (yellow card) and pre-fab meter set assembly from The Energy Cooperative's Hebron Service Center at 120 O'Neil Drive in Hebron, Ohio.
3. Contact a **D.O.T. operator qualified plumber** to install your new or replacement natural gas service line and meter set assembly. **When the service line and meter assembly have been installed, attach the operator qualification card (yellow card) to the meter bar assembly. If the yellow card is not attached to the meter bar assembly the gas will not be turned on.** Contact a certified heating contractor to perform your inside houseline piping, etc.
4. Prior to any digging, call OUPS (Ohio Utility Protection Services) at 800/362-2764 to notify them that you will be installing a gas service line. OUPS will notify the various utility companies in your area to locate all underground utilities at the proposed construction site.
5. Purchase materials for the outside installation of the gas service line: pipe, riser, tracer wire and mounting bracket.

Outside Installation: A continuous length of plastic pipe is preferred from the proposed meter set location at the house entrance to the street or easement. This includes the plastic service line, tracer wire, riser, bracket, steel piping and fittings at the house entrance. At the street or easement plug or cap the end of the plastic service line and leave coiled up for The Energy Cooperative to connect to its facilities. See drawings number one and two.

6. Call The Energy Cooperative and request tap to be made: 800/255-6815.
7. The Energy Cooperative will install the tap.
8. You may proceed with the inside house line piping while waiting for your tap. The National Fuel Gas Code Guidelines apply to all houseline piping, etc.

Inside Installation: Use standard weight steel/wrought iron pipe or corrugated stainless steel tubing that is approved for natural gas use. Do not use galvanized pipe or fittings. Each appliance must have an accessible manual shut off gas valve upstream of the appliance it serves.

9. When the inside piping has been completed, and the tap has been made, call The Energy Cooperative at 800/255-6815 and request a pressure test, meter installation, and for the gas to be turned on. Make sure the operator qualification card has been completed by your plumbing and/or heating contractor.

10. The Energy Cooperative will inspect the inside and outside piping, and perform the following tests.

1. The outside service line (the connection at the street or easement to the meter set at the house) shall be tested to 90 psig for 10 minutes.
2. The inside house piping (house entrance to appliance valves) will then be tested to 3 psig for 10 minutes.
3. If the 3 psig test is successful then a 4 oz. test for 10 minutes will be done testing each appliance control valve.

If the 4 oz. test is successful then The Energy Cooperative will install the meter, turn on the gas and light the pilot lights.

Your first billing from The Energy Cooperative will be in 30 to 45 days. If you have any questions, please do not hesitate to call member services at 800/255-6815. The member/customer is responsible for the maintenance, repairs and/or replacement of the gas service line and the house line piping.

***A call back charge will be assessed if The Energy Cooperative has to return to re-inspect or retest any portion of the piping resulting from improper installation or failure of the piping to hold during the testing procedure.**

Excess Flow Valve Offer (Optional)

An excess Flow Valve (EFV) is a device, which is designed to automatically stop, or nearly stop, the flow of gas through the service line if the service line should be severed. EFV's would be effective in stopping or slowing the flow of gas in the event the service line is broken in two due to damage by excavating equipment. Potential safety benefits that may be derived from installing an EFV include less chance of personal injuries or property damage resulting from such accidents. EFV's are not designed to protect against corrosion leaks, minor damage by outside forces, leaks in or near a meter, or leaks inside a home.

EFV's that meet new federal government standards are available to be installed by The Energy Cooperative for new or replaced residential service lines that supply a single meter. EFV's cannot be installed on a service line in a system that may have less than 10 psig pressure.

Installation of an EFV is not mandatory. The cost to the customer for installation of an EFV is \$50.

The customer shall be responsible for any maintenance or replacement costs that may be necessary in the future. The EFV is buried with the gas service line. Although it is not possible to know precisely how much these costs might be, it would be reasonable to expect that a crew could spend 2 to 4 hours maintaining or replacing an existing EFV, it would be necessary to excavate the service line in the yard and to shut off and relight all gas appliances in the house. Current cost for a repair crew is \$200 per hour plus materials.

Additional information about an Excess Flow Valve may be obtained by contacting:

PUCO Consumer Hotline	800/686-7826
TTY Users Call	800/686-1570
Ohio Consumers Counsel	800/282-9448
The Energy Cooperative	800/255-6815

If an EFV is desired, a check for \$50 should be made out to "The Energy Cooperative" and submitted along with the following information:

Customer Name _____

Address of Service Line _____

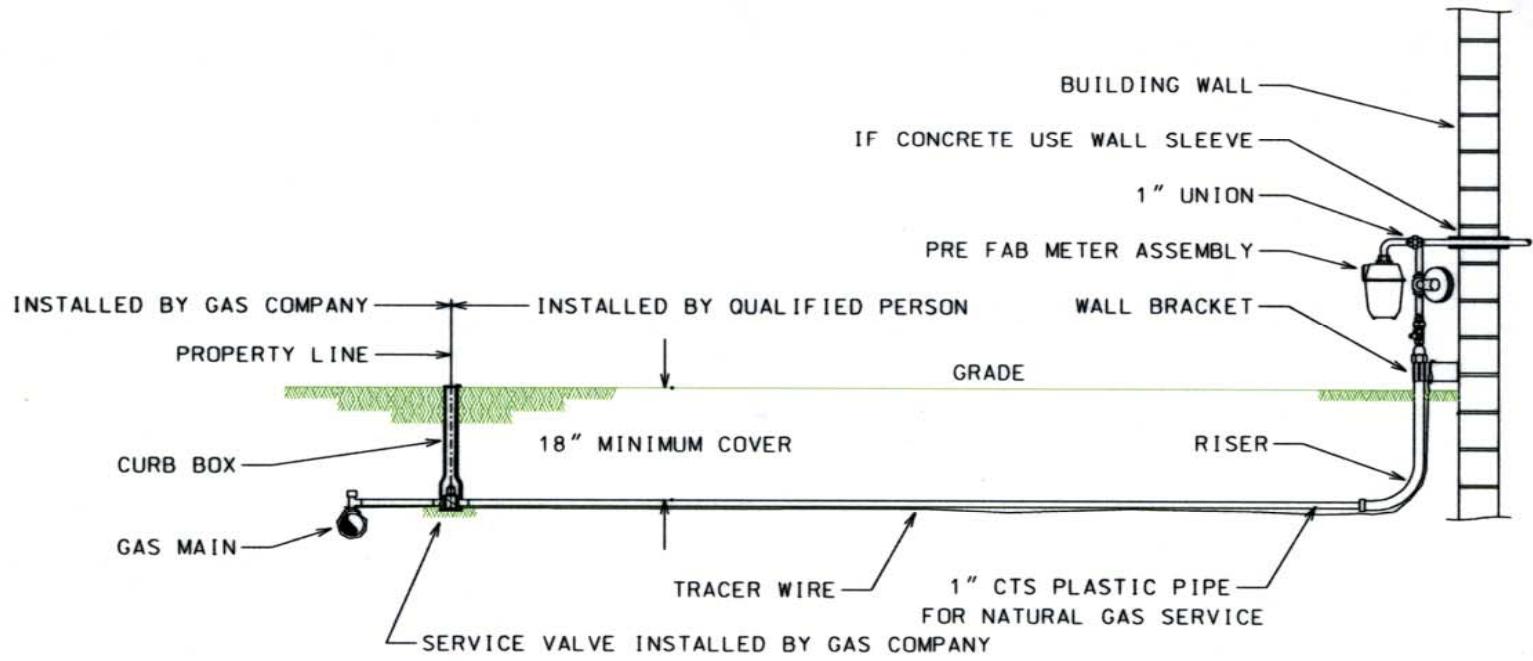
Signature _____

Ten Things to Remember

1. Make sure the plastic pipe you use is for natural gas service.
2. Make certain a qualified plumber or heating contractor performs your houseline piping installation work.
3. Be certain a **D.O.T. operator qualified person** made all the connections on the new service line, and made any repairs to an existing service line.
4. Make sure the operator qualification card (yellow card) is filled out when the serviceman inspects and tests your system. The “yellow card” must be attached to the meter bar assembly. **If the yellow card is not attached to the meter bar assembly the gas will not be turned on.**
5. Leave all underground joints exposed for inspection.
6. Wall sleeves are required only on piping entrances through concrete or concrete block walls.
7. At least one appliance must be connected to have your gas turned on.
8. Pre-test your piping to check for leaks.
9. Make sure that you and your installer understands the proper drawing/sketches and the National Fuel Gas Code guidelines are followed especially all piping installations downstream of the meter set.
10. If you have any questions regarding the installation of your service line piping, or houseline piping do not hesitate to call the Member Services Department at 800/255-6815.

Natural gas is the most efficient energy available – use it wisely.

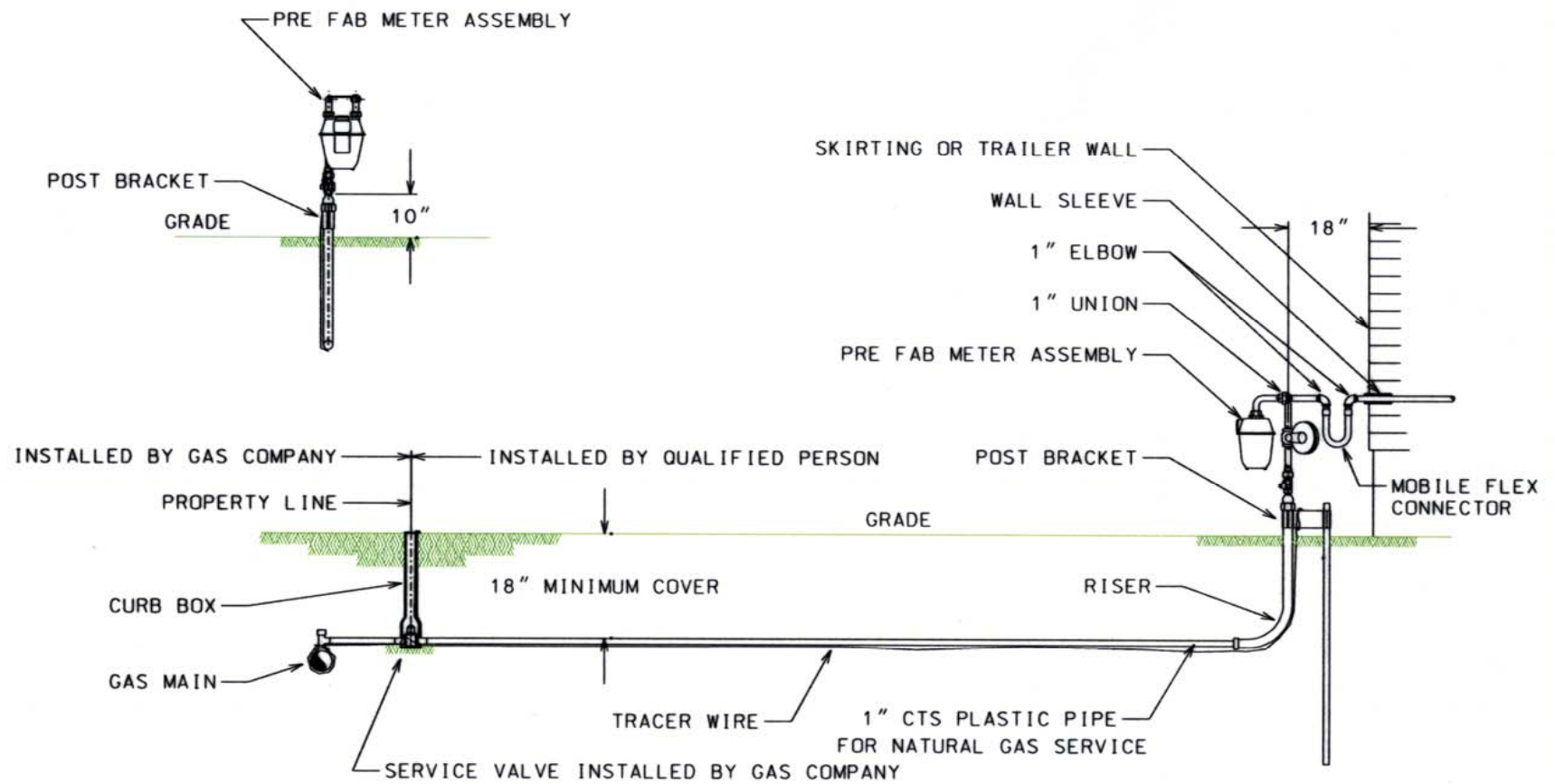
GAS DISTRIBUTION STANDARDS



SERVICES - PREFABRICATED METER SET - MEDIUM PRESSURE

Approved By:	Date:	SERVICE LINE - METER AT BULDING	Chapter: 2	Drawing: 01
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GAS DISTRIBUTION STANDARDS



Approved By:

Date:

SERVICE LINE - METER AT TRAILER

Chapter:

2

Drawing:

02