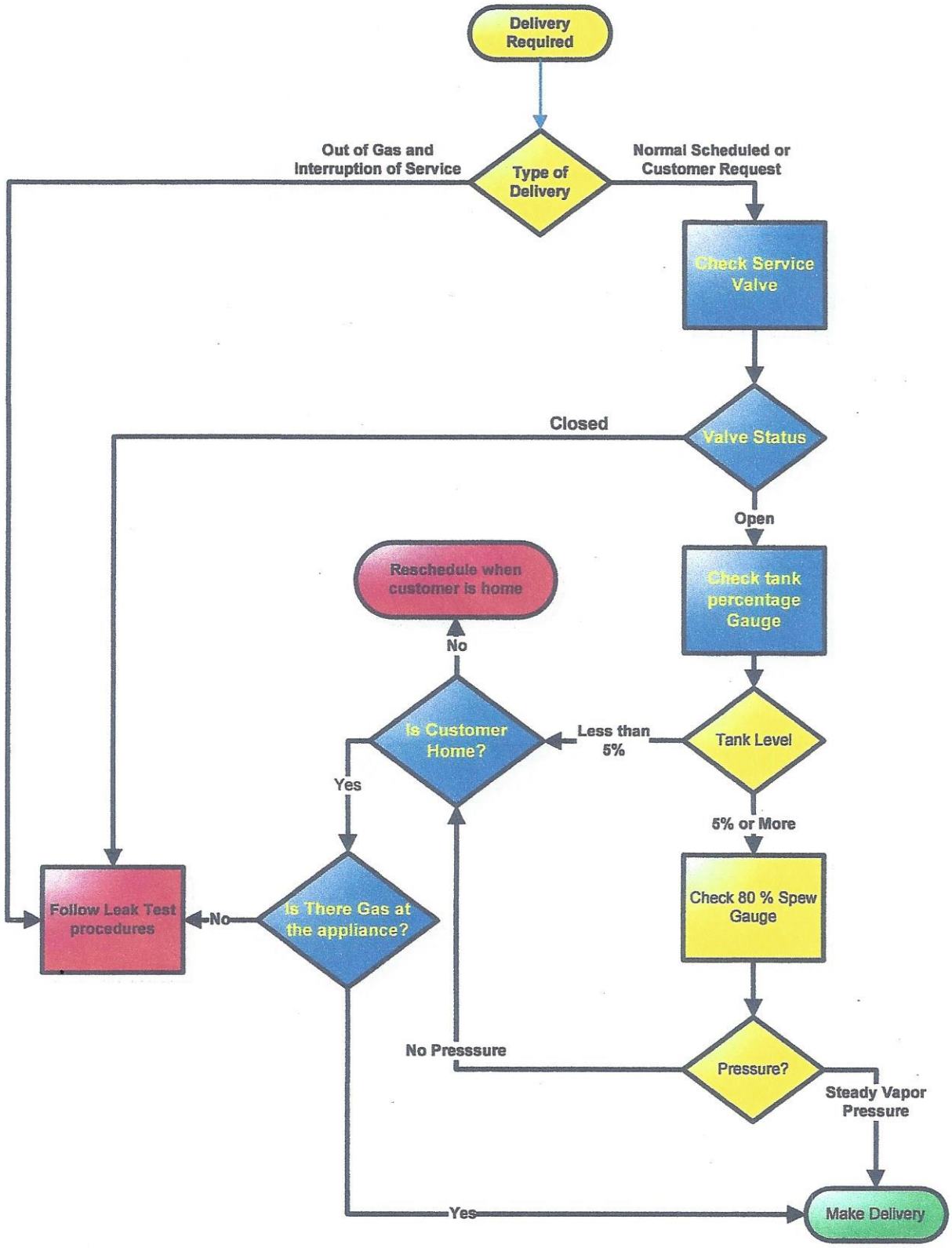
Delivery Guidelines



LEAK TEST PROCEDURES

A walk-through inspection and leak test must be performed on all out-of-gas calls and/or interruptions of service.

VERIFY THE SERVICE VALVE IS CLOSED ON THE TANK

Before gas is introduced into a system of new gas piping, or back into an existing system that has been shut off, the entire system shall be inspected to determine that there are no open fittings or ends and all unused valves at outlets are closed and plugged or capped. Verify all shutoff valves and control valves are in the on position, *with the exception of those appliances not having a 100 percent pilot safety shutoff and manual valves not incorporating safety shutoff systems.*

LEAK CHECK PROCEDURES

USING A BLOCK GAUGE

STEP 1 Pressurize the tank.

STEP 2 Install a Block gauge (0-300 psi pressure gauge) between the service valve and the regulator at the tank.

STEP 3 Pressurize the system by opening the service valve on the tank.

STEP 4 Observe the tank pressure on the block gauge 0-300 psi.

STEP 5 Close the service valve on the tank. Reduce the pressure in the system by at least 10 psi from the reading noted in step 4 above. Record the starting test pressure.

STEP 6 Allow the system to remain pressurized for 3 minutes without showing a decrease in the reading on the gauge. Record the ending test pressure.

STEP 7 Complete the gas delivery.

STEP 8 Relight all pilots and ensure appliances are burning properly.

USING A MANOMETER OR LOW PRESSURE GAUGE

STEP 1 Pressurize the tank.

STEP 2 (a) Connect a manometer or low pressure gauge to a convenient location downstream of the appliance shutoff valve. This can be accomplished by installing a special test adapter between the appliance shutoff and the inlet to the appliance control valve.

(b) Or, this test can be performed by removing the 1/8" plug, *if so equipped*, from the low pressure (down-stream) port of the second stage regulator and installing a barb which would allow a means for connecting a water manometer or low pressure gauge. ***Caution: Do not connect to the high pressure (inlet) side of the regulator as this could damage the test instrument.***

STEP 3 Open the service valve at the tank momentarily.

STEP 4 Close the service valve at the tank.

STEP 5 Release enough gas from the system through a range burner valve or other suitable means to drop the system pressure to 9" +or- 1/2" water column. Record the starting test pressure.

STEP 6 Allow the system to remain pressurized for 3 minutes without showing a decrease in the reading on the gauge. Record the ending test pressure.

STEP 7 Complete the gas delivery.

STEP 8 Relight all appliance pilot lights and ensure appliances are burning properly.