

TOWN OF HIGH PRAIRIE

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Policy Number No. 15-2000	Approval Date October 11, 2000	Resolution Number 610/00
Supersedes	Effective Date Upon Approval	Legal Authority
Amended:	Amendment Date	Resolution Number

TITLE: Gas System Utility Policy

Policy Statement:

Routine Procedures for operating the gas utility system.

In the interest of protecting public safety and ensuring adequate maintenance of Municipal facilities, the Town of High Prairie hereby implements the following service and maintenance schedule for Gas Department infrastructure.

Daily

Check Main gate Station
Check Line Heater
Respond to odor calls
Respond to CO calls
Third party gas line locations
General Repair, meter readings & Service calls, construction etc.

Weekly

Check Korol & Peavine sales stations
Check main odorant tank – Levels – Leaks – vegetation & site condition
End Pressure checks (winter months)
Gas balance analysis by consultant
Gas sampling by dept staff for H2S gas.

Monthly

Check odorant samples (several location in town – odorant reads and documentation)
Check rectifiers for output & documents reads
Check Cathodic reads at several test point locations & document
Check farm taps & rural gas meter sets
Gas sample to private lab for analysis

Bi-Monthly

Clear vegetation (summer months) growth from station & farm taps

Semi – Annually

Block valve maintenance
Check pressures & conditions of farm taps & sales stations
Check regulators & reliefs for proper operations

Annually

BPI's & Electro correctors inspected & calibrated by certified consultant
All service people recertified for plastic pipe fusion
Contract leak survey of Town distribution system
Repair all under ground leaks found during survey
Contract cathodic survey of all Town Distribution system
And transmission pipe line system (condition of rectifiers,)
Anode beds, test points – continuity of system etc.
Repair any problems to system arising from survey

Dismantle line heater – inspect & clean burners, pilots, firetubes.

Clean insect & repair all regulators & relief and controls (work done by consultant with department assistance)

Glycol analysis of line heater by lab

Check and operate catadyne heaters at Peavine & Korol cut station & main gate station & Exchange station

Public building inspection & documentation

Scheduled gas meter recalls and meter set rebuilding and painting & load survey and its filled out. (these meter recalls are required by government regulation after being in service for seven years. Must be sent to certified company for dead weight testing, calibration & government sealing.

Installation of new gas services, mains extensions, block valve installations, etc. (general construction & trenching)

2 Year intervals

Contract leak survey of all gas transmission pipeline system and above ground facilities at farmtraps & sales stations

3 Year interval

Major servicing required of line heater including replacement of Glycol
Complete & thorough inspection of fire tubes by visual, x-ray and hydrostatically testing for corrosion
Documentation done on servicing

7 Year intervals

All gas meters that have been in service for 7 years must be removed for dead weight testing, recertification and government sealing for meter accuracy