



NYCHA - Gas Line Safety Standard Procedure Training Summary

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**NEW YORK CITY
HOUSING
AUTHORITY**



NYCHA - Gas Line Safety Standard Procedure Training Summary



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NYCHA-Gas Line Safety Standard Procedure Summary

Background

The Gas Line Safety training includes a thorough summary of the Gas Line Safety Standard Procedure which should be reviewed by all operations employees.

The [Gas Line Safety Standard Procedure SP 060:01:1](#) establishes guidelines for employees who are responsible for:

1. Inspections
2. Maintenance
3. Repair of natural gas piping and equipment
4. Reporting Emergencies: natural gas leaks or natural gas equipment malfunctions

The procedures also applies to all employees who provide operation and administrative support of such efforts, in the Operations Technical Services Department, Operations Property Management Departments, Heating Management Services Department, Healthy Homes Department, and Emergency Services Department.



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Identifying Gas Pipelines

NYCHA conforms to the American Society of Mechanical Engineers (ASME) A13.1 Scheme for the Identification of Piping Systems for pipe marking standards and pipe color codes. Property Maintenance Supervisor (PMS) is responsible for:

1. Reviewing the locations of all gas pipelines with the Borough Supervisor of Plumbers, both above ground and underground.
2. Ensures all gas curb boxes are painted yellow and their location noted on the development plot plan.
3. Ensures the labeling on exposed gas piping is maintained (color-coded with yellow background and black letters marked 'GAS' and must include directional arrows to indicate flow).
4. Ensures gas meter rooms have the entrance door labeled 'CAUTION GAS METER ROOM.' Labeling must be yellow with a minimum size of one and one-half (1 ½) inches high and a one-quarter (¼) inch stroke.

[For more details on identifying gas pipelines refer to pages 4-5 in SP 060:01:1, Gas Line Safety.](#)



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Inspection & Tests

There are currently 7 inspections and tests performed at different times:

1. **Underground Gas Piping:** a Supervisor of Grounds (SOG) performs a visual inspection of the vegetation over buried gas pipelines *(2x per year)*.
2. **Gas Meter Rooms and Basement Areas:** PMS does a visual and gas odor inspection of gas meter rooms is conducted *(1x per month)*.
3. **Gas Boiler Rooms:** a Heating Plant Technician(HPT) inspects the boiler room *(1x per day)*.
4. **Gas Booster Pump Area and Gas Train:** an HPT performs a visual and gas odor inspection *(1x per day)*.
5. **High Pressure and Low-Pressure Switch Tests:** an HPT with PMS present conducts a high pressure and low-pressure switch test to ensure the controls and gas trains are operating properly *(1x per month)*.
6. **Outside Gas Vents:** an HPT checks the outside gas vents for gas odor using natural gas detecting equipment *(1x per month)*.



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Cont'd Inspection & Tests

7. Periodic Gas Piping Inspections:

New York City Local Law 152 of 2016 mandates all buildings in New York City must have an inspection of its gas piping systems at least **once every four years** by a licensed master plumber or a qualified gas piping system inspector working under the direct and continued supervision of a licensed master plumber.

- a) The inspections must be performed following NYC Department of Buildings rules.
- b) Vendors perform these inspections.

For the next cycle of inspections which is scheduled to begin on January 1, 2024, the due dates for these inspections are the four-year anniversary of the previous inspection as indicated on the submitted certification.

[For more details on inspections and test instructions refer to pages 4-9 in SP 060:01:1, Gas Line Safety.](#)



November 2019

SERVICE NOTICE

Local Law 152 of 2016: Periodic Inspection of Gas Piping Systems Required

Beginning January 1, 2020, gas piping systems in all buildings, except for buildings classified in occupancy group R-3, must be inspected by a Licensed Master Plumber (LMP), or a qualified individual working under the direct and continuing supervision of a LMP, at least once every four years according to the schedule set out in **1 RCNY §103-10**.

Date Range for Inspection	Buildings in Community Districts
January 1, 2020 – December 31, 2020*	1, 3 and 10 in all boroughs
January 1, 2021 – December 31, 2021*	2, 5, 7, 13, and 18 in all boroughs
January 1, 2022 – December 31, 2022*	4, 6, 8, 9, and 16 in all boroughs
January 1, 2023 – December 31, 2023*	11, 12, 14, 15, and 17 in all boroughs

* and no later than December 31 within every fourth calendar year thereafter

NOTE: Get information about your [NYC Community District](#).

Portable Combustible Gas Detection Devices

A list of acceptable combustible gas indicator (CGI) devices approved by the New York State Department of Public Service to be used for inside leakage surveys in New York can be found [here](#).

Gas Piping System Periodic Inspection Report

Within 30 days of the inspection, the licensed master plumber must provide to the building owner a **Gas Piping System Periodic Inspection Report** showing the results of the inspection. The licensed master plumber must use the [Gas Piping System Periodic Inspection Report form \(GPS1\)](#) available on the Department's website.

Gas Piping System Periodic Inspection Certification

Within 60 days of the inspection, the owner must submit to the **Department a Gas Piping System Periodic Inspection Certification** signed and sealed by the licensed master plumber who conducted or supervised the inspection. Currently, no filing fee will be charged for submission of inspection certifications required by **1 RCNY §103-10**.

- The LMP must use the [Gas Piping System Periodic Inspection Certification form \(GPS2\)](#) available on the Department's website.

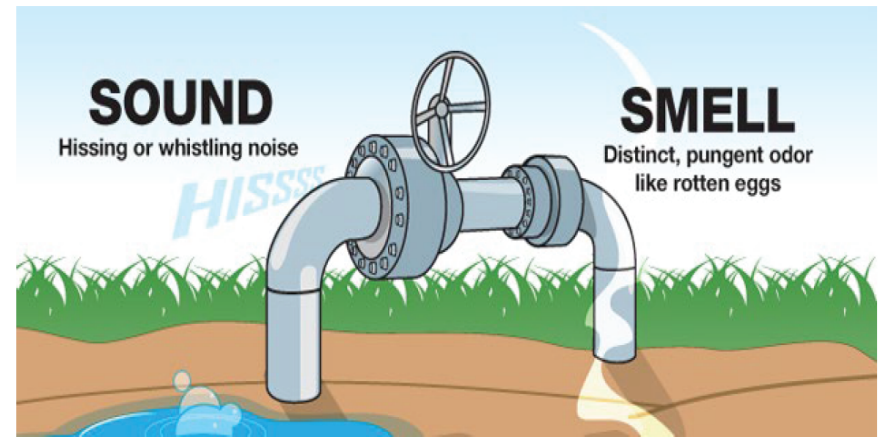


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How to Detect a Gas Leak?

There are two main methods to detect a gas leak:

1. **Smell:** gas has a distinctive smell and most often this is how gas leaks are discovered. The chemical Mercaptan is added to natural gas and is said to resemble a rotten egg odor.
2. **Sound:** sound detection is generally applicable to a High-Pressure gas lines, usually above 3 PSI (pound per square inch). Most interior building gas systems operate at $\frac{1}{4}$ to $\frac{1}{2}$ psi and at that pressure leaks may not be evident by sound.



NOTE: *if anyone smells a gas leak, they should call 911 immediately and not assume the role of leak detection themselves.*



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Reporting Emergencies: Natural Gas Leaks or Natural Gas Equipment Malfunctions

ACTION REQUIRED!

All NYCHA employees are required to report any odor of gas as follows:

During NYCHA NORMAL business hours, contact **all** three parties below:

Step 1: 911

Step 2: Property Maintenance Supervisor

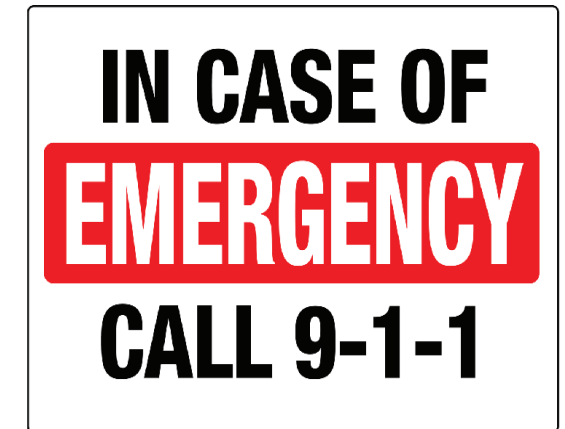
Step 3: Property Manager (“PM”)

During OUTSIDE NYCHA business hours, contact **both** parties below:

Step 1: 911

Step 2: Emergency Management & Services Department, at 718-707-5900

Next Step: Once the gas leak is reported the Property Manager (PM) or Emergency Management Service Department (EMSD) will **create a gas outage work order** within Maximo.



Note: If the employee **has the experience** to identify the source of the leak and shut down the appropriate gas line(s), they can perform that task before reporting as described above.

[For more details on reporting emergencies instructions refer to pages 9-13 in SP 060:01:1, Gas Line Safety](#)



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Repair of Natural Gas Piping and Equipment

- ❑ **Repairs:** after the work order is created, repairs are addressed within 24 hours of a gas outage, or on the next NYCHA normal business day, the Supervisor of Plumbers submits a [NYCHA Form 042.742](#), Gas Riser Piping and Asbestos Investigation Form, to the licensed master plumber via e-mail. The licensed plumber then reviews the form and creates a work order in Maximo for an asbestos investigation.

Only a gas work-qualified plumber can perform the following gas out actions:

- (a) Replace all gas cocks.
 - (b) Retest all damaged lines.
 - (c) Install locking riser valves.
 - (d) Ensure the gas riser is properly labeled and tagged by installing a new tag as required.
 - (e) Replace or disconnect stoves or gas connectors.
- ✓ **Completed Repairs:** after repairs are finished, an air integrity test is performed on all affected gas piping.
 - (a) If the air integrity test produces satisfactory test results, the Supervisor of Plumbers notifies the licensed master plumber that the system is ready for the DOB inspection.
 - (b) If the air integrity test does not produce satisfactory test results, the cause must be identified and addressed before another test is performed.

Note: it is prohibited to restore gas service until gas authorization is received by the Department of Buildings.

[For more details on repair of natural gas piping and equipment instructions refer to pages 15-17 in SP 060:01:1, Gas Line Safety.](#)



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Resident Communication

Robo Calls:

- Once the PM, PMS, Assistant Property Maintenance Supervisor (APMS), or EMSD supervisor **creates the gas outage work order** within Maximo, a robocall is automatically generated in Siebel and sent to the impacted residents.
- After the PM, PMS, APMS, or EMSD supervisor **closes out the gas outage work order** in Maximo, another robocall is generated in Siebel informing impacted residents that its closed.
- The robocall contacts affected residents to inform them that gas service is restored.



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Cont'd Resident Communication

Receiving Hot Plates:

- All developments must have enough hot plates and slow cookers in stock for distribution during a gas outage.
- The number of hot plates and slow cookers that must be stored on location is determined by multiplying the number of floors in a development's highest building by two.
 - For example, if the tallest building is 15 floors, then multiply 15X2 which equals 30, therefore the development needs 30 hot plates on hand.
- Resident stoves must be 100 percent operational to be restored under the DOB permit.
- Stoves not 100 percent operational at the time of restoration must be repaired or replaced before restoring back into service.

[For more details on resident communication refer to pages 14-18 in SP 060:01:1, Gas Line Safety](#)



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Cont'd Resident Communication

Gas Outage Discussion:

Three important tips to keep in mind when discussing gas outages with residents:

1. Be apologetic. This is a very frustrating situation for residents and it's important to provide high quality customer service and to make residents feel understood.

2. Focus on communication:

- Share the information you have with residents.
- When you don't know answers, let residents know you're quickly looking into it and will get back to them with the answer.
- Prioritize finding the information and following up with the resident.
- If you're unable to find information, don't hesitate to reach out to your supervisor.

3. Stress Urgency. Restoring gas service can take a very long time. Let residents know that even when they don't see repair workers, we're working behind the scenes as quickly as possible.

[For more details on resident communication refer Gas Outage Discussion Talking Points flyer](#)



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Outputs, Reports, and Recordkeeping

The Technical Resources Department Director ensures:

- Digital and hard copies of all required reports and certifications are kept in the department's files for at least 10 years after the date of inspection and made available to the DOB upon request.
- Ensures a daily report on active gas shutdowns is submitted via e-mail to the Operations Departments and the chief operating officer's gas outage log.

[For more details on record keeping refer to pages 14-18 in SP 060:01:1, Gas Line Safety](#)



NYCHA-Gas Line Safety Standard Procedure Summary Compliance

Failure to comply with the requirements of this Standard Procedure may result in disciplinary actions.

- It's important for Supervisors to reinforce with their employee(s) the job expectations and accountabilities.
- If unsatisfactory work is identified, supervisory employees must take one or more of the following actions to improve their performance:
 1. Identify areas for follow-up training for the employee.
 2. Ensure training is scheduled and provided.
 3. Make sure training is completed.

[For more details on the Gas Line Safety Standard Procedure, read pages 1-28, SP 060:01:1, Gas Line Safety](#)



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Questions

If you have any questions after reviewing the slides and reading through the [Gas Line Safety Standard Procedure](#), read pages 1-28, SP 060:01, please contact Technical Resource Department for more information.

- Please ensure any tasks required of the respective departments and staff within the Standard Procedure are performed.
- The procedures also applies to all employees who provide administrative support of such efforts, in the Operations Technical Resources Department, Operations Property Management Departments, Heating Management Services Department, Healthy Homes Department, and Emergency Services Department.

Thank you for your commitment to keeping NYCHA safe.

