

Safety Notice

Effective: 2014-May-06

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Safety Notice to HVAC Contractors Working in an Enbridge Service Region

Summary

A licensed gas technician must be aware of how to properly operate a natural gas service valve (also known as a winglock valve) at buildings served by Enbridge Gas Distribution (EGD). HVAC installers and gas technicians must follow the [Service Valve Operating Procedure](#) to inspect a service valve, to identify when a service valve is compromised, and [steps to take if the valve is seized](#).

It is rare for a service valve to seize, break or leak - most field failures occur on small residential and commercial installations. If a failure does occur, metal pieces may strike people or property and pressurized natural gas may be released from the valve location, potentially causing serious injury or property damage. See *Figure 1* for a cross-section of a service valve, and *Figure 2* for an example of a service valve's broken brass key.

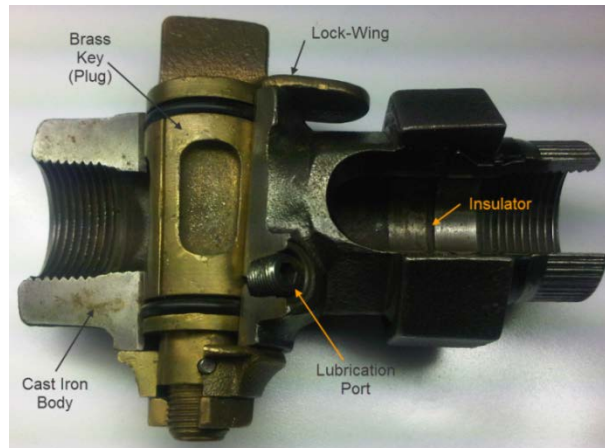


Figure 1: Cross-section of Service Valve (Mueller Luboseal Gas Meter Valve)

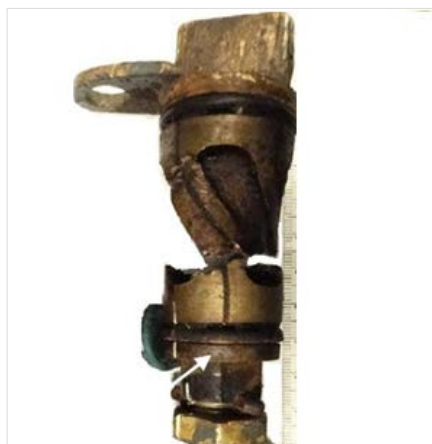


Figure 2: Broken brass key of Service Valve (Mueller Luboseal Gas Meter Valve) from too much force



Service Valve (Winglock Valve) Operating Procedure

1. Perform a visual inspection to identify which service valve needs to be shut off.

Small Residential Buildings

On small residential buildings, such as a single family home or older apartment complex, there will generally be only one service valve available to shut off. See *Figure 3*.



Figure 3: Service valve on a small residential building.

Large Buildings and Gas Systems

On large buildings and gas systems, if there are multiple valves, the technician should operate the outlet valve of the station or inline valve leading to the work being performed.

If there is only an inlet valve, the technician may shut off this valve, provided the valve does not supply a Life Safety Generator. EGD must be [notified](#) to turn the gas service back on. See *Figure 4*.

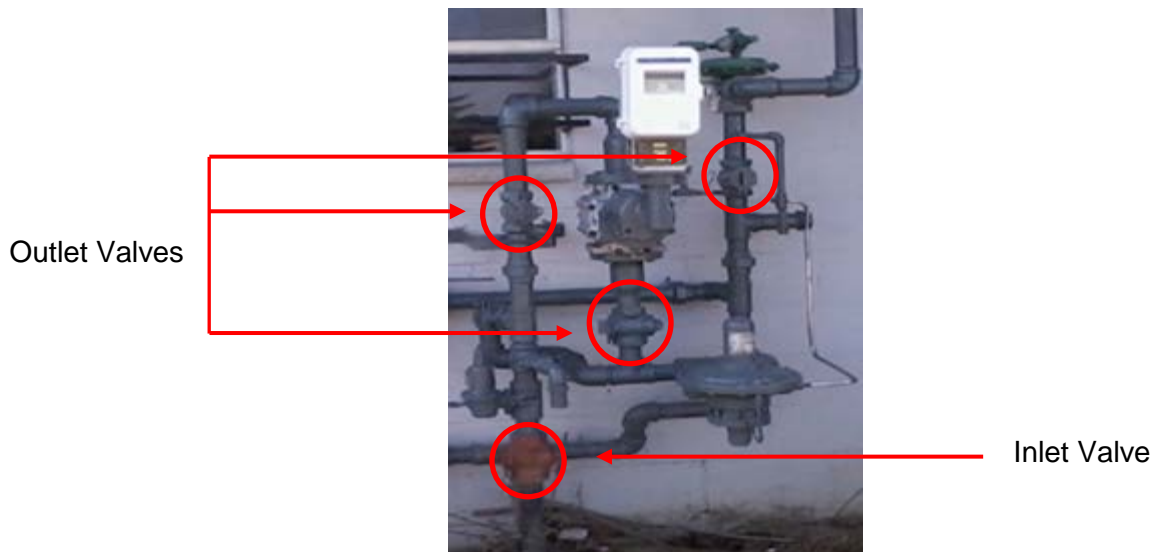


Figure 4: Multiple natural gas service valves on a large building.



Gas Systems with Supply Lines to Life Safety Generators

In special cases, there will be gas pipe systems with a separate supply line to a life-safety emergency generator. For these systems, unless you are working on the life-safety emergency generator supply line, do not shut off the valve closest to the ground, as it will interrupt the gas supply to this line. See *Figure 5*.



Figure 5: Gas pipe system with a Life-safety Emergency Generator supply line

2. Shut off the gas. In most cases, perform one of the following:

To temporarily shut off the gas to one or more appliances:

Shut off the valve just upstream of the appliance, or on a particular branch of supply piping.

To shut off the gas to the entire building gas system:

Turn off the service valve to the building.

- a. Find the appropriate wrench to use as specified in Table 1. Never use a wrench larger than the specified length, as it may result in breaking the service valve.

Criteria	Specified Wrench Length
1 ¼ inch or smaller service valve <i>(typically on pipes smaller than NPS 2)</i>	304.8 mm (12 in.) or smaller
1 ½ inch or larger service valve <i>(typically on pipes larger than NPS 2)</i>	406.4 mm (16 in.) or smaller

Table 1: Proper Wrench Length on Various Service Valve Sizes

EGD Engineering



- b. Give the service valve a very slow quarter turn to fully close the valve. See *Figure 7* for service valve **On** and **Off** positions. Ensure that the complete valve plug is turning.

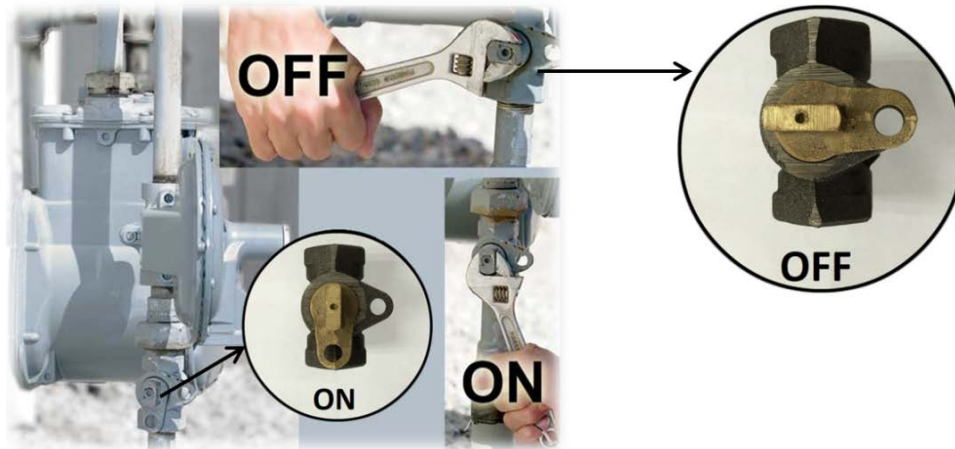


Figure 7: Off and On positions of a service valve.

- c. Observe both the upper key and lower cap (see *Figure 8*) are turning together.

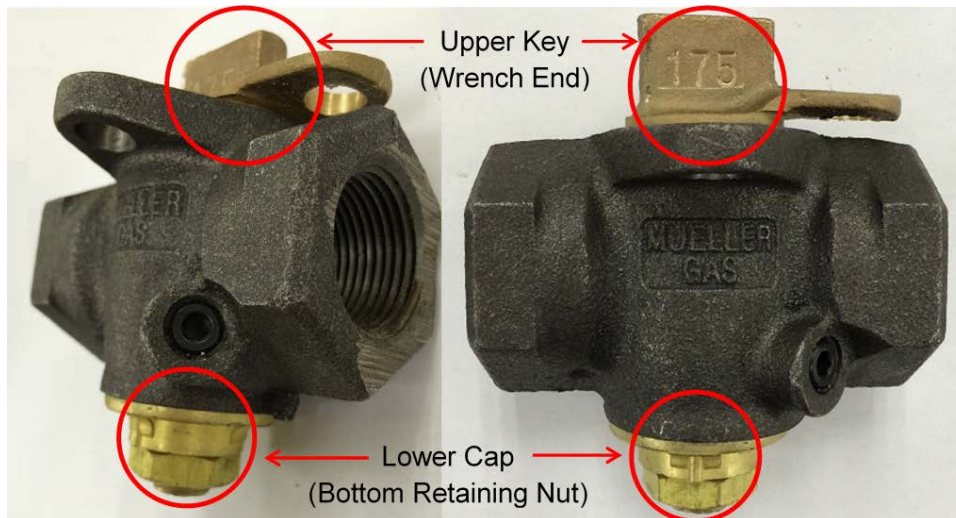


Figure 8: Upper Key and Lower Cap of Service Valve



In case of a malfunction

If the service valve's upper key and lower cap are not turning together or the valve is difficult to turn as you are shutting it off, the valve is seized:

Stop operating the valve and notify the Enbridge 24/7 Call Centre:
1-877-362-7434 (1-877-ENB-RIDG)

If the service valve breaks or begins to leak:

Call the Enbridge 24/7 Emergency Hotline:
1-866-763-5427 (1-866-SMEL-GAS)

Contact

If you have any questions about this safety notice, contact Enbridge's Technical Desk at Technical-Desk-VPC@enbridge.com.

A handwritten signature in black ink, appearing to read 'Stefan Surdu'.

Stefan Surdu
Sr. Manager, Measurement & Regulation,
Technology and Customer Safety
Engineering