

## 2010 Notification Letter

Re: Natural Gas School Pipe Testing Notification and New CPS Energy Procedures

Dear Natural Gas Customer:

The Texas Utilities Code requires that gas pipe in public, charter, or private school facilities be tested for leaks every two years. Attached is a list of schools CPS Energy believes are due for testing. Please be advised the list may be incomplete due to new school construction, building conversions, equipment replacements, database errors and other reasons. **Facilities not listed are the responsibility of the School and associated Administrators for reporting and testing in accordance with State law.**

The pipe or plumbing that should be tested extends from the outlet of the CPS Energy natural gas meter to the inlet valve of each appliance located within buildings or structures where students receive instruction or participate in school sponsored extracurricular activities. If a valve does not exist on the outlet of the CPS Energy meter, it is recommended that the School have one installed, as closing the CPS Energy valve and performing a pressure test exposes the meter and regulator to testing pressure, potentially causing damage for which the School will be charged for repairing.

Maintenance or bus facilities, administrative offices, and similar facilities that students do not regularly utilize are not required to be tested but must submit an Exemption letter stating the reason the facilities were not tested (obtain an Exemption Letter form from the CPS Energy website below).

Railroad Commission (RRC) forms must be completed following pipe testing. Form PS-86A is a summary of all schools being tested and includes additional school district information (multiple gas services/accounts at each school must be listed individually). Form PS-86B is required for each individual school listed on Form PS-86A (if a school has more than one gas service/account, Form PS-86B is required for each). If a school exists on its own without being part of a "larger entity or district", the school name on form PS-86B should be used as the school district name on form PS-86A.

Completed forms must be submitted to CPS Energy prior to **August 6, 2010** (June 16, 2010 for schools operating year-round). These deadline(s) allow about two weeks grace period for incomplete or inaccurate forms to be reviewed and re-submitted. **No test forms showing tests performed after the due dates will be accepted** unless accompanied by a cover letter executed by the Superintendent or District Superintendent of the school explaining why the forms are filed late, or in the case of extenuating circumstances, CPS Energy agrees **prior to the deadline** to accept a late filing.

Schools that do not have valid and correct PS-86A and PS-86B forms on file with CPS Energy prior to the beginning of their new school year will have their natural gas meters turned off and locked.

A new procedural form titled the "**MTP Form**", an acronym for "**Municipal Test Parameters Form**", has been created and placed on the CPS Energy website. The MTP

Form must be completed, executed and submitted by the "Verifying Official (tester)" that performs the pressure test and completes Form PS-86B **when a School is tested to Municipal Code** instead of RRC testing requirements.

It is strongly suggested that School Administrators and testing representatives review the following CPS Energy site. The site contains information about various testing requirements, blank and example PS-86A and PS-86B forms, the new MTP Form, an Exemption letter for facilities exempt from testing and relevant definitions and/or orders reprinted from State of Texas rules and regulations.

***[http://www.cpsenergy.com/Commercial/Information\\_Library/School\\_Pipe\\_Testing/index.asp](http://www.cpsenergy.com/Commercial/Information_Library/School_Pipe_Testing/index.asp)***

Please return completed RRC forms by one of the following methods.

Facsimile: 210-353-2072

E-mail scans: Michele Price, [MiAPrice@cpsenergy.com](mailto:MiAPrice@cpsenergy.com), 210-353-3614  
Inez Gutierrez, [IMGutierrez@cpsenergy.com](mailto:IMGutierrez@cpsenergy.com), 210-353-5616

Physical Address: CPS Energy  
Gas Codes and Standards, 100501  
145 Navarro  
P.O. Box 1771  
San Antonio, TX 78296

If you have any questions, please feel free to contact me at (210) 353-3634.

Regards,

Patrick Kotara  
Gas Standards & Specifications Manager  
Office: 210-353-3634

Enclosures