



**192.616 J Public Awareness Program (PAP)
For
Master Meter Natural Gas Systems**

This Public Awareness Program (PAP) has been developed to educate a specific target group located inside the master meters operating system only which is considered a closed loop system owned and operated by the Master Meter Operators.

(1) Description of the Master Meter Natural Gas System and Reliability

This master meter gas system purchases natural gas from a single meter source owned and operated by a (LDC) local distribution company: CenterPoint Energy
525 Milam, Ste 403, Shreveport, LA 71101

The master meter operator Grambling State University distributes natural gas from the outlet side of the Gas Company meter through pipes located underground up to each building that requires natural gas for heating and cooking purposes. The master meter piping is located on private property only, and is considered a closed loop to the general public. Pipe size will vary from 1/2" to as large as 4", pipe types will vary from steel pipe to plastic pipe. A gas system map is available at the Maintenance office. This map identifies all buildings with gas, pipe size, type and location of pipe from master meter to each building that uses gas.

The natural gas that is provided by the LDC and distributed throughout the master meters piping to the buildings is a colorless gas. A distinctive pungent odor is added to the gas by the LDC so that you can identify a leak by smell, if a leak should ever occur. The natural gas is tested quarterly by a qualified person to assure detectable by smell.

2) Hazards to Master Meter Gas System Pipe

The greatest hazard to this master meter gas system piping is damage during excavation. To help eliminate this potential hazard, the one call service (811) is required by **all** persons who plan to dig or do any planned excavation. It is not required that master meter operators participate in the one call service as a utility however, it is strongly recommended that they do so. As a closed loop system, the master meter operator will place a one call 48 hours before any planned excavation. That 48 hour wait time is based on Monday through Friday, weekends and holidays are not considered. The master meter operator will locate or use a contactor to locate, mark and obtain gas line depth in the area of planned excavation.

Paint colors and their meaning:

White paint on ground: proposed excavation

Yellow paint on ground: gas lines

Red paint on ground: electric power lines (AC power) Orange

paint on ground: communication (telephone cables) Blue paint on ground: water lines

Green paint on ground: sewer and drain lines

If at any time the master meter systems gas line will be dug around or exposed during excavations, a representative of the master meter system will be present during the excavation and will not leave until all planned digging is completed which may affect the safe operation of the gas lines. If any damage occurs to the master meter systems piping during the excavation, repairs must be made according to 192 Regulations and repair made by a qualified person in gas line repairs before back filling.

(3) Damage Prevention to the Natural Gas Piping inside the Facility

Damage prevention to the natural gas piping inside the closed loop facility is a top priority of this master meter operator. The one call (811) before you dig is used by all contactors performing work for the master meter operator. Information about the master meter system, about natural gas, about reporting damage to the master meter system, safety tips and contacts is posted on facility bulletin boards, break rooms and any newspaper type circular inside the facility. These information pamphlets are up dated as often as necessary but at least twice each calendar year.

(4) Recognizing and Responding to a Natural Gas Leak

It is all of our responsibilities to be aware of any possible natural gas leak inside or outside the buildings, how to identify a leak and how to respond to a leak.

Natural gas has an odor applied to the gas by the LDC that gives it the unique smell of rotten eggs which most people with a normal smell can recognize. If a slight odor or hissing sound is noticed on the outside of the building, you should leave the area immediately and report the smell or hissing

sound to the Facility Maintenance Department at this number: 318-274-6162

If a slight odor or hissing sound is noticed inside a room or building, you should exit the room and building immediately bringing all others with you. Do not turn any lights on or off when exiting the building. Report the smell or hissing sound to the Facility Maintenance Department at this number: 318-274-6162. Do not re-enter the room or building until a qualified person has investigated the gas odor or hissing sound and made the area clear of gas.

Things to remember when you smell gas: don't turn any electrical switches on or off, or use a flashlight or cell phone because an electric arc could ignite the gas causing an explosion. Only call from the outside of the building at a safe distance.

(5) Safety Pamphlets

The Maintenance Department will keep on hand these safety tips in a pamphlet form at all times. These Pamphlet forms will have all needed contact names and phone numbers to personnel that will respond to a gas emergency. Also a master meter system map will be available for reviews. This map will have emergency valves identified and necessary tools available on hand to cut gas off when needed. The information pamphlets will be placed on bulletin boards at break rooms, foyer of buildings and placed in newspaper type circulars inside the facility. These information pamphlets are updated as often as necessary but at least twice each calendar year and placed in newspaper type circulars twice each calendar year if available. If any additional information is requested, contact the Maintenance Department with detailed request.

IF YOU SMELL GAS AT THIS FACILITY

If gas is smelled or a hissing sound is heard you should:

1. Leave the area immediately taking all persons with you.
2. Do not turn on or off any lights or electrical switches.
3. Do not call from the area of the gas smell, evacuate to a safe area then call the Maintenance Department at this number: 318-274-6162.
4. Do not re-enter the area of the gas leak until given a gas clear notification by a qualified person.

Phone Numbers to Know:

911 For any emergency (Fire, Police): 318-274-222

811 For notice to dig

Facility Maintenance Department: 318-274-6162

