



**PROTOCOL  
For The  
INSTALLATION OF  
NATURAL GAS UTILITY**

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- Purpose: To establish a written protocol to assist Property Owners, Developers, Engineers, and Contractors, in ensuring that all NG utility is installed in compliance with Federal, State, and the Hopkinsville Water Environment Authority (HWEA) construction standards. This protocol sets forth the guidelines which must be followed to ensure consistent, safe, and satisfactory service to both existing and future HWEA customers.
1. Installation of the NG utility may not commence until all construction documents (construction plans, technical specification, permits, easements, shop drawings, etc.) have been approved by the HWEA.
  2. HWEA shall install or subcontract the installation of all NG Utility on a Cost-Plus basis as defined in the HWEA Customer Service Contract, unless otherwise noted.
  3. All correspondence shall be conducted through the HWEA.
  4. Clarifications or request for change shall be made in writing. Any oral interpretations or commitments shall not be honored.
  5. All NG connection fees shall be paid according to the most recent edition of the *HWEA Rules and Regulations for Customer Service - Natural Gas* pamphlet.
  6. The NG connection fees for the development shall be pre-paid, in-full prior to the start of construction. For individual lots within the development, the NG connection fees shall be assessed at the time NG service is provided.
  7. The Property Owner shall submit to the HWEA the name, address, phone number, and contact person, for each of the following;
    - ✓ Property Owner
    - ✓ Developer
    - ✓ Engineering Company / Design Engineer
    - ✓ Land Surveyor
    - ✓ Utility / Excavation Contractors



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8. All specifications, materials, personnel, work, tests, methods, approvals, and acceptances, shall strictly conform to the HWEA Standards Manual, Federal and State Regulations, more specifically being:

The applicable sections of the Code of Federal Regulations are:

49 CFR Parts 190 - 199

- 190 – Enforcement procedures
- 191 – Natural gas reporting requirements
- 192 – Natural gas
- 193 – Liquefied natural gas
- 194 – Response plans for onshore oil pipelines
- 198 – State grants
- 199 – Drug and alcohol testing

The applicable Kentucky state statutes and regulations are:

Kentucky Revised Statutes

- 278.470-278.502 Oil and Gas Pipelines and Related Facilities
  - 278.485 – “Farm Tap Regulation”
  - 278.495 – Authority to regulate master meters
- 278.504-278.508 Natural Gas

Kentucky Administrative Regulations

- 807 KAR
  - 5:022 – Gas Safety and Service
  - 5:026 – Gas Service; Gathering Systems
  - 5:027 – Gas Pipeline Safety; Reports of Leaks



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9. Two (2) complete sets (hard copies) and one (1) complete set in .pdf digital format of construction plans and specifications shall be submitted to the HWEA. These documents shall be prepared and certified by a Professional Engineer (PE), registered in the State of Kentucky. The documents shall be submitted to the following address:

Hopkinsville Water Environment Authority  
401 East Ninth Street / PO Box 628  
Hopkinsville, KY 42241-0628

ATTN: Director of Engineering, Construction & Distribution  
Property Development Compliance / Review Section  
T # (270)-887-4246

10. The Engineer shall include in the design drawings and submit with the construction documents a letter to HWEA stating the following:
- ✓ Completed HWEA Application for Service - Natural Gas
  - ✓ Average Daily Demand (CF, CCF or MCF)
  - ✓ Peak Hourly Demand (CFH)
  - ✓ Maximum Daily Demand (CCF or MCF)
  - ✓ Requested System Operating Needs (PSI, CFH)
  - ✓ Recommended Design for Meter / Regulator Set(s)
11. HWEA requires ten (10) working days in order to properly review the construction plans and specifications for compliance. This time frame may vary if these documents are rejected or if numerous corrections are required. HWEA will submit any comments to the Engineer.
12. After all HWEA comments have been corrected by the Engineer, HWEA will issue an approval for construction letter to the Property Owner and/or Developer.



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13. The Engineer shall also submit to HWEA the following items:

Itemized Material List and Cost Estimate with Quantities and Unit Prices, to include:

- ✓ Bedding and Backfill Material
- ✓ Directional Boring
- ✓ Erosion Prevention and Sediment Control
- ✓ Meters
- ✓ Regulators
- ✓ Meter and Regulator Sets/Stations
- ✓ Roadway Repair
- ✓ Solid Rock Excavation
- ✓ Site Restoration
- ✓ Stream Crossing(s)

Shop Drawings for any approved construction appurtenances / items that are not included in HWEA's list of Approved Materials for Natural Gas Utility Construction and/or Specialty Items.

Other documents may be requested by HWEA.

14. HWEA will review the Engineer's Cost Estimate, Itemized Material List, and Shop Drawing submittal to insure completeness and establish a "working" construction budget. HWEA will have final approval on all construction materials and prices to be used for the establishment of the "working construction budget". The "working" construction budget will be transmitted to the Property Owner and/or Developer with a request for payment in the amount of 100% of the identified material costs.
15. Upon receipt of payment for the identified material costs and all connection fees, HWEA will begin the process of ordering materials and acquiring the services of a HWEA pre-approved NG Utility Contractor for installation of the utility.



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16. The remaining balance of the “working budget” will be used by HWEA to establish the basis of the Construction Improvement Bond that will be filed with and administered by Community and Development Services. HWEA will notify Community and Development Services of the bond amount required to be held for construction of the NG Utility. Should the NG Utility project be constructed in conjunction with Water and Sanitary Sewer utilities to be owned and operated by HWEA, the NG Construction Improvement Bond can be included with the bond for those projects. Coordination and correspondence pertaining to the construction bond shall be directed to:

Community and Development Services  
P.O. Box 1125  
Hopkinsville, KY                      42241-1125

ATTN: Director of Planning  
Construction Improvement Bond  
T # (270) 887-4285

17. Prior to construction, off-site utility easements shall be acquired in the name of HWEA by the Property Owner and/or Developer, using HWEA’s Standard Easement Format, for all NG utility. A fully executed and recorded copy shall be submitted to the HWEA. In addition, HWEA may require additional utility easement(s) through the property to facilitate future development of adjacent properties. All utility easements shall be recorded in the office of the County Clerk for Christian County. NG Utility construction will not commence until copies of all recorded easement(s) have been received by HWEA.
18. Prior to construction, any encroachment, environmental and storm water construction permits (not obtained by the Property Owner and/or Developer’s Excavation Contractor) required for the NG Utility, shall be acquired by the Property Owner and/or Developer in the name of HWEA and a copy of these permits shall be submitted to the HWEA. NG Utility construction will not commence until copies of all required permits have been received by HWEA.



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19. After all easements and permits have been acquired, approved and submitted to HWEA, HWEA or our Contractor will schedule the installation of the NG utility at its earliest convenience. Construction will commence as soon as possible pending the availability of the HWEA pre-approved NG Utility Contractor and all required construction materials.
20. The NG Utility will generally be the last utility installed on the site. This will include and not be limited to site grading and drainage work, the installation of all sanitary sewer utilities, storm water facilities, water utilities, underground electric utilities, and possibly underground fiber optic utilities, underground telephone utilities, and underground cable television infrastructure. Coordination of NG Utility Construction with the construction of these other utilities is the responsibility of the Property Owner and/or Developer.
21. The Property Owner and/or Developer will be required to hire the Engineer and/or Land Surveyor to provide construction staking for the installation of the NG Utility prior to the start of Construction.
22. In order to ensure that all work is installed according to the approved design, the Owner shall employ, on-site, the design engineer to inspect and certify the construction of the NG Utility. HWEA will periodically inspect the work for compliance. At any time during the construction phase, should HWEA determine that any work is inappropriate or unacceptable, such work will be removed and replaced at no expense to HWEA.
23. The HWEA pre-approved NG Utility Contractor will conduct all cleaning, testing, and purging of the NG Utility construction.
24. The HWEA pre-approved NG Utility Contractor will be required to warrant the construction of the NG Utility for a period of one (1) year following the completion of the purging operation.



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25. As provided for in the *HWEA Application for Service - Natural Gas*, the Property Owner and/or Developer shall reimburse HWEA for all Time & Materials plus 15% for all costs associated with the installation of the NG Utility. The Property Owner and/or Developer will not be allowed to procure any construction materials for the installation of the NG Utility, without prior approval from HWEA.
26. Upon the completion of NG Utility Construction, HWEA will reconcile and invoice all project costs for natural gas utility. The total due will be transmitted to the Property Owner and/or Developer for payment to HWEA in full.
27. Once HWEA has received payment of all project costs and applicable connection fees, NG Utility Service will be provided to the development.
28. When the NG Utility is complete, the design engineer shall submit written certification to KYPSC that the facilities have been constructed, installed, and tested in accordance with the approved plans. A copy of this letter shall be forwarded to HWEA.
29. As part of the construction inspection services conducted by HWEA, GPS data collection, digital photographs and red-line construction drawings will be produced by HWEA. This information will be provided to the Engineer for the preparation of Certified Final Record Drawings. Construction Inspection by HWEA does not relieve the Engineer from the construction inspection requirements as stated herein and outlined in the HWEA Standards Manual.
30. After the NG Utility is in place, the Property Owner and/or Developer's Engineer shall provide to the HWEA two (2) paper copies of Certified Final Record Drawings (As-Builts) stamped, signed and dated by a KY licensed Professional Engineer. The Certified Final Record Drawings shall also be submitted in .pdf digital format.



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31. HWEA will submit a letter to Community and Development Services authorizing the release of the NG Utility Construction Improvement Bond, when:
- ✓ Construction is complete.
  - ✓ All payment obligations have been met by the owner.
  - ✓ Certified Final Record Drawings have been submitted by the Engineer, reviewed and approved by HWEA.
32. Items listed within this protocol are subject to change without notice.

January 01, 2019