

WHAT WORK REQUIRES 5 DAY NOTIFICATION?

- Upstream Suppliers shall give at least 5 days advance notice for work affecting a Point of Delivery serving NiSource for the following:
 - Filter Separator Inspection
 - Orifice Run Inspections
 - Prover Test
 - Turbine Spin Test
 - Ultrasonic Meter Spin Test
- Clearances promote situational awareness and simultaneous work avoidance
- A notification ticket is valid for 30 days before it must be renewed or a new ticket is made
- If the work requires an outage or tie in plan, the work is a Modification
- If you are unsure the appropriate ticket, please call the Clearance Coordination Center (CC) **(866)948-1026**



NOTIFICATION TICKET

- Once a date has been scheduled , please call CC, **866-948-1026**, and state that you wish to create a Notification Ticket
- Please be prepared with the following information
 - The Premise ID or Station number
 - The work that is being conducted
 - The timeline of the work
 - Your name and phone number
 - A valid back up point of contact and phone number
- A Clearance Coordinator will provide a Notification ticket number
- Please document this number with the associated work to provide when you call on the day of work
- For more information on job types please refer to the “Upstream Supplier Non-Modification Jobs and Risk Classifications” spreadsheet for a list of tasks and the required minimum notice before day of work



DAY OF WORK TICKET

- Call the CC each day work will be performed
- Inform the clearance center that you would like activate a notification ticket
- You will use the same notification ticket number each day until the work is complete
- Lock the gates prior to leaving and report any issues to the respective field supervisor at NiSource, then contact the clearance center to close or deactivate the ticket