

## INTERNAL MODIFICATION CLEARANCE

- Advance notice to the Clearance Coordination Center (CC) is required for higher risk work at covered facilities to promote situational awareness and simultaneous work avoidance.
- Covered facilities are:
  - POD (aka city gate or town border station).
  - A district pressure regulator station.
  - Transmission pipelines and Facilities.
  - All pipeline classes undergoing In-line Inspection and Pigging.
- Please request clearance with as much notice as possible (preferably at least 30-days advance notice for coordination and communication) for the following types of work:
  - Shutting in, isolating or repressuring a covered facility.
  - Pig Runs Operations, ILL, Hydrotest, Pneumatic Pressure test, and similar integrity work.
  - New facility, rebuild or replacement of a covered facility.
  - Tanker and/or supplemental gas connections.



## SCHEDULING

- Call the CC at **866-948-1026**.
- Advise the coordinator that you would like to initiate an internal modification ticket.
- Be prepared to provide the following information.
  - Premise/Station Name, Line segment, and/or System Number.
  - Scope of work with as much detail as possible.
  - Primary, back-up, and other assigned contacts for communications.
  - Project ID, job order #, impacted facility, and relevant gas standards.
  - Project start and end date.
  - Are any bottles, tankers, bypass or back up feed being used?
- Once all information is collected an email confirmation will be sent to contacts, and CC will provide the Clearance Ticket number.



## DAY OF WORK/END OF DAY

- Contact the CC at **866-948-1026** to prior to work beginning.
  - Be ready to provide the Clearance Ticket number that was previously given.
  - Be prepared to follow the TVC requirements of Gas Standard 1660.040.
- Internal Modification tickets can be used from the start until the end of a project once granted.
  - Deactivate the ticket each day so the team knows you are off site. Make sure site is locked and secure before leaving for the day.
  - Reactivate ticket next time work begins.
- When project is complete request that the ticket be closed. (Closed tickets will not be able to be reopened, but inactive tickets may be activated and used again later.)