



Facilities Standard Operating Procedure #BP-04

TITLE:	Natural Gas Curtailment		
APPROVED:	Boiler Plant Mgr: RDR	Physical Plant Director: CB	AVC/Facilities: AMP
DATES:	Effective: February 1, 2008		

I. PURPOSE

This FSOP provide instructions for natural gas curtailment, to minimize the time curtailed and to notify management of natural gas curtailment of University boiler operations.

II. RESPONSIBILITIES

The Boiler Plant Manager or his designee is responsible for implementing this procedure.

III. GENERAL

- A. Operational requirements may cause Piedmont Natural Gas to implement curtailment of natural gas consumption in boiler operations on campus.
- B. Service shall be interrupted or curtailed immediately upon notification.
- C. Piedmont Natural Gas shall notify NCA&T of gas curtailment by contacting A&T persons in the order listed below:
 - 1. Boiler Plant Manager
 - 2. Physical Plant Director
 - 3. Assistant Vice Chancellor for Facilities

NOTE: Each administrator is responsible for notifying his upline administrator unless otherwise instructed by the AVC/Facilities.

- D. NCA&T shall provide Piedmont Natural Gas with an updated curtailment notification list (name, title, business phone, mobile phone and home phone) when it is requested on an annual basis. Piedmont Natural Gas shall mail the request for an updated curtailment list to the attention of the Energy Maintenance Coordinator.

IV. PROCEDURE

- A. It is vital that campus boiler operations minimize the time curtailed. Boiler operations should not switch from natural gas to #2 fuel oil until the required time and boiler operations should return to natural gas as quickly as possible following curtailment period.
- B. Notification of curtailment is essential.
 - 1. The Boiler Plant Manager or his designee shall immediately notify the following by phone or in person when contacted by Piedmont Natural Gas regarding a natural gas curtailment with the dates and times of the curtailment period:
 - a. Director, Physical Plant
 - b. Assistant Vice Chancellor for Facilities
 - c. Vice Chancellor of Business & Finance
 - d. Chancellor
 - 2. Similarly, the Boiler Plant Manager or his designee shall notify the those persons listed in B.1. above in the same order with the date and time the Boiler Plant is returned to natural gas.

If the return to natural gas is during off-hours, notification may be made first thing the next working day.
- C. Emergency Exception to Curtailment
 - 1. In the exceptional circumstances that the Boiler Plant may not begin curtailment as instructed by Piedmont Natural Gas, it is vital to the operation of the local gas distribution system that the Boiler Plant Manager contact a Piedmont Natural Gas representative at the numbers listed below:
 - a. Major Account Services Representative (336) 274-1490 x2382
(during normal business hours)
 - b. Greensboro Operations Office (336) 378-1832
(if Acct Svcs Rep not available)
 - c. Gas Control Department (704) 366-0309 or 33-4488
(weekends, holidays or after hours)

If emergency gas service is required, the Boiler Plant Manager must request this service under the provisions of rate scheduled #106.
 - 2. The Boiler Plant Manager or his designee shall immediately notify the administrators listed in B.1. above of the exceptional circumstances.