



# GAS SERVICE FOR COMPRESSED NATURAL GAS VEHICLE REFUELING STATIONS

## Background

Anyone intending to install and operate a compressed natural gas (CNG) vehicle refueling station within the service territory of the Southern California Gas Company (SoCalGas®) should become familiar with the information required from customers and the process followed by SoCalGas to provide gas service. In accordance with the SoCalGas G-NGV tariff, all CNG stations must be separately metered and billed. This means that SoCalGas must install a gas meter and, when necessary, a service line for each CNG station that receives gas from the SoCalGas pipeline system. In some situations, additional pipeline construction is necessary to provide service.

## Customer Information Required

The following information is required for each proposed CNG station installation:

- CNG station address (include nearest cross-street)
- Contact information (name, company, address, phone, tax ID, etc.)
- Party responsible for paying gas bills, if different from the contact information <sup>1</sup>
- Desired gas meter location <sup>2</sup>
- Maximum CNG station gas flow rate (standard cubic feet per minute)
- CNG station compressor(s) specification sheet and operating schedule
- Annual CNG station gas usage for year 1, 2, and 3 of operation; include supporting detail, such as a list of vehicles to be fueled, party that owns and/or operates the vehicles, expected vehicle fuel use, and timing of vehicle purchases

- Pressure requested at the point of delivery (if not standard pressure) <sup>3</sup>

## Gas Service Process

The following describes the process followed by SoCalGas to provide service to all CNG stations:

- STEP 1:** Contact SoCalGas at **1-800-GAS-2000** to request a point of contact. An Account Executive will be assigned to serve as the primary contact at SoCalGas and manage the request for gas service.
- STEP 2:** The Account Executive contacts the customer to discuss the CNG station project and gather the information required to proceed.
- STEP 3:** The customer submits a "Preliminary NGV Site Evaluation" form to the SoCalGas Engineering department or to their Account Executive. This form must be requested by the legal premise occupant, or permission granted by the legal premise owner/occupant to the requestor. Gas service options are evaluated and results summarized and provided to the requestor. Estimated time to complete this step is 2-3 weeks. There is no cost to you for the initial analysis. Additional analyses will be subject to a charge of \$3,650 each. Please see your Account Executive for details.
- STEP 4:** The Account Executive contacts the customer to discuss the Preliminary NGV Site Evaluation form results and finalize plans to provide gas service. <sup>4</sup>
- STEP 5:** The customer completes a "Request for Non-Residential Gas Facilities" (Form 5) and submits the form to the Account Executive. A SoCalGas region engineer will be assigned to the project to prepare a design,

*(Continued on reverse)*

<sup>1</sup> Only the party responsible for paying the gas bill is eligible to receive an "up front" gas service allowance.

<sup>2</sup> It is highly recommended that a plot plan or sketch of the property be provided to avoid delays.

<sup>3</sup> The standard delivery pressure at the point of delivery is eight inches of water column or about 1/3 psig.

<sup>4</sup> Preliminary NGV Site Evaluation form results are only valid for six months if not acted upon. Requests for service after this time will require a new evaluation.

develop a cost estimate and construction schedule, and obtain necessary permits. Estimated time to complete this step is highly dependent on the scope of the job and may take several months or longer to complete.

**STEP 6:** The Account Executive contacts the customer to review project cost estimate, schedule and allowances (if applicable).

**STEP 7:** The Account Executive sends a "Line Extension Contract" and "Gas Installation Bid" document to the customer for signature and payment (if required).

**STEP 8:** Before the service construction can begin, the customer sends a signed Line Extension Contract and Customer Responsibility Form to the Account Executive and payment (if necessary) to a SoCalGas payment office. Once construction permits are received from the necessary authorities, construction is initiated to install a gas meter, service line and any additional pipeline construction necessary to serve the CNG station. Estimated time to complete this step is highly dependent on the scope of the job and may take several months or longer to complete.

**STEP 9:** The customer completes CNG station construction and receives a building and safety permit approval from the local municipality for the gas "houseline" installed from the compressor/dryer up to the gas meter location before the gas meter is installed.<sup>5</sup>

**STEP 10:** The local municipality will contact SoCalGas to confirm building and safety permit approval for the gas houseline installed up to the gas meter.

**STEP 11:** The customer contacts **1-800-GAS-2000** to request gas meter "turn on" to initiate gas service. SoCalGas will dispatch a crew to turn the meter on and begin supplying gas to the CNG station. Estimated time to complete this step is 2-3 days.

Have more questions? Feel free to give us a call at **1-800-GAS-2000** or send an e-mail to [ngvinfo@semprautilities.com](mailto:ngvinfo@semprautilities.com).

<sup>5</sup> It is highly recommended that testing and inspection of the gas "houseline" be completed as soon as possible to avoid delays.



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