Common Trench Gas Service Line Installation Guidelines for New Construction -  
Builder Requirements, Guidelines, & Responsibilities

1. The Builder or Developer (“B/D”) will give the UGI Marketing Representative sufficient 
   notice for gas service installation.
2. In accordance with PA-1 Call guidelines, UGI will require a site PA-1 Call number to be 
   provided prior to work being scheduled.
3. UGI will also place a PA-1 Call prior to the tie-in scheduled date for UGI.
4. The B/D shall not excavate within two (2) feet horizontally of the natural gas main.
5. As per UGI’s Gas Operations Manual, when practical, the service trench should be at 
   approximately a 90 degree angle to the main and run in a straight line to the meter 
   location, with the riser ending at the front wall or on the side wall near the front house. If 
   the service must enter along a side wall, the trench should be at least three (3) feet from 
   the wall where space permits while running parallel to the building so that the meter may 
   be installed as close to the front wall as practical, normally within five(5) feet of the front 
   wall.
6. In common trench installations, a minimum of 12” radial separation must be maintained 
   from all other utilities. Please see Exhibit 1 attached for vertical separations. Depth is 
   calculated from final grade.
7. B/D is required to provide all screening material for the job including screening required 
   between utility lines. All screening must meet UGI specifications on type of material.
8. UGI will install the service by excavating and backfilling a standard hole at the tie-in 
   location. UGI will install the locate wire, PE service pipe, and the provided 6” screening 
   above the natural gas facilities in the trench provided by the B/D above natural gas 
   facilities. The B/D is responsible for the installation of the screening separating natural 
   gas facilities from other utilities in the common trench. The natural gas meter may be 
   installed by using an anchor bracket fastened to the foundation.
9. The natural gas meter will be set inactive and locked before the natural gas meter, unless 
   the builder/ HVAC contractor participates in UGI’s New Business Activation (NBA) 
   program. If the contractor/builder participates in the NBA program, the service will be 
   activated up to the convenience valve which is after the meter. If the meter was set 
   inactive due to the B/D not participating in the NBA program, UGI will be required to 
   make a return trip to activate natural gas service. The B/D is responsible for having the 
   fuel line piped into the meter outlet. If you are unsure if your HVAC contractor is NBA 
   certified, please check with your UGI Sales Representative.
10. UGI will backfill to a level 6” to 12” below final grade and install the common trench 
   utility warning tape.
11. UGI will then backfill to final grade. Please note that clean fill is required to be used 
    when backfilling to final grade. Rocks, construction material, or any other material other 
    than clean fill used to back fill is prohibited.
12. The B/D is subject to inspection by UGI’s Compliance Department at any point during or 
    after natural gas service has been installed. If violations are observed, corrective actions 
    will be required which may include re-installation of the natural gas line. Any charges 
    incurred by UGI due to failure of complying with guidelines stated above may be charged 
    to B/D.
Standard Gas Service Line Installation Guidelines for New Construction - Builder Requirements, Guidelines, & Responsibilities

1. The Builder or Developer (“B/D”) will give the UGI Marketing Representative sufficient notice for gas service installation.
2. In accordance with PA-1 Call guidelines, UGI will require a site PA-1 Call number to be provided prior to work being scheduled.
3. UGI will also place a PA-1 Call prior to the tie-in scheduled date for UGI.
4. The B/D shall not excavate within two (2) feet horizontally of the natural gas main.
5. As per UGI’s Gas Operations Manual, when practical, the service trench should be at approximately a 90 degree angle to the main and run in a straight line to the meter location, with the riser ending at the front wall or on the side wall near the front house. If the service must enter along a side wall, the trench should be at least three (3) feet from the wall where space permits while running parallel to the building so that the meter may be installed as close to the front wall as practical, normally within five(5) feet of the front wall.
6. The trench is to be 30” deep and 12”-24” wide. Depth is calculated from final grade.
7. B/D is required to provide all screening material for the job and must meet UGI specifications on type of material.
8. UGI will install the service by excavating and backfilling a standard hole at the tie-in location. UGI will install the provided screening, locate wire, and PE service pipe in the trench provided by the B/D. The natural gas meter may be installed by using an anchor bracket fastened to the foundation.
9. The natural gas meter will be set inactive and locked before the natural gas meter, unless the builder/HVAC contractor participates in UGI’s New Business Activation (NBA) program. If the contractor/builder participates in the NBA program, the service will be activated up to the convenience valve which is after the meter. If the meter was set inactive due to the B/D not participating in the NBA program, UGI will be required to make a return trip to activate natural gas service. The B/D is responsible for having the fuel line piped into the meter outlet. If you are unsure if your HVAC contractor is NBA certified, please check with your UGI Sales Representative.
10. UGI will backfill to a level 6” to 12” below final grade and install the gas utility warning tape.
11. UGI will then backfill to final grade. Please note that clean fill is required to be used when backfilling to final grade. Rocks, construction material, or any other material other than clean fill used to back fill is prohibited.
12. The B/D is subject to inspection by UGI’s Compliance Department at any point during or after natural gas service has been installed. If violations are observed, corrective actions will be required which may include re-installation of the natural gas line. Any charges incurred by UGI due to failure of complying with guidelines stated above may be charged to B/D.
Exhibit 1

Common Trench Installation - Service Lines (not to scale)

<table>
<thead>
<tr>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Electric in conduit</td>
</tr>
<tr>
<td>2 Communications &amp; Cable</td>
</tr>
<tr>
<td>3 Gas Pipe</td>
</tr>
</tbody>
</table>