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CHAPTER 3

Utility Service Installer License Rules and Procedures

3.01 Introduction

These Utility Service Installer License rules and procedures and the related licensing program are promulgated as rules and regulations by the Executive Director of Utilities in accordance with Chapter 12, Article 3, Sections 12.3.303, 12.3.304, 12.3.306, 12.3.307, 12.3.309, and 12.3.312 of the Code of the City of Colorado Springs.

3.02 Utility Service Installer Licensing Program:

a) Employees of Colorado Springs Utilities:

Employees of Colorado Springs Utilities may be issued a Utility Service Installer License by Utilities when the employee's Utilities job-related training and testing demonstrates the same level of knowledge and expertise in the installation of natural gas service lines as required of those licensees that are not employees of Colorado Springs Utilities.

Employees of Colorado Springs Utilities are not required to pay to Utilities the fees and expenses related to the Utility Service Installer License program, nor must those employees provide the Certificate of Insurance that is required to be provided under these Utility Service Installer License rules and procedures. However, employees of Colorado Springs Utilities that are issued a Utility Service Installer License are subject to the term of license, records maintenance (as appropriate), suspension and revocation provisions of these Utility Service Installer License rules and procedures and the Code of the City of Colorado Springs.

Employees of Colorado Springs Utilities that are issued a Utility Service Installer License and that subsequently cease employment with Utilities become subject to the provisions of these Utility Service Installer License rules and procedures that apply to non-employees of Colorado Springs Utilities upon the day following the day of the employee's cessation of employment with Utilities.

b) Utility Service Licenses for persons that are not employees of Colorado Springs Utilities:

1) Certificate of Insurance:

A current Certificate of Insurance provided by the Contractor or by the Utility Service Installer must be on file with the Colorado Springs Utilities Energy Construction Operations and Maintenance Department before the Contractor or Utility Service Installer may install natural gas service lines. The types of insurance and amount of coverage required are the same as for Heating Contractor "A", licensed according to the Code of the City of Colorado Springs, Chapter 7, Article 15, Section 7.15.105. The Colorado Springs Utilities Energy Construction Operations and Maintenance Department shall be designated as an insurance certificate holder by the Contractor,

Utility Service Installer or his/her insurance company. A Certificate of Insurance must be remitted upon renewal of the insurance policy or renewal of the Heating Contractor “A” license. If insurance is lapsed, cancelled or reduced, the Contractor or Utility Service Installer will no longer be permitted to install natural gas service lines, and the lapse, cancellation or reduction of insurance shall automatically suspend the Utility Service Installer License until the required coverage is reinstated.

2) Utility Service Installer License Process:

- a. A Utility Service Installer License can be obtained by:
 1. Paying all applicable training and license fees;
 2. Attending a training course;
 3. Passing a written examination; and
 4. Successfully completing a practical hands-on heat fusion test.
- b. The training course and examination will be scheduled and conducted by the Colorado Springs Utilities Energy Construction Operations and Maintenance Department (719-668-7646). The written examination is conducted in two parts: the first covering aspects of Chapter 4, Service Line Design and Construction and the second covering aspects of the heat fusion process. The minimum passing score on each part of the written examination is eighty percent (80%). An applicant who fails to achieve a passing score on either part of the written examination will be required to retake the class.
- c. When a passing score has been achieved on the written portion of the examination, the applicant may proceed to the practical portion of the examination. During the practical examination, applicants will be required to demonstrate the ability to make socket fusions on all polyethylene pipe sizes for which they desire to be certified.
- d. Applicants who have successfully completed the written examination and are scheduled to take a practical hands-on fusion test must provide all of their own equipment and tools. All heat fusion tools brought into the practical examination must be in good working order or the testing will be cancelled.
- e. Once licensed, the Utility Service Installer shall keep the licensee’s employment information current with Colorado Springs Utilities Energy Construction Operations and Maintenance Department (719-668-7646).

3) License:

- a. A Utility Service Installer License will be issued upon successful completion of the written and practical portions of the examination. The Utility Service Installer must present the license at the request of any authorized employee of Colorado Springs Utilities Energy Construction Operations and Maintenance Department or Public Utilities Commission of Colorado. Failure to present the license will result in the rejection of service line(s), as well as possible suspension or revocation of the license.

- b. Each license shall be issued for a term of three (3) years. Prior to the expiration of the term and upon application for renewal of the license, the Utility Service Installer must pay all applicable training and license fees, attend a training course; pass a written examination; and successfully complete a practical hands-on heat fusion test.
- c. In addition to performing a minimum of one (1) inspected polyethylene fusion annually, Utility Service Installers must attend a training course, pass a written examination, and successfully complete a practical hands-on heat fusion test within every three (3) year license term in order to maintain a valid license status. If a twelve (12) month period has elapsed since the last fusion inspection, or if the Utility Service Installer does not attend a training course, pass a written examination, and successfully complete a practical hands-on heat fusion test within three (3) years of the issue date of the license, then the Utility Service Installer's license will be automatically suspended until a re-instatement procedure is successfully completed.
- d. Grounds for Suspension of a Utility Service Installer License.
 - 1. Failure to pay fees when due or failure to pay charges incurred.
 - 2. Violation of any provision of the Code of the City of Colorado Springs pertaining to the license or of any regulation or order relating to the license lawfully made under the authority of that Code.
 - 3. Violation of any provision of these Utility Service Installer License rules and procedures, Colorado Springs Utilities' Tariffs or Colorado Springs Utilities' Line Extension and Service Standards.
 - 4. Violation of any law of the United States, of the State of Colorado or of the City of Colorado Springs when the violation concerns conduct or activity related to the installation of natural gas service lines.
- e. A Utility Service Installer License may be suspended by a Utilities Energy Construction Operations and Maintenance Department Manager for a minimum period of thirty (30) days, but not more than ninety (90) days, when a Utility Service Installer has accumulated one (1) or more violations within a six (6) month period. Utilities will notify the Utility Service Installer of the suspension of the license and the Utility Service Installer may request a review of the suspension of the license by the General Manger of the Utilities Energy Construction Operations and Maintenance Department. The decision of the General Manager of the Utilities Energy Construction Operations and Maintenance Department shall be final regarding the suspension. Prior to re-instatement of the Utility Service Installer License after a suspension, the licensee must complete a re-instatement procedure. The re-instatement procedure following a suspension includes all three components of the initial Utility Service Installer License procedure: training course, written examination, and hands-on fusion test.

- f. Any violation occurring within one (1) year of a reinstatement of a Utility Service Installer License after suspension will result in a six (6) month suspension of the Utility Service Installer License from the date of that violation. Utilities will notify the Utility Service Installer of the suspension. Prior to reinstatement of the Utility Service Installer License after a suspension, the licensee must complete a re-instatement procedure. The re-instatement procedure following a suspension includes all three components of the initial Utility Service Installer License procedure: training course, written examination, and hands-on fusion test.
- g. Revocation of Utility Service Installer license will occur pursuant to the Code of the City of Colorado Springs when a Utility Service Installer has accumulated more than three (3) violations in a one (1) year period, or may occur for any other reason provided for by the Code. Pursuant to Section 12.3.310 of the Code of the City of Colorado Springs re-licensing cannot occur until two (2) years from the date of the revocation of the license. The re-licensing procedure following a revocation includes all three components of the initial Utility Service Installer License procedure: training course, written examination, and hands-on fusion test.
- h. A Utilities Energy Construction Operations and Maintenance Department Manager may summarily suspend the license of any Utility Service Installer when a natural gas service line installation is deemed unsafe or hazardous.

4) Fees:

- a. An Inspection and Connection Fee as specified in Utilities' Tariffs will be paid by the Owner, developer or Customer for inspection and connection of a natural gas service line.
- b. A License Fee of fifty dollars (\$50.00) will be charged for each three-year license period. The fee shall be paid upon application for the license or upon renewal application for the license.
- c. A Training Fee of one hundred and fifty dollars (\$150.00) will be charged for the Utility Service Installer License procedures: training course, written examination, and hands-on fusion test. The fee shall be paid upon application for the license, upon renewal application for the license, or prior to any training for re-instatement after suspension of the license.
- d. The licensed Utility Service Installer is responsible for all applicable Return Trip Inspection and Connections Fees as specified in Utilities' Tariff.
- e. The licensed Utility Service Installer is responsible for all applicable Cancellation Fees as specified in Utilities' Tariff.
- f. Fees due from a Utility Service Installer licensee will be billed on a monthly basis. The Utility Service Installer's license will be automatically suspended when any bill for fees due remains unpaid after thirty (30) days from the date of

the bill's due date. Nonpayment of fees is grounds for revoking a Utility Service Installer License.

- g. When required, two-inch (2") and other welded natural gas service risers shall be fabricated by the Colorado Springs Utilities Energy Construction Operations and Maintenance Department Machine Weld Shop for installation by a licensed Utility Service Installer. All two-inch (2") and larger welded natural gas service risers must be approved by Colorado Springs Utilities Field Engineering prior to fabrication. A \$100 fee will be charged to fabricate each custom riser.

5) Records Management:

The Colorado Springs Utilities Energy Construction Operations and Maintenance Department will maintain records of test scores; records of last inspected fusions; records of Insurance Certification; records of violations, suspensions and revocations, and records of license dates and license terms for all licensed Utility Service Installers.