

## Meter Request Process High Level Overview

This site provides a variety of information that should be carefully reviewed prior to submitting a formal request for a new or replacement measuring station.

**Specifications and Guidelines for Receipt Measurement Facilities** provides detailed information to be considered by Customers so that material acquisition and installation of facilities occurs in an acceptable manner. This document includes a description of the process, outlines the responsibilities of both Columbia and the Customer, and highlights considerations for site selection and criteria for meter selection. Requirements for liquid removal, gas quality, overpressure protection, flow control, odorization, installation, and testing at start up are also included.

Several documents are available to assist in selection of appropriate meters and estimation of facility costs. **Meter Capacities at Various Pressures** contains information on minimum and maximum meter capacities over a wide range of operating pressures. This information will be helpful in the initial determination of meter size and type. **Tap Sizing and Approximate Costs** provides an estimate of Columbia's charge for the tap and valve on Columbia's pipeline. Prepayment of the estimated tap and valve cost is required before the project begins, and the Customer is responsible for all actual costs associated with the installation of the tap and valve. **Approximate Costs for Measurement Facilities** is being provided as a courtesy to give customers an indication of potential vendor and contractor costs related to the measuring facilities. The Customer is responsible for material acquisition, fabrication, construction and installation of the measurement facilities, using Columbia approved vendors and contractors. **Approved Fabrication Shops** and **Approved Contractor List for M&R Construction** provide company names and contact information for Columbia approved vendors.

Two illustrative diagrams are available, **Typical Site Configuration for Receipt Measuring Station** showing Columbia's pipeline and Right of Way relative to the measuring station equipment and access road, and **Typical Production / Receipt Measuring Station** showing typical rotary and turbine or orifice meter settings with positioning of related equipment and valves.

### Key Activities in Meter Request Process

- Customer submits completed Meter Request form, which is located on website, including:
  - GPS coordinates
  - 1" = 2,000' USGS Topo Map in color

- Land owner information
  - Purchaser of production, if known
  - Digital photos of site, if available
- Columbia sends Meter Set Agreement (MSA) to Customer for signature
- Customer returns signed MSA and prepayment of estimated cost of tap and valve to Columbia within 30 days – **Project Begins**
- Site Visit with Columbia and Customer representatives – actual site determined, required facilities and equipment determined
- Columbia requests clearances, land owner notification, and orders material.  
Customer also obtains necessary material, equipment, facilities.
- Upon receipt of clearances and land owner notification, Authorization to Construct issued
- Columbia installs tap and valve
- Customer installs measuring facilities and all additional equipment
- Measurement facilities are inspected, tested and readied to be placed in service. Any deficiencies must be resolved prior to placing in service.
- If purchaser has been identified, **gas authorized to flow**