

Request for Physical Disconnection of NGTL tie-in

This Request for Disconnection is meant for permanent disconnection; to request temporary isolation (closing valves) please consult with TC Energy field operations.

Please note that TC Energy cannot allow pigging operations into or out of the NGTL yard.

Submission

Please submit Request for Disconnection form to: meterstationdisconnect@tcenergy.com

Request must be submitted **90-120 days** prior to expected start date of field work. Actual start date of field work will be subject to NGTL confirming with Requestor all regulatory approvals or notifications required by NGTL, if any, are in place.

Proximity agreement

(mandatory)

Company will be operating a vehicle or mobile equipment across a pipeline right of way or disposition

Company will be conducting a ground disturbance within 30m of TC Energy right of way or facility, above or below ground

A Third Party Crossings must be submitted through TC Energy's External Crossing Request Form through their [Online Form](#). Please also submit a copy of this completed **AFDS (Application for Disconnection of Service) form in the same Online Crossings Application**. The Crossings Application form must be submitted upon completing and sending of this AFDS form. For additional information visit: [https://www.tcenergy.com/sustainability/safety/safe-digging/ Requestor facility information](https://www.tcenergy.com/sustainability/safety/safe-digging/Requestor%20facility%20information)

Requestor Facility Name and Number:

Requestor Facility Name and Number:

Requestor Facility Legal Location:

Requestor License/Line Number of pipeline being disconnected (If license/line number is unavailable, then identification of Requestor's tie-in point to NGTL's facility must be provided via technical drawings, line locates, etc. with the submission):

If winter access only, provide accessible dates

From _____ To _____

Does your pipe connect to a header prior to connecting to our meter station?

Yes

No

Disconnect details

NGTL facility

NGTL Receipt meter

NGTL Delivery meter

NGTL Tap

NGTL facility name or node number:

Status of requestor pipe after job completion (please mark all that apply)

Pressurized above 15 psig

Cathodic protection deactivate

Status of gas (only applies to Receipt meters)

Permanent shut in of all gas from the Requestor plant

Rerouting plant output for receipt at another NGTL meter station

• NGTL meter station:

Do any of requestor's sources of gas, prior to blending or processing, have H₂S levels in excess of NGTL's tariff limit of 16ppm:

Yes

No

Requestor roles and responsibilities

1. Requestor is in care and control of the disconnect project.
2. It is the Requestor's responsibility to apply for physical disconnect from a TC Energy facility.
3. Once the physical disconnect has been initiated, TC Energy engineering or the Project Manager will provide an approved scope of work to the Requestor.
4. Requestor is responsible to submit applications for Proximity and Crossing Agreements after they have received the approved scope of work and engineering instructions from TC Energy.
5. Requestor is responsible to provide information pertaining to the disconnect project upon requests from NGTL within a reasonable timeframe.

Requestor project execution responsibilities

1. Requestor is responsible for one-calls, line locates and all proximity and crossing agreements.
2. Requestor is responsible for all road use agreements
3. Requestor is responsible for providing all 3rd party contractors.
4. Requestor is responsible for ensuring that all performing 3rd party contractors have adequate resources and competencies to perform the scope of work.
5. Requestor is responsible for ensuring safe access, which may include access mats.
6. Requestor is responsible for all excavation equipment, as permitted.
7. Requestor is responsible for Hydro-vac and shoring box installation, as required.
8. Requestor is responsible for all waste disposal; this will include Hydro-vac slurry, known contaminated material, all liquids removed from pipe and debris.
9. Requestor is responsible to prove zero pressure.
 - Requestor is responsible to provide containment for potential liquids.
 - Requestor will Cold Cut or Pneumatically Drill pipe to prove zero liquids.
10. Requestor will supply material and backfill excavation as per TC Energy guidelines.
11. Requestor will maintain good housekeeping and return the site to as found condition which includes, but not limited to, fencing, grade, and gravel, as required.
12. Requestor will not be permitted to perform any related pigging operations while connected to the TC Energy facility and until the disconnection is complete.

TC Energy roles and responsibilities

1. TC Energy is responsible for receiving, reviewing and contacting the customer within a reasonable timeframe from receiving the Application for Disconnection.
2. TC Energy Engineering is responsible for issuing the approved scope of work relating to the disconnection for the Requestor. The Requestor will submit this with the Lands Crossing Request.
3. TC Energy is responsible for reviewing/processing Crossing Agreements and Proximity Agreements.
4. TC Energy PM will be responsible for coordinating regional resources for isolation lock-out/tag-out and purge and pressure.
5. TC Energy is responsible for providing 3rd party contractor with respect to E3MOC instructions.

TC Energy project execution responsibilities

1. TC Energy will provide a designated owner representative for the duration of planning and execution.
2. TC Energy representative will be responsible for communicating Construction Execution Plan(s) and Schedule(s) with the Requestor's Field Representative.
3. TC Energy representative will verify that crossing and proximity agreements are in place.
4. TC Energy representative will communicate with Regional Technicians for scheduling of Isolation and Lock Out Tag Out.
5. TC Energy representative will be responsible for performing pre-job meeting and reviewing TC Energy Operating Procedures (TOPs), with Requestor's Field Representative and all contractor's.
6. TC Energy representative will be responsible for ensuring that line locates are correct and that stakeout report is accurately completed.
7. TC Energy representative will be responsible for communicating project schedule with the Regional One-Call Technician.

TC Energy pipeline tie-in disconnection project guidelines

TC Energy HSE Field orientations and Excavation orientations are mandatory and can be accessed through "[TC Contractor Orientation](#)" I-COM Productions.

- A TC Energy Measurement Technician will be on site to perform Isolation Lock Out/ Tag Out and de-pressure disconnect piping (or entire station) to achieve double block and bleed. ZERO Pressure at the Requestor disconnect location will be achieved.
- Lock-out/Tag-out will be performed by the TC Energy Measurement Technician and reviewed by all personnel. Locks need to be applied in the morning and removed daily by all affected workers.
- Requestor shall arrange for excavation as approved by TC Energy. Backfill procedure shall leave the area in suitable condition for future tie-in (e.g. no Hydro- vac slurry). Excavated area shall include the Requestor's disconnect flange, and up to 1m of TC Energy pipe as measured from the insulating flange. Contact TC Energy Engineering for questions.
- Once the disconnect location is exposed and the excavation is safe to enter by means of sloping or shoring box.
- The Requestor shall identify isolation and bleed points to verify ZERO pressure. The Requestor must prove ZERO pressure and no liquids in pipe at disconnect location with Cold Tap Tool. (No Hammer and Chisel)
- If liquids are contained inside of the pipe the Requestor shall arrange to have the liquids removed from TC Energy piping in a manner that is environmentally safe, i.e.: containment, suction trucks and disposal.
- Isolate the Requestor tie-in as per TC Energy's isolation plan. This work procedure is written to avoid hot work at the insulation set. (Ex: Bond across the cut area with bonding Cable)
- Once the isolation coordinator deems it safe, unbolt the insulation set. Discard the electrical insulation pieces.
- If Requestor will be deactivating Cathodic Protection on their pipe, it is acceptable to cut any cables to nearby Cathodic test station. Even though the physical Disconnect has taken place, the Requestor is still responsible for the excavation, and or any liquid that may show up on purging out the oxygen to the bleeder valve on purging procedure step of disconnect.
- If the Requestor wishes to keep CP active on their pipeline please maintain the test lead connections and ensure minimum clearance of 600mm between their pipe and the TC Energy blind flange.

Additional comments

Requestor contact information and authorization

Requestor acknowledges their signatures will authorize NGTL to perform or cause to be performed work to permanently physically disconnect Requestor from the meter station and to coordinate and direct the required scope of work with the customer and/or its authorized representatives, to affect the disconnection of the NGTL facility in accordance with established NGTL standards or materials, construction, safety and quality assurance practices.

Submission of this form initiates work and joint planning (between Requestor and TC Energy) for physical disconnection of the Requestor's tie-in.

Company Name and NGTL Mnemonic

Address

Requestor's commercial/marketing contact

Name

Telephone number

Email address

Signature

Date

Requestor's technical/engineering contact

Name

Telephone number

Email address

Signature

Date

Requestor's CSO/CPO

Name

Telephone number

Email address